

Paraphrase, Summary, and Direct Quotation

A **PARAPHRASE** is a short passage from a source that has been entirely rewritten in your own words.

Quick tips:

1. **Comprehend:** Read the passage until you comprehend what the main idea and relevant details to your argument are.
2. **Rephrase:** Look away from the passage, and then use **your own words** to restate ideas.
3. **Change:** Change the sentence **structure** and use **synonyms**. The structure of your sentence should not mimic the structure of the original sentence. Also, be sure the synonyms don't change the author's intended meaning.
4. **Compare:** After you have rewritten the passage in your own words, reread the passage. Did you accurately convey the meaning of the passage?
5. **Cite:** Be sure to cite the source according to the style format you are using.

Passage from *Ethics and College Student Life* by Strike and Moss:

Good relationships need to be cultivated on an ongoing basis because there will always be mistakes made, emotional messes to clean up, and new skills to learn.

Paraphrase—OK: Because people can make mistakes, be overly emotional, and learn new skills, they must continuously develop their relationships (Strike & Moss, 2007, p. 206).*

Paraphrase—Inadequate/plagiarized: Relationships need to be maintained regularly because we all make mistakes, are too emotional, and learn new skills (Strike & Moss, 2007, p. 206).*

Paraphrase with direct quotation—OK: Those who understand that “there will always be mistakes made, emotional messes to clean up, and new skills to learn” often find their relationships prosper (Strike & Moss, 2007, p. 206).*

IN A **SUMMARY**, you condense your source's discussion by identifying main ideas, leaving out less important ideas and details, and rewriting the ideas in your own words.

Quick Tips:

1. **Comprehend:** Read the passage until you comprehend the main idea and relevant details.
2. **Extract:** After determining the main idea, extract the key words and phrases that support or prove it.
3. **Omit:** Omit specific details, supporting evidence, or background information. Only the main ideas matter.

*All citations are in APA format.

4. **Rephrase:** Look away from the passage, and then use **your own words** to restate the main point and supporting ideas.
5. **Cite:** Be sure to cite the source according to the style format you are using.

Passage from *Ethics and College Student Life* by Strike and Moss:

Good relationships need to be cultivated on an ongoing basis because there will always be mistakes made, emotional messes to clean up, and new skills to learn. Sometimes we need to apologize; other times we need to forgive. Sometimes we need to be supportive. There are times we need to talk and times we need to be quiet and listen. If we want to have good relationships, we have to be willing at times to place the needs of our friends (or partners or colleagues) ahead of our own. Finally, friendship and good relationships are built on trust. To have and maintain good relationships, we must be willing to take the risk of trusting others, and we must prove ourselves trustworthy to them.

Summary: Strike and Moss (2007) explain the importance of continuously developing relationships by maintaining flexibility, being mindful of others' needs, and fostering trust (p. 206).*

IN A **DIRECT QUOTATION**, you use your source's **EXACT** words enclosed in quotation marks to supplement your own ideas.

Quick Tips:

1. **Select:** Be mindful of your purpose and be selective! Direct quotations should support, emphasize, or provide examples for your argument. They should be used sparingly.
2. **Introduce:** All direct quotations should be introduced or integrated with attribution or "signal" phrases that indicate who or what your source is.
3. **Alter:** If you change or add to a quote, be sure to use brackets ([]). If you omit words, use ellipses (...). Never alter the *meaning* of a quote!
4. **Use Long or Short Quotes:** Long quotes are formatted with block indenting and without quotation marks. Avoid long quotes when short ones will suffice.
5. **Cite:** Be sure to cite the source according to the style format you are using.

Passage from *Ethics and College Student Life* by Strike and Moss:

If we want to have good relationships, we have to be willing at times to place the needs of our friends (or partners or colleagues) ahead of our own. Finally, friendship and good relationships are built on trust. To have and maintain good relationships, we must be willing to take the risk of trusting others, and we must prove ourselves trustworthy to them.

Direct quotation: When it comes to developing and maintaining relationships, Strike and Moss (2007) offer the following advice: ". . . we must be willing to take the risk of trusting others, and we must prove ourselves trustworthy to them" (p. 206).* Therefore, trust is an essential element in relationships.

*All citations are in APA format.