

Rule of Thumb:

According to Lynn Quitman Troyka, “What should you document? Everything that you learn from a source, including ideas as well as specific language. Expressing the ideas of others in your own words doesn’t release you from the obligation to tell exactly where you got those ideas using correct documentation” (164).

Source: Troyka, Lynn Quitman. Quick Access Reference for Writers. 4th ed. Upper Saddle River: Prentice Hall, 2004

WHEN to Integrate...

...quotes:	<i>to utilize the author’s words that articulate succinctly her point/argument</i>
...paraphrases:	<i>to clarify or simplify the meaning/details <u>in your own words</u> rather than the author’s exact words; may be longer than original text</i>
...summaries:	<i>to condense the author/ researcher’s main idea(s) rather than the detail; should be shorter than original text</i>



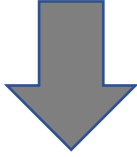
FRAME CITED MATERIAL to avoid “Hit and Run” Quotations

- Write an introductory or lead-in sentence that identifies the speaker and sets up the source material
- **Insert quotation, paraphrase, or summary here and parenthetical citation**
- Follow-up by offering your interpretation or explanation of its significance and/or how it is connected to your argument

Deborah Tannen (2000), a prominent linguistics professor, complains that academia is too combative. Rather than really listening to others, Tannen insists, academics habitually try to prove one another wrong. As Tannen herself puts it, “We are all driven by our ideological assumption that intellectual inquiry is a metaphorical battle,” that “the best way to demonstrate intellectual prowess is to criticize, find fault, and attack” (p. 23). In short, Tannen objects that academic communication tends to be a competition for supremacy in which loftier values like truth and consensus get lost. Tannen’s observations ring true because I have often believed that the academic pieces I read for class are negative and focus on proving another theorist wrong rather than stating a truth....

Source: Graff, G., & Birkenstein, C. (2018). *They Say I Say: The Moves that Matter in Academic Writing* (4th ed.)

EXTRA TIPS HERE



Determine the purpose of the cited material by asking...

...which function does this source material serve?

- provide background
- explain concepts
- lend authority (ethos)
- anticipate counterarguments

Source: Hacker, D. (2019). Rules for writers (9th ed.). Bedford/St. Martin's.

Quotes:

- Start all of your quotes with a signal phrase. See **TIP SHEET: Introducing Quotes and Transitions**
- When including author's exact wording, put quotation marks at the beginning and end of the quote. Put parentheses with the author's last name and page number immediately after the quote. See **TIP SHEET: MLA or APA Basics**
- Include no more than 25% of direct quotations in your paper. Use a variety of summaries and paraphrases in your essay.
- Integrate the quote into a sentence so that it flows with the rest of your sentence when using only keywords or phrases from the original quote.
 - Use *ellipses* if you need to delete some words in a quote for it to make sense.
Ex. Shute (2010) acknowledges that treatment for autism can be expensive. "Sensory integration therapy . . . can cost up to \$200 an hour" (82).
 - Use *brackets* if you need to add or change some words from the quote so it will flow in the sentence.
Ex. Originally, the hip hop star said: "From the moment I leave my house or hotel room, the public owns me."
Integrated quote in paper: the hip hop star famously said that "from the moment [he] leave[s] [his] house or hotel room, the public owns [him]."

Paraphrases:

- Every paraphrase should be in your own words and sentence structure.
- Use only the information that supports your claim/argument and keep the same order of ideas from original passage.
- Sometimes the paraphrase may be longer than the original passage or summary.

Summaries:

- Summarize an article when you just want to touch on the major points in order to support your topic.
- Keep the summary brief. The purpose of the summary is to condense the information to just its main points that support your argument.
- Always include the author's name and the title of the work in the introductory sentence, and then put the page number(s) in parenthesis at the end.
- State the main points in your own words, and be careful not to lose the meaning from the original source.
- Your thesis must be developed separate from the summary of a source.
- Keep in mind, when you use key words and phrases from the original passage, you must place the information in quotation marks and give an in-text citation at the end (Troyka 172-173).
Ex.even in the worst of times, "a global manifestation" was pervasive... (Lee 112).
- Avoid adding in your opinions about the information within your summary. Your interpretation comes afterwards as part of the framing of cited material. See "Hit and Run" quotations above.
- Use an in-text citation at the end of the summary and every time you change pages (Troyka 172-173).