QUOTING, PARAPHRASING & SUMMARIZING

Three ways to incorporate research into your paper.

1. Quoting
2. Paraphrasing
3. Summarizing

Always use in-text documentation THEN cite it on your Works-Cited page

Quoting
When you use the author’s EXACT WORDS
Put quotation marks around them “.”

When do you use them?

1. to add the credibility of an author’s words to your argument
2. to highlight a particularly powerful phrase/passage

Paraphrasing
Putting a passage from source material into your own words and must be attributed to the original source.

Paraphrase when:

1. planning to use information on your note cards to avoid plagiarizing
2. to avoid overusing quotations
3. to use your own voice to present information
5 Steps for Effective Paraphrasing

1. reread passage so you understand its meaning
2. set the original aside, then write your paraphrase on a note card
3. check your paraphrase against the original work making sure your version accurately expresses the information in a new form
4. use quotation marks to identify specific terms / phrases you borrowed exactly
5. record the source – including the page number – on your note card to give credit to the author

Summarizing

Involves putting the main idea(s) of one or several writers into your own words – including only the main points.

Summarize when:
1. to establish background or offer an overview of a topic
2. to describe knowledge – from several sources – about a topic
3. to determine the main ideas of a single source

Example of How to Paraphrase, Summarize and Cite Work

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


Paraphrased:
In research papers, students often quote excessively, failing to keep quoted materials 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).

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

Adapted from Grafton MA Public Schools