

Appendix 1: RADAR Tool

Evaluating Information Sources: RADAR is a framework that can help you remember what kinds of questions you should be asking about an information source as you evaluate it for quality and usefulness in your research.

RATIONALE	<p>The rationale is important because books, articles, and web pages are made to serve a purpose. They can educate, entertain, or sell a product or point of view. Some sources may be frivolous or commercial in nature, providing inaccurate, false, or biased information. Other sources are more ambiguous about any potential partiality. Varied points of view can be valid as long as they are based on good reasoning and careful use of evidence.</p>	<ol style="list-style-type: none"> 1. Why did the author or publisher make this information available? 2. Is there obvious and/or extreme bias or prejudice? 3. Are alternative points of view presented? 4. Does the author omit any important facts or data that might disprove their claim? 5. Does the author use strong emotional language?
AUTHORITY	<p>Authority is important in judging the credibility of the author's assertions. In a trial regarding DNA evidence, a jury would find a genetics specialist's testimony far more authoritative compared to a testimony from a random person off the street.</p>	<ol style="list-style-type: none"> 1. What are the author's credentials? 2. Is the author affiliated with an educational institution or a prominent organization? 3. Can you find information about the author in reference books or on the Internet? 4. Do other books or articles on the same research topic cite the author? 5. Is the publisher of the information source reputable?
DATE	<p>Date, or currency, is important to note because information can quickly become obsolete. Supporting your research with facts that have been superseded by new research or recent events weakens your argument. Not all assignments require the most current information; older materials can provide valuable information such as a historical overview of your topic. In some disciplines, the date of the source is less important, while in others it is very important.</p>	<ol style="list-style-type: none"> 1. When was the information published or last updated? 2. Have newer articles been published on your topic? 3. Are links or references to other sources up-to-date? 4. Is your topic in an area that changes rapidly, like technology or science? 5. Is the information obsolete?

<p>ACCURACY</p>	<p>Accuracy is important because errors and untruths distort a line of reasoning. When you present inaccurate information, you undermine your credibility.</p>	<ol style="list-style-type: none"> 1. Are there statements you know to be false? 2. Was the information reviewed by editors or subject experts before it was published? 3. Do the citations and references support the author's claim? Are the references correctly cited? 4. What do other people have to say on the topic? Is there a general agreement among subject experts? 5. If applicable, is there a description of the research method used? Does the method seem appropriate and well-executed? 6. Was the item published by a peer-reviewed journal, academic press, or another reliable publisher?
<p>RELEVANCE</p>	<p>Relevance is important because you are expected to support your ideas with pertinent information. A source detailing Einstein's marriage would not be very relevant to a paper about his scientific theories.</p>	<ol style="list-style-type: none"> 1. Does the information answer your research question? 2. Does the information meet the stated requirements for the assignment? 3. Is the information too technical or too simplified for you to use? Who is the intended audience? 4. Who is the intended audience? 5. Does the source add something new to your knowledge of the topic? 6. Is the information focused on the geographical location you are interested in?

Adapted from: Mandalios, J. (2013). RADAR: An approach for helping students evaluate Internet sources. *Journal of Information Science*, 39(4), 470–478. <https://doi.org/10.1177/0165551513478889>

Appendix 4: Checklist for Reviewing Resolutions

Note: A new checklist must be submitted as the resolution progresses through each level of the League. It serves to verify that a fresh review of the resolution has been done by the subcommittee.

