Module 3: MLA
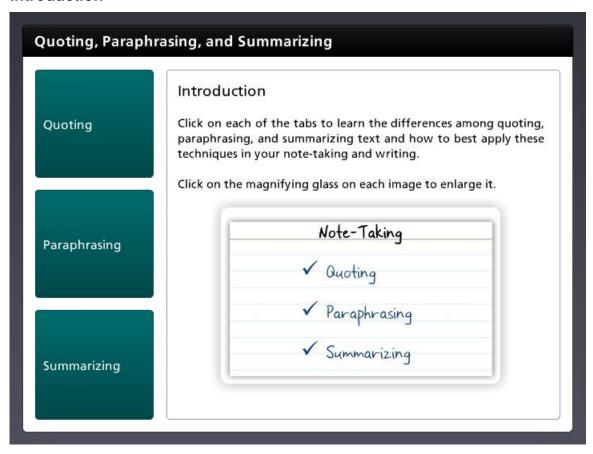## Topic 3 Content: Quoting, Paraphrasing, and Summarizing Notes
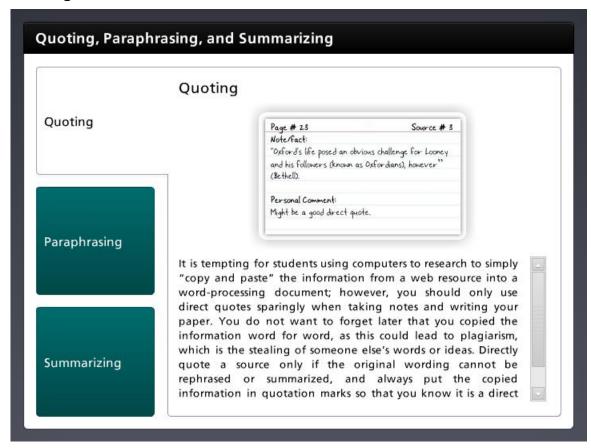
Introduction

Click on each of the tabs to learn the differences among quoting, paraphrasing, and summarizing text and how to best apply these techniques in your note-taking and writing.

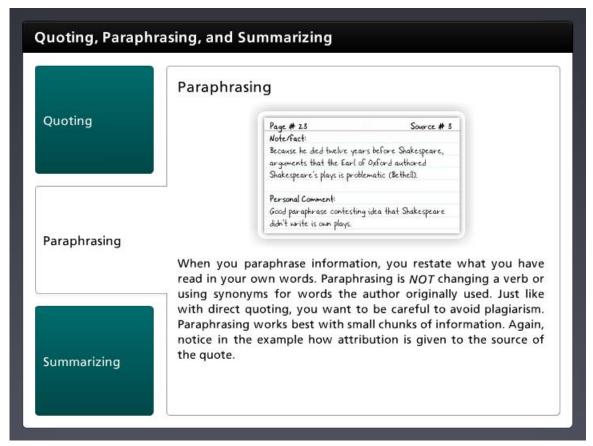Click on the magnifying glass on each image to enlarge it.

Quoting

It is tempting for students using computers to research to simply "copy and paste" the information from a web resource into a word-processing document; however, you should only use direct quotes sparingly when taking notes and writing your paper. You do not want to forget later that you copied the information word for word, as this could lead to plagiarism, which is the stealing of someone else's words or ideas. Directly quote a source only if the original wording cannot be rephrased or summarized, and always put the copied information in quotation marks so that you know it is a direct quote. Notice in the example how attribution is given to the source of the quote.
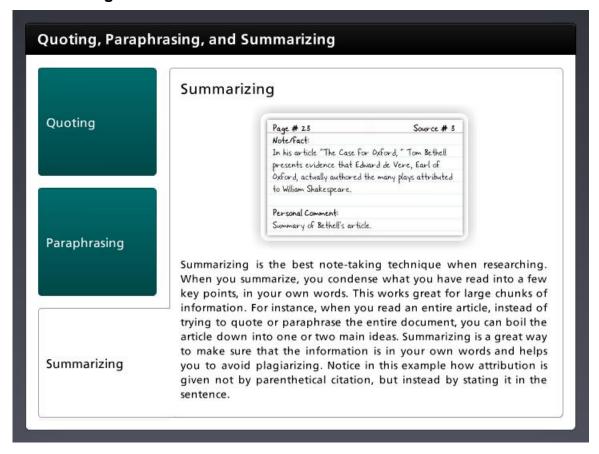
Paraphrasing

When you paraphrase information, you restate what you have read in your own words. Paraphrasing is *NOT* changing a verb or using synonyms for words the author originally used. Just like with direct quoting, you want to be careful to avoid plagiarism. Paraphrasing works best with small chunks of information. Again, notice in the example how attribution is given to the source of the quote.

Summarizing

Summarizing is the best note-taking technique when researching. When you summarize, you condense what you have read into a few key points, in your own words. This works great for large chunks of information. For instance, when you read an entire article, instead of trying to quote or paraphrase the entire document, you can boil the article down into one or two main ideas. Summarizing is a great way to make sure that the information is in your own words and helps you to avoid plagiarizing. Notice in this example how attribution is given not by parenthetical citation, but instead by stating it in the sentence.