

There are three ways to incorporate research into your writing. You may **quote**, **paraphrase**, or **summarize**.

### Quote

Writers may choose to directly quote (copy) information word-for-word from a source. However, it's only appropriate to quote material in a few circumstances:

1. Quote material that is phrased in a unique or striking way—if the information would make less of an impact if the wording was changed.
2. Quote material that comes directly from an expert—an authority on the topic. Especially in persuasion, directly quoting an authority can increase a writer's credibility.
3. Quote material from an original text in support of a literary analysis.

Writers must take these measures to give the appropriate credit for quoted material:

1. Quoted material should be surrounded by quotation marks.
2. Quoted material should include an in-text and/or a parenthetical citation.
3. Quoted material should be linked to a bibliography (works cited) entry.

### Paraphrase

When writers find that it's the information—not the wording—of a piece of source material that's important, they should put the information in their own words (paraphrase). Paraphrasing allows writers to use source information but to maintain their own "voice." Since a paraphrase rewords source information, paraphrased information generally ends up being about the same length (or a little longer) as the original source material.

**An effective paraphrase follows several important guidelines:**

1. Paraphrased information must be in the writer's **own words**.
2. Paraphrased information must be in the writer's **own structure** (i.e. sentence pattern.)
3. Paraphrased information must **maintain the meaning** of the original source.

Changing a couple of words from the original material is not paraphrasing, and if too many words or too much of the same structure as the original source is used, plagiarism can occur—even if the information is cited. Writers must work hard to make paraphrased information their own!

Writers must take these measures to give the appropriate credit for paraphrased material:

1. Paraphrased material should include an in-text and/or a parenthetical citation.
2. Paraphrased material should be linked to a bibliography (works cited) entry.

### Summarize

When writers condense a passage (short or long) of source information into main ideas, they are summarizing. Summaries are almost always shorter than the original source materials. But, just like with a paraphrase, they must be in the writer's own words and sentence structure.

Writers must take these measures to give the appropriate credit for summarized material:

1. Summarized material should include an in-text and/or a parenthetical citation.
2. Summarized material should be linked to a bibliography (works cited) entry.