

## CITING, QUOTING, PARAPHRASING & SUMMARIZING

### CITING

#### WHY CITE?

- Your paper is the collaboration between you and your sources.
- You must acknowledge your debt to the writers of those sources.
- If you do not acknowledge the original writer you are committing plagiarism (a serious academic offense).
- Quotation → word-for-word
- Paraphrase → the same ideas in your own words
- Summary → the main idea only, in your own words

#### HOW TO CITE:

- APA (usually the sciences & social sciences)
- MLA (usually the humanities)
- Chicago (certain disciplines such as History)
- Become familiar with your style guide
- Use, check, verify and re-verify with the guide
- Pay attention to details (spaces, periods, capitalization, indentation, etc.)
- Use logic: if you can't find how to reference something, look at the parts of the reference (3 authors, online, etc.)

#### BASIC WAY OF INTEGRATING SOURCES IN YOUR TEXT:

- Not mentioning author's name in sentence:  
*One study found that 54% of men preferred apples to oranges (Singh, 2002).*
- Mentioning author's name in sentence:  
*Singh (2002) found that 54% of men studies preferred apples to oranges.*
- Using publication information in sentence:  
*In 2002, Singh found that 54% of men studied preferred apples to oranges.*
- Citing a quotation (must include page reference):  
*As Singh notes, "these results have critical importance to understanding cardiovascular health issues in many men" (2002, p. 45).*

### QUOTING

#### WHAT IS QUOTING?

- Taking an idea from a text, word for word. It is enclosed in quotation marks and it must be cited with the page numbers.
- Typically used to support a particular argument or to use specific wording.
- Best to use if you simply cannot say it any better than the original text.
- Most effective when used sparingly.
- But remember, quotations do not explain themselves.

#### HOW TO INTEGRATE QUOTATIONS:

- Use punctuation to introduce quotations and summaries, such as colons and commas.
- Integrate quotations smoothly into the text (use [] if changing something in the quotation).
- Short, infrequent, and carefully selected quotations are highly effective.

- Make the texts and sources you are using engage in conversation.
- By showing that you can make sources speak to each other, you demonstrate your understanding and lend credibility to your own argument.

*Students often use too many direct quotations [a few words have been changed, but the sentence structure is exactly the same as the original] when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final [this is directly copied from the original] copy should consist of directly quoted material. So [simple word change while retaining exact structure of the original] it is important to limit the amount of source material [copied verbatim from original] copied while taking notes.*

## SUMMARIZING

### A GOOD SUMMARY IS:

- Generally more broad in perspective than a paraphrase.
- Contains only the main idea of the text, written in your own words, with a citation.
- Typically shorter than the original text.
- Summarizing can be useful in capturing large ideas and giving an overview of context and/or the content of a source.

Example of a good summary:

*In her article "The dead hand of the nineteenth-century robot: the camera eye," drawn from her 1964 book *Wyndham Lewis and Expressionism*, Canadian author and literary critic Sheila Watson discusses the philosophies of British avant-garde artist Wyndham Lewis (1882 – 1957) regarding the camera, photography and ultimately, cinematography.*

## PRACTICE!

Try summarizing then paraphrasing the main ideas of the following paragraph into two sentences:

*"Second Career is designed to help laid-off workers find jobs in their communities. The program can pay up to \$28,000 – or more in some cases – in grants to help cover tuition for retraining and items such as books, living expenses, travel and care for dependents, according to the government website."* From the Toronto Star, January 13, 2009, p. A1.

Try quoting the underlined parts of the sentence from the following paragraph within your own sentence:

*"The debate surrounding stem cells is a relatively recent one, as the first isolation of embryonic stem cells was announced at the University of Wisconsin in 1998. However, after stem cells were identified, a flurry of controversy arose due to various ideologies presenting their views on the nature of embryos, and the sanctity of life. This was contrasted with the optimism of many scientists, who saw seemingly endless healing possibilities with stem cells."* From Daniel Rosenfield, an unpublished essay written in 2006 called "The State, Science, and Stem Cells: an Analysis of the American Stance on Stem Cell Research." Page 2.

## RESOURCE and REFERENCE

*The Owl (Online Writing Lab) at Purdue: Free Writing Help and Teaching Resources, Open 24/7.* Purdue University, West Lafayette, Indiana. <http://owl.english.purdue.edu/owl/>.