Should I use the information on this web site?

**WHAT?** Is it directly relevant to my topic?

- Yes
  - It's easy to get distracted while surfing the web; don't waste time reading irrelevant information
- No
  - No / Don't know

**WHO?** Is the author indicated?

- Yes
  - Is it hosted by an organisation?
    - Yes
      - If you can't identify an author or organisation, look elsewhere for information
    - No
      - No / Don't know

- No
  - Is the author/organisation an authority in the field?
    - Yes
      - If you need unbiased information, look elsewhere
    - No
      - No / Don't know

You should only use information if you can be sure it was written by a respected author or organisation. If not, look elsewhere.

**WHY?** Is its aim to provide unbiased information?

- Yes
  - Use the information but consult other sources as well
- No
  - Is impartial information required?
    - Yes
      - Use the information but consult other sources as well
    - No
      - If you use the information, present both sides of the argument

It's important to check the publication date of the information and that the web site is still being maintained. If it is not current enough, look elsewhere.