

QUOTING, PARAPHRASING, AND SUMMARIZING

When including **someone else’s written** work into your writing, it is important to **credit the source** of the material, **or you will be accused of plagiarism!**

QUOTING

Direct Quotations	These are phrases, sentences, or paragraphs that are copied word for word from someone else’s writing. When using direct quotations, enclose the words in quotation marks. Use direct quotations sparingly. If you don’t have a good reason to use a quote, it is better to paraphrase it into your own words. Be sure to provide the source information.
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When using the author’s original words, we can give credit to the author by using a **tag** or **signal phrase**. The **tag** may be placed at the beginning, middle, or end of the quotation.

Example:

“When we presently got under way and went poking down the broad Ohio, I became a new being, and the subject of my own admiration. I was a traveler! A word never tasted so good in my mouth before,” writes Mark Twain.

Note: When **first** using the author’s name, use the **full name**: “Mark Twain explains,...”. When referring to the author **again**, use only the **last name**: “Twain describes,...”.)

Correct use of Tags:

A tag such as <i>states</i> often introduces the quotation and is followed by a comma.	Example: In his short story “The Celebrated Jumping Frog of Calaveras County,” Mark Twain states , “He never smiled, he never frowned, he never changed his voice.”
If the tag interrupts a passage, set it apart by commas.	Example: “All through the interminable narrative,” continues Twain , “there ran a vein of impressive earnestness.”
If the tag appears at the end , use a comma to set it apart from the quotation.	Example: “I let him go on in his own way and never interrupted him once,” concludes Twain .

A List of Tags (Signal Phrases)

acknowledges	adds	admits	comments	describes
agrees	believes	claims	denies	grants
confirms	contends	declares	explains	observes
disputes	emphasizes	endorses	notes	reports
illustrates	implies	insists	rejects	suggests
points out	reasons	refutes	states	compares
responds	reveals	shows	asserts	argues
thinks	writes			

PARAPHRASING

Paraphrasing	This means to take material from an original source and then putting it into your own words. Even though you are not quoting directly, you must still give credit to the original source.
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Tips for effective paraphrasing:

- Read the original material until you understand it fully.
- Without looking at the original material, write your paraphrase.
- Compare your paraphrase to the original material to be sure that your paraphrase contains all of the important information from the original but written in your own words.
- If you use a paraphrase in your writing, be sure your version accurately expresses the main information in a new form.

SUMMARIZING

Summarizing	Read the original material then put the main idea(s) into your own words, including only the main points. As with quoting and paraphrasing, cite the original source. Quotes and detail are not used in a summary.
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