SOURCE RECORD SHEET

ANALYSIS - Information provided that can inform my project
test
SYNTHESIS – agrees with / disagrees with / links to…

Evaluation of the source's reliability	
Who	**Who produced / published it?** ● **Is it an individual or an organisation?** ● **Are they an expert?** ● **Have they got a good reputation?** ● **Have they got a vested interest? (Something to gain by distorting the facts?)** ● **Are they biassed? (Only seeing one side of the argument?)**
What	● **Is it a primary or a secondary source?** ● **Is it a fact? If so, is it supported with verifiable data? How good was any research?** ● **Is it a subjective opinion? If so, does the author have a particular ideology or moral position?** ● **Is it just speculation?**
When	**Is it up to date?** **For this kind of information does it matter whether it is up to date or not?**
Where	● **Where does the author come from? (Does that make a difference to the reliability of the information they are providing on this subject?)** ● **Where does the information come from?** – **Does the author have first-hand experience? or** – **Has the author provided details of his/her sources?**

Why	**Why was the source produced? (What was the author's purpose?)** ● **Was it meant to educate, to entertain or to persuade?** ● **How was it considered? (a tweet or a thesis?)** ● **Was it meant for you? (suitable for your purpose and your level of understanding on the topic)**
Details of information source (for bibliography)	
Book	
Author (surname & initials)	
Publication year	
Title	
Edition (if not first edition)	
Place of publication	
Publisher	
Page(s)	
Printed Article	
Author (surname & initials)	
Publication year	
Title of article	
Title of magazine, newspaper or academic journal	
Volume and issue no. for magazines and journals or date for newspapers	
Page no(s) of the article	
Page(s) you are referring to	
Website	
Person or organisation that produced the site	
Year site was published or last updated	
Title of the site	
Available at: URL	
Date you accessed the site	
TV or Radio	
Director and writer of the programme	
Name of channel	
Title of programme (and series if applicable)	
Year programme was transmitted	

Date of transmission	