## ALC: Preparing to Research

## Quoting, Paraphrasing, and Summarizing

#### What are the differences among quoting, paraphrasing, and summarizing?

There are three ways to incorporate someone else’s writing into your own work:

**Quotations** must be identical to the original, using a tiny portion of the source. They must match the source document word for word and must be linked to the original author.

**Paraphrasing** involves putting a passage from other written material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage because it is usually summarized.

**Summarizing** involves putting the main idea(s) from other written material into your own words, including only the main point(s). Once again, it is necessary to attribute summarized ideas to the original source. Summaries are significantly shorter than the original and often exclude specific details and facts.

#### Why use quotations, paraphrases, and summaries?

Quotations, paraphrases, and summaries serve many purposes. You might use them to . . .

* Provide support for claims or add credibility to your writing
* Refer to work that leads up to the work you are now doing
* Give examples of several points of view on a subject
* Call attention to a position that you wish to agree or disagree with
* Highlight a particularly striking phrase, sentence, or passage by quoting the original
* Distance yourself from the original by quoting it in order to cue readers that the words are not your own
* Expand the breadth or depth of your writing

#### How to use quotations, paraphrases, and summaries

* Read the entire text and highlight the key points and main ideas
* Summarize in your own words what you have just read immediately after reading
* Paraphrase important supporting points that come up often
* If you do not understand a word, phrase or explanation, DO NOT try to paraphrase, use a quote or summarize it
* Consider which words, phrases, or brief passages that you believe should be quoted directly because they are significant or stated clearly already

**It is extremely important to avoid plagiarism!**

**Choose carefully and cite properly!**

**Take this researched definition and try it out!**

A dentist, also known as a 'dental surgeon', is a [doctor](http://en.wikipedia.org/wiki/Doctor) that specializes in the diagnosis prevention and treatment of diseases and conditions of the oral cavity. The dentist's [supporting team](http://en.wikipedia.org/wiki/Dental_auxiliary) aides in providing oral health services. The dental team includes [dental assistants](http://en.wikipedia.org/wiki/Dental_assistant), [dental hygienists](http://en.wikipedia.org/wiki/Dental_hygienist), [dental technicians](http://en.wikipedia.org/wiki/Dental_technician), and in some states, [dental therapists](http://en.wikipedia.org/wiki/Dental_therapist).
*http://en.wikipedia.org/wiki/Dentist*

**Quote:**

**\*Remember to include quotation marks around the chosen statement!**

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**Paraphrase:**

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**Summarize:**

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