



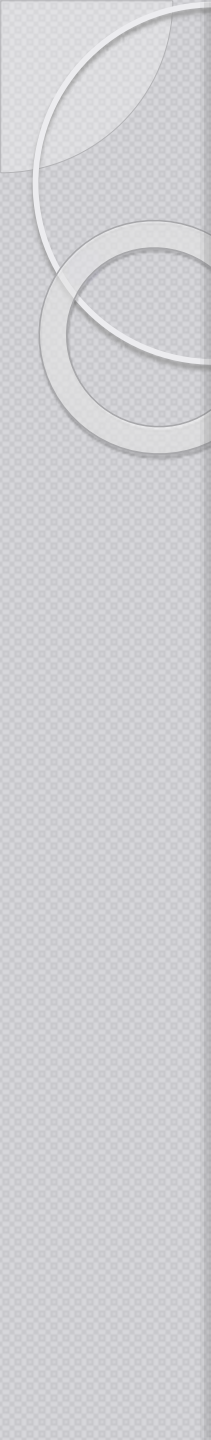
EUROPEAN  
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# Academic Writing

**Quoting   paraphrasing   summarizing**

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# **Why should you use and acknowledge the work of others?**

- Why do you think you should incorporate the ideas of others into your writing?
- Why is it important that you acknowledge these ideas?

Share your thoughts in the discussion.

# When you use and acknowledge the work of others, you:

- **Make meaningful connections** between other authors' **ideas and your own**.
- **Question and evaluate** the ideas of other authors.
- **Provide credibility** for your work and allow your lecturer to track down the original sources.
- **Provide evidence** that your ideas or argument are backed up or supported.
- **Give credit** to the original author or authors.



# How to integrate others' ideas?

**Quoting, paraphrasing and summarizing** are three main ways of integrating others' ideas in your own academic work.

# Glossary

- **In-text (in-line) citation** acknowledges your source in the main body of your document e.g. (Hossain 209)
- **Reference is the** details of a particular in-text citation e.g. Hossain, Zakir. "Towards a lifelong learning society through reading promotion: Opportunities and challenges for libraries and community learning centres in Viet Nam." *International Review of Education* 62.2 (2016): 205-219.
- **Works Cited (Bibliography)** is the list of references arranged alphabetically.

# Glossary

- **Quoting** is reproducing words from another source using exactly the same wording, spelling, punctuation, capitalisation and paragraphing.
- **Paraphrasing** is introducing ideas from another source in your own words.
- **Summarising** is a short and concise representation of the key ideas of source material, in your own words.

# How to integrate a quote?

- **To integrate a quote correctly you should:**
- **Use a signal phrase** such as “According to Smith (2008) ...”, “Smith (2008) reports ...”
- **Demonstrate the relevance** of the quote to your writing by using an introductory phrase or by providing commentary on the quote.
- Include **quotation marks**.
- Incorporate a **short quote into a paragraph** or **\*indent a longer quote**.
- **Include the number of the page or paragraph** where you found the quote.
- **Demonstrate any changes** you have made to the quote, such as shortening it by omitting sections.
- **Cite and reference it.**

# Citing a direct quotation

When directly quoting a source, place the parenthetical citation after the quote.

## **Example:**

Sanders explains that economic woes are due to “the mortgage crisis and poor risk assessment” (20).



# Citing a long quote

Scientists have warned that the use of **nuclear weapons** pose the single biggest threat to the Earth's peace and environment. According to Taparia,

The use of nuclear weapons in today's society is strikingly alarming. Though the United States is the only country to employ it in the past, they are at the same time the country that condemns its use the most. While this may seem hypocritical, is it the most proper action for the United States to make as the global leader (19).

**\*indented a longer quote**

# Shortening a long quote

Scientists have warned that the use of **nuclear weapons** pose the single biggest threat to the Earth's peace and environment. According to Taparia,

The use of nuclear weapons in today's society is strikingly alarming. Though the United States is the . . . the most proper action for the United States to make as the global leader (19).

\*using ellipses to short **a longer quote**

# Quoting (True/False)

- **Quoting** is reproducing words from another source using exactly the same wording, spelling, punctuation, capitalisation and paragraphing.
- ✓ I should quote when I need to add emphasis or focus to an argument. T/F
- ✓ I should quote all the time - so that I can show that I have done my research thoroughly. T/F
- ✓ Quotations should be used rarely and selectively. T/F
- ✓ I should quote to incorporate an idea that would lose its effectiveness if paraphrased or summarised. T/F
- ✓ If I use a relevant well-placed quotation it will add value to my argument. T/F

# How to integrate a paraphrase?

When paraphrasing, it is important to keep the original meaning and to present it in a new form. Basically, you are simply writing something in your own words that expresses the original idea.

