



Paraphrasing, Summarizing, and Quoting Sources

Handout courtesy of Angela Gulick

	Paraphrasing	Summarizing	Quoting
What is the definition of each skill?	A paraphrase reproduces all of an original text in your own words and sentences.	A summary reproduces the most important parts of a text in your own words/sentences.	A quotation reproduces all of an original text in the author's/speaker's exact words .
What can you compare to each skill?	A paraphrase is like a translation from the "original" into "your" language. All original content is translated.	A summary is like a movie preview : it shares the best parts and omits unnecessary details.	A quotation is like a photocopy of the original. It must be an exact duplication of the original.
When should you use each skill?	Use paraphrases when you want to preserve all of the original ideas but not the original language.	Use summaries when you need to condense information for a busy audience and have to get rid of excess. Summaries "cut to the chase" of information.	Use quotations rarely when you need to preserve the original language (such as statistics, jargon, and legal language).
How long is each text compared to the original text?	A paraphrase will be about as long as the original.	A summary will always be shorter than the original.	A quotation will be the exact length of the original.
How do you handle direct quotations?	<p>A paraphrase is not a quotation and should not use terms from the original source. You need to replace all nouns, verbs, adverbs, and adjectives. However, you can reuse words like a, the, in, and, of, etc.</p> <p>In cases of texts with technical language, statistics, or exact language that is impossible to replace, you can quote a term or two by putting them inside "quotation marks."</p>	<p>A summary is not a quotation and should not use terms from the original source. You need to replace all nouns, verbs, adverbs, and adjectives. However, you can reuse words like a, the, in, and, of, etc.</p> <p>In cases of texts with technical language, statistics, or exact language that is impossible to replace, you can quote a term or two by putting them inside "quotation marks."</p>	<p>If a quotation is fewer than four typed lines, use "quotation marks" to indicate a quotation.</p> <p>If a quotation is four or more typed lines, it is called a block quotation and should follow these rules</p> <ul style="list-style-type: none"> • Indent entire quotation one inch from the left. • Omit quote marks. • Put period after last word of quote and before page number.