

Quote, Summarise, Paraphrase: Write it in Your Own Words

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What are the differences among quoting, paraphrasing, and summarising?

Summarising involves putting the main idea(s) into your own words, including only the main point(s). It is necessary to attribute summarised ideas to the original source. Summaries are significantly shorter than the original and take a broad overview of the source material.

Paraphrasing involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

Quotations must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

Why use quotations, paraphrases, and summaries?

- Provide support for claims or add credibility to your writing
- Refer to work that leads up to the work you are now doing
- Expand the breadth or depth of your writing

- Give examples of several points of view on a subject
- Call attention to a position that you wish to agree or disagree with

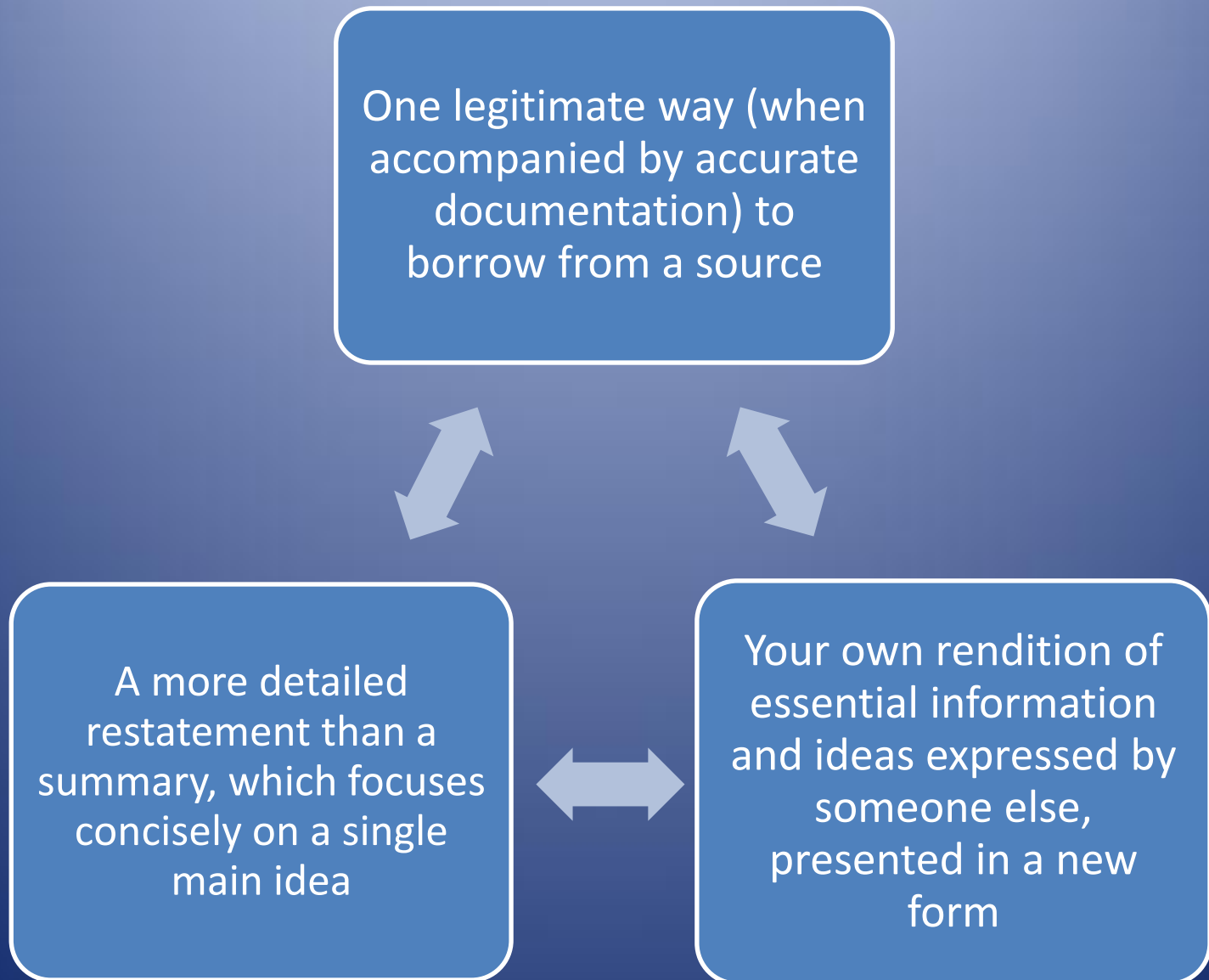
- Highlight a particularly striking phrase, sentence, or passage by quoting the original
- Distance yourself from the original by quoting it in order to cue readers that the words are not your own

Principles for quotation

- Be brief and directly quote only what is really necessary

You want to work with the ideas of others but you don't want to make the mistake of just ending up with a series of quotes from others and nothing from yourself!

Paraphrase Principals...



