

The Writing Center @ KUMC

Working with Sources: QUICK TIPS



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Paraphrase

1. Always **identify** the source of info in your sentence.
2. Always **reproduce** the exact meaning of source ideas/facts **in your own words and sentence structure**.
3. Always **rephrase** a small part of a text, such as a sentence or paragraph, never a whole page.
4. Always **avoid** drawing conclusions or discussing implications.

Summarize

1. Always **condense**, in your own words, substantial amounts of info into a short para or sentence.
2. Always **capture** the key point and spirit of a source.
3. Always show a **depth of understanding** of source ideas/facts in your own words and sentence structure.
4. Always **provide** proper credit of the source.

Quote

1. Always use **double quotation marks** for any text taken from a source.
2. Always select what **cannot be easily paraphrased** or **requires analysis** or **represents a crucial aspect** of your topic.
3. Always use the **exact words** of a source.
4. Always **avoid** quoting excessively. When you do quote, introduce the source.

Try This

- Take an article/chapter you want to use in a paper.
- Examine a passage to see what words/ideas are difficult to paraphrase but essential to use.
- Underline these words/ideas.
- List these words/ideas. Examine nouns & verbs. Consider your options before paraphrasing.
- Do the same with another passage but this time make a *mini-outline* of what the passage means when boiled down to essentials.

Understand a passage thoroughly before paraphrasing/summarizing/quoting it. The process should be what you might say to yourself in trying to explain the meaning or essential ideas—or what you would say to explain the material to another person. An honest writer always acknowledges the contributions of others and the source of his/her ideas.