

Paraphrasing



Paraphrasing involves putting a passage from source material into your own words.

Paraphrasing



More detailed than the summary.

Paraphrasing



A paraphrase must also be attributed to the original source.

Paraphrasing



Medley's rule: read something then explain it the door knob. That way you know you aren't plagiarizing, unless you have a photographic memory.

Paraphrasing



Your own rendition of essential information and ideas expressed by someone else, presented in a new form.

Paraphrasing



One legitimate way (when accompanied by accurate documentation) to borrow from a source.

Paraphrasing



A more detailed restatement than a summary, which focuses concisely on a single main idea.

Skill of Paraphrasing



It is better than quoting information from an undistinguished passage.

Skill of Paraphrase



It helps you control the temptation to quote too much.

Skill of Paraphrasing



The mental process required for successful paraphrasing helps you to grasp the full meaning of the original.

Six Steps to Paraphrasing



1. Reread the original passage until you understand its full meaning.

Six Steps to Paraphrasing



2. Set the original aside, and write your paraphrase on a note card.

Six Steps to Paraphrasing



3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.

Six Steps to Paraphrasing



4. Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.

Six Steps to Paraphrasing



5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.

Six Steps to Paraphrasing



6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

Summarizing



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.

Summarizing



Make sure you understand what you've read. If you can't explain it then you probably don't understand.

Summarizing



Select only the main points.

Summarizing



Be brief and put in your own words.

Summarizing



If you need more details, paraphrase.

Summarizing



Summaries are significantly shorter than the original and take a broad overview of the source material.

Summarizing



Works best for long passages, or when the central idea of a passage is important whereas the details are not.

Direct Quotes



Quotes must be identical to the original, using a narrow segment of the source.

Direct Quotes



Quotes must match the source document word for word and be attributed to the original author.

Direct Quotes



Use Signal Phrases: this indicates whom you are quoting.

Direct Quotes



Use Ellipses (...) to indicate words have been omitted from the body of quotation: make sure what you omit does not significantly alter the source's meaning.

Direct Quotes



Block Quotes: quotations longer than four lines. Use them sparingly. Do not set quote off with quotation marks. Try and introduce the block quote with a sentence ending in a colon: also refer to your style guide, as they all have different conventions for the block quote.

Direct Quotes



Use them when the time is right. Think of your favorite songs. How often do they repeat the title of the song, or the chorus?

Annotated Bibliography



- A bibliography, sometimes referred to as References or Works Cited, is an organized list of sources (e.g., books, journal/magazine articles, Web sites, etc.) consulted in the research process.
- Each source in the bibliography is represented by a citation that includes the author (if given), title, and publication details of the source.
- An annotated bibliography is a bibliography with an additional description or evaluation (i.e., annotation) of each source.

Direct Quotes



Be polite: introduce the direct quote like you would introduce a friend to a group of your friends at a party, or how you would *want* to be introduced to a group of strangers.

Annotated Bibliography



- An annotated bibliography is a bibliography with an additional description or evaluation (i.e., annotation) of each source.

Annotated Bibliography



- The purpose of the annotation is to help the reader evaluate whether the work cited is relevant to a specific research topic or line of inquiry.

Annotated Bibliography



- Annotations could be descriptive or evaluative, or a combination of both. A descriptive annotation summarizes the scope and content of a work whereas an evaluative annotation provides critical comment

Annotated Bibliography



- Main focus or purpose of the work
- Usefulness or relevance to your research topic (or why it did not meet your expectations)
- Special features of the work that were unique or helpful

Annotated Bibliography



- Background and credibility of the author
- Conclusions or observations reached by the author
- Conclusions or observations reached by you

Annotated Bibliography



- Journal article citation example with evaluative annotation (APA)
- Gottlieb, P. D. (1995). The "golden egg" as a natural resource: Toward a normative theory of growth management. *Society and Natural Resources*, 8, (5): 49-56.
- This article explains the dilemma faced by North American suburbs, which demand both preservation of local amenities (to protect quality of life) and physical development (to expand the tax base). Growth management has been proposed as a policy solution to this dilemma. An analogy is made between this approach and resource economics. The author concludes that the growth management debate raises legitimate issues of sustainability and efficiency.