Before you decide to include the information in your assignment you will need to examine whether or not it is of a high enough quality. You won’t always need to verify a sources’ quality and credibility using all of the evaluation criteria below. This is a guide and you will need to use common sense and follow your instincts when evaluating information.

### WHO?  
Who wrote or produced the piece?

- Is the author qualified to write on the topic?
- Are they affiliated with an educational institution or a particular organisation?
- Have they written anything else on this topic?
- Can you find further background information about the author on the internet?
- Is the author cited in other books or articles on the same topic?

### WHY?  
Why did the author write this piece?

- What is the author’s point of view? Is it objective or biased?
- Are alternative points of view presented?
- Why did the author make this information available?
- Is there a sponsor or advertising?
- Who pays to help make this information available?

### WHEN?  
When was the information published or last updated?

- Have newer sources been published on the topic since?
- Is your topic in an area that changes rapidly and needs the most up to date information? Or is it a topic where older sources are still relevant?
- Are links or references to other sources up-to-date?

### WHERE?  
Where was the information published?

- In a book, website, magazine, academic journal etc.?
- Is the source credible?
- Was the source created to persuade, sell, entertain, inform, or for another purpose?
- Does the purpose of the source influence the objectivity of the information?

### HOW?  
How did the author gather data?

- Is the information supported by evidence?
- Do the citations and references support the authors claim? If there are no references or bad references then this could indicate that the information is inaccurate.
- Was the information reviewed by editors or subject experts before it was published?
- Can the information be verified in another source?
- Is the language or tone unbiased and free of emotion?

### WHAT?  
What do you need the information for?

- Does the information relate to your topic or answer your question?
- Is the information too technical or too simple for you to use?
- Does the source add something new to your knowledge of the topic?
- Have you looked at a variety of sources before determining this is the one you will use?