

Quoting, Summarizing & Paraphrasing

Quoting, summarizing, and paraphrasing are all ways of integrating source material into your writing. Understanding the differences between these approaches may be helpful for deciding how to integrate a source in a way that makes sense for your specific context and goals. The table below outlines similarities and differences between these three approaches.

Quoting	Summarizing	Paraphrasing
Provides the author's language word for word.	Provides the main point or message of the text in your own words.	Restates the text in your own words (at times to clarify or adapt for audience).
Text written word for word	Significantly condensed. Shorter than the original text. In your own words.	Often slightly shorter than the original text. In your own words. Reworded and different sentence structure.
Often used when the exact language is important or particularly well said.	Often used when the main ideas are more important than conveying exact language or details.	Often used when specific ideas in the text are important but the exact language is not needed.
Use quotation marks and in-text citation for quotes.	Use in-text citation for summarized information.	Use in-text citation for paraphrased information.
Gives readers a sense for the source's voice and tone.	Gives readers understanding of the source's main ideas or message. Provides less sense of voice/tone.	Gives readers understanding of the source's specific ideas, but in your own voice and language.

Quote: *In The New Science of Learning, authors Doyle and Zakrajsek share that, "Despite greater awareness of the importance of sleep, Americans are getting less sleep than they did in the past. A 2015 National Sleep Foundation (NSF) poll found that about two-thirds (63%) of Americans say their sleep needs are not being met during the week. Most of the individuals responding to the poll indicated needing about 7.5 hours of sleep to feel their best, but they report getting an average of 6 hours and 55 minutes of sleep on weeknights. The situation with the lack of sleep is so bad that in 2014 the CDC declared sleep deprivation a public health epidemic."*

Summary: *Compared to past years, Americans are not getting as much sleep. A study done in 2015 by the National Sleep Foundation discovered that, regardless of growing awareness around how essential sleep is, Americans are getting fewer hours of sleep than what they need (Doyle & Zakrajsek).*

Paraphrase: *While Americans are growing more aware of the sleep's essential nature, this awareness is not corresponding with an increase in sleep. According to a poll from the National Sleep Foundation, the majority of Americans are getting inadequate sleep and report that on weeknights, they sleep almost an hour less than the 7.5 hours needed. As of 2014, the CDC has also reported epidemic levels of sleep deprivation (Doyle & Zakrajsek).*

Now, you try!

In-Text Quote: According to Doyle and Zakrajsek, “Paying attention when you are well rested and interested in the topic is still a challenge given the brain’s natural tendency to daydream. Paying attention when you are tired (and sleep deprived) is more than a challenge; it is extremely difficult to do...When the brain is tired or exhausted, it shuts down several of the mental processes that are needed for learning. It does this even though you are still awake. In addition, when you do not get enough sleep, the part of your brain that is most important in paying attention and learning new material, the hippocampus, is unable to ready itself for a new day of learning. This process of clearing away the previous day’s unwanted information and passing the important information to the neocortex for memory processing requires a full night’s rest (7.5– 9 hours). To be ready to pay attention, you must find a way to get enough sleep; otherwise, you are making new learning difficult.” each night, you are likely sabotaging your own learning.”

Summary Practice

Summarize the above quote in **1-2 sentences** that convey the main idea. Double check your language after summarizing to check for accuracy of information and unintentional use of phrases from the original text. Be sure to cite your summary.

Paraphrase Practice

Now **paraphrase** the quote. Remember that when you paraphrase, you convey more detailed ideas than in a summary using different words and different sentence structures. **Try this strategy:** read the first 3 sentences from the quote multiple times for comprehension. Then, look away or cover the quote and ask yourself, “What were the main takeaways from those sentences? How would I explain the ideas to someone if I didn’t have the quote in front of me?” Double check your language after paraphrasing to check for accuracy of information and unintentional use of phrases from the original passage. Be sure to cite your paraphrase.

Works Cited:

Doyle, T., & Zakrajsek, T. (2019). *The New Science of Learning: How To Learn in harmony with your brain*. Stylus.