Quotations

•match the source word

for word;

•are usually a brief segment of a text;

•appear between quotation marks;

•must be attributed to the original source.

Times to

Cite

Paraphrasing

•does *not* match the source word for word;

•involves putting a passage from a source into your own words;

•changes the words or phrasing of a passage, but keeps exactly the original meaning.

•may be longer than the original text;

•must be attributed to the original source.

Summarizing

•does *not* match the source word for word;

•involves putting the main idea(s) into your own words, but including only the main point(s);

presents a broad overview, so is usually much shorter than the original text;

•must be attributed to the original source.

“Quoting, Paraphrasing & Summarising.” The Learning Centre. 17 December 2008. University of New South Wales. Web. 9 February 2009.