**Quoting, Paraphrasing, and Summarizing**

Quoting, paraphrasing, and summarizing are all different ways of including the ideas of others into your assignments. Quoting passages allows you to share the specific words and phrases of another author, while paraphrasing and summarizing allow you to show your understanding and interpretation of a text. Either way, referring to outside sources makes your own ideas and your paper more credible. Also, properly quoting, paraphrasing, and summarizing are  great ways to [avoid plagiarism](https://writingcenter.ashford.edu/plagiarism-guide).

**What are the differences among quoting, paraphrasing, and summarizing?**

These three ways of incorporating other writers' work into your own writing differ according to the closeness of your writing to the source writing.

**Quotations** must be identical to the original, using a narrow segment of the source. They must match the source document word for word and must be attributed to the original author.

Quoting is when you repeat an author's work word-for-word. Direct quotes are placed within quotation marks (" ") and are cited using an in-text citation using the expected formatting style (APA, MLA, etc.). For example (with an APA-formatted citation):

“The systematic development of literacy and schooling meant a new division in society, between the educated and the uneducated” (Cook-Gumperz, 1986, p. 27).

**Paraphrasing** involves putting a passage from source material into your own words. A paraphrase must also be attributed to the original source. Paraphrased material is usually shorter than the original passage, taking a somewhat broader segment of the source and condensing it slightly.

**Original paragraph** from Nancy Woloch's book, Women and the American Experience: A Concise History**:**

“The feminization of clerical work and teaching by the turn of the century reflected the growth of business and public education. It also reflected limited opportunities elsewhere. Throughout the nineteenth century, stereotyping of work by sex had restricted women's employment. Job options were limited; any field that admitted women attracted a surplus of applicants willing to work for less pay than men would have received. The entry of women into such fields—whether grammar school teaching or office work—drove down wages.”

**Paraphrased version**(using an APA in-text citation)**:**

According to Nancy Woloch (2002) in Women and the American Experience: A Concise History, the “feminization” of jobs in the nineteenth century had two major effects: a lack of employment opportunities for women and inadequate compensation for positions that were available. Thus, while clerical and teaching jobs indicated a boom in these sectors, women were forced to apply for jobs that would pay them less than male workers were paid.

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

A summary is shortened version of a larger reading. In your summary, you state the main idea in your own words, but specific examples and details are left out.

**Why use quotations, paraphrases, and summaries?**

Quotations, paraphrases, and summaries serve many purposes. You might use them to:

* Provide support for claims or add credibility to your writing
* Refer to work that leads up to the work you are now doing
* Give examples of several points of view on a subject
* Call attention to a position that you wish to agree or disagree with
* Highlight a particularly striking phrase, sentence, or passage by quoting the original
* Distance yourself from the original by quoting it in order to cue readers that the words are not your own
* Expand the breadth or depth of your writing

Writers frequently intertwine summaries, paraphrases, and quotations. As part of a summary of an article, a chapter, or a book, a writer might include paraphrases of various key points blended with quotations of striking or suggestive phrases as in the following example:

In his famous and influential work *The Interpretation of Dreams*, Sigmund Freud argues that dreams are the "royal road to the unconscious", expressing in coded imagery the dreamer's unfulfilled wishes through a process known as the "dream-work".

According to Freud, actual but unacceptable desires are censored internally and subjected to coding through layers of condensation and displacement before emerging in a kind of rebus puzzle in the dream itself.

**How to use quotations, paraphrases, and summaries**

It might be helpful to follow these steps:

* Read the entire text, noting the key points and main ideas.
* Summarize in your own words what the single main idea of the essay is.
* Paraphrase important supporting points that come up in the essay.
* Consider any words, phrases, or brief passages that you believe should be quoted directly.

There are several ways to integrate quotations into your text. Often, a short quotation works well when integrated into a sentence. Longer quotations can stand alone. Remember that quoting should be done only sparingly; be sure that you have a good reason to include a direct quotation when you decide to do so.