<i>Use this form to review the resolution before presenting it for adoption. Use a check mark to verify that each requirement has been met.</i>	(√)
Resolution	
<i>Resolved Clause(s)</i>	
<ul style="list-style-type: none"> • States name of originating council of the resolution 	
<ul style="list-style-type: none"> • States name of destination council within the League requested for action 	
<ul style="list-style-type: none"> • States formal name of government level/organization being asked for action 	
<ul style="list-style-type: none"> • Clearly states requested action of government/organization 	
<i>Bridging Clause(s)</i>	
<ul style="list-style-type: none"> • The correct bridging clause has been used to forward the resolution to the next level of the League 	
<i>General</i>	
<ul style="list-style-type: none"> • Resolution is in keeping with the core principles of the League 	
<ul style="list-style-type: none"> • Requested action(s) were not addressed by a previously adopted resolution 	
<ul style="list-style-type: none"> • Correct jurisdiction of government is being addressed by the resolution 	
<ul style="list-style-type: none"> • Correct level of the League is being asked to act regarding an organization 	
<ul style="list-style-type: none"> • Correct destination in the League is being requested for action 	
<ul style="list-style-type: none"> • Original source material/references were used in developing the resolution 	
<ul style="list-style-type: none"> • Resources directly support the intent of the resolution 	
Brief	
<i>Opening Paragraph</i>	
<ul style="list-style-type: none"> • Defines the topic/issue in the resolved clause(s) 	
<ul style="list-style-type: none"> • Includes the specific action requested in the resolved clause(s) 	
<i>Body</i>	
<ul style="list-style-type: none"> • Is informative and persuasive of the action(s) requested in the resolved clause(s). 	
<ul style="list-style-type: none"> • Presents most important reasons first, then those of lesser significance 	

<ul style="list-style-type: none"> • Flows logically 	
<ul style="list-style-type: none"> • Contains in-text citations (references in parenthesis) 	
<i>Closing Paragraph</i>	
<ul style="list-style-type: none"> • Summarizes the topic and the validity of the concerns 	
<ul style="list-style-type: none"> • Emphasizes the requested action of the resolved clause(s) 	
<i>General</i>	
<ul style="list-style-type: none"> • Is limited to one page; statements are clear and concise 	
<ul style="list-style-type: none"> • All statements of fact are supported by a credible reference 	
<ul style="list-style-type: none"> • Facts presented are relevant, timely and substantiated from reliable sources 	
<ul style="list-style-type: none"> • Does not contain assumptions, personal opinions or rumours 	
<ul style="list-style-type: none"> • Quotation marks used for exact quotes to avoid plagiarism 	
<ul style="list-style-type: none"> • Most current version of MLA formatting used for all in-text citations 	
<ul style="list-style-type: none"> • In-text citations (parenthetical references) used to identify the source of statistics, direct quotations and paraphrasing 	
<ul style="list-style-type: none"> • Quotes are not taken out of context 	
<ul style="list-style-type: none"> • A dignified and respectful tone is maintained; actions are not mandated 	
<ul style="list-style-type: none"> • Wording is in keeping with the League’s non-partisan stance 	
<ul style="list-style-type: none"> • Spelling, grammar and format conform to style guide in the <i>National Manual of Policy and Procedure</i> 	
Works Cited	
<ul style="list-style-type: none"> • Identifies all research/resources (minimum of three) used for the resolution 	
<ul style="list-style-type: none"> • Evaluation of resources is consistent with the RADAR Mandalios handout 	
<ul style="list-style-type: none"> • Works cited list uses the most current version of MLA formatting 	
<ul style="list-style-type: none"> • List has been organized alphabetically and assigned sequential numbering 	
Action Plan	
<ul style="list-style-type: none"> • Supports the objective of the resolution 	
<ul style="list-style-type: none"> • Recommended actions are appropriate, realistic and clearly stated. 	
<ul style="list-style-type: none"> • Proposes three or more actions such as, become aware, invite speaker, write letters to become familiar with, etc. 	

Other Requirements:	
• Resolution meets criteria for acceptance set by national level	
• The resolution has been titled; its topic and requested action stated concisely	
• The resolution title states the year of its adoption (and numbered if more than one resolution is adopted by the council in the same year)	
• Left margin line numbering is inserted for resolution, brief, works cited, action plan	
• A digital file of the complete resolution and its resources has been created	
• The resolution, brief, works cited, action plan and original source material are printed and organized in a folder or three ring binder	
• Source material is organized using index dividers; tabs are numbered to correspond to each source of works cited list	
• All in-text citations and quotations of the brief are highlighted and flagged in the source material	
• The completed checklist is at the front of the folder/binder containing the resolution and the supporting source material	
• The cover letter verifying adoption of the resolution (signed, dated and showing email and/or postal mailing address of submitting council) is included at the front of the folder/binder.	
Checklist Completed by:	
Name:	
Email address:	
Telephone:	
Signature:	