

Examples of quoting, paraphrasing and summarizing correctly

It is essential that all sources cited are properly acknowledged. A writer cannot use the exact wording or phrases from another source without quoting or acknowledging that source correctly. If all or part of the original wording is reproduced from another source, the passage must be:

1. Quoted word-for-word, set in quote marks, including an author-date citation (source and publication date) with a page reference, ie (Rosales 1998: 201) and with a full reference to the source added to the References list

OR

2. Paraphrased or summarized in the writer's own words, including an author-date citation (source and publication date) with a page reference, ie (Rosales 1998: 201) and with a full reference to the source added to the References list

The following examples are reproduced from the University of Mississippi website: <http://www.lib.usm.edu/legacy/plag/paraphrasing.php>

Example: Original passage

Below is a passage taken from Raymond S. Nickerson's "How We Know-and Sometimes Misjudge-What Others Know: Imputing One's Own Knowledge to Others." Psychological Bulletin 125.6 (1999): p737.

"In order to communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have."

Here is an example of what would be incorrect citation of this passage:

For effective communication, it is necessary to have a fairly accurate idea of what our listeners know or do not know that is pertinent to the communication. If we assume that people know something they do not, then miscommunication and perhaps embarrassment may result (Nickerson, 1999).

The writer in this example has used too many of Nickerson's original words and phrases such as "effective communication," "accurate idea," "know or do not know," "pertinent," "miscommunication," and "embarrassment." Also note that the passage doesn't have an opening tag to indicate where use of the Nickerson's material begins. A citation at the end of a paragraph is not sufficient to indicate what is being credited to Nickerson.

Correct quoting of this passage:

As stated by Nickerson (1999: 737):

“In order to communicate effectively with other people, one must have a reasonably accurate idea of what they do and do not know that is pertinent to the communication. Treating people as though they have knowledge that they do not have can result in miscommunication and perhaps embarrassment. On the other hand, a fundamental rule of conversation, at least according to a Gricean view, is that one generally does not convey to others information that one can assume they already have.”

Note the publication year and page reference have been given, and the quote is clearly marked as such with quotation marks.

Acceptable paraphrasing of this passage:

Nickerson (1999) suggests that effective communication depends on a generally accurate knowledge of what the audience knows. If a speaker assumes too much knowledge about the subject, the audience will either misunderstand or be bewildered; however, assuming too little knowledge among those in the audience may cause them to feel patronized (Nickerson 1999: 737).

Here the writer re-words Nickerson's idea about what determines effective communication. The writer re-phrases "generally accurate knowledge" into "reasonably accurate idea." In the second sentence, the writer re-words Nickerson's ideas about miscommunication and embarrassment using instead the words "misunderstand," "bewildered," and "patronized." Nickerson is given credit from the beginning as the originator of the ideas. This is an example of a successful paraphrase because the writer understands the ideas espoused by Nickerson, and is able to put them into his/her own words while being careful to give him credit.

Acceptable summarizing of this passage:

Nickerson (1999) argues that clear communication hinges upon what an audience does and does not know. It is crucial to assume the audience has neither too much nor too little knowledge of the subject, or the communication may be inhibited by either confusion or offense (Nickerson 1999: 737).