

Quoting, Paraphrasing, and Summarizing

Incorporating the ideas of others into your writing strengthens and gives credibility to your own ideas. By selectively referencing outside sources, you show readers that you are trustworthy, experienced, and knowledgeable about your topic. You must always acknowledge and cite the origin of any borrowed ideas, texts, paraphrases, summaries, graphics, statistics, and other specific facts unless they are common knowledge or can be found easily in a number of general sources (see “Avoiding Plagiarism” handout).

Quoting, paraphrasing, and summarizing are three different ways of incorporating other writers’ ideas into your own writing. All must be credited to the original source. Quotes, paraphrases, and summaries are used to:

- Support a claim
- Provide historical or theoretical background
- Explain a concept
- Describe a position you agree or disagree with
- Give authority and credibility to your writing
- Acknowledge and show different points of view

Here is a sample text by Alicia Jalowsky titled “Pizza Is a Healthy Choice, Believe It or Not.” We will use it to illustrate quoting, paraphrasing, and summarizing.

Pizza, a dish of Italian origin consisting of a flat, round base of dough baked with a topping of tomato sauce and cheese and added meat or vegetables, can be considered a wholesome and nutritious dietary supplement that contributes to a balanced diet because its ingredients include grains, vegetables, dairy, meat, and fruit – all the major food groups, except sweets.

Quoting

Quoting means using the exact words of the source. We quote only when the exact wording is particularly expressive or powerful and is necessary to keep accuracy or to strengthen a point. It must be *identical to the original word-for-word* and must have *quotation marks* around all original language from the source.

Example:

According to Alicia Jalowsky from the Institute of Nutrition Studies, pizza is actually a good part of a balanced diet because “its ingredients include grains, vegetables, dairy, meat, and fruit – all the major food groups, except sweets” (13).

Paraphrasing

Paraphrasing is putting the source material into your own words. We paraphrase when the details are important, but the exact words or sentence structure are not. It is usually applied to a small portion of a text and should retain all ideas of the original source.

Example:

Alicia Jalowsky argues that pizza, which is made of dough, tomato sauce, cheese, and vegetables or meat, contains most of the main food groups other than sweets, so it can be considered a healthy addition to a balanced diet (13).

Summarizing

Summarizing refers to restating the main idea(s) from a larger text in your own words. We summarize when the main ideas are important, but the details are not.

Example:

Pizza is a good addition to a balanced diet because most of the major food groups are contained in one meal (Jalowsky 13).