Quoting, Paraphrasing, and Summarizing
This resource is designed to teach you quoting, paraphrasing, and summarizing skills as well give you guidelines for when to use which technique.

In order to assist you in deciding whether to quote, paraphrase, or summarize, refer to the following information:

**Quote: Why you use quotations**

- Some writers have created such unique wording that changing it may interfere with the meaning
- You may use a quote for emphasis
- You want to use an opinion that differs from yours or a different perspective
- You want to represent someone whose ideas are vastly different from others in the field
- You exert your authority or credibility when you quote—shows your readers that you have done your research
- You want to represent a fair argument, so you would quote those who are in disagreement with your own stance

**How to quote:**

- You will use the source’s exact words, punctuation, spelling, and usage
- You quotation marks around the entire quote “”
- You must have the author’s bibliographical information on your source cited page
- Do not rely too heavily on quotations—it will look as though you have written a paper that is full of someone else’s ideas
- You introduce the quote usually by giving the author’s full name (first time you mention him or her) followed by a signal word or phrase, title of article or book (titles of articles are enclosed by quotation marks and a title of a book is italicized), the quote, followed by parenthetical citation. You will follow this form by the citation style you are using. For a reference to citation styles, refer to the resource titled: Citation
- You should choose an appropriate signal word or phrase. If you are showing where two authors or even one author is disagreement with each other or with you, you might use the word disagrees. If you want to show that an author has offered up an explanation, you might use claims or suggests. For a list of signal verbs, refer to end of this handout
- Your purpose for using the quote must be available. Follow the quote with some comment that explains to your reader why you are using that quote
- If you change a word or phrase from the original quote to make the quote fit better with your signal verb, you should offset where you added a word or phrase or changing a capital to a lower case letter with brackets [ ]. If you are omitting part of a quote, you will signal your reader by using ellipses …. You should never use ellipses at the beginning or the end of a quotation.

Note: If you use brackets to signal that you have added or taken away a word or phrase or added a capital or lower case letter, or used ellipses to indicate that you have removed some of the original quote, be certain that by doing so you are not changing the author’s original meaning.
Paraphrase: Why you use paraphrase

- Restating the main idea of a portion of a text
- Simplifying complex idea
- Restating significant data especially from a graph chart
- Emphasizing your own understanding of the text
- Incorporating the text into the body of existing knowledge

How to paraphrase:

- Read the original works. Without looking at the original, restate in your own words what the original version says. You will, in your own words and sentence structure, state the meaning of the original works
  1. Include the main points and details from the original and in the same order that the author presents them
- Do not substitute synonyms for the existing quote or use the original author’s style—that is cheating
- When you paraphrase, you must use the author’s full name, a signal word or phrase, the title of his or her work, and follow with parenthetical citation. For a list of signal words or phrases, see the end of this document. Follow the rules for parenthetical citation use according to the individual citation style you are writing in. Refer to the resource title Citation
- After using a paraphrase, you must follow with the reason for using the paraphrase: either to strengthen your point, or to bring in another point. Always follow with an explanation

Summary: Why you use summary

- Incorporating summary is important if the main points are significant but the details are not significant
- Creating an overview of a larger work for the purpose of situating your argument in that works
- Emphasizing the summary of existing scholarship in your text

How to summarize:

- Keep the summary as brief as possible
- Do not distort the meaning
- If you use any of the original sources words, enclose those words in quotation marks
- Introduce the summary with the name of the author, the title of the works, a signal word or phrase that introduces the summary
- After the summary, incorporate parenthetical citation in the citation style you are using
• Include the bibliographical information in the source cited page

_Signal Verbs for introducing quotes, paraphrases, and summaries_

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Refer to the citation style that you are using to determine which tense of the signal verb that you will use: MLA—present tense; APA—past tense.