






## Use this chart to help you evaluate sources and to determine what can be cited in your assignments.

Some information sources should be used ONLY to help you get started but may not be acceptable for citing.

	Academic / Scholarly	Professional / Trade	Reports / Data / Fact Sheets	Popular / News	Blogs / Websites / Social Media
<b>Example</b>	 <p>Business Ethics Quarterly</p>	 <p>Psychotherapy Networker</p>	 <p>Pew Center Report</p>	 <p>Time magazine</p>	 <p>HBR blog network</p>
<b>Can I cite in assignments?</b>	<p>Yes, if the articles are from a scholarly publication and meet a high quality for academic writing. Always obtain the full text of articles, chapters, books and review them; never cite an abstract.</p> <p><i>Assignment examples:</i> Research paper, research report, presentation to colleagues</p>	<p>Possibly, depending on article length and whether information is evidence-based (includes citations), and/or in-depth enough for the assignment. Check assignment requirements and/or with instructor.</p> <p><i>Assignment examples:</i> Case study, business plan, presentation to colleagues, best practices assignments</p>	<p>Possibly, depending on whether the information is evidence-based and data-driven (includes citations), and whether coverage is in-depth and objective.</p> <p><i>Assignment examples:</i> Research paper, case study, business plan, report to business team, presentation to colleagues, informative essay</p>	<p>Possibly, depending on whether the information is in-depth, well-written, objective, and from reputable publications. Check assignment requirements and/or with instructor.</p> <p><i>Assignment examples:</i> Composition assignment, informative or argumentative essay, pro/con paper, best practices assignments</p>	<p>Only on a limited basis if sources meet quality academic standards. Tweets, wikis, etc., are not acceptable for citing. Ensure sources are in-depth, well-written, objective, and reputable. Check with instructor before citing.</p> <p><i>Assignment examples:</i> Composition assignment, informative or argumentative essay</p>

<b>Purpose</b>	To report original research and provide critical analysis of topics in the field.	To provide news and information to people in a particular industry or profession; may include citations and offer a more in- depth coverage of a topic than a popular magazine or media source.	May report original research and provide critical analysis. May be used to persuade, depending on organization or group funding or creating the report.	To inform, entertain, or persuade. Good for getting an overview of a topic.	To inform, entertain, or persuade. Some blogs may offer “lighter” or easier-to-understand version based on original research. Good for getting an overview of a topic. Use as a jumping-off point to evidence-based and academic sources.
<b>Review process</b>	Scholarly articles are screened and approved by researchers and experts (peer-reviewed) in the field before they are accepted for publication.	Articles are reviewed by the publication’s editor or editorial staff.	Reports may undergo a rigorous review process, or they may be reviewed by an editor or staff, depending on the organization or sponsor of the report and whether it is reporting on original research.	Articles are reviewed by the publication’s editor or editorial staff.	Information may be reviewed by an editor or staff, but may be posted by the author and not vetted or held to any evidence-based or quality standards.
<b>Audience</b>	Students, researchers, and professionals in the field	Professionals in the field or industry	Researchers, policy-makers, general public	General public	General public, professionals in the field or industry
<b>More examples</b>	<a href="#">Counselling Psychology Quarterly</a> <a href="#">Harvard Educational Review</a>	<a href="#">Educational Leadership</a> <a href="#">Leader to Leader</a> <a href="#">Psychotherapy Networker</a>	<a href="#">National Alliance on Mental Health fact sheet</a> <a href="#">U.S. Census American Factfinder data</a>	<a href="#">National Geographic</a> <a href="#">U.S. News &amp; World Report</a>	<a href="#">Education Week blogs</a> <a href="#">Harvard Business Review blogs</a>