Quotation Lead-Ins

When introducing a quotation, choose a verb that best reflects the author's attitude toward the material you have chosen to quote. The following is a list of alternatives to the word **states:**

accepts/acknowledges	debates/defends	maintains
adds/advocates	declares/demonstrates	mentions
agrees/argues	derives	notes
aspires/asserts	differs	objects/observes
assumes	disagrees	offers/opposes
believes	discusses	presents/promotes
calculates	disputes	questions
challenges	emphasizes/establishes	reasons
claims	exaggerates/explores	remarks
compares	feels	said/says
concludes/concurs	illustrates	shows/specifies
contends	introduces	states/stresses
contrasts	justifies	suggests/supports

Checklist for Quoting

Using original wording from a source

1. Are the original words important? If not, paraphrase the quoted material. If only some parts of the quotation are important, consider quoting only those parts. Use ellipsis . . . three dots with a space between each – to represent words or phrases left out of quoted material. You do not need to use these at the beginning and end of your quotations since it is understood that you are taking it from a longer work.

2. Does the quoted material help to make or support the point of the paragraph?

3. Does the lead – in to the quotation indicate who is speaking? If the quotation includes a pronoun like "her "or "me" or "them," is it clear who is being referred to? Use square brackets [ ] to insert the references if it is needed.

4. Is there adequate commentary following the quoted material to establish its significance?

5. Does the sentence incorporating the quotation read naturally? Instead of using the word "states" to introduce the quote, try using a variety of verb forms that reflect the author's attitude. Use the words in the table above to add variety to your sentences.

6. Is the quotation properly punctuated, with the period after the parenthetical citation?

7. Is the quotation properly formatted, with a comma and quotation marks signalling the borrowed wording? Did you remember to put quotation marks at the end of your quote?

8. Is the source for the quotation properly cited in the paper and also in the reference list if it is a research paper?

9. Was the present tense used when describing actions, quoting from a literary work, or in making general statements about what research has revealed and contributed to our knowledge?

Paraphrasing

Putting borrowed ideas and information into your own words

Checklist for Paraphrasing

1. Does the paraphrased information help to make or to support the point of the paragraph?

2. Is the paraphrased information integrated into your paragraph?

3. Does the paraphrase closely follow the original wording while substituting a word or phrase here or there? If so, you are guilty of plagiarism, even if you cite the source. A paraphrase should not borrow heavily from the original sentence structure or wording.

4. Is the source properly cited in the paper and in the reference list?

Useful Lead-ins for paraphrase

according to…	contends that…	finds/found…	recognizes…
accounts for…	compares…	hypothesizes…	reports…
acknowledges…	correlates…with…	reveals…	admits…
criticizes…	insists…	sees…as…	affirms…
distinguishes…	interprets…	says…	analyzes…
declares…	lists…	shows…	assumes…
defines…	locates…	states…	argues that…
agrees…	attempts to…	attributes…to…	believes…
challenges…	claims…	feels that…	questions…
clarifies…	describes…	maintains…	raises…
concludes that…	determined…	mentions…	relates…
confirms…	disagrees…	notes…	stresses…
considers…	discusses…	observes…	suggests…
extends…	doubts…	outlines…	supports…
explains…	emphasizes…	points out…	theorizes…
explores…	established…	proposes…	thinks…
evaluates…	fails to…	provides…	verified…
underscores…	views…	writes…	