



Quoting, Paraphrasing, Summarizing

Paraphrasing

Paraphrasing can be difficult. If you're struggling to paraphrase a source, try using some of these 7 strategies:

Strategy	Original Example	Paraphrase
1. Use synonyms	A. The global population has <i>increased significantly</i> . B. <i>Scientists predict</i> that the population will exceed 10 billion.	A. The world population has <i>risen considerably</i> . B. <i>Experts estimate</i> that the population will be more than 10 billion.
2. Use antonyms	A. It is <i>difficult</i> to find work in rural areas. B. Living in a city is <i>more expensive</i> than in the country.	A. It is <i>not easy</i> to find work in rural areas. B. Living in the country is <i>cheaper</i> than in a city.
3. Simplify	A. There is <i>insufficient</i> housing to meet the demand. B. People are <i>migrating</i> from <i>rural to urban areas</i> .	A. There is <i>not enough</i> housing to meet demand. B. People are <i>moving</i> from <i>the country to the city</i> .
4. Use phrases that explain or define	A. There has been a <i>fall</i> in the <i>rural population</i> . B. <i>Urban populations</i> are growing.	A. <i>Fewer people</i> live in the <i>country</i> . B. <i>More people</i> live in <i>towns and cities</i> .
5. Use categories or examples	A. Overcrowding puts a strain on <i>social infrastructure</i> . B. Consumption of <i>fossil fuels</i> is increasing.	A. Overcrowding puts a strain on <i>schools and hospitals</i> . B. Consumption of <i>oil, gas, and coal</i> is increasing.
6. Use other word forms	A. Towns and cities have <i>expanded</i> rapidly. B. Experts are unsure whether the economy will remain <i>stable</i> .	A. There has been a rapid <i>expansion</i> of towns and cities. B. Experts are unsure about the <i>stability</i> of the economy.
7. Rearrange the words or phrases	A. <i>To fight a damaging disease</i> , the farmers began to grow genetically modified crops. B. Many students aren't able to paraphrase well <i>without using a dictionary</i> .	A. The farmers began to grow genetically modified crops <i>to fight a damaging disease</i> . B. <i>Without using a dictionary</i> , many students aren't able to paraphrase well.

Reminders:

- Use a minimum of **two** of the above strategies if you are having trouble putting a sentence into your own words. More is better than less!
 - **Example:**
 - [Original]: Living *in a city is more expensive* than in *the country*.
 - [Paraphrase]: Living *out of the city is cheaper* than in *urban areas*.
- Don't forget to include an ***in-text citation*** for every sentence that you paraphrase.
 - **Example:** Experts estimate that the population will be more than 10 billion (Hunt 2019).

Quoting, Paraphrasing, Summarizing

There are 3 ways to put information from a source into your paper.¹

	<u>Quoting</u>	<u>Paraphrasing</u>	<u>Summarizing</u>
What is it?	<ul style="list-style-type: none"> *Taking the exact words from the source. 	<ul style="list-style-type: none"> *Taking ideas from the source and sharing them in your own vocabulary. *Usually about the same length as the original. *The meaning should remain the same. 	<ul style="list-style-type: none"> *Taking a longer text and putting the most important ideas in a shorter format using your vocabulary. *Usually lists ideas in the same order. *The meaning should remain the same.
When should I use it?	<ul style="list-style-type: none"> *The vocabulary is very specific; paraphrasing would change the meaning. *The author is an expert; you want to show their exact words. *In general, only 10% of your paper should be quotes. 	<ul style="list-style-type: none"> *The meaning is more important than the vocabulary words. *You're changing a small amount of text. *Focusing on details or examples from the source. *Most commonly used method for sharing research information. 	<ul style="list-style-type: none"> *You need to put ideas from a large block of text into a smaller section. *You don't need to use all the details in the original. *To give an overview or background information. *Not used as commonly as paraphrasing.
What does it look like?² Original source: Lester, James D. <i>Writing Research Papers</i> . 2nd ed., 1976, pp. 46-47 Adapted from https://owl.purdue.edu/owl/research_and_citation/using_research/paraphrasing_and_summarizing/paraphrasing.html	<p>Shorter quotations: “Probably only about 10% of your final manuscript should appear as directly quoted matter” (Lester, 1976).</p> <p>Longer quotations: Check the style guide for what constitutes a block or long quote and how to format it. Usually, longer quotes won't use quotation marks.</p>	<p>Original: Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper.</p> <p>Paraphrase: In research papers, students often quote excessively, failing to keep quoted material down to a desirable level (Lester, 1976).</p>	<p>Original: Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Only about 10% of your final manuscript should appear as directly quoted matter. Therefore, strive to limit the amount of exact transcribing of source materials while taking notes.</p> <p>Summary: 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).</p>

¹ Information adapted from *Writing Matters* by Rebecca Moore Howard

² The above examples are using APA style citations. See handouts for additional information about in-text citations or for other styles.

