

# Using Summaries, Analysis, Quotes, and Paraphrases



**Summary** - Condense the author's ideas to a more **concise and brief** statement, retelling without original thoughts or interpretations

- Include a quick description of the main points of the passage, using your own words to answer questions such as: Who, What, When, Where, Why and/or How
- Use when writing an annotated bibliography or an abstract for a research paper or lab report

**Analysis** - Examine, dissect, and interpret the author's ideas, **using original opinions**, reading between the lines, and connecting to other knowledge. **Evaluate your view** on the meaning of the author's ideas by looking at:

- Relationships, trends, patterns and roles of people, places, objects, situations
- Causes and consequences or results of events, decisions and processes
- Advantages and disadvantages, gains and losses, strengths and weaknesses

**Quote** - Copy the author's language **word for word**

- Use a quote when the author has expressed his/her **idea** so completely, clearly, and coherently and it emphasizes the topics in your paper so eloquently, that you don't want to change a word.
- To introduce the quote, include a sentence that refers to the author or source in a **signal phrase** and give it context by connecting it to the point of the paragraph.
- *To avoid plagiarism:*
  - Use quotation marks around the author's words and add an **in-text citation** at the end of the quote
  - Include a citation of the source with all author, periodical, etc information at the end of your paper in the **Works Cited** or **References** page

**Paraphrase** - Restate the author's ideas in **your own words**.

- Paraphrasing is useful when the **wording** of the source **is less important than the meaning** of the source
  - o *Did the author express the idea so beautifully that you could never say it as well? **Use a quote!***
  - o *Are there statistics, dates, or other data that will support your thesis? **Paraphrase the information!***
- The paraphrase should be nearly identical in meaning to the original passage, but should not be a "cut and paste" with exact phrases from the original.
  - o *Have you simply changed a few words to synonyms? Try again. **Being handy with a thesaurus is not enough to make the sentence yours.***
- Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
  - o *Have you included exact sequences of words from the original? If so, make sure to put quotation marks around those phrases, or re-write until the entire paraphrase is your words.*
- Introduce your paraphrased material with a **signal phrase**
  - o A signal phrase is an effective way to identify the source (author or publication).
- To **avoid plagiarism:**
  - o Add an **in-text citation** at the end of the paraphrased information
  - o Include a citation of the source with all author, periodical, etc information at the end of your paper in the **Works Cited** or **References** page

## 5 Steps to Effective Paraphrasing

1. Reread the original passage until you understand its full meaning.
2. Set the original aside, and write your paraphrase on a note card.
3. Check with the original to make sure your version expresses all the important information in a new form.
4. Count or highlight the number of words that are similar with the ones of the original passage. Then, compare them to how often they are used in the original source. If there are too many similar words, then you should rewrite it.
5. Record the source (including the page) on your note card so that you can cite it easily if you decide to incorporate the material into your paper

## Examples of Paraphrasing

- **The original passage:**  
Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, strive to limit the amount of exact transcribing of source materials while taking notes.  
**Source:** Lester, James D. *Writing Research Papers*. 2nd ed. (1976): 46-47. Print.
- **A legitimate paraphrase** (conveys the author's ideas and key details, but uses the writer's words):  
In research papers students often quote too much, failing to keep quoted material down to a reasonable amount. Since the problem usually starts during note taking, it is essential to minimize the material recorded word for word (Lester 46-47).
- **A plagiarized version** (even though it cites the source, it follows the original almost word-for-word, only changing or cutting a few words):  
Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes (Lester 46-47).

**Using a Signal Phrase** - it can also help readers **assess the quality** (positive or negative) of the information:

- Mention the credentials or reputation of the author or the publication information of the source.
  - o According to General James Mattis, chief of the United States Central command, . . .
  - o In the words of a former Grand Wizard of the Knights of the Klu Klux Klan, . . .
- Use a verb that reflects your **judgment** of the source.
  - o You can use no verb or a neutral one that express no value judgment: (i.e. According to Posner, . . .)
  - o Or you can use a verb that indicates whether you think the information is **reliable or not**: (i.e. Posner proves that . . . vs. Posner wants to think that . . .)

## Examples of Signal Phrase to Introduce Paraphrasing

- **The original passage:**  
Serious sport has nothing to do with fair play. It is bound up with hatred, jealousy, boastfulness, disregard of all rules and sadistic pleasure in witnessing violence. In other words: it is war minus the shooting.  
**Source:** Orwell, George, "the Sporting Spirit," *The London Tribune*, December, 1945. 19. Print.
- **A legitimate paraphrase:**  
In his essay, "The Sporting Spirit," George Orwell argues that sport can be just as violent as war. The idea of fair play, he says, is for serious athletes only a myth. They feel the same hateful and violent feelings as do soldiers in combat (19).
- **A plagiarized version:** (even though there is a signal phrase, the words and structure have not changed enough)  
In his essay, "The Sporting Spirit," George Orwell claims that sport has little to do with fair play. He says that sport leads to the same feelings of hatred, jealousy, boastfulness, and sadistic pleasure that comes from witnessing violence. Sport is combat without weapons (19).