

# Currency

Does it include  
references to  
recent material?

Yes → keep

No → discard

# Currency

Was the source  
published  
recently (i.e.  
within the last  
few years)?

Yes → keep

No → discard

# Currency

Is the content  
current?

Yes → keep

No → discard

# Currency

Does this source  
need to be up  
to date for your  
research needs?

No → keep

Yes but it isn't →  
discard

Yes + it is → keep

# Reliability

Has this source  
been reviewed  
before being  
published (e.g.  
peer reviewed)?

Yes → keep

No → discard

# Reliability

Does the source  
include  
quotations and  
references?

Yes → keep

No → discard

# Reliability

Is the content  
accurate?

Yes → keep

No → discard

# Reliability

Is the content  
written at a  
suitable level for  
your needs?

Yes → keep

No → discard



# Authority

Has the source  
been  
formally  
published?

Yes → keep

No → discard

# Authority

Has the source  
been published  
by a  
well-established  
publisher?

Yes → keep

No → discard

# Authority

Who are the authors? Do they have relevant knowledge or qualifications?

Yes → keep

No → discard

# Authority

Is the author  
attached to a  
relevant  
organisation?

Yes → keep

No → discard

# Purpose

Is the source  
trying to sell you  
a product?

Yes → discard

No → keep

# Purpose

Is the intended audience likely to be students or academics?

Yes → keep

No → discard

# Purpose

Is the source  
biased?

Yes → discard

No → keep

# Purpose

Is the source  
factual?

Yes → keep  
No → discard



!

Does the library  
pay for you to  
have access to  
this source?

Yes → keep

No → discard

No it is an open  
access article → keep

!

Would you  
recommend a  
friend used this  
for their  
assignment?

Yes → keep

No → discard

!

Would your  
lecturer view this  
as a good source  
to use?

Yes → keep

No → discard

!

Would you be  
able to  
reference this  
easily?

Yes → keep

No → discard