

Paraphrasing

Putting someone else's writing into your own words.

- Must be significantly different and in your own "voice"
- Must be given credit
 - Put author's last name and page number in parentheses
 - Must have entry in bibliography
- Look away from the text and say out loud what you have learned. Then write down what you said out loud.

Quoting

Using the exact words from the text.

- Must be put in quotation marks
- Must be given credit
 - Put author's last name and page number in parentheses
 - Must have entry in bibliography
- Should make up on 10% of total paper
- Save for the most important or exciting stuff!

Common Knowledge

If a fact is well known or found in many different sources, you don't need to give credit for it. However, if someone is interpreting a common knowledge fact, you have to give credit for their opinions, ideas, or other thoughts **about** that fact.

Adapted from:

Valenza, Joyce K. "Summarizing, Paraphrasing, and Quoting" in *Online Activities Promoting Information Literacy*. <http://mciu.org/~spjvweb/sumparquo.html>. Accessed November 29, 2005.