Paraphrasing is a valuable skill because...

It is better than quoting information from an undistinguished passage.



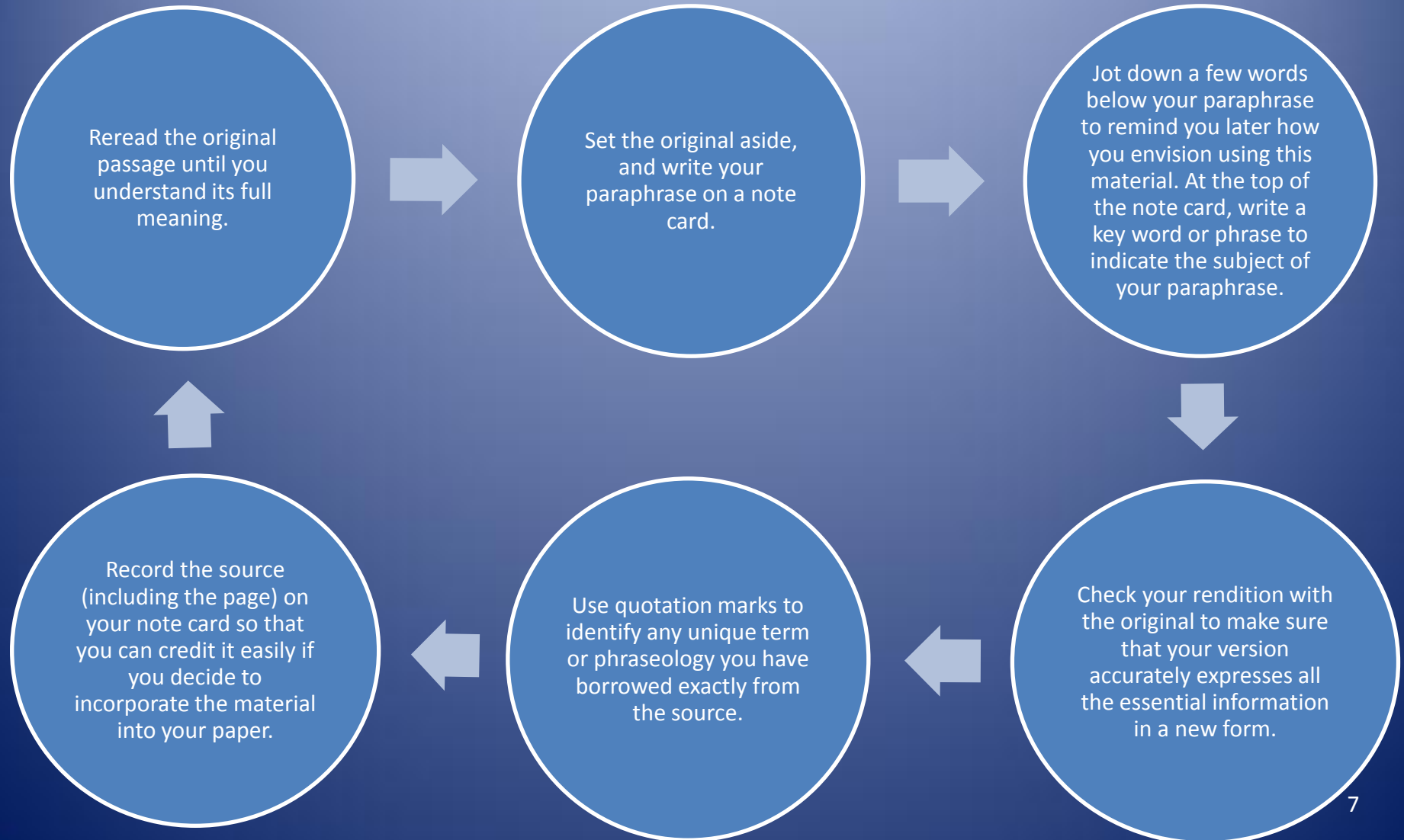
It helps you control the temptation to quote too much



The mental process required for successful paraphrasing helps you to grasp the full meaning of the original



6 Steps to Effective Paraphrasing



When NOT to quote, Paraphrase, Summarise

- If the information is well-known in your field
- If the quote disagrees with your argument (unless you can prove it is wrong)
- You don't understand the meaning of the original source
- You can't summarize the original
- If you are trying to make your point with a quote instead of supporting your point
- If the quote just ends up repeating your point and not expanding upon it

Gillett et al., p 181

When TO quote

- Giving evidence
- Wanting to give examples or needing to illustrate something
- Putting the weight of authority behind an idea

Styles for citing within the text

- Three items should be included but the way in which they are included can vary:
 - author(s)
 - publication year
 - page

Variations in manner of citing within the text 1/4

Author(s) stated first immediately followed by the publication date and page number in parentheses:

- Brassington and Pettitt (2006: 312) state that: 'The danger is, of course, that by trying to avoid challenging anyone linguistically, imagination is lost and the Eurobrand becomes the Eurobland.'

