

## Describing cited content

### Direct quotes, paraphrasing and summarisation

A *direct quote* is where we take someone else's material (say a sentence) and re-use it in our essay or report (etc.) "word for word" (i.e., using exactly the same words).

*Paraphrasing* is where we take someone else's material (say a sentence) and re-use it in our essay or report (etc.), having rewritten it using our own words. The meaning is still essentially the same, but we have used different words. (Paraphrasing is sometimes used, for example, to provide further clarity to the original text.)

In writing your Data Mining report you are required to avoid the use of direct quotes and paraphrasing (for a variety of reasons).
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You can (and indeed will) however use *summarisation* to describe the contents of cited sources. In such a summarisation, we might provide just one or two sentences which summarise an entire page, section or chapter (etc.) of the original document. Obviously this requires you to have read and understood the relevant part of the original document.