

# Paraphrasing, Summarizing, and Quoting Sources

***Always remember to cite your sources!***



## **What is paraphrasing?**

Paraphrasing is taking a passage from a source and putting it in your own words. In order to effectively paraphrase, use the same amount of words, but as little of the original word order or sentence structure, while not changing the meaning.

## **When should I use paraphrasing?**

Paraphrase when the material from the original source is important, but needs to be reworded to fit the purpose of your paper.

## **What is summarizing?**

Summarizing is taking information from a source and putting the main ideas into your own words. Usually summaries are much shorter than the original material and include little of the original wording.



## **When should I use a summary?**

Summarize when the main idea of the source needs to be concisely presented, as required by the assignment.



## **What is a quotation?**

A quotation is a word for word sentence or series of sentences taken from any source. Quotations must be surrounded by quotation marks.

## **When should I use a quotation?**

You should use a quotation if you want to use the exact wording from a source without altering any of the original statement.

Information from <http://owl.english.purdue.edu/owl/resource/563/01/>; pictures from [images.google.com](http://images.google.com)