

Quotations, Paraphrasing & Summarizing

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*. [Use quotation marks.]

Paraphrasing involves putting a passage from source material into your own words. A paraphrase *must also be attributed to the original source*. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

Summarizing involves putting the main idea(s) into your own words, including only the main point(s). *Once again, it is necessary to attribute summarized ideas to the original source*. Summaries are significantly shorter than the original and take a broad overview of the source material.

Example of a paraphrase:

In his famous and influential work *The Interpretation of Dreams*, Sigmund Freud argues that dreams are the "royal road to the unconscious" (page #), expressing in coded imagery the dreamer's unfulfilled wishes through a process known as the "dream-work" (page #). According to Freud, actual but unacceptable desires are censored internally and subjected to coding through layers of condensation and displacement before emerging in a kind of rebus puzzle in the dream itself (page #).

* Notice how it still gives credit to the author of the original text (Freud) and uses quotation marks to denote Freud's unique terms ("dream-work") and phraseology ("royal road to the unconscious").

Suggested steps for paraphrasing:

1. Reread the text until you fully understand it.
2. Put the text aside and write out the paraphrase.
3. Check your rendition to ensure that it includes all of the essential information in a new form.
4. Use quotation marks to identify any unique term or phraseology you may have borrowed.
5. Record the source, including the page number if applicable, so you can credit it if you use it in your essay.

Directions: Use the steps above to paraphrase the following quotation in your notebook:

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. Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47.