

## USING SOURCES

### **SUMMARIZING, PARAPHRASING, and QUOTING**

Once you have located sources of information, you will one to include some of the information you have found in your research project. You may choose to **summarize** the information you have found, presenting a brief passage in your own words that presents the work of another author. More exact presentations of ideas might require that you **paraphrase** a writer's ideas--presenting a close approximation of a sources ideas or arguments but changing the words substantially to fit your paper. Often, paraphrases may contain brief quotes, especially when the author has used specific words or phrases that you wish to retain. **Quoting** another author's words should be used sparingly and only when the information cannot be summarized or paraphrased adequately or when the information needs to be presented exactly as in the original (i.e. to support an argument or proposition in your own work). Quotations should be woven into your own work in such a way that your quotations are accurate--every word, capitalized letter, and punctuation mark in the original must appear **exactly**. And it is absolutely essential, whether you summarize, paraphrase, or quote the words and ideas of others, that you accurately **Cite Your Sources**.

#### **SUMMARIZING:**

To summarize your research on voter turnout, read over the information and formulate an idea about what the passage says. Write one or two sentences, in your own words, which communicate the main idea of the passages you read.

#### **FOR EXAMPLE:**

One interpretation of the decline in voter turnout is that the political institutions which Motivated political participation have disappeared or redirected their efforts elsewhere. For example, labor unions and civil rights organizations have become less active politically and campaigns have focused on television rather than in-person events(Valelly).

#### **PARAPHRASING:**

Paraphrasing is rewording a particularly relevant passage of information so that it more closely fits the structure of your sentence. Paraphrasing is less interpretive than summarizing, and it strengthens the authority behind your statements.

#### **FOR EXAMPLE:**

Richard Valelly argues that that is not the people that have withdrawn from politics, it is Politics that have withdrawn from the people. For example, the decline in unionization Since 1954 has weakened the ability of unions to act as a motivating force for political participation (Valelly)'

## **QUOTING:**

By quoting another author, you add their words to your words in such a way that the reader hears two voices speaking together, yours plus the other authors. It is best to choose your quotations carefully to make certain that the other writer's words compliment yours. It is important to indicate another writer's words by using quotation marks for shorter quotations woven into your text or indenting longer quotes (more than three lines of text in your paper). Follow the quotation marks with a parenthetical citation recognizing the source. The reader should be able to locate your source in your list of works cited and follow your research.

## **QUOTES in the TEXT:**

When the quotation is incorporated into your text, it is most effective. Readers will "hear" two voices speaking in unison through your entwined words. You don't have to quote complete sentences, but you should be careful to separate your words from another writer's exact words using quotation marks. To emphasize another author's use of a particular word, you can even put a single word in the quotes. End the sentence which contains the quote with parenthetical documentation which directs your reader to the work on your Works Cited list. If you are tempted to repeatedly quote the same author in a single passage, consider paraphrasing instead. Be careful to match your tense and referents to those in the quote, like this:

Valelly counters Putnam's contention that we have voluntarily turned away from participation in order to become couch potatoes, arguing: "it's not that Americans are tuning out. They're Being left out." (Valelly).

## **BLOCK QUOTES:**

Longer quotes should be indented without quotation marks. A longer quote can disrupt the flow of your text, so make sure the entire quotation is relevant and necessary. Be certain that quotes of three lines or more really enhance your meaning. If not, it might be preferable to summarize or paraphrase the ideas.

Valelly illustrates how a return to social institutions that actively seek out citizens as participants might reverse a decline in social trust:

Imagine if unions still organized torchlight parades on Labor Day during a presidential election year; if presidential candidates came to town in motorcades and waved to supporters, stopping to shake their hands and kiss their children; and if local party politicians, church leaders, and other contacted voters personally asking for support for one candidate or another. Amidst all this activity wouldn't you be more likely to run into someone who asked you to bowl with his league? Or invited you to come to a meeting of an investment club? Mightn't you be more trusting of the world at large? (Valelly)

## **SECONDARY SOURCES:**

Sometimes, one writer quotes another writer and you would like to quote that writer, too. This is called secondary source. You have two options: you can trace the source of the information in order to quote the source directly, or you can quote both authors at once, like this:

In this article "Distrust in Government is Distrust in Democracy," E.J. Dionne argues that General distrust of government is a kind of cop-out. For example, he cites Paul Helmke, the mayor of Fort Wayne, Indiana who said "In the 1990's, we ought to come around to the view that government isn't the solution, government isn't the problem. Government is us. It's what we make of it. It's what we do with it" (Dionne).