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

<table>
<thead>
<tr>
<th>Summarising Template</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6 Keywords</strong></td>
</tr>
<tr>
<td><strong>Synonyms</strong></td>
</tr>
</tbody>
</table>

**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:

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 → agree
   - Less frequently occurring → rare
   - Due to the fact that → because
   - A number of → many
   - Based on the assumption that → if
   - Does not have → lacks
   - Did not pay attention to → ignored

3. Change form using verb nominalisations (turning verbs into nouns)
   - to instruct → to give instructions
   - to negotiate → to enter into negotiations
   - to warn → to give a warning
4. Use Active and Passive

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

Whole text
Structure – intro, body, conclusion
Organisation – logical flow of ideas

Paragraph
Structure - topic, supporting, concluding sentence/s

Sentence
Grammar, Punctuation
Clear and concise expression of ideas

Word
Appropriate language – formal, academic, discipline specific

Reorganise
Rewrite
Edit