

## Paraphrasing, Quoting and Summarizing Tip Sheet

### Using Other Sources in Your Own Paper

When writing a paper, using sources is usually unavoidable as it benefits the writer in many ways. When using these sources, directly copying the same words from the source itself and then only referring to them in the references list is not advisable and would only lead you to plagiarize. However, this mistake can be avoided by following these three correct methods. These are paraphrasing, quoting, and summarizing.

### Paraphrasing

Paraphrasing requires the writer to rewrite what he wants to cite in his/her own words. Paraphrased sentences are usually found to be much shorter than what is originally written. However, this should not be confused with summarizing.

### Paraphrasing Tips

- Understand the material completely by reading it more than one time. This could help the writer in rephrasing sentences without going back to the original source.
- Use a different word from what is originally written. This could also help the writer. However, it should not be relied on completely.
- The sentence's structure could be changed including verb choices.
- Only changing words and leaving the sentence structure as it is would not work and could make any student fall in plagiarism.
- When you paraphrase, remember to cite the idea as it is an idea of another writer.

## **Quoting**

Using quotations is very easy since it is copying what is written by the original author, but it has to be written inside quotation marks. Any rephrasing within these quotation marks should not happen as it should be the original author's words.

### **Quoting Tips**

- Using the exact words is necessary and it should be done within quotation marks.
- Use ellipsis when the quote is very long by putting three consecutive periods after a certain number of words that could give enough context to the reader.
- When making the quote brief, the writer should be aware that the original meaning should not be altered when quoting.
- The writer should not forget to give the original author credit (in-text citation) after the quote based on reference style of the paper.

## **Summarizing**

Summarization is giving the main idea of a text by writing shorter and briefer sentences. It makes the main idea easier and faster to understand. You are basically focusing on the main idea without giving details from the original text.

### **Summarizing Tips**

- When summarizing a paper, be sure to give the main ideas.
- Details of the main ideas should not be the focus.
- To prevent plagiarism, read the source carefully more than once in order to rewrite the information in your own words and not be influenced by the original source.
- The original author should be given credit by including in-text citation to avoid plagiarism.
- Depending on the writing prompt, writers could include evaluation of the original source in their summary.

## References

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