**SOURCE MATERIAL CHECKLIST**

Note that this checklist is to serve as a guide when choosing what sites, articles, or webpages to reference when writing an academic research report. A chosen source does not have to meet all checklist requirements, just more than half of them.

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| --- | --- | --- |
| Ask yourself | Yes | No |
| 1.Will the information provide evidence of or support your assignment? Is the information relevant to your research topic?  Consider the arguments or perspectives you want to raise discussion of, does the source material you have chosen support any of those? |  |  |
| 2. Who is the author affiliated with?   Is the author of the source affiliated with a business, the government, or a university? |  |  |
| 3. Does the author have an expertise on the subject?  Is the author a researcher in the field? Does the author have extensive history with such subject matter? |  |  |
| 4. Is the source’s content supported by evidence?  I.e., is there an extensive reference list? Are the references good quality or nonsense sources? |  |  |
| 5. Was substantive content of the sourced material from a peer reviewed journal?  Visit the journal’s website – info on peer-review is usually in a section titled ‘information for authors’ or ‘publication policies and procedures.’ Even click ‘about this journal’ if it’s an option from how you sourced it. |  |  |
| 6. Does the author present an unbiased view?  Consider whether the view provided on the talk is one-sided; where it is, the information has the potential to be biased. |  |  |
| 7. Does the publication date of the information match what you need?  Considered whether the topic you’re researching needs “current” information; where it does, ensure that your information source is less than 5 years old.  Should the topic need “historical” information, consider whether your source is historical. |  |  |
| 8. Does the information come from an authorised source?  Consider whether the information is accessed via a Library database, or an authorised site (e.g., .gov.au, .edu.au) |  |  |
| 9. Are there commercial interests influencing the information?  Basically, check the URL – if the URL is .com, the author might be getting something out of writing the article. If the information is affiliated with a commercial company, they’d likely present a biased view. |  |  |