Academic Note-taking with Website Evaluation

* Use this sheet to record evidence from different sources.
* Note down as much information as you can about the source as you will need it for your in-text referencing, as well as your Reference List or Bibliography.
* Paraphrase or summarise the information – use your own words. Don’t just copy directly from the text.

|  |
| --- |
| Author/s: |
| Year: |
| Title: |
| Journal / Book / Website name and URL: |
| Publisher: |
| Location: |
| If website:  |
| The date you viewed the article: |  |
| Type of website:* .com= commercial site
* .net= service provider
* .gov=government agency
* .org=organisation
* .edu= educational institution
 |  |
| Authority:*Does the site have an ‘about us’ section?**Is the author / sponsoring body from a recognised institution?* |  |
| Objectivity:*Does the author have any particular bias? What’s the purpose of the website / article?**Is the information balanced?* |  |
| Currency:*What’s the date on the website?* *When was the article written?* |  |
| Accuracy:*Can the information in the article be checked? Is there proof?* *Is there a reference list?* |  |
| Evaluation of website*Based on the information, should I use the website as part of my evidence or research?* | *YES / NO* |
| **A statement of the main viewpoint**You could start your statement with:*\*In this article, Brown examines . . .**\*The authors review . . .**\*The author’s purpose is to highlight . . .**\*The information sheet analyses…* |
| **A summary of the main argument, topic or ideas**You could start your summary with:*\*The main ideas stated are . . .**\*Examples for this topic are documented by . . .**\*Brown has conducted research into . . .**\*The author’s argument focuses on . . .* |
| **An evaluation or reflection on the text, connecting it with your assessment**You could start your comment with:*\*This article is useful for my research topic . . .**\* Because the information is up-to-date and from a reliable source . . .**\* It is relevant to my viewpoint because . . .**\* In particular, this article will assist . . .* |
| **A comparison to one (or more) other article(s) /source(s) which have information on similar topics/issues**You could start your comparison with:*\*The information in this article is similar to Brown (1999) in that . . .**\* The information in this article contrasts with the ideas in Brown (1999) because . . .**\* The information in this article has different information to that in Brown (1999) on the topic of…..* *\* This article provides me with new information about the topic of ……* |