

Quotation, Paraphrase, Summary

Overview

Postsecondary studies focus on knowledge building to support ideas. To build knowledge, students read, interpret, and include research from primary and secondary sources into their own writing in order to support an objective. Research is integrated in three distinct ways: quotation, paraphrase, and summary. APA, MLA, and Chicago are common citation styles that credit the original author.

Choice

Deciding whether to integrate a quotation, paraphrase, or summary depends on numerous factors.

- Is the information intricate (e.g., detailed or a definition), controversial, or influential? Quote.
- Do you require most details? Paraphrase.
- Do you require only the essential information? Summarize.

Writing incorporates more paraphrases and summaries than quotations; this shows that the writer has the ability to analyze, understand, and integrate concepts using their own voice.

Strategies

A quotation uses the exact words of the author. A paraphrase and summary do not.

To master paraphrasing and summarizing, learn how to alter the vocabulary and sentence structure of the original text. Simply switching synonyms is insufficient (however, some words, such as scientific terms, cannot be changed). Allocate ample time to creating a paraphrase and summary.

Use these tips for an effective paraphrase and summary: (1) read the source, (2) look away from the source, (3) write down the main ideas with your unique vocabulary and sentence structure, (4) return to the source to ensure that you correctly captured the information, and (5) cite the source.

Quotation

A quotation incorporates the author's exact words placed between quotation marks.

Original author(s), year of publication, page: Ervin et al., 2018, p. 470
Original text: high performance along one domain does not translate to high performance along another ¹
Quotation (using APA style): Effective teams can be difficult to describe because "high performance along one domain does not translate to high performance along another" (Ervin et al., 2018, p. 470). <i>or</i> According to Ervin et al. (2018), effective teams can be difficult to describe because "high performance along one domain does not translate to high performance along another" (p. 470).

Paraphrase

A paraphrase incorporates the author's ideas, but the ideas are restated using different vocabulary and sentence structure. The length is approximately the same as the original work.

Original author(s), year of publication, page: Siegel, 1986, p. 69
Original text: We do not yet understand all the ways in which brain chemicals are related to emotions and thoughts, but the salient point is that our state of mind has an immediate and direct effect on our state of body. ²
X Inadequate paraphrase (using APA style): Siegel (1986) writes that we still do not know all the ways in which brain chemistry is related to emotions and thoughts, but the important point is that our mental state has an immediate and direct effect on our physical state. <i>NB: This is a poor paraphrase because few changes have been made to the vocabulary and sentence structure.</i>
✓ Adequate paraphrase (using APA style): Siegel (1986) writes that although the relationship between brain chemistry and thoughts and feelings is not fully understood, we do know that our psychological state affects our physical state. <i>NB: This a better paraphrase because enough changes have been made to the vocabulary and sentence structure so that readers would not feel that they are reading somebody else's words.</i>

Summary

A summary incorporates the author's ideas, but the ideas are restated using different vocabulary and sentence structure. The length is much shorter than the original work.

Original author(s), year of publication, page: Robinson, 2022, p. 74
Original text: Overall, the first two quarters of 2008 have been profitable to the company. Nineteen of twenty departments report cutting costs at least twenty percent, and sales from fifteen departments have risen five percent, or about \$5 million. Despite these positive developments, most department heads believe that they will not be able to maintain these levels for the remainder of the year. ³
Summary (using APA style): The company has driven profits from January to June of 2008, but the rest of the year is not expected to be as lucrative (Robinson, 2022).

Helpful resources

- Bishop's University citation guides: <https://ubishops.libguides.com/c.php?g=731346&p=5252707>
- BU Writing Centre handouts: *How To Credit Sources* and *Using Quotations Effectively*
- APA in-text citation: <https://apastyle.apa.org/instructional-aids/in-text-citation-checklist.pdf>
- Reporting verbs: <https://www.adelaide.edu.au/writingcentre/sites/default/files/docs/learningguide-verbsforreporting.pdf>
- Paraphrasing examples: <https://www.ucl.ac.uk/ioe-writing-centre/reference-effectively-avoid-plagiarism/paraphrasing>

Material quoted from:

¹ <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations>

² <http://integrity.mit.edu/handbook/academic-writing/avoiding-plagiarism-paraphrasing>

³ https://owl.purdue.edu/owl/multilingual/multilingual_students/paraphrasing_and_summary/summarizing.html

References:

Hacker, D., & Sommers, N. (2022). *Rules for Writers* (10th ed.). Bedford/St. Martin's Macmillian Learning.

