

QUOTING, PARAPHRASING, AND SUMMARIZING

Adapted from *PURDUE OWL* and *YouTube*



QUOTATIONS

QUOTATIONS MUST BE IDENTICAL TO THE ORIGINAL, USING A SMALL SEGMENT OF THE SOURCE. THEY MUST MATCH THE SOURCE DOCUMENT WORD FOR WORD AND MUST BE ATTRIBUTED TO THE ORIGINAL AUTHOR.

QUOTATIONS

EXACT WORDS

- USE “QUOTATION MARKS” TO SHOW WHAT WORDS YOU ARE QUOTING
- USE [BRACKETS] TO INDICATE CHANGES MADE TO FIT SENTENCE

SIGNAL PHRASES

- INTRODUCE QUOTES WITH SIGNAL PHRASES:
- ACCORDING TO SMITH . . .
- JAMES CONCLUDES . . .
- JONES ARGUES . . .
- MOREOVER, JOHNSON ADDED . . .

CITATION

- ALWAYS, ALWAYS, ALWAYS END WITH A CITATION:
- ACCORDING TO SALLY JOHNSON, “THE USE OF VIDEOGAMES MAY BE EDUCATIONAL” (23).

IMPORTANT: WHO ARE YOU QUOTING?

A random name (Smith, Jones, etc.) tells your reader nothing about your source. Be sure to INTRODUCE that source first, either as part of the prior sentence, or included in the sentence itself. This lets your reader know that your source is legitimate, not just some random person that said something.

According to Sally Johnson,
“The use of videogames may
be educational” (23).

According to Sally Johnson, a
professor of education from
Liberty University, “The use
of videogames may be
educational” (23).

PARAPHRASES

PARAPHRASING INVOLVES PUTTING A PASSAGE FROM SOURCE MATERIAL INTO YOUR OWN WORDS. A PARAPHRASE MUST ALSO BE ATTRIBUTED TO THE ORIGINAL SOURCE. PARAPHRASED MATERIAL IS USUALLY SHORTER THAN THE ORIGINAL PASSAGE, TAKING A SOMEWHAT BROADER SEGMENT OF THE SOURCE AND CONDENSING IT SLIGHTLY.

PARAPHRASES

EXACT IDEA

- USE THE EXACT IDEA GIVEN IN YOUR SOURCE, BUT PUT IT IN YOUR OWN WORDS
- CHANGE THE SENTENCE STRUCTURE AS WELL, NOT JUST THE WORDING

SIGNAL PHRASES

- INTRODUCE PARAPHRASE WITH SIGNAL PHRASES:
- ACCORDING TO RESEARCH . . .
- JAMES CONCLUDES . . .
- JONES ARGUES . . .
- MOREOVER, JOHNSON ADDED . . .

CITATION

- ALWAYS, ALWAYS, ALWAYS END WITH A CITATION:
- RESEARCHERS HAVE NOTED THAT CONCEPTS MAY BE LEARNED WHILE PARTICIPANTS ARE ENGAGED IN VIDEO GAMES (JOHNSON).

STEPS TO EFFECTIVE PARAPHRASING

1. Reread the original passage until you understand its full meaning.
2. Set the original aside, and write your paraphrase on a note card.
3. Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
4. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
5. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

PARAPHRASE PRACTICE

- Original passage:

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes.

Lester, James D. *Writing research papers*. 2nd ed. (1976): 46-47.

- Acceptable paraphrase:

- In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

UH-OH, did someone say plagiarism???

- Original passage:

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes.

Lester, James D. *Writing research papers*. 2nd ed. (1976): 46-47.

- Plagiarism alert:

- Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.

SUMMARIES

SUMMARIZING INVOLVES PUTTING THE MAIN IDEA(S) INTO YOUR OWN WORDS, INCLUDING ONLY THE MAIN POINT(S). ONCE AGAIN, IT IS NECESSARY TO ATTRIBUTE SUMMARIZED IDEAS TO THE ORIGINAL SOURCE. SUMMARIES ARE SIGNIFICANTLY SHORTER THAN THE ORIGINAL AND TAKE A BROAD OVERVIEW OF THE SOURCE MATERIAL.

SUMMARIES

OVERVIEW

- USE WHEN YOU NEED A BROADER OUTLOOK
- OFFER AN OVERVIEW OF THE TEXT'S MEANING

SIGNAL PHRASES

- ATTRIBUTE SUMMARY WITH SIGNAL PHRASES

CITATION

- ALWAYS, ALWAYS, ALWAYS END WITH A CITATION

SUMMARY PRACTICE

- Original passage:

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes.

Lester, James D. *Writing research papers*. 2nd ed. (1976): 46-47.

- Acceptable summary:

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

QUESTIONS???