

WHEN to QUOTE, PARAPHRASE or SUMMARIZE

WRITING SERVICES - UNCW - DEPAOLO HALL, 1ST FLOOR - 962-7857

Direct Quotation: An exact repeat of the author's words in quotation marks

Use direct quotations when:

- The exact wording is especially well-stated, succinct, or memorable.
- The author expresses a point better than you could in your own words.
- The author of the quote is an authority on the subject, and his or her opinion adds to your argument.
- The author of the quote provides an alternative viewpoint that disagrees with others.

Always use proper citation of direct quotes to give credit to the author. **If not properly cited, it is considered plagiarism.**

Paraphrase: The author's ideas put into your own words and sentence structure.

You must always cite the source when paraphrasing; otherwise, it is plagiarism. The MLA Handbook suggests paraphrasing when you need more "detailed notes on specific sentences and passages," but the exact wording is not necessary to get the point across. Simply changing a few words of a sentence or paragraph is not paraphrasing; **you must restate the entire passage in your own words.** If you use any words from the original text, you must put those words in quotation marks! Paraphrasing is used more often than direct quoting in research papers because most of the time it is not necessary to use the author's exact words; therefore, paraphrasing is preferred.

Summary: A condensed version of a passage, chapter, or book that captures the main idea in your own words.

Summarize when you want to take a large amount of material and state the broad idea. Summary is different from paraphrasing because you summarize when the source is too long to be paraphrased or quoted, while paraphrasing involves taking a smaller passage and putting it into your own words. Think of using summary in broader situations when you are looking for the main idea of a longer work, not just a small passage. *See the Writing Services handout on "Tips for Writing a Summary."*

Helpful Tips

When beginning the research process, remember to take notes on all your sources. Also, save time by taking notes on the information in the form you will be putting it into your paper. That is, keep track of which notes are direct quotes, paraphrases, or summaries. This will help you avoid plagiarism.

Lunsford, Andrea A. Easy Writer. Boston: Bedford/St. Martin's, 2002. Print.

McDougal and Littell. Writing Research Papers. Illinois: McDougal, Little & Co., 1994. Print.

Modern Language Association. MLA Handbook for Writers of Research Papers. 7th ed. New York:

Modern Language Association, 2009. Print.

Veit, Richard, Christopher Gould, John Clifford. Writing, Reading, and Researching. MA: Allyn & Bacon, 1997. Print.