



Quoting and Paraphrasing without Plagiarizing

Quoting

- Quotes may provide examples, a hook to attract interest, or confirmation from an authoritative source.
- A direct quote copies words **exactly** as they appear in the source.
- Quotes are enclosed in double quotation marks (“ ”).
- Quoted material that contains another quote uses the following punctuation: Johnson’s article reports “teenagers often punctuate their sentences with ‘cool’ and ‘like’” (15).
- Words and phrases may be selected as quotes: Wolcott’s description referred to her “winsome” smile and “sparkling eyes” (31).
- Words and phrases may be omitted from a quote: “The pioneers braved floods, sandstorms, heat, ...and blizzards on their way west” (Smith 45).
- Quotes longer than four typed lines or 40 words should be indented without quotation marks. (See examples in MLA and APA style guides.)
- The source of all quotes **must** be indicated, either within the sentence or enclosed in parentheses. Example in MLA style: Freud states that “a dream is the fulfillment of a wish” (154). Or: Some argue that “ a dream is the fulfillment of a wish” (Freud 154). The complete source reference is included in a Works Cited or Reference page at the end of the paper.
- Use quotes selectively to support the thesis and ideas in a paper.

Paraphrasing

- Paraphrasing restates another person’s ideas using your own words and sentence structure.
- Because the exact words of the source are not used, quotation marks are not needed.
- **The source must still be cited.**
- A paraphrase does more than change a few words in the original text; it is a restatement in your own voice.
- To paraphrase effectively, read the material a few times and make notes of main ideas and helpful details.
- Your paraphrase will usually be shorter than the original text.
- Example of material to be paraphrased (adapted from the Purdue University Online Writing Lab (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.” Lester, James D. *Writing Research Papers*. (1976): 46-47.
- Example of paraphrase:
Students often quote excessively in research papers. The problem usually originates during note taking, so record only a minimal number of direct quotes while doing research (Lester 46-47).

Plagiarizing

- Plagiarizing is using a source’s words or ideas without giving credit to the original author.
- To avoid plagiarizing, use your own words and ideas for most of your paper.
- Use cited source material to support and expand your own ideas.
- Cite all material from other sources using the citation format (APA, MLA, CMS) appropriate to your field.