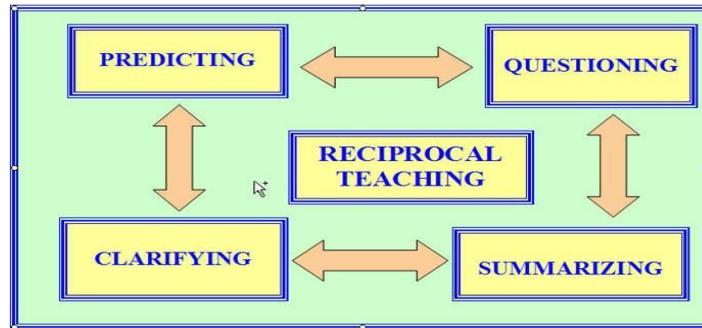


HOW TO SUMMARIZE, PARAPHRASE OR QUOTE DATA



There are three ways you can incorporate source data into your paper:

Direct Quotation – author’s words exactly

Summary – author’s ideas in your words in shortened version

Paraphrase – author’s ideas in your words with no attempt to shorten.

How are they different and how do you prepare them?

Quotations simply lift all the original writer’s words and place them in your paper, word for word, and enclosed in quotation marks. The quotation marks signal that you are using another person’s words. The quotation is probably the most powerful technique for emphasizing an idea.

Ex. “A guy needs somebody—to be near him.” He whined, “A guy goes nuts if he ain’t got nobody. Don’t make no difference who the guy is, long’s he’s with you. I tell ya,” he cried, “I tell ya a guy gets too lonely an’ he gets sick” (Steinbeck 71).

Paraphrases contain the author’s ideas in your own words –simplifying the statement and showing your understanding of the author’s words. You should make no attempt to shorten the original idea. If you use the author’s exact words, phrasing, or synonyms in any part of the paraphrase without quotation marks, you may be guilty of plagiarism. Because you are using all of the author’s ideas without shortening, the paraphrase may be almost as effective as the quotation.

Ex. Crooks in talking to Lennie about his friendship with George states that everyone needs someone near them no matter who that person is, as long as they are with you. If not, you can become very lonely and become sick (Steinbeck 71).

Summaries contain the author’s ideas in your words, but in a shortened version. Again, if you use any of the author’s exact words, phrases or synonyms without quotation marks, you may be guilty of plagiarism.

Ex. Everyone needs someone to be close to or they can become lonely and sick (Steinbeck 71).

jb/October 2009

Baron, Alvin. *Bud’s Easy Research Manual*. Lawrence House Publications, 2007. Print.

Steinbeck, John. *Of Mice and Men*. New York: Penquin Books, 1937. Print.