

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

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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.

So, how does this apply to what we write? If it is not considered **Common Knowledge**, it needs to be cited within the material you are writing.

Common Knowledge: The Moon is round.

Not Common Knowledge: The Diameter of the moon is... (Author, #).

Writers frequently intertwine summaries, paraphrases, and quotations. As part of a **summary of an article, a chapter, or a book**, a writer might include paraphrases of various key points blended with quotations of striking or suggestive phrases as in the following example:

In his famous and influential work *On the Interpretation of Dreams*, Sigmund Freud argues that dreams are the "royal road to the unconscious" (page #), expressing in coded imagery the dreamer's unfulfilled wishes through a process known as the "dream work" (page #). According to Freud, actual but unacceptable desires are censored internally and subjected to coding through layers of condensation and displacement before emerging in a kind of rebus puzzle in the dream itself (page #s).