QUOTING, PARAPHRASING, AND SUMMARIZING

Quoting, paraphrasing, and summarizing are all different ways of including evidence and the ideas of others into your assignments. Using evidence from credible sources to support your thesis is an important part of academic writing. Citing the source of any quote, paraphrase, or summary is an important step to [avoid plagiarism](https://writingcenter.uagc.edu/plagiarism-guide).

Should I quote, paraphrase, or summarize?

**Quoting**is common in lower levels of academic writing, but at the college level, quotingdirectly should be done sparingly and only when paraphrasing will not justify the meaning of the original author. It is not uncommon to have only 1 or 2 (or even zero) direct quotes in an academic paper, with paraphrased information being used instead.

Some common examples of when you might quote instead of paraphrase include:

* using exact statistics or numerical data
* when writing about literature and providing textual evidence from the poem, story, etc.
* including a judge’s decision or reasoning on a court case
* providing a definition

**\***Overquoting is a common problem in academic writing and as you move further into your education, you will be expected to paraphrase instead of quote.

**Paraphrasing** is what you should do most commonly in academic writing. Paraphrasing is preferred over quoting (other than in the specific examples provided above) because it shows that you understand the outside material you are using and it gives you more agency over your paper by allowing you to explain the expert opinions, research studies, or other evidence to your reader as it relates to your topic and thesis. Paraphrasing will also provide a lower Turnitin score than quoting since it incorporates your own academic voice

**Summarizing** is reserved for when you need to provide your reader with broad background information or a general overview of a topic, theory, practice, or a literary work or film. A short summary might be included in an introductory paragraph or in the first body paragraph, which may focus on providing a general overview of the topic. Most body paragraphs will include paraphrases and/or quotes rather than a summary.