Paraphrasing

How do you paraphrase?

- Read through the text and write down **key points**.
- Make sure you understand the information; re-read if necessary.
- **Put the source away and with only your notes in front of you**, think of how you’d explain the key points to a colleague or patient.
- Use a **thesaurus** to help you begin thinking of the information in a new way.
- Don’t forget to **CITE!** Example of in-text citation: (Smith, 2017).

These steps will help you to **avoid simply replacing a word here or there** or rearranging the sentence in the original work, which is **not** an acceptable way to paraphrase.

**Statistics:** Paraphrasing percentages and specific numbers can be tricky. Focus on generalizing what the numbers mean or use a direct quote if necessary.

**Remember:** Put away the source as you write! Do not paraphrase sentence by sentence; instead, aim to summarize a paragraph from your source in one sentence.
When should you use a direct quote?

- Only when you absolutely have to – when you cannot say it better or to avoid misrepresenting information. Examples might include mission statements, definitions, or statistics.

NOTE: Make sure to read the grading rubric closely, as some instructors might limit the number of direct quotes or not allow them at all.

- Make sure to introduce or transition into the quote and provide analysis about what it means.

How often should you use direct quotes?

Be sparing – the majority of your research papers should be paraphrases along with your own analysis.

Overusing direct quotes can make a paper feel choppy or give the impression you do not understand the information.

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Don’t forget to include quotation marks around the quote and a page (or paragraph, which is often the case for websites) number in the in-text citation: (Smith, 2017, p. 1) or (Smith, 2017, para. 1).

Purdue OWL’s Online Writing Lab is a great resource for APA and additional formatting techniques and examples: https://owl.english.purdue.edu/owl/section/2/10/