

Finding and Evaluating Sources

Plan

- Take keywords from your assignment brief

Ahead

- Think of alternative terms for those keywords
- Decide where you are searching and what you are looking for. The table below may help.

Search

- When searching keep the assignment question in mind, don't get distracted
- Use the filters such as 'subject' and 'date range' help find relevant results
- Use the advanced search function as well

Select

- Check to see if what you find is relevant. The find function (CTRL+F) will find and highlight keywords.
- The majority of sources on the Arden Library will be good academic sources.

Plan Ahead... You will want to think about what kind of information you are looking for as you will find different types of source material in different places. You will want to make sure that you have access to the Library Portal.

Source Types	Containing	Accessible Via
Books	Core academic information about a topic, often written for student academics	Arden Library and BibliU
Journal Articles	Specialist academic information about specific topics, often written for professional academics	Arden Library
Professional Sites	Governmental, professional, charitable information	Arden Study Guides, Online Searching
Websites	Public information, not reviewed or approved by academics or professionals	Online Searching

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Once you have figured out where you are going to search for information then you will want to plan how you are going to search, the majority of search engines will work better if you use key words rather than whole sentences.

Keyword			
Alternatives			

When searching for source material start broad before narrowing down the results using the filters or adding more keywords (one word at a time).

When you find something that looks useful give it a quick skim to see if it discusses the topics you need, CTRL+F is helpful with this.

You want to be using good quality material to support your assignment, to check this use the CRAAP checklist below.

If you decide you want to read some of the material save it! Save it because you may struggle to find it again... then continue searching.

Key Terms

- + **Alternative words**
- + **Focus** – *study, lit review*
- + **Filter** – *date, type*
- + **Phrase search** - *“social media”*

The CRAAP Checklist	Yes/No
Currency – Was it created, published or revised recently?	<input type="checkbox"/>
Relevance – Is it useful? Does it discuss the topic in question?	<input type="checkbox"/>
Authority – Is the author qualified or an expert on the subject?	<input type="checkbox"/>
Accuracy – Can you check the evidence? Is it unbiased?	<input type="checkbox"/>
Purpose – Is it academic or professional? Is it impartial and objective?	<input type="checkbox"/>

 <p>Library Portal https://library.arden.ac.uk/</p>	 <p>Study Skills on iLearn https://moodle.bl.rdi.co.uk/course/view.php?id=921&section=1</p>	 <p>Emails Study-skills@arden.ac.uk and libraries@arden.ac.uk</p>	 <p>Blog https://library.arden.ac.uk/library-blog</p>	 <p>Twitter @LibraryArden</p>
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