Variations in manner of citing within the text 2/4

2. Author(s) stated first immediately followed by the year of publication in parentheses, followed by the quote and finalized with the page in parentheses:
 - According to Brassington and Pettitt (2006), 'The danger is, of course, that by trying to avoid challenging anyone linguistically, imagination is lost and the Eurobrand becomes the Eurobland' (p. 312).

Variations in manner of citing within the text 3/4

3. Author(s) listed first immediately followed by the quote, and followed at the end by the year of publication and page number in parentheses:
 - According to Brassington and Pettitt, 'The danger is, of course, that by trying to avoid challenging anyone linguistically, imagination is lost and the Eurobrand becomes the Eurobland' (2006: 312).

Variations in manner of citing within the text 4/4

4. Begin with the quote and end with the author(s), date of publication and page in parentheses:
 - 'The danger is, of course, that by trying to avoid challenging anyone linguistically, imagination is lost and the Eurobrand becomes the Eurobland' (Brassington and Pettitt, 2006: 312).

- Gillett et al., p 181

Some helpful phrases for introducing citations in your text

- As X stated/states, '...'
- As X wrote/writes, '...'
- As X commented/comments, '...'
- As X observed/observes, '...'
- As X pointed out/points out, '...'
- This example is given by X: '...'
- According to X, '...'
- X claims that, '...'
- X found that, '...'
- The opinion of X is that, '...'

Academic Phrasebank

<http://www.phrasebank.manchester.ac.uk/>

Adjusting Quotes

- Can you find the use of the following in your document?

text...text

[text]

”text”

According to Keenan and Riches (2007: 114):

The Enterprise Act 2002...

(The quote continues on for another four lines.)

Tips on adjusting quotes 1/4

- If there are unnecessary words in a quote you can omit some by using (...) in the quote. Be sure to leave the final version grammatically correct.
 - 'The danger is ... that by trying to avoid challenging anyone linguistically, imagination is lost and the Eurobrand becomes the Eurobland' (Brassington and Pettitt, 2006: 312).

Tips on adjusting quotes 2/4

- When adding something to a quote which is not in the original you can use [...]
 - 'This [academic writing] is then further developed in their undergraduate study' (Martala, 2006: 40).

Tips on adjusting quotes 3/4

- If you are quoting something that already has a quote in it you can use the double quotation mark symbol:
 - Cai (2008: 7) stated 'different persuasion theories operate well in certain contexts and are then combined in an "integrative framework"'.
"integrative framework"

Tips on adjusting quotes 4/4

- If a quote is more than 2-3 lines long it should be indented in a separate paragraph and you should not use any quotation marks:
 - According to Keenan and Riches (2007: 114):

The Enterprise Act 2002...

(The quote continues on for another four lines.)

- Gillett et al., p 183

Multi-authored works

- If there is more than one author in a work you are citing you can use the phrase *et al.* after you mention the first author by name. This saves time in listing all authors:
 - Smith et al. considers the...

Using your own words with the work of others

- There are two ways to summarize in your own words the work of other people:
 - Integral (the author is part of the sentence)
 - Smith (2006) suggests...
 - Non-integral (the author is mentioned in brackets)
 - It is important that pupils learn how to evaluate their strengths and weaknesses (Davies, 2006).

- Gillett et al., p 183

Citation and tense 1

- Here are some general guidelines for the use of tense in citation:
 - Past: reference to single studies – researcher present:
 - Jones (1997) investigated the causes of illiteracy.
 - Present Perfect: reference to **areas** of inquiry – researcher not present:
 - The causes of illiteracy have been widely investigated (Jones 1977, Ferrara 2000, Hyon 2004).

Final bibliographic/reference entry

You need to follow your chosen style exactly:

- In MLA style the final entry would be:
 - Brassington, Frances, and Stephen Pettitt. *Principles of Marketing*. 4th ed. Harlow: Pearson Education, 2006. Print
- In APA style the final entry would be:
 - Brassington, F., & Pettitt, S. (2006). *Principles of marketing*. (4th ed.). Harlow, England: Pearson Education.

- Purdue Online Writing Lab

References

- Gillett, A., Hammond, A. & Martala, M. (2009). *Successful academic writing*. Harlow, England: Pearson & Longman.
- Purdue University Online Writing Lab (OWL) (2010, January 11). *APA formatting and style guide: General formatting*. Retrieved March, 10, 2010, from <http://owl.english.purdue.edu/owl/resource/560/01/>.
- Swales, J. & Feak, C. (2004). *Academic writing for graduate students: Essential tasks and skills*. (2nd ed.). Ann Arbor, MI: University of Michigan Press.

The original passage:

- Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47.

A legitimate paraphrase:

- In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

An acceptable 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 46-47).

A plagiarised version:

- Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.