

Quoting, Paraphrasing, and Summarizing

When using sources it is important to remember to always give credit where it is due. There are three ways to use a source: Direct Quotes, Paraphrases, and Summaries.

Direct Quote:

“Quotations must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author” (Purdue OWL 2013).

However: remember that you can alter the original quote using **ellipses** (...), to reflect words you have omitted, and **brackets** [], to reflect words you have changed.

For example:

A direct quote I might utilize for a paper is:

“The goal of marine inundated prehistoric archaeology is to contribute to the reconstruction of past human settlement patterns, subsistence activities, cultural histories, and site formation processes, as they evolved on the continental shelf before, during and after submergence” (Faught 1997; 421).

Faught, M.K. and Donoghue J.F. (1997) Marine Inundated Archaeological Sites and Paleofluvial Systems: Examples From a Karst-Controlled Continental Shelf Setting in Apalachee Bay, Northeastern Gulf of Mexico. *Geoarchaeology*, 12(5) 417-458.

If I were to change it, I might omit some parts to concentrate on certain aspects of the list:

“The goal of marine inundated prehistoric archaeology is to contribute to the reconstruction of past human settlement patterns... as they evolved on the continental shelf before, during and after submergence” (Faught 1997; 421).

Or if the specific wording needed to change in order to fit my sentence, I would use brackets to modify a word or phrase from its original context:

Faught and Donoghue maintain that “marine inundated prehistoric archaeology [contributes] to the reconstruction of past human settlement patterns,” and this is precisely what makes the growth of maritime archaeology so exciting (Faught 1997; 421).

Summary:

Summary is where you are using your own words to relate to your reader what a particular piece from a source is about. Summary is usually used to generalize large sections of a source. For example, referring to the above passage and source I might summarize:

Faught and Donoghue (1997) discuss the importance of the growing field of marine archaeology to the academic understanding of our species’ occupation of historic and prehistoric coastlines now inundated by rising sea levels (421).



Paraphrasing:

Paraphrasing is like summary but meant to refer only to small sections of a source—a paragraph or section that is useful for your argument but better utilized in a more concise way. This is useful especially when you are “dumbing down” or “translating” a difficult or technical passage for a non-technical reader. It is essentially taking the words of another and putting them into your own words; **you must still cite your source**—any ideas you get that aren’t your own **must** be attributed to the original source.

The original passage: (from Purdue OWL)

“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, you should strive to limit the amount of exact transcribing of source materials while taking notes” from Lester, James D. *Writing Research Papers*. 2nd ed. (1976): 46-47.

Paraphrase:

In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 1976; 46-47).

Summary:

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 1976; 46-47).

A plagiarized version:

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.

Practice paraphrasing:

“Boats built from planks with overlapping edges in the bottom and sides of the hull—constructed in the lapstrake technique—have been widely used in northern Europe and North America in recent centuries. Within Scandinavia this technique has been practiced for more than a millennium, as documented by a large number of archaeological finds of Iron Age and medieval ships and boats, in combination with historic records and information from boatbuilders of the nineteenth centuries, illustrating a striking continuity in this tradition for boat building” (Crumlin-Pedersen 2004; 37).

Crumlin-Pedersen, O. (2004) Nordic Clinker Construction. in Hocker, FM and Ward, CA (eds), *The Philosophy of Shipbuilding: Conceptual Approaches to the Study of Wooden Ships*, pp37-63. Texas: Texas A&M University Press



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