



DALLAS BAPTIST UNIVERSITY

Differences in Quoting, Paraphrasing, and Summarizing

A Quotation

- Provides credibility for what is being discussed or argued because words of authority support the point.
- Gives credit to the original author or speaker for his or her original thoughts.
- Matches the source word for word - exactly.
- Must adhere to the rules for adding or deleting material if shortened or lengthened in any way.

Ex:

"Mother," said the boy Paul one day, "why don't we keep a car of our own? Why do we always use uncle's, or else a taxi?"

"Because we're the poor members of the family," said the mother.

"But why are we, mother?"

"Well—I suppose," she said slowly and bitterly, "it's because your father has no luck."

The boy was silent for some time.

"Is luck money, mother?" he asked rather timidly.

"No, Paul. Not quite. It's what causes you to have money."

Lawrence, D.H. "The Rocking-Horse Winner." *The Complete Short Stories*. London: Heinemann, 1955. 27-33. Print.

Rules for Quoting

- Do not use words that differ from the original.

Incorrect: "Mother," said the boy Paul, "why don't we get a car of our own and not use uncle's or a taxi?"

Correct: "Mother," said the boy Paul one day, "why don't we keep a car of our own? Why do we always use uncle's, or else a taxi?"

- Do not change contractions, misspellings, or point of view in a quotation. If there is a misspelled word, add [sic] immediately following it.

Incorrect: "*It is* because *his* father has no luck."

Correct: "*It's* because *your* father has no luck."

A Paraphrase

- Records the meaning of someone else's words in situations where his or her exact words are inappropriate or not important.
- Shows that the writer understands the material.
- Matches the source in terms of meaning.
- Uses the writer's own words.
- Is approximately the same length, but sometimes a bit longer or shorter than the source.

Rules for Paraphrasing

A paraphrase must contain the *idea* of the quotation *but not the exact word order*. If any paraphrase contains three words in the same order as the direct quote, quotation marks must be employed.

Incorrect: When Paul asked his mother why they did not own a car, she replied it was because they were the poor members of the family. (*"The poor members of the family"* is a direct quote and should be enclosed in quotation marks.)

Correct: When Paul asked his mother why they did not own a car, she replied that they did not have as much money as other family members.

Lawrence, D.H. "The Rocking-Horse Winner." *The Complete Short Stories*. London: Heinemann, 1955. 27-33. Print.

A Summary

- Records the basic idea of someone else's work, including all important details.
- Avoids unnecessary details when the main point is all that is needed.
- Shows that the writer understands the source.
- Gives the audience a general introduction to the source.
- Condenses the central point of the source.
- Uses the writer's own words.
- Is much shorter than the source.