

Quoting, Summarising, and Paraphrasing Techniques

Academic Writing Part 3

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The Learning Centre

UNLOCK YOUR POTENTIAL

Quoting, Summarising, and Paraphrasing



What's the Difference?

Quoting

- Use the exact words from the original information source
- Show clearly that it is a direct quote – use “quotation marks”

Paraphrasing

- Change the structure and words of the original information source
- Keep the same meaning
- Reference

Summarising

- Change the structure and words of the original information source
- Keep the same meaning
- Only include the main points

Summaries

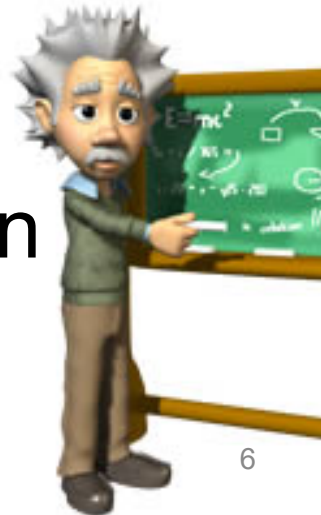
What is a Summary?

- When you summarise, you compress large amounts of information into the fewest amount of words and sentences.
- Retell only the main points and the main supporting points.
- Acknowledge source.



How Do I Summarise an Article?

1. Read the introduction / abstract / conclusion
2. Write down the 6 most relevant *Keywords*
3. Then write a 25 word summary *in your own words* using the *Keywords*
4. Underline the Topic Sentence (TS) for each paragraph. Write a further 3-4 sentences including the TS information



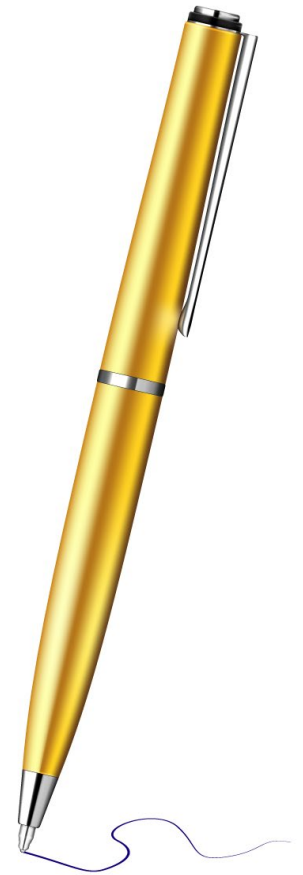
An example

Summarising Template	
6 Keywords	Synonyms
My Summary using Keywords (25 words Max)	
Summary Using the Topic Sentences (3-4 lines max)	

Quotations

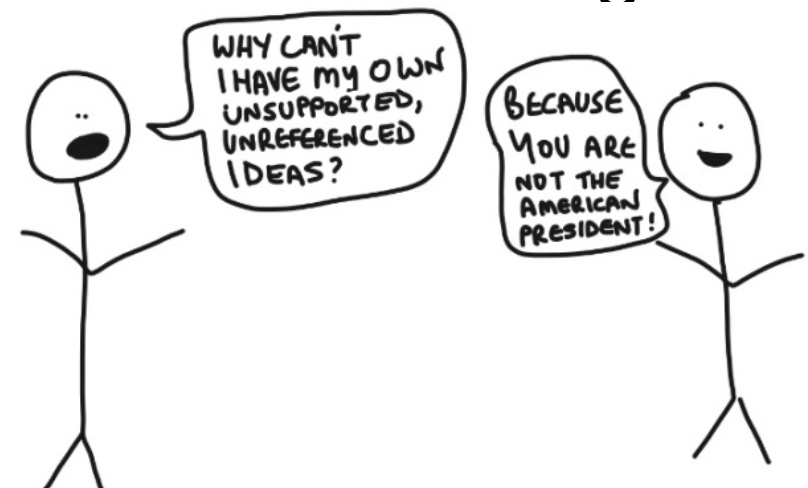
Direct Quotations

- In a direct quotation, another person's words are quoted exactly and are enclosed in quotation marks (and acknowledged).
- At JCU, in any academic text you produce, a maximum of **10%** direct quotations is allowed (in some disciplines, it is less).
- This means for example, a text of 1500 words can have 150 directly quoted words only.



Quotations

- These are essential in academic writing because they support your ideas!
- The reason for this is that although your own ideas and opinions are valid, quoting an authority who agrees with you makes your arguments more convincing.



Why Reference?

- You are demonstrating that you have researched the area so that your writing is not ‘off the top of your head’.
- You are enlisting the support of someone’s research or theorising to support your own ideas or contentions (arguments).

How to Reference

- When you read, note down all bibliographic information as you go!
- Include detail: page number/s; the copyright date; for e-material, note date you accessed the material.

Example:

Barnet, S., Bellanca, P., & Stubbs, M. (2013). *A short guide to college writing*. New York, N.Y.: Pearson Education.

Paraphrasing

What is a Paraphrase?



- A ‘rewrite’ of another author’s idea in your own words.
- It is an alternative to using direct quotations.
- It is evidence of your reading - you use the material to support your thesis or argument.

How do I paraphrase?

- You rewrite the author's thoughts in your own words.
- You do not change the original meaning.
- Paraphrase short selections such as the ideas contained within sentences, a series of sentences or short paragraphs.
- A paraphrase is usually as long as the original text in order to communicate its full meaning.

A Paraphrasing Strategy

- Write the source reference in your notes.
- Read the original, pen-in-hand to underline key words and make notes on your photocopy or printout.
- Close the page.
- Note down the main ideas roughly and quickly.
- Check with the original that you have retained the main sense of it.
- Edit and proofread.

How to rewrite in your own words – Techniques you can use

How Do I Put it in My Words?

- Avoid complex language
- Keep the sentence structures simple
- State the information clearly

How Do I Put it in My Words?

1. Find synonyms for Keywords

- Fasting ->

Abstain from food, refrain from eating, deny oneself food, go without food, go hungry, eat nothing, starve oneself; go on hunger strike

- Intermittent ->

Sporadic, irregular, fitful, spasmodic, broken, fragmentary, discontinuous, disconnected, random

How Do I Put it in My Words?

2. Simplify everything

Are of the same opinion

Less frequently occurring

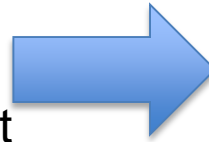
Due to the fact that

A number of

Based on the assumption that

Does not have

Did not pay attention to



agree

rare

because

many

if

lacks

ignored

3. Change form using verb nominalisations (turning verbs into nouns)

to instruct
to negotiate
to warn



to give instructions
to enter into negotiations
to give a warning

How Do I Put it in My Words?

4. Use Active and Passive

The Actor The Action The Artifact
subject – *verb* – (*object*)

Smith read the new textbook.

The new textbook was read by Smith.



5. Change the grammar form / word order /use synonyms:

“Intermittent fasting (IF) has been shown to improve indicators of metabolic syndrome (MBS) in mice”

- > Mice with MBS showed improvement when denied food using IF.
- > MBS indicators declined using IF in mice
- > Results of including IF in mice studies showed improvement in MBS.

Redraft