- Underline **key points** in the original source.
- List the **main ideas** or concepts.
- Come up with **alternative phrases** and synonyms to describe the ideas.
- **Rewrite and reorder** these ideas in your own words.
- Use a **signal phrase** where necessary to embed the author's name, eg Smith (1996) states..... As indicated by Townsend and Parks (2013)....
- **Cite and reference.**

# Paraphrasing a sentence

## **Original text**

Giraffes like Acacia leaves and hay and they can consume 75 pounds of food a day.

## **Paraphrase**

A giraffe can eat up to 75 pounds of Acacia leaves and hay everyday.

# Paraphrasing a paragraph

## Original text

Emery (2008) notes that librarians who participate in social media are likely to know what their colleagues in other institutions are working on and can easily identify services and applications that can be localized more readily to their own work environment. In other words, experiences acquired from colleagues at an international level, can be shared at the local level which then feeds into service development at a local level.

## Paraphrase

According to a claim by Emery (27), librarians who follow professional groups and pages on social media are most likely to identify what their colleagues in other institutions are focusing on which can be localized more readily to their own work without reinventing the wheel. In other words, experiences can be shared at the local level that gained from colleagues at an international level, which then feeds into service development at a local level and vice-versa (Zakir 19).

# Paraphrasing (True/False)

- **Paraphrasing** is introducing ideas from another source in your own words.

I should paraphrase if I want to change the organisation of another author's words or ideas for emphasis. T/F

I should paraphrase to change the original meaning of another author's words, ideas and thoughts. T/F

I should paraphrase to simplify and clarify the original material. T/F

I should paraphrase to back up, support or prove my ideas. T/F

I should paraphrase to make it clear I understand the author's point of view. T/F

# What is summarising?

**Summarising is a short and concise representation of the key ideas of source material, in your own words.**

- A summary is shorter than the original text and provides an overview of the subject matter.
- To summarise correctly, you will include only the key ideas and omit the details.
- Summaries need to be referenced, just like paraphrases and quotations.



# How to summarise?

- Identify the **key ideas** in the original source.
- Write down the **key ideas** in your own words or use quote marks if replicating original text for emphasis.
- **Do not add your own reflections** on the original text, summarise only.
- Remind the reader that **someone else has written** the original piece of writing throughout your summary: *Smith (2009) states..., She further indicates...*
- **Cite and reference** the original source.

# Summarising (True/False)

- I should summarise when I want to change the meaning of the original text. T/F
- I should summarise when I want to condense large amounts of information accurately into the smallest number of words possible. T/F
- I should summarise when I want to present the key ideas of the original source in brief. T/F

# Some examples to compare

## **The original passage:**

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. 2nd ed. (1976): 46-47.

## **A legitimate 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 46-47).

## **An acceptable 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 46-47).

# Paraphrase VS Summerise

## Indirect quotations

“When you **paraphrase**, you express someone else’s writing in your own words, usually to achieve greater clarity” (Pears & Shields, 2013, p.9).

“When you **summarize**, you provide a brief statement of the main points of an article, web page, chapter, or book...” (Pears & Shields, 2013, p.10).

# Quick tips

- Ideally, **no more than 25 percent** of your **paper** should be direct quotations..
- ***Paraphrase*** as much as you can..
- Use direct quotations when citing a statistic or original theory..
- Use author's words if they capture a point exactly..

## What you learned today

1. Quoting
2. Paraphrasing
3. Summerising

Good Luck building your research paper. Use your EEC/DPC—we can help you be Successful!

# Cited works

OWL. "Purdue online writing lab." [Paraphrase: Write It in Your Own Words: Some examples to compare]. Retrieved on Jul 23, 2017 from <https://owl.english.purdue.edu/owl/resource/619/1/>

Stephen, Jason. "Academic Integrity." [week 3: Achieving with integrity: using the works of others]. MOOC offered by University of Auckland. Retrieved on Jul 23, 2017 from <https://www.futurelearn.com/courses/academic-integrity/10/todo/8323>

Questions? Corrections?  
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