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Integrating Your Sources: Quotations, Paraphrasing, and Summarizing

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Integrating Your Sources

QUOTATIONS, PARAPHRASING, AND SUMMARIZING

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I have these articles, but…

- You have or you've located your sources (articles, books, websites) -- now what?

What is the point?

Be convincing

Be legal

Be ethical

3 ways to use your sources in text

- Direct quotation

- Paraphrasing

- Summarizing

Using signal phrases

(Slide from Emily Baldys at Penn State)

- When you include a quotation or borrowed idea in your paper, introduce it with a signal phrase naming the author of the source and providing some context for the source material.

- Examples:

  - As PC World columnist Daniel Tynan explains "…"

  - The ePolicy Institute, an organization that advises companies about reducing risks from technology, reported that "…"

  - "…," claims attorney Schmitt

Direct quotation

- When should I use direct quotation?

  - The wording is highly technical

  - It is important to show the exact wording, as in a debate

  - You are analyzing or interpreting the passage

  - For those "golden words"

Examples of direct quotation

(Slide from Emily Baldys at Penn State)

- **So-so:**

Employer monitoring of employee Internet usage is justified for many reasons. "Employees could accidentally spill confidential corporate information or allow worms to spread throughout a corporate network" (Tynan 29).

- **Better**:

A range of legitimate concerns justifies employer monitoring of employee Internet usage. As PC World columnist Daniel Tynan explains, companies that don't monitor network traffic can be penalized for their ignorance: "Employees could accidentally spill confidential corporate information or allow worms to spread throughout a corporate network" (29).

Let's practice

- Work through the Direct Quotation exercise on your worksheet

- This activity will take about 5 minutes

- A couple volunteers can read their sentences aloud

Paraphrasing

- Most challenging to do correctly of the three!

- It's easy to plagiarize when trying to paraphrase

- Used a lot in the social sciences and sciences, where direct quotation may not be recommended

Examples of paraphrasing

- **Source quotation** (from the Purdue OWL website):

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.

- **Plagiarized version**:

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.

Examples of paraphrasing, cont'd

- **Source quotation** (from the Purdue OWL website):

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Lester, James D. *Writing Research Papers*. 2nd ed. (1976): 46-47.

- **Legitimate paraphrase**:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

Side by side comparison

- **Plagiarized version**:

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.

- **Legitimate paraphrase**:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

OK, but...how?

Tips for Paraphrasing

- As you read your sources, take notes

- When you find something you want to include in your paper, explain it in your own words in your notes

- Provide a citation – you'll be thankful later!

- When you actually write your paper, use your notes rather than the articles themselves and paraphrase your notes

Summarizing

- Like paraphrasing, it involves putting something someone else wrote or said into your own words

- Condensed version of an author's key points—say a little bit about a big topic

- Summary is *not* a string of paraphrases resulting in nearly the same amount of words as the original

Summarizing vs. Paraphrasing

Summary

➢ Taking multiple paragraphs or an entire article and condensing it into a few sentences

➢ Main ideas and themes

➢ Much shorter and more general than the author's version

Paraphrase

➢ Taking a direct quotation and putting it in your own words

➢ Detailed and specific

➢ Relatively the same length and level of detail as the author's version

Example of summarizing

The Original Passage

By and large Yosemite has been preserved as though it were a painting. The boundaries of the park are the gilt frame around a masterpiece, and within the frame we are urged to take only pictures, leave only footprints. There are enormously important reasons to do so—there are too many people coming to the park to do it any other way—and yet I cannot help feeling something is sadly missing from this experience of nature. Looking is a fine thing to do to pictures, but hardly an adequate way to live in the world. It is nature as a place in which we do not belong, a place in which we do not live, in which we are intruders. A tourist is by definition an outsider, a person who does not belong, a stranger in paradise.

Solnit, Rebecca. *Savage Dreams: A Journey into the Landscape Wars of the American West.*
Berkeley: University of California Press, 1999. Print.

Example of summarizing, cont'd

(Example from the University of Montana Writing Center)

Legitimate Summary
(condenses, captures only main points, and re-expresses in new language)
Conservation efforts traditionally have represented Yosemite as a work of art marked by distinct borders (Solnit 263). While Solnit acknowledges that this representation may serve to protect the park, she also suggests that it limits the individual's relationship to the landscape (263).

How do I Summarize?

Tips for Summarizing

- Use the same techniques we just talked about for paraphrasing

- Summarize each article in your notes after you've read it

- Even better: Summarize the notes you've already made

Let's practice

- Do the final exercises on your worksheet

- After writing your summary, which you'll get 5 or 6 minutes to do, turn to the person next to you or behind you. You'll need to read each other's summaries and give feedback

- Again, we'll get a couple brave souls to read their summaries to the class

I'm still not sure…

There are resources available on campus! Librarians are available to help you find relevant sources, and the University Writing Center (in the basement of the Library) can help you integrate those sources into your paper.

Questions and feedback

- Do you have questions? Comments?

- Please fill out the evaluation—we want your feedback! Help us improve or tell us what we did well!

- Thanks!