What Is a Paraphrase?

✓ When you use information from a source

✓ Summarize it with your own words and sentence structure

✓ Make sure to include an in-text citation in the body of your paper and a reference at the end of your paper to give credit where due.

Paraphrasing Strategies

- Take time to read your source thoroughly. Do not just read the abstract page of a journal article or skim through your sources.
- Make sure you understand the information; re-read if necessary. Look up terms you are not familiar with in the dictionary.
- Take notes with the key points or write a summary. Highlighting the important points might also be helpful.
- Put the source away and with only your notes in front of you, think of how you’d explain the information to a classmate or a colleague.
- Rather than paraphrasing sentence by sentence, try summarizing a paragraph from your source in a sentence or two. This helps to ensure you are using your own sentence structure.
- The Thesaurus in MS Word can be helpful to start thinking about the information in a new way. However, make sure to not just replace a word or two in the original sentence.
- Don’t forget to cite. Be mindful of rules based on number of authors.

Basic in-text citation format for paraphrases:

(Author, Year).
When should you use a direct quote?

Only when you have to – when you cannot say it better or to avoid misrepresenting information. Examples include **mission statements** and **definitions**.

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

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 affect how the paper flows or give the impression you do not understand the information.

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

Don’t forget to include quotation marks around the quote and a page (or paragraph) number in the in-text citation. Paragraph number is used when there is no page number. This is often the case for websites. Determine paragraph number by counting down on the webpage.

**Examples:**

(Smith & Jones, 2019, p. 1).

(Centers for Disease Control and Prevention, 2019, para. 3).

For additional writing and APA handouts, go to the following URL and click on the APA or Writing Help tab:

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