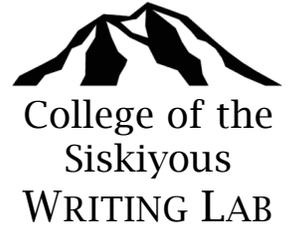


TIPS FOR QUOTING AND PARAPHRASING



INTRODUCTION: Quotations and paraphrases are used to support your ideas and add strength to your argument. These tips can help you integrate them into your paper.

Definitions:

Quote: The source's **exact** words. You may not change them except in a minor way, such as a tense shift or shift from a plural pronoun to a singular one, in order to make the words fit the flow of your sentence. However, any minor change you make in the quote **must** be put in brackets []. Also, you may use entire sentences from the source or merely portions of them, but you must quote any portion you do use exactly as it was in the original. When you excerpt a phrase in this way, you may not use it to change the meaning the author intended.

Paraphrase: A restatement, **in your own words**, of a source's ideas or comments. (You do not use quotation marks but still must identify the source in your text.)

Paraphrase with an author's terminology used: A restatement of a source's ideas or comments in your own words but containing a key term created by your original source. (You use quotation marks only around the key term.)

Sample Text:

The rope is the only item in a climber's paraphernalia that he does not readily lend to his friends: In most circles it would be bad form to ask to borrow someone else's line. Every rope has its own secret history of leader falls, abrasions, and nicks inflicted by bouncing rocks; its owner's memory of these insults to his precious perlon weighs more heavily than visible damage when it is time to decide when to buy a new Edelrid or Mammut. A rope, when it has served its day, is not like a climber's other pieces of gear, thrown out or discarded—it is "retired."

(Source is David Roberts's essay "Roping Up" from page 230 of *Moments of Doubt*, published by The Mountaineers of Seattle in 1986.)

Paraphrase of the first sentence with source referenced in parentheses:

- Climbers don't like to lend their ropes out because they consider them almost sacred (Roberts 230).

Direct quote of the first sentence with source's name in the text:

- Roberts says that "the rope is the only item in a climber's paraphernalia that he does not readily lend to his friends" (230).

Change of minor information within the quote:

- Roberts says that “the rope is the only item in [climbers’] paraphernalia that [they do] not readily lend to [their] friends” (230).

Omitted words within the quote:

- Roberts says that “the rope is the only...climber’s paraphernalia that he does not readily lend...” (230).

Paraphrase using an author’s key term:

- Roberts implies how sacred the rope is when he says that climbers do not throw out their old ones but rather that they are “retired” (230).

Quote within a quote:

- “A rope, when it has served its day, is not, like a climber’s other pieces of gear, thrown out or discarded—it is ‘retired’” (230).