**Checklist for evaluating publications**

**Relevance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Questions** | **Yes** | **No** | **Not sure** |
| **Content**  Is the content relevant to my question? | 1. Do I get an answer to my question? |  |  |  |
| 1. Is the content complete? |  |  |  |
|  | 1. Does the publication give a representation of the overall picture?   Or is it completely at odds with general assumptions and theories? |  |  |  |
| **Level**  Is the level in keeping with my question? | 1. Does it deal with my subject to sufficient depth?   Consider: Basic or advanced? General, applied, or academic? |  |  |  |
| **Form**  Is the type of source appropriate for your question? | 1. Is the type of source (book, article, thesis, etc.) appropriate for your information needs? |  |  |  |
| **Topicality**  Is the information sufficiently up to date? | 1. Is it sufficiently up to date in the context of my question?   Consider: Year of publication; could there be something more recent? |  |  |  |
|  | **CONCLUSION**: Is my source relevant? |  |  |  |

**Reliability**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Questions** | **Yes** | **No** | **Not sure** |
| **Authority**  Is the author/organisation reliable? | 1. Is the author recognised in his/her field?   Consider: What is his background; has he published previously? |  |  |  |
| 1. Is the organisation for which the author works well-known? |  |  |  |
| 1. Is the publisher or publication well-known? |  |  |  |
| **Verifiability**  Have the facts been verified, or can they be?  **If required academically (see criteria)** | 1. Are the sources acknowledged? |  |  |  |
| 1. Are there editors? |  |  |  |
| 1. Have the articles been peer reviewed? |  |  |  |
| 1. Is there an explanation of the research method? |  |  |  |
| **Objectivity**  Is the information objective? | 1. Is the subject illustrated from different angles? |  |  |  |
|  | 1. Is the information objective?   Consider: Free from prejudice / personal opinions? |  |  |  |
| **Accuracy**  Are the facts correct? | 1. Are the facts and assertions correct?   Tip: check the information in other resources |  |  |  |
|  | **CONCLUSION**: Is my source reliable? |  |  |  |