**Quotation, Paraphrase, Summary**

**Definitions**

· **Quotations** are identical to the original source. Your writing and the other writer’s writing must

match be word for word and must be attributed through citation and/or attributive tags

(e.g. Dr.Jonathon Doe argues “quotation should always be word-for-word identical.”)

· **Paraphrases** involve putting a section of the other writer’s writing into your own words. A

paraphrase should also be attributed through citation and/or attributive tags. In most cases,

paraphrases are the same size or slightly shorter than the or original section of writing, and

condense the other writer’s writing down. Paraphrasing is incredibly common in academic

writing, and you will find it to be a useful tool.

· **Summaries** take the main idea from a source essay, and including only the main point(s) of the

source, articulate a broad overview of the other writer’s writing. Summaries also need to

attributed through citation.

**Why use these?**

Quotations, paraphrases, and summaries can be used to:

· provide support for claims or add credibility to your writing

· refer to work that leads up to or gives some background for your own work and claims

· give examples or anecdotal experiences from different points of view on a subject

· call attention to specific sections of work

· highlight a particularly striking phrase, sentence, or passage by quoting the original

· cue readers that the words you are using are not your own

· expand the breadth or depth of your writing

· give the reader some understanding of texts they have not read

**How do I use them?**

When integrating quotations remember:

· a short quotation works well when integrated into a sentence

· a longer quotations can stand alone

· quoting should be done only sparingly

· be sure that you have a good reason to include a direct quotation

**Steps to effective paraphrasing are:**

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. Jot down a few words below your paraphrase to remind you later how you envision using this

material. At the top of the note card, write a key word or phrase to indicate the subject of your

paraphrase.

4. Check your rendition with the original to make sure that your version accurately expresses all

the essential information in a new form.

5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from

the source.

6. 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.

**When summarizing, it might be helpful to follow these steps:**

· Read the entire text, noting the key points and main ideas.

· Summarize in your own words what the single main idea of the essay is.

· Paraphrase important supporting points that come up in the essay.

· Consider any words, phrases, or brief passages that you believe should be quoted directly.

**Basic In-Text Citation of Quotes, Paraphrases and Summaries**

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

**For example:**

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful

feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings"

(Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

Both citations in the examples above, (263) and (Wordsworth 263), tell readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. *Lyrical Ballads*. London: Oxford U.P., 1967. Print.

**A. Quotations**

1. Think about why we quote. Now, pick a good, short section of this essay and quote it. Be sure to attribute the work properly and embed the quote in a sentence as if you were using it in an essay.

2. Pick a section that would make for a good long quote. Quote it and briefly explain why you believe it would be a good selection for a long quote in an essay.

**B. Paraphrase**

3. Effectively paraphrase the last paragraph of this passage.

4. Briefly explain why paraphrasing is such an important tool in academics.

**C. Summary**

Create an effective 2-5 sentence summary of this passage. Be sure to attribute correctly