Guide To Source Analysis

# Research skills

## Information source

Use the [Referencing Guidelines](http://educ.sifnt.net.au/misc/Guidelinesforreferencing.doc) to format the reference correctly.

## highlightING AND ANNOTATION

* Highlight key words and phrases that are clearly relevant to your topic, and annotate why.
* Annotate evidence for or against bias and credibility of the source.

# Communication

## Summary of information

* This is a list describing what the source talks about.
* If the source has subtopic headings throughout the document then these are often a good starting point.
* You don’t need to go into great detail here, usually five or six dot points is sufficient.

# analysis

## relevance

* Describe relevant information provided by the source.
* Describe irrelevant information provided by the source.
* Conclude the degree of relevance of the source.

## possibility of bias

* Describe information or arguments for either side of the issue.
* Compare the amount of information given for each side.
* Describe the purpose of the source (e.g. to sell something, to inform).
* Describe the tone of the source (e.g. style of language, use of emotive words).
* Conclude whether the source is biased (and if so, for which viewpoint)

## credibility

* List any credentials (evidence of authority). This could include the authors’ education and experience, or how well known they are. You may need to do an internet search to find out.
* Describe the source’s use of referencing.
* List any other relevant details, such as the domain (e.g. edu, gov), how recently the source was updated, etc.
* Conclude how trustworthy the source is.

## other factors

* Describe the readability of the source, for example its language and presentation.
* Describe how diagrams or pictures are used and whether they help the source communicate information.
* Mention any other factors that may be worth noting, such as the presence of advertisements.