Quoting, Paraphrasing, and Summarizing Passages

The Difference between Quotations, Summarizing, and Paraphrasing:

**Quotations**: Must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

**Paraphrasing**: Is the rewording of something written or spoken, especially with the aim of making the passage clearer. A paraphrase may be longer, shorter, or of the same length as the original passage.

**Summarizing**: Is a brief summing up of the main points of a statement or narrative.

Quotations, Summarizing, and Paraphrasing Examples:

Original passage:

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


Properly quoting this passage:

“Probably only about 10% of your final manuscript should appear as directly quoted matter” (Lester, 1976, p.46).

- When you quote directly, a page number is necessary.

Integrating a quote into a sentence:

Lester (1976) in his works indicated that: “Probably only about 10% of your final manuscript should appear as directly quoted matter” (p.46).
Paraphrasing:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester, 1976).

OR

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester, 1976).

Summarizing:

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester, 1976).

OR

Lester warns students that using too many direct quotes when taking notes will lead to too many quotations in their final paper (1976). Quotes should only make up about 10% of the whole work (Lester, 1976).

- Notice that in the first sentence of this passage, the authors last name is in the summary and then the date is at the end of the sentence. This is an appropriate way to integrate a citation into a sentence.

Source: Purdue University Online Writing Lab, Paraphrase: Write it in Your Own Words, located at: http://owl.english.purdue.edu/handouts/research/r_paraphr.html