

## **Chapter 2: Research Guidelines**

### **How to determine or analyze your findings...**

One of the hardest things to do is to sift through mountains of data and determine what information is useful and what information is not necessary.

Below you will find a sample critical evaluation guideline for determining the value of the information you have found. It is very simple to follow and by no means inclusive, however it does provide you with a widely accepted guide what is valid and what is not. While there is no secret formula for success, there are key indicators that the materials you have selected to use are credible.

### **Research Guideline:**

- 1) How has this work been evaluated?
- 2) Who has evaluated this body of work?
- 3) Who is the author and what are their credentials?
- 4) Are they considered credible in their field?
- 5) What do you know of the Publisher of the document?
- 6) Is the work considered to be:
  - a. Relevant
  - b. Timely
  - c. Logical
  - d. Reasonable

- e. Objective
- f. Ethical
- g. Error-Free
- h. Clearly Organized
- i. Accurate
- j. Of good quality
- k. Authentic
- l. Can it be verified by at least (2) other sources in the same area?
- m. Does it provide bibliographies
- n. If you are using online research is the website a;
  - i. .com
  - ii. .net
  - iii. .org
  - iv. .edu
  - v. .gov

Clearly the last 3 choices have a higher value than a .com or a .net, but not always. Using this simple guideline ask yourself “have I found the best information available can make a world of difference to my outcome objectives?”