

Quality Evaluation Grid for Information Sources and Factual Data

1. Author Identification	<input checked="" type="checkbox"/> Research tips :
Surname, first name	Avoid unknowns or pseudonyms and personal webpages
Biography, affiliation and contact information	Research their qualifications. Visit the official affiliation webpages web and also the webpage of partners with whom they collaborated
Relevant Expertise on the subject	Qualifications specifically on the subject ? Diplomas? Work experiences?
Mention of Conflicts of interest	Partnerships? Sponsors? Associated products or services?
Other publications also specialized	Same subject and knowledge domain? Linked to their expertise?
Number of References and their diversity	Check the citations of their sources : relevant, reliable, true and actual
Cited in other scientific publications	Check who cited them. Is it corroborated by identified information sources
2. Author Credibility	<input checked="" type="checkbox"/> Research tips :
Affiliated Researchers to a research center: articles in scientific journals, books, thesis and conference proceedings and interviews as an expert with a credible journalist	Research the section « Research » of universities or college/cégeps (CCTT) Research on Research Gate, Academia, AcademiaNet, Mendeley, LinkedIn, Twitter, Instagram, Femmes experts canadiennes, etc. Research in institutional depositories like Arxiv.org/Socarvix and articles available in open access online Research articles in <i>Érudit</i> , <i>Repère</i> , <i>Eureka.cc</i> and online: Microsoft Academic, Google Scholar, Réseau Mirabel, Paperity, etc.
Professional specialist of this domain: articles in professional journals, conference proceedings, research reports, media coverage	Research « ordres professionnels », professional associations, workforce sectorial committees and multiple expertise professionals group assembly Discover professionals on IMT Québec, Métiers Québec (training)
Professional Associations (careers):	Research articles in newspapers via <i>Eureka.cc</i> on a actual subject with the journalist point of view and <i>Repère</i> for the professionals journals
Governmental institutions – expertise : - Federal (gc.ca) - Provincial (gouv.qc.ca)	Google site:gc.ca or site:gouv.qc.ca with your subject Research the Expertises section (ministry and institutions websites) Research agency, offices, centers, committees, commissioners, commissions, counsels, institutes, museums, offices, networks, society, etc. Research publications, open data, technical and scientific reports, statistics, commission of inquiry and grey literature
Recognized Institutions in the domaine (national or international) :	Research experts or authority news, reports, publications
Specialized Businesses and Private Firms:	Research consensus utterance from experts groupings
Amateurs and Enthousiasts about the subject:	Research in phonebooks and businesses repertory . Check the URL. Be careful to check all informations in other credible information sources from other experts to corroborate your findings!
3. Information Relevance	<input checked="" type="checkbox"/> Research tips :
Answers my Research Question	Interesting, but off topic? Keep your focus on your objective/research question!
Adapted to the right public (audience)	Universities publications are highly specialized, research popularization documents to be introduced to the subject.
Coherent with a Quebec perspective (cultural, values, beliefs of the subject)	Use data from other countries to compare, but make sure your findings are adapted for a Quebec context depending on your research subject
Objectives (facts), different points of view	Think of the nuances and limits. Be careful of the « I » (first person) sentences
Exact informations that can be verified	Check in reference documents. Is there contradictions with other information sources you consulted?
4. Redaction requirements	<input checked="" type="checkbox"/> Research tips :
Clear language, structured text in a logical order, right vocabulary and no spelling errors	Reliable content will have a professional look and an official presentation (logo). Is the text revised by a redaction committee?
Typical format for scientific articles + peer reviewed	Includes : Problem, Research Question, Methodology, Target Audience, Data Gathering Results, Research Limitations, Discussion of results, Scientific references
Logical arguments that are documented	Careful to confusion and when the reference used aren't cited in the text
5. Publication date and diffusion data	<input checked="" type="checkbox"/> Research Tips :
Recent, up to date (newest edition) and the subject is actual and relevant	Depending of the knowledge domain, 10 years is out of date! Sciences and Technologies evolve quickly. Not in history, so it can depend of the domain.
Editor or specialized journal or website from a recognized institution	Check other publications from that publisher: is he specialised in a domain? Is there documents that aren't reliable in his catalog that makes you doubt? Who is the target audience: general public or initiated (specialised vocabulary)?
6. Author Intentions and objectives	<input checked="" type="checkbox"/> Research Tips :
Do they want to inform, to educate or train, to explain, to provide examples?	Can we verify the facts in other sources of information?
Give their personal opinion?	Be careful of pronouns « I », « my », « you », « us », « they »...
Trying to convince or sell us a service or product?	Be careful of advertising or promotional content. Also, be on the look out for commercial websites.
Is there a ideology, cultural, religious or political bias or fixated position?	Neutral information or endorsement from a associate partner, political group, union, militant, lobby or specialists in this domain?
Is the access to the information free? How is the website « host »?	Is the webpage on an education, commercial, government or institution page? Other? Is it on a personal webpage?