

When should I quote?

You should use a quotation if:

1. Everything the author writes is important.
2. The quotation will not make your text too long.
3. You haven't used many quotations already.

When should I paraphrase?

You should paraphrase for 2 reasons:

1. The authors' words will be difficult for your reader to understand.
2. Your reader is your lecturer and he/she wants to know if you understand the author correctly.

When should I Summarise?

You should summarise if:

1. Not all of the authors words are necessary e.g. if the author gives examples or explanations that you don't need to put in your text.
2. If paraphrasing or quoting will make your text too long.