

SUMMARIZING, PARAPHRASING AND QUOTING

Summarizing

A summary is a shorter version of the original material and *written in your own words!* Summaries include immediately relevant information such as main points and ideas and exclude minor details and supporting examples. The original source should be cited in the summary.

Paraphrasing

Putting a passage from source material into your own words is called paraphrasing. A paraphrase contains all of the original information including details, key information, and core supporting arguments, but the information is *restated in your own words*. A paraphrase contains the same ideas of the author, but they have been reworded and rephrased in your own words. **Do not** include your original ideas, hypotheses, or reflections in the paraphrase because you want to keep the main ideas of the original author.

Note No more than three consecutive words of the paraphrase can be identical to the original, with the exception of direct quotations. The original source should also be cited in the paraphrase.

Tips for Paraphrasing

- Reread the sentence many times until you fully understand the meaning
- Rewrite using synonyms where possible
- Break up a long sentence into two shorter ones
- Combine two short sentences and simplify their structure
- Change the order in which ideas are presented

Quoting

Direct quotations are the exact words and the same structure of the original material. Quotations should be used sparingly within your paper, focusing on relevant and note-worthy passages.

How to Use Direct Quotations

1. Copy the exact quotation including punctuation and capitalization.
2. If the quoted material is less than 5 typed lines, enclose the quotation between double quotation marks.

Example: *For the Amish, the public school system is a problem because it represents "the threat of absorption into mass society."*

3. If the quoted material is more than 4 typed lines (MLA) or 40 words (APA) set the quotation off from the main body in the text by indenting 1 inch (MLA) or 5 spaces (APA). Do not use quotation marks! Be sure to double space!

Example using APA style citation:

Medieval players lacked professional theaters but performed outdoors on temporary, or moveable, stages. Where did these ancient actors perform? According to Vince (1984):

We can derive information . . . by surveying the towns and cities . . . we can examine streets and town squares, buildings and courtyards . . . to construct a generalized picture of the medieval world. We can examine still extant guild-halls, banquet-halls, church interiors, and monasteries in order to gain some idea of the possibilities of an indoor performance. (p. 108)

4. To leave out words from the quotation, use three spaced periods (ellipses) to show where the words are left out. *Note* MLA requires brackets around ellipses.

Original: "When I was a young man, being anxious to distinguish myself, I was perpetually starting new propositions." (Samuel Johnson)

With Omissions: "When I was a young man . . . I was perpetually starting new propositions."

5. To insert your own work into the quotation, use brackets around your work.

Original: "The British uniforms with bright red tabs right at the neck were responsible for many British deaths."

Correction: "The British uniforms with bright red tabs right at the neck [will be] responsible for many British deaths."

6. Introduce direct quotations by referring to the author or title of source.

According to such-and-such...

Dr. So-and-So suggests...

****Please Note****

All direct quotations should be correctly cited within the paragraph and in the bibliography according to the proper format (APA, MLA, or CMS).