

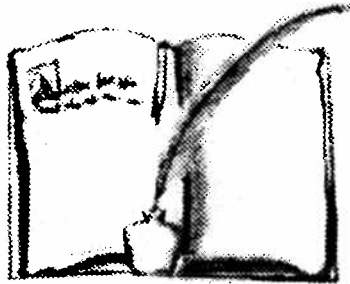
The Writing Centre

Room SN-2053

Science Building

Tel: 737-3168

Email: writing@mun.ca



Hours: Mon. - Fri.

10:00am - 4:00pm

Further hours to be posted
on a term-by-term basis

www.mun.ca/writingcentre

QUOTING VERSUS PARAPHRASING VERSUS SUMMARIZING

(APA Version)

- Quoting** = including in your text exact words from a source. The source material must be enclosed in quotation marks, unless it exceeds 40 words, in which case it is presented in a double-spaced, indented block without quotation marks. Page numbers, where applicable, must be cited.
- Paraphrasing** = restating someone else's words in detail, **using your own words, phrasing and sentence structure!** Page numbers, where applicable, must be cited.
- Summarizing** = condensing a passage from a source - or condensing an entire work - to convey its main points or message. Again, **you must use your own words, phrasing, and sentence structure.** Cite page numbers only if you are summarizing particular passages from the original.

Guidelines for Using Quotations

1. Use quotations from authorities in your subject to support what you say, not for your thesis statement or main points.
2. Select quotations that fit your message.
3. Choose a quotation only if
 - a. its language is particularly appropriate or distinctive;
 - b. its idea is particularly hard to paraphrase accurately;
 - c. the authority of the source is especially important to support your material;
 - d. the source's words are open to more than one interpretation, so your reader needs to see the original.
4. Do not use quotations for more than a quarter of the text of your paper; rely mostly on paraphrase and summary.
5. Quote accurately.
6. Integrate quotations smoothly into your prose, paying special attention to the verbs that help you to do so effectively.
7. Avoid plagiarism. Always document your source. Enclose quotations in quotation marks. Even if you do not use the entire quotation in your paper, the quotation marks signal that all words they enclose are words quoted directly from a source.

(Taken from Troyka, Buckley & Gates. (1996). Handbook for Writers, First Canadian Edition. Scarborough: Prentice Hall Canada Inc., p. 545.)

**VERBS USEFUL FOR INTEGRATING QUOTATIONS, PARAPHRASES,
AND SUMMARIES**

agree	complain	emphasize	note	see
analyze	concede	explain	observe	show
argue	conclude	find	offer	speculate
ask	consider	grant	point out	state
assert	contend	illustrate	refute	suggest
believe	declare	imply	report	suppose
claim	deny	insist	reveal	think
comment	describe	maintain	say	write

(Troyka, p. 559)

Paraphrasing

Paraphrasing enables you to maintain greater command of your text than does the inclusion of numerous quotations. The mental process you go through in developing an effective paraphrase also helps you immeasurably in coming to grips with someone else's ideas.

In the text The St. Martin's Handbook for Canadians, 2nd edition (1995), authors Lunsford, Connors, and Segal suggest that one effective way to avoid plagiarism in your paraphrasing is to produce a paraphrase "without looking at the source." Only after you've produced your paraphrase should you compare it with the original, to ensure that you've neither used the original's words and phrasings nor misconstrued its meaning (p. 197).

Guidelines for Writing a Paraphrase

1. Says what the source says, but no more.
2. Reproduce the source's emphases.
3. Use your own words, phrasing, and sentence structure to restate the message. If certain synonyms are awkward, quote the material – but resort to quotation very sparingly.
4. Read over your sentences to make sure that they do not distort the source's meaning.
5. Expect your material to be as long as, and possibly longer than, the original.
6. Use verbs that help you integrate paraphrases smoothly into your prose.
7. Avoid plagiarism.
8. As you take notes, record all documentation facts about your source so that you can acknowledge your source accurately to prevent plagiarism.

(Taken from Troyka, Buckley & Gates. (1996). Handbook for Writers, First Canadian Edition. Scarborough: Prentice Hall Canada Inc., p. 551.)

CITING TWO OR MORE SOURCES IN ONE REFERENCE - APA

If more than one source has contributed to an idea or opinion in your paper, cite the sources alphabetically in one set of parentheses; separate each block of information with a semicolon.

Conceptions of personal space vary among cultures (Morris, 1977; Worchel & Cooper, 1983).

(Taken from Handbook for Writers, Second Canadian Edition, Troyka, Prentice Hall Canada Inc., Scarborough, 1999, page 620.)