**Introduce** a quote, paraphrase, or summary by making very clear, in your own words, where the information is coming from. Include one or more of the following elements:

~ **The name of the speaker/author:** (Alicia Jalowsky)
~ **The credentials of the speaker/author:** (a researcher at the Institute of Nutrition Studies)
~ **The title of the source article/journal/book/webpage:** (“Pizza is a Healthy Choice, Believe It or Not” Journal of Nutrition Studies)
~ **The stance of the author:** (Alicia Jalowsky disputes claims that pizza is unhealthy.)

**Integrate** quotes, paraphrases, or summaries into your sentences or paragraphs using signal phrases, signal verbs, and proper punctuation such as quotation marks for direct quotes (see “Incorporating Sources: Quotations” handout).

**Example**
According to (author’s name)...; In the opinion of (author’s name)...; Author’s name + signal verb: (The author) argues, asserts, believes, claims, discusses, emphasizes, notes, observes, reports, responds, suggests, etc.

**Interpret** it in your own words. Strengthen your writing by including one or two sentences that accurately explain why a quote, paraphrase, or summary is important and how it supports your argument and connects to your claim/topic sentence or thesis. Use interpretation to synthesize ideas between sources (see “Signal Phrases” handout).

**Example**
Jalowsky’s analysis makes it clear that pizza has nutritional value. Without a doubt, diners can enjoy pizza without sacrificing their health.

**Indicate (Cite)** it using the appropriate citation style. In-text citations with information such as the author’s name and page numbers are placed in different sections of a paragraph depending on the citation style. In-text citations refer the reader to full citations in the Works Cited, References, or Bibliography, depending on the citation style (see “MLA/APA/Chicago Manual Style” handouts).

**Example of Incorporating a Source Using the 4 i’s:**
Though critics may admit that pizza is tasty, they often mistakenly contend that it is not nourishing. In her article “Pizza is a Healthy Choice, Believe It or Not,” Alicia Jalowsky, a researcher at the Institute of Nutrition Studies, disputes claims that pizza is unhealthy. She believes that 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). Jalowsky’s analysis makes it clear that pizza has nutritional value. Without a doubt, diners can enjoy pizza without sacrificing their health.