

PARAPHRASING AND QUOTATION GUIDE

Paraphrasing

Paraphrasing is restating an author's idea in your own words. It is a way to use a source without directly quoting the information. However, it is much more than just changing a few words! Learn more about paraphrasing from the Purdue OWL.

- > When you paraphrase, you must include an in-text citation with the author and year. Page or paragraph numbers are not required for a paraphrase, but you may include them.
- > Paraphrasing demonstrates to your reader that you understand the original material and have applied your own knowledge to its presentation.
- > Paraphrasing also allows you to maintain the flow of your paper by using your own wording and writing style.
- > The key to paraphrasing is writing information in your own words. You should restate the material without changing the meaning of the original source. In general, paraphrases are shorter than the original quote.

A paraphrase can continue for several sentences. When it does, cite the work after the first mention. You do not need to cite it again as long as it is clear in the context of your writing that the same work is continuing to be cited. However, do cite it again if:

- > The paraphrase continues to a new paragraph.
- > The paraphrase incorporates multiple sources or switches among sources.

Paraphrasing Tips

- > Understand the original material by reading the material and looking up any unknown words or terms.
- > Look away from, or cover, the original material and express the information in your own words. Imagine you are explaining it to a family member or friend.
- > Compare your writing to the original material. Can you answer "yes" to each of these?
 - Does my paraphrase retain the original meaning of the material?
 - Did I simplify the material?
 - Is it expressed in my own writing style? Did I change the sentence structure? Did I change the wording?

Example

APA Citation

Thomas, C. A. (2014). Antonio's (happy ending): Queer closure in all-male Twelfth Night. *Comparative Drama*, 48(3), 221-240. <https://doi.org/10.1353/cdr.2014.0018>

Quote from the article

"It is more or less common knowledge, popularized by John Madden's film *Shakespeare in Love*, that in Shakespeare's time male actors played female roles because women were forbidden from appearing on the public stage. Young men (called "boy-actors") played romantic ingénues, such as Juliet, whereas male actors played comic roles and older women, such as Juliet's Nurse and Lady Capulet" (Thomas, 2014, p. 211).

Paraphrase

During the Elizabethan Era, women were not allowed to act so male actors played both masculine and feminine parts (Thomas, 2014, p. 211).

- > The original context of the quote is maintained.
- > The sentence is more concise (19 words versus 60 words).
- > The wording is modified - "young men" and "mature male actors" are combined into one term - male actors.

Principles of Direct Quotation

Quoting is taking a word-for-word section from a source. When you quote an author you must include:

- > An in-text citation in the body of your text with the specific page or paragraph number of the quotation
- > The original wording, spelling, and punctuation but you can leave out parts of a sentence or add parts to help the meaning (for more information about how to do that see *Working with Quotations*).

College-level assignments should typically be written in your own words.

- > Direct quotes should be used minimally. Unless a quote conveys important context in its original form, try paraphrasing information.
- > Incorporate quotes into your own writing; do more than just string a series of quotes together.
- > Avoid quotation websites. These sites often get the quote wrong or list the wrong author.

Citing Direct Quotations

For direct quotations, provide the author, year, and page number of the quotation in the in-text citation in either the parenthetical or narrative format (see above).

Examples of how to provide page numbers

Single Page	Multiple Pages	Without Page Numbers
Author, year, page number p. 52, p. S52, p. e343	(Author, year, pages) Continuous pages: pp. 56-57 Discontinuous pages: pp. 34, 64	If there are no page numbers find another way to locate the quotation. <ul style="list-style-type: none"> > Heading or Section Name: (Smith, 2020, Investments section). If abbreviating the section heading because it is too long, put it in quotes (Jones, 2019, "What is the most" Section). > Paragraph number (count manually if not numbered) (Williams, 2018, para. 3) > Heading or section in combination with paragraph number. (Brown, 2020, Seizure section, para. 5).

Short quotations (fewer than 40 words)

- > Incorporate it into your own text
- > Enclose it in double quotation marks

Block quotations (40 words or more)

- > Do not use quotation marks to enclose a block quotation.
- > Start a block quotation on a new line and indent the whole block 0.5 in. from the left margin.
- > Double-space the entire block quotation.
- > Do not add extra space before or after it.
- > If there are additional paragraphs within the quotation, indent the first line of each subsequent paragraph an additional 0.5 in. See an example on this page or in Section 8.27 of the Publication Manual (available in the library).
- > Either (1) cite the source in parentheses after the quotation's final punctuation or (2) cite the author and year in the narrative before the quotation and place only the page number in parentheses after the quotation's final punctuation.
- > Do not add a period after the closing parenthesis in either case

Example of a block quotation with in-text citation

Education is not properly an industry, and its proper use is not to serve industries, either by job-training or by industry-subsidized research. It's proper use is to enable citizens to live lives that are economically, politically, socially, and culturally responsible. This cannot be done by gathering or "accessing" what we now call "information" – which is to say facts without context and therefore without priority. A proper education enables young people to put their lives in order, which means knowing what things are more important than other things; it means putting first things first. (Berry, 2002, para. XXVI)

The reference page would list this as the source:

Berry, W. (2002). Thoughts in the presence of fear. *Catholic New Times*, 26(16).

References

APA Style. (n.d.). Paraphrasing. <https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing>

American Psychological Association. (2020). Publication manual of the American Psychological Association:

The official guide to APA style (Seventh ed.). American Psychological Association.