

Quote, Paraphrase, or Summary and Why?

When should I quote?

- When the information is so important, you couldn't have said it better yourself
- When the information supports your ideas/arguments
- To add credibility
- To show readers that what you are about to say is not your own writing ("Quote")
- Good quotes should be used like salt--a little goes a long way

When should I paraphrase?

- When you want to use your own words
- When you want to express the supporting ideas
- To add credibility
- Paraphrases should be used like spices--people have already used them, but can you use them in a new way?

When should I summarize?

- When you want to keep it, short, sweet, and to the point
- When you want to show what the main idea of something is

Plagiarism is taking someone else's work or ideas and passing them off as your own.

Summarizing is an overview of the most important details or main ideas found in a text.

Paraphrasing is restating specific details found in text in your own words or in another way.

Quoting is when you restate someone's exact words.

Paraphrasing includes the following:

Restating information into your own words

- Rewriting sentences to make them into simpler sentences or combine sentences to make them more complex.
- Replacing difficult vocabulary words with words you understand.
- Rewording ideas by using clearer word choice.

Tips for success:

- Use a dictionary or thesaurus for word choice.
- Read the sentence a couple of times to have a better understanding of the information
- Change the structure of the sentence by either creating shorter sentences or combining simple sentences into more complex sentences.

Steps for Paraphrasing and also including an in-text citation:

- Read the entire text once
- Re-read the text and annotate the text as you read
- Circle & look-up all unfamiliar words or phrases
- Choose the part of the text that will support your own writing
- Put the text away and paraphrase the content using your own words
- Look at the original text and compare it to your version (make sure you have accurately expressed the original information)
- At the beginning of the first sentence in which you paraphrase, make it clear that what is coming next is someone else's idea (according to Smith, in his 2003 study, Robinson proved)
- At the end of the last sentence containing the paraphrased material, insert a parenthetical citation (in-text citation) to show where the material came from

Tip: You cannot change the sentence structure and keep the same words, nor can you change the words and keep the same sentence structure.