



PARAPHRASING

Paraphrasing is the restatement of an author's (or source's) main points in an individual's *own, unique words and personal writing structure*; in which, credit is clearly given to the author/source.

The importance of paraphrasing

- ☑ *Your own opinions, ideas, and analyses* are of primary importance, and your voice should constitute the majority of your writing.
- ☑ *Paraphrasing** is the second most important part of your writing.
 - * Paraphrasing is the tool used to provide support and understanding to your writing through the use of credible sources.
 - * A correct paraphrase proves that you understand the subject matter.
 - * Paraphrasing is necessary in order to avoid *plagiarism*.
- ☑ *Using direct quotes* is of third importance, and they should be limited to powerful and memorable statements that cannot be reworded.

Successful paraphrasing

- ☑ Keep a thesaurus and dictionary nearby, or use dictionary.com
- ☑ Read and reread the passage to be paraphrased
- ☑ Acquire a complete understanding of the passage before paraphrasing
 - * Define unclear terminology, research main points, and reference sources
- ☑ Paraphrase *from memory first* without referring back to the passage
- ☑ Make it clear as to whose thoughts are being represented by introducing the source
- ☑ Cite sources every time they are used throughout the paper
- ☑ Compare the paraphrase with the original passage to check for plagiarism
- ☑ Revise, if necessary, to ensure no direct quotes are taken from the source

Citing correctly

What should I cite?

All opinions and thoughts that are not originally your own

All summaries of a source's main ideas

All facts and statistics that are not common knowledge*

* Common knowledge is information that is widely known and found in numerous sources, such as encyclopedias.

Exact phrases and wording taken from the original text

Continued on back →

Citing correctly (continued)

How do I cite?

To cite opinions, thoughts, and summaries of the source or uncommon facts and statistics in a paraphrase:

1. Introduce the source in the sentence
2. Include an in-text citation at the end of the sentence

To cite direct quotes within a paraphrase:

1. Place the exact phrases/ wording in quotation marks
2. Include an in-text citation at the end of the sentence

DO NOT

- ⊗ Change just a word or two around from the original passage
- ⊗ Use the same sentence structure as the source
- ⊗ Neglect to introduce and cite the source

These actions are not the same as paraphrasing and count as plagiarism.