

Paraphrasing

Paraphrasing is restating something in **your own words**. When you paraphrase, you include the most important information (key ideas) but state it in another way, using different vocabulary than the source. This helps you to avoid plagiarism and shows that you understand the source.

Paraphrasing Tips:

- When taking notes from the source, focus on copying main ideas as opposed to entire sentences and paragraphs. Then use your brief notes to write the paraphrase.
- Try reading the source, and then write the paraphrase without looking at it.
- Try using a thesaurus to help you write using different vocabulary.
- Cite your source! This will help you to avoid plagiarism.
- Compare the paraphrase to the original to ensure the meaning remains the same.

Look at the example below; (Source: *Purdue Owl Online* <https://owl.english.purdue.edu/owl/resource/619/1/>)

Original Quote

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.

BAD paraphrase Avoid using words and phrases that are too close to the original source.

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.

It's not enough to change word order or swap one word out for another

Always cite the source!

GOOD paraphrase

In research papers, students often quote excessively, failing to keep quoted material down to a desirable level. Only a very small amount of quoting directly is acceptable in academic writing. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47). The original source is cited correctly

The student uses their own words

There is no "copy-paste" in the paraphrase

The Student includes important info and key ideas, keeping the original meaning of the source

Things to Avoid:

- Avoid using too many words from the original source into your paraphrase.
- Avoid copying the original source and simply 'editing' some of the words and phrases.
- Avoid looking at the original source while writing your paraphrase— it makes it harder to come up with your own words.

Happy paraphrasing!

Quote Integration

Quote integration is how you incorporate quoted evidence into your writing. Integrating quotes properly helps to avoid plagiarism and, when done well, makes your essay look more cohesive.

Tips for Integrating Quotes:

- Begin with a **signal phrase**. This includes using the author's name and reporting verbs such as *Smith states, claims, argues, reports, writes, etc.*
- Weave it in! Feel free to break up the original source and quote just the main ideas, and then use your own words and paraphrasing to incorporate it into your writing.
- Explain the quote after you use it. Sometimes sources can be wordy or confusing. Explain what the quote means and relate it to your topic to show how it's relevant.

Things to Avoid:

- Avoid "dropping" the quote. This is when you drop a quotation into your writing without introducing who it is from, how it is relevant/relates, or how it supports your main idea.
- Avoid using the same signal phrases. If you always use *Smith states, "..."* in your essay, then the writing is going to get boring very quickly. Try using various signal phrases.
- Avoid quoting too much. While it is important to keep the main ideas, sometimes it's best to switch to a **paraphrase** or summary when trying to relay a lot of information.

Examples:

Poorly integrated quote: Oftentimes students use too much quoted material in their research papers. "Probably only about 10% of your final manuscript should appear as directly quoted matter."

- *Here the quote is dropped in, and the student hasn't introduced the author or explained the quotation. Worst of all, there is no citation!*

Well-integrated quote: Oftentimes students use too much quoted material in their research papers. In *Writing Research Papers, 2nd ed.*, James D. Lester states, "only about 10% of your final [essay] should appear as directly quoted matter" (46-47).

- *This quote includes a signal phrase and a correct citation at the end.*

Skillfully integrated quote: Oftentimes students use too much quoted material in their research papers. In James D. Lester's book on composing research papers, he argues that word-for-word evidence should be limited to "only about 10%" in the average essay (46-47).

- *This combines the quote with the writer's own words and harnesses the power of paraphrasing to better integrate what is directly quoted.*

Happy quoting!