

## Summarizing, Paraphrasing, Quoting, and Citing

**Summarize:** condense the important information of a piece into a few sentences using your own words. You **do** need to cite a summary.

**Paraphrase:** reword (obviously using your own words) the important information from a source. You **do** need to cite this source.

**Quote:** taking information, word for word, from a source. You **do** need to cite this source.

**Common knowledge:** Generally, information is considered common knowledge if it is undocumented in five credible sources (keep in mind that people plagiarize on the Internet all the time). It might also be considered common knowledge if you believe it is something your readers will already know (consider your audience), or if it is information that a person could easily find in general reference sources. When in doubt, cite; if the citation turns out to be unnecessary, your teacher will tell you (Purdue Owl). You **do not** need to cite common knowledge, but I think you should include those sources on a works consulted page.

### Exercise

Pretend that you are writing an essay on the importance of continuing research in the healthcare industry. While researching, you come across the following passage written by Dr. Phillip Legan from the Janus Institute in Washington DC.

In last week's stunning announcement, Dr. Phillip Legan from the renowned Janus Institute presented evidence that habits previously believed to be unhealthy are actually beneficial to the health of humans. Past studies in smoking were totally debunked by the impeccable logic of Dr. Legan's team. "Everyone is going to die anyway," says Dr. Legan's associate Dr. Tammy Falsus. "How romantic to literally go up in smoke." When questioned on past studies that claim to prove that smoking causes cancer, Dr. Legan retorted, "Cross-industry research asserts that cancer is ubiquitous. Our obsession with the focus on the carcinogenic qualities of oral calming aids is a conspirator's fixation by an overbearing totalitarian government. Thankfully, science is unfettered by traditional research mechanisms." Dr. Legan's team is turning its focus upon benefits of crystal meth as well. "It's a proven weight loss tool," states Dr. Falsus. She adds that not only is it easily accessible, but it's a drug that can be produced in everyone's garage or basement. "With incentives like this," states Dr. Legan, "we will be reinforcing the benefits of science, and we predict that it will only improve the STEM base of our youth, something schools have been striving towards." Another endeavor the team is investigating centers on the proven benefits of fast food. Contrary to previous studies, Dr. Legan's team has discovered multiple advantages to a total fast food diet. Their claim appears to focus primarily not on individual benefits but group economics. "As a society, we have to be utilitarian here," mused Dr. Legan. His logic stipulates that a society that feeds primarily at fast food locations will not only be able to produce more as they will spend less time preparing their own foods, but will also swell the fast food industry to a robust, global giant. When queried about individual health care, Dr. Legan's team resorted to its mantra: "Everyone is going to die anyway, so we might as well supply someone with jobs."

Sucka, Ima. "Breakthroughs in Science." *Wikipedia*. 31, Oct. 2013. Web. 23, Sept. 2015. <totallyfictitiouswebsite.com>.

In 2-3 sentences (using your own words), summarize the preceding paragraph and cite your source.

In 2-3 sentences, write part of your healthcare paper (taking any approach you like) and paraphrase some of the above article. Remember that paraphrasing uses your own words, but also cites your source.

Now in your summary or paraphrase, include a quotation, including a citation.