

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

From: The Owl at Purdue

<<http://owl.english.purdue.edu/owl/resource/563/01/>>

These three ways of incorporating other writers' work into your own writing differ according to the closeness of your writing to the source writing.

Quotations must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

Paraphrasing involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

Summarizing involves putting the main idea(s) 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 take a broad overview of the source material.

Short Quotations

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks.

Example:

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Long Quotations/Block Quote

For quotations that are **four or more lines** of verse or prose: place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented **one inch** from the left margin; maintain double-spacing.

Is Paraphrasing Plagiarism?

From College Board

<http://www.collegeboard.com/student/plan/college-success/10314.html>

Paraphrasing is putting information and ideas into other words for the sake of clarity or brevity. Used properly, paraphrasing can be a powerful tool for both explaining ideas and making persuasive arguments. But what constitutes proper and improper use of the paraphrase?

Take the following example of an original text(indented):

The lost-wax casting process (also called cire perdue, the French term) has been used for many centuries. It probably started in Egypt. By 200 BCE the technique was known in China and ancient Mesopotamia and was soon after used by the Benin peoples in Africa. It spread to ancient Greece sometime in the sixth century BCE and was widespread in Europe until the eighteenth century, when a piece-mold process came to predominate.(Stokstad, 31)

And here is a paraphrase(not indented):

The lost-wax casting process is an ancient method for making metal sculpture. While the ancient Egyptians appear to have been its first practitioners, other cultures around the world also developed or imported the technique. Introduced to Europe by the ancient Greeks in the sixth century BCE, lost-wax casting remained an important artistic method up to the eighteenth century (Stokstad, 31).

Rather than simply restating the text, the author of the paraphrase changes the text to draw out a particular idea and leaves out the details that aren't relevant to the point she's making. Moreover, she adds some clarity by including a short definition of the lost-wax method in her opening sentence. Most importantly, the author has cited her source by author and page number.