

## Quotation Styles

The format of your quotations and citations will depend largely on the style you are using in your paper (APA, MLA, ASA, etc.). However, the following punctuation rules are used in all editorial styles:

- When quoting poetry, use a slash (/) with a space on either side to separate lines of the poem.
- When there is a quote within a quote, use single quotation marks ( ' ') for the inside quote and double quotation marks ( " ") for the outside.
- Use ellipses ( . . . ) in place of words when you omit part of the original.
- Use square brackets ( [ ] ) within quotes to clarify, comment on, or correct material in the original.
- Place commas and periods inside quotation marks. All other punctuation should go outside of quotations marks, unless they are directly part of the quote.

## Accessing More Information

- The Online Writing Lab (OWL) at Purdue University: <http://owl.english.purdue.edu>
- The Writing Center at The University of Wisconsin – Madison: [www.wisc.edu/writing/Handbook](http://www.wisc.edu/writing/Handbook)

## Acknowledgments

Information for this brochure was adapted from:

“Paraphrasing and Documenting Sources.” The Writing Center at the University of Wisconsin – Madison. 26 Jan. 2009 <[www.wisc.edu/writing/Handbook/QuotingSources.html](http://www.wisc.edu/writing/Handbook/QuotingSources.html)>.

“Quoting, Paraphrasing, and Summarizing.” The Online Writing Lab (OWL) at Purdue University. 26 Jan. 2009 <<http://owl.english.purdue.edu/owl/resource/563/01/>>.

## Where to Find Help on Campus

Consultants at the **Hamline University Writing Center**, located in the basement of Bush Library, are eager to help you with all stages of your writing. We will work with you whether you have just received an assignment and have no idea how to begin or you have a finished draft and want help with revisions.

You can make appointments online at WC Online. Simply follow the instructions at:

<http://rich37.com/hamline>

We look forward to seeing you!



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# Paraphrasing & Documenting Sources



Let's say that one day you are telling your friend Maria your thoughts on the Homecoming theme. The next day, your friend Ryan tells you that Maria has a great idea for the theme, which happens to be the same one you told her yesterday. Maria didn't give credit to any source, so Ryan automatically assumed the idea was hers. He is giving credit to the wrong source (until you correct him, of course).

Authors of articles, books, websites, and other media feel the way you would feel if someone stole your idea. This brochure will explain how to uphold the integrity that is so important in American academics.

### **Borrowed Thinking vs. Thinking on Your Own**

All of your thoughts are constructed from information you have absorbed from outside yourself. That's the definition of learning. When we learn, new ideas are mixed with our old ideas. An idea is truly your own thought when it is incorporated with the old, and the format of the thought is different than when you originally obtained it. The process of learning can be illustrated with the following diagram:

Digestion → Integration → Reordering

You can call information your own when it has gone through this process. Plagiarism happens when information you present as your own doesn't have time to complete this process.

### **Quoting from Sources**

The bulk of your paper should be evidence of your own thinking. Occasionally, however, you will want to quote from your sources to provide support for your ideas. Any quotations in your paper should match the original word-for-word, and they should be accompanied by an **in-text citation**. The quotation marks and the citation demonstrate to readers your acknowledgment that the idea is not yours. Giving credit for quotations is fairly straightforward. Either you've directly quoted someone or you haven't.

### **Paraphrasing and Summarizing**

Giving credit where credit is due is more difficult when you are using someone else's idea, but you are not quoting that author directly. When you paraphrase or summarize, you still must give credit.

**Paraphrasing** is the act of putting a sentence or phrase in your own words. At no point in the paraphrase should more than a few words be copied from the original author. Even if there is not exact copying of any words or phrases, paraphrases still must be cited with an in-text citation. Without that, paraphrasing is still classified as plagiarism because you are taking an idea from the original author (as in the Homecoming example) and not giving him or her credit.

**Summarizing** is similar to paraphrasing in that you are putting ideas into your own words, but the ideas are usually more general concepts from the source. Once again, you must use in-text citations whenever you summarize ideas that you obtain from any source. It is plagiarism to summarize an author's ideas without giving credit.

Note how the following text from the classic *The Elements of Style* by William Strunk and E. B. White is first paraphrased and then summarized.

#### *Original:*

A basic structural design underlies every kind of writing. The writer will in part follow this design, in part deviate from it, according to his skill, his needs, and the unexpected events that accompany the act of composition (Strunk & White 15).

#### *Paraphrase:*

According to Strunk and White, all types of writing have their own basic design or structure. Writers may follow the design or not, depending on how adept they are at that form of writing, what they need as writers, and what they encounter during the writing process (15).

#### *Summarize:*

Writers will follow or depart from basic structural designs depending on their needs (Strunk & White 15).

### **Avoid Plagiarism When Paraphrasing**

Here are a few tips:

- Think of the article or passage as a whole. Reread it until you understand its full meaning.
- Read with a purpose, and use your paraphrase to relate back to that purpose.
- After you have a clear understanding of what the passage was about, free-write about the ideas that you thought were important for your purpose.
- Write a few words below or next to your paraphrase so that you can remember how you intend to use it in your paper.
- If you decide to quote exactly from a source, place large quotation marks around that material. That way you won't forget which were your thoughts and which were the author's. Later, if you decide to paraphrase that material, you will know exactly what the original is.
- Be sure to write citation information in your notes along with your quote, paraphrase, or summary.

### **What Not to Cite**

Factual information that is considered **public domain** does not need to be cited. This includes:

- Birth and death dates of well-known people
- Dates of military, political, literary, and other historical events
- Statistics about population

However, rules about quoting, paraphrasing, and summarizing still apply to these situations. This means that you cannot copy the sources word-for-word without using quotation marks and providing an in-text citation. When in doubt, cite it.