**Utilizing Outside Sources**

**How do I effectively utilize my sources?** When writing your paper, you will synthesize writing from other sources to support or refute your ideas about the book you’ve read. When doing so, there are a few ways to incorporate these sources into your paper:

1. **Paraphrase** – if you are looking to incorporate general knowledge or a basic idea that you got from an article, you would want to paraphrase. Paraphrasing still requires a citation because the knowledge from the article is not general knowledge.
2. **Directly Quote** – If you are looking to take an exact idea because the author says it in a way that would benefit your analysis, use direction quotations.
   1. **Part of a sentence** [This is when you say something like: … a character that, “captivates the reader with his inexplicable cruelty” (lastname 101).]
   2. **A full, direct quote** [This is when you say something like: … the author explains, “Eddie is a character hat captivates the reader with his inexplicable cruelty” (lastname 101).]
   3. **Block quote** – use block quotes when there is a longer section of text (4 lines of prose or more) you cannot paraphrase. It is typically better to paraphrase, but if that isn’t an option:
      1. End the introduction sentence with a colon
      2. On a new line (click “return” or “enter”) begin writing your quotation omitting the quotation marks
      3. When formatting, this quote should be indented entirely (not just the first line) 1 inch from the left margin (another “tab”)
      4. When citing, write your citation after the last sentence. The parenthetical citation will go after the period.

**Paraphrasing**

**What is paraphrasing?** Paraphrasing is rephrasing how something is said in an entirely different way (using different words, sentence structures, etc.). Because paraphrasing still uses ideas of someone else’s work, paraphrasing must also be cited.

**How can I paraphrase?** Paraphrasing can be accomplished in a few easy ways:

1. Changing the specific words and sentence structure an author uses to your own, while still maintaining the original meaning
2. Using specific phrases an author uses in quotation marks
3. Identify the author or source for the information in the sentence (i.e. According to [source name], “the…”)
4. Citing your paraphrased information even if there is not a direct quote being used

**What’s an example of paraphrasing?**

*Original Text:*

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes.

Lester, James D., Writing Research Papers. 2nd ed. (1976): 46-47.

*A legitimate paraphrase:*

In research papers, students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually results while writing notes, it is essential to minimize the material recorded verbatim (Lester 46-47).

*An acceptable summary:*

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

*Two plagiarized versions:*

1. In research papers, students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually results while writing notes, it is essential to minimize the material recorded verbatim.

1. Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes (Lester 46-47).

**Embedding Quotes**

**What does “embedding a quote” mean?** When it is necessary or beneficial to use the exact wording of an author, a writer can integrate a direct quote from a source into the writer’s own paper. These direct quotes must be indicated with the use of quotations marks, and they should have an in-text citation at the end of the sentence they are in.

**How and when can I embed quotes?**

1. *When using a direct quote, use quotations marks around the direct quotation. If the quote (statement) is at the end of your sentence, finish the sentence by including your in-text citation outside of the quotation marks, followed by a period.*
   1. Johnny realizes that “to survive [he] had to be hard, had to watch, had to plot and plan, had to study each person he **met” (Sheers 57).**
   2. For a question or exclamation, include the punctuation mark within the direct quote in addition to the in-text citation, followed by a period. For example 🡪 “Why?” he asked (Author pg).
2. *Use quotes to support your argument, not replace it.*
   1. If YOU are making an argument, you do not need a direct quote. The direct quotes should be used to *support* your argument.
   2. Consequently, you do not need direct quotes in places like your thesis statement, topic sentences, or concluding sentences. The quotes you use in the “meat” of your paper should either support or refute whatever argument you are trying to make.
   3. Direct quotes should be meaningful. Directly quoting factual information (for example, “President Obama lived in Hyde Park”) is not necessary because this information can be easily paraphrased. Instead, reserve direct quotations for evidence to support specific claims you argue in your paper.
3. *The quote should be in context.*
   1. BEFORE the quote is said, provide the speaker’s name and necessary context.
   2. For example: On Johnny’s first night away from home, he realizes that “to survive [he] had to be hard, had to watch, had to plot and plan, had to study each person he met” (Sheers 57).
4. *Trim down the quotes when possible.*
   1. If you are making reference to a larger quotation such as a story, try paraphrasing
   2. If a quote text or poetry spans more than three full lines (and is absolutely necessary), a quote may be put into block quote format. Begin this block quote on a new line, indenting the quote one inch from the left margin and omitting the quotation marks. Still provide the in-text citation at the end of your quote.
5. *Always integrate quotes into sentences that you write; do not let quotes stand alone.*
   1. Johnny is afraid on his first night away from home. “He had to be hard, had to watch, had to plot and plan, had to study each person he met” (Sheers 57).
6. *Quotes must always be explained. Do not assume your reader knows what you are trying to say with your quote.*
7. *You can change wording of quotes to make grammatical sense in your sentence.* 
   1. Put brackets [ … ] around changed words. The changed words shouldn’t alter the meaning of the quote.
   2. Sentence with original text: He realizes that “to survive had to be hard” (Sheers 57) 🡪 Altered to make sense: He realized that “to survive [he] hard to be hard” (Sheers 57).

**When to Paraphrase vs. Directly Quote**

*Read the following instances and decide whether or not to use quotes or paraphrase the text:*

1. When you just want to use general information from a passage of text Quote Paraphrase
2. When you are discussing a special term used by an author Quote Paraphrase
3. When you are providing historical context Quote Paraphrase
4. When the idea you’re talking about spans multiple pages Quote Paraphrase
5. When you are trying to describe the persona of a character Quote Paraphrase