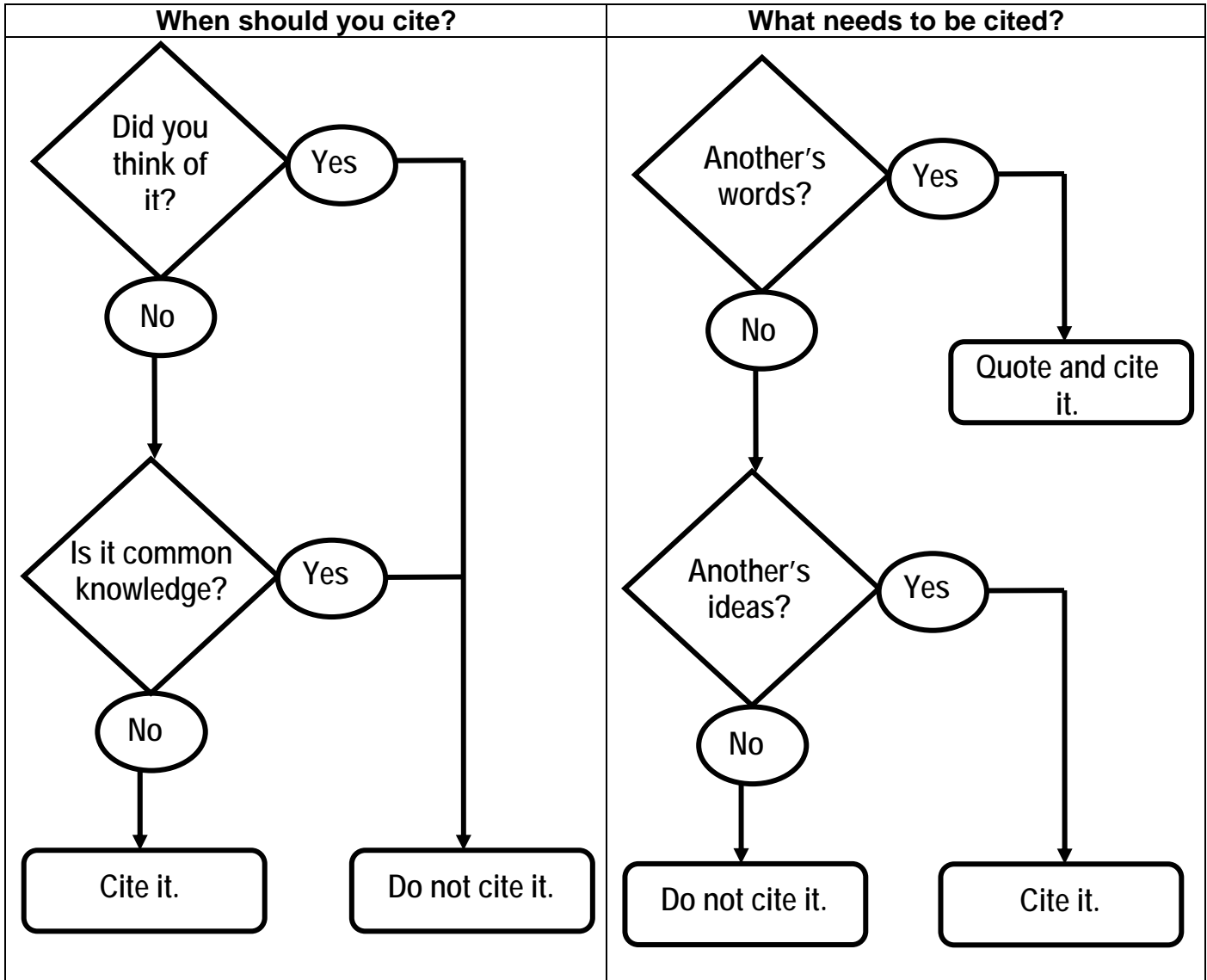


### Differences in Quoting, Paraphrasing and Summarizing

<b>Quotation</b>	<b>Paraphrase</b>	<b>Summary</b>
<b>Difference</b>	<b>Difference</b>	<b>Difference</b>
<ul style="list-style-type: none"> <li>Matches the source word for word.</li> <li>You use the source's words.</li> <li>Exact same length as the source, unless you follow the rules for adding or deleting material from a quote.</li> </ul>	<ul style="list-style-type: none"> <li>Matches the source in terms of meaning.</li> <li>You use your own words.</li> <li>Approximately the same length, though often shorter than the source.</li> </ul>	<ul style="list-style-type: none"> <li><u>Sums</u> up the central point of the source.</li> <li>You use your own words.</li> <li>Much shorter than the source.</li> </ul>
<b>Purpose</b>	<b>Purpose</b>	<b>Purpose</b>
<ul style="list-style-type: none"> <li>To provide credibility for what you are saying (you support your point by quoting an authority).</li> <li>To get someone's exact words (when HOW someone said something is as important as WHAT they said).</li> </ul>	<ul style="list-style-type: none"> <li>To get down the meaning of someone else's words when:               <ol style="list-style-type: none"> <li>Their exact words are not important</li> <li>Their exact words are not appropriate (style too dense or too simple for example) or useful (what they emphasize is different from what you want to emphasize).</li> </ol> </li> <li>To show that you have command of the material (not a slave to the original author's word).</li> <li>To "shorten" a section from the source that is too long to quote.</li> <li>To demonstrate comprehension (independent assignment).</li> </ul>	<ul style="list-style-type: none"> <li>To get down the gist of someone else's work.</li> <li>To avoid unnecessary details when the main point is all you need.</li> <li>To show that you understand what the source is saying.</li> <li>To refresh the reader's memory if they have read the source.</li> <li>To give your audience a general introduction to the source.</li> </ul>
<b>How to</b>	<b>How to</b>	<b>How to</b>
<ul style="list-style-type: none"> <li>Copy the source's words exactly.</li> <li>There are special rules for capitalization and punctuation within quotes. See Writing Lab for handouts or a tutor for help.</li> <li>Cite it according to whatever style your instructor requires (e.g. MLA)</li> </ul>	<ul style="list-style-type: none"> <li>Carefully read the section of the source you are going to paraphrase. Put it away and write down in your own words what the source is saying. Then go back and check to see if you missed anything.</li> <li>Cite it just like a quote.</li> <li>Appears on Works Cited page.</li> </ul>	<ul style="list-style-type: none"> <li>Carefully read the section of the source you are going to paraphrase. Put it away and write down the main point(s) of the source. Do not be a slave to the source's organization—you decide what the main points are.</li> <li>First sentence: "[John Doe]'s essay ['Wild Gift'] states that..."</li> </ul>

## Need Some Help Figuring Out When & What to Cite?



### What is Common Knowledge?

Common knowledge includes whatever an educated person would be expected to know or could locate in an ordinary encyclopedia and does not need to be cited. For example:

- Easily observable behavior (Heat makes people tired in the summer; puppies display tremendous energy)
- Commonly reported facts (Oranges contain vitamin C; Napoleon's army was decimated by the winter march on Moscow during the War of 1812)
- Common sayings ("You are what you eat;" "Look before you leap")
- Information easily found within general reference sources (Franklin D. Roosevelt was born on January 30, 1882)

But beware: while common knowledge need not be cited, specific expression of common knowledge must be identified. For example, you may mention without citation, as above, that Napoleon's army suffered ruinous losses during the winter march on Moscow. However, if your source says, "Napoleon's army froze in droves as it struggled toward Moscow," you must use quotation marks and cite the source of those words if you include them. Therefore, if you use someone's words, you must quote and cite them, even if they contain an idea that is common knowledge.