WAYS OF INTEGRATING SOURCES

When doing a research paper or any assignment involving library research, you must decide how to integrate the various sources of information that you have collected into your text. You have three choices when using outside sources: DIRECT QUOTATION, SUMMARY and PARAPHRASE. Whether you decide to quote, summarize or paraphrase depends on how crucial or striking the author's words are. The more memorable the author's words are, the more reason for you to quote them verbatim.

Whenever you use other sources in your writing, you must acknowledge the source of your information. Some disciplines, including the Humanities, follow the MLA (Modern Language Association) guidelines; other disciplines, including the Social Sciences, follow the APA (American Psychological Association) guidelines. Both systems include the use of parenthetical references or in-text citations (some brief information to help your reader locate the source you used) after the material that has been quoted, paraphrased, or summarized.

All of the outside sources -- written or oral -- that you use or consult must be listed in a bibliography or works cited page at the end of the paper.

DIRECT QUOTATION

In a direct quotation, you reproduce another's words exactly within the context of your own words. You must set off, or surround, the reproduced words with quotation marks and include a reference to the source and/or the page[s] where the words are located after the quotation. The period is placed after the parentheses.

Example:
Richard Rodriguez confides to the reader that the reason he was academically successful was because he "couldn't forget that schooling was changing me and separating me from the life I enjoyed before becoming a student" (45). For Rodriguez, the life of a student was radically different from the life of the child at home. By recognizing this difference, Rodriguez claims that he was able to be successful in school.

You should always try to integrate the source into your own writing. Analyze the quotes you use: interpret them for the reader. Otherwise, why quote at all?

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WAYS OF INTEGRATING SOURCES (Continued)

**SUMMARY**

In a summary, you select the main points of a paragraph or passage by another writer and present them in your own words, condensing the original passage. Like a direct quotation, a summary must also include some type of parenthetical reference or in-text citation.

*Example:*

Learning involves more than simple imitation. Rodriguez, for example, claims that he was the kind of student who always imitated others; he never had his own ideas (44). Although he thinks this imitation was bad for the scholarship boy, he also believes that imitation is the primary way to learn.

The purpose of a summary is to give your reader a general overview or main idea about a topic, issue or reading. While many details must be left out, you must attempt to convey the main points so your reader understands the essential information about the subject.

**PARAPHRASE**

In a paraphrase, you translate all the ideas or information in a paragraph or passage by another writer into your own words. While you should use only the few key words the author uses to express his or her ideas, you must put the major part of the statement in your own words. You must find terms for the substantive words used by the author and change the structure of the original sentences. A paraphrase must also include a reference to the source and/or the page[s] where the words are located.

*Original text:*

In public, my father and mother spoke a hesitant, accented, and not always grammatical English. And then they would strain, their bodies tense, to catch the sense of what was rapidly said by los gringos. At home, they returned to Spanish. The language of their Mexican past sounded in counterpoint to the English spoken in public. The words would come quickly, with ease. Conveyed through those sounds was the pleasing, soothing, consoling reminder that one was at home.

*Paraphrase:*

Rodriguez explains how his parents had difficulty speaking English in public and that made them feel nervous and strained. At home, when they spoke in Spanish, they felt more confident and created a soothing atmosphere (5).

You can use paraphrasing when you are unsure of the person's exact words, when you only remember half of a quotation, or when you want to present part of an idea or statement.

To avoid unintentional borrowing, resist the temptation to look at the source while you are summarizing or paraphrasing. Close the book, write from memory, and then open the book to check for accuracy.

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WAYS OF INTEGRATING SOURCES (Continued)

GENERAL GUIDELINES:

1) Refer to the author by the first and last names or just by the last name -- not the first name.
2) Introduce the text(s) you'll be working with early in the paper. Introduce by name and title.
3) Check your quotes. Be sure you've quoted the author accurately.
4) Introduce quotes and material that is summarized or paraphrased. One stylistic convention is to vary your verb choice (the author confides, thinks, argues, summarizes, etc.).
5) Document examples, not just quotes, using the MLA or the APA stylesheet -- examples of both are available in the library, bookstore, or the CCNY Writing Center.
6) Include a bibliography or Works Cited page at the end of your paper. This list must include any text you have cited in your paper. It can be on a separate page, or placed at the bottom of your last page. See the MLA or APA stylesheets for examples.

When you use sources, you have to adopt a fiction -- you have to assume that your reader is familiar with the source in question. However, you can't assume that the reader remembers the book so well that you can point to certain parts without providing details.