



## Quoting, Paraphrasing, & Summarizing Quick Guide

Tool	When	What	Likely Sources	How	Why
<p><b>Quote</b></p> <p>The direct use of an author or speaker's words using quotation marks</p>	<ul style="list-style-type: none"> <li>To maintain accuracy or specific wording</li> </ul>	<ul style="list-style-type: none"> <li>Single word, phrase, or 1-3 sentences</li> <li>A block quote equals five lines or more</li> </ul>	<ul style="list-style-type: none"> <li>Speeches</li> <li>Interviews</li> <li>Legal documents</li> <li>Formal statements</li> <li>Definitions</li> </ul>	<ul style="list-style-type: none"> <li>Use author's exact words</li> <li>Insert in part of your sentence or as a block quote</li> <li>Start sentence with signal phrase then insert quote</li> </ul>	<ul style="list-style-type: none"> <li>To analyze the very language or ideas in the quote</li> <li>To reveal debatable or problem words used by the writer/speaker</li> <li>To emphasize or question the authority of the writer/speaker</li> </ul>
<p><b>Summary</b></p> <p>A condensed version of an author's ideas written in your own words</p>	<ul style="list-style-type: none"> <li>To capture the main point with less detail, more generalization</li> <li>To condense large amounts of information</li> </ul>	<ul style="list-style-type: none"> <li>From one paragraph to the entire document</li> <li>Fewer than 4-5 words in a row from the source; no unique phrases from the original</li> </ul>	<ul style="list-style-type: none"> <li>Analysis</li> <li>Findings</li> <li>Methods</li> <li>Tables, graphs, images</li> <li>Datasets</li> <li>Background information</li> </ul>	<ul style="list-style-type: none"> <li>Use your own words and style</li> <li>Keep it much shorter than the original</li> <li>Always use signal phrases (e.g., argues, claims, states)</li> </ul>	<ul style="list-style-type: none"> <li>To contextualize or provide background information for a larger argument</li> <li>To present findings before laying out your own analysis or response</li> </ul>

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<p><b>Paraphrase</b></p> <p>A rewording of the author's ideas that offers the same level of detail as the source; often about the same length as the original</p>	<ul style="list-style-type: none"> <li>To capture details, clarify, or simplify</li> <li>To change emphasis or focus</li> <li>To provide more detail than in a summary</li> </ul>	<ul style="list-style-type: none"> <li>Phrase or sentence up to about three lines</li> <li>No more than 4-5 words in a row from the original</li> </ul>	<ul style="list-style-type: none"> <li>Analysis</li> <li>Findings</li> <li>Methods</li> <li>Background information</li> <li>Data</li> </ul>	<ul style="list-style-type: none"> <li>Restate a text's ideas in your own words</li> <li>Change the sentence structure to match your style</li> <li>Use signal phrases; may include one- or two-word direct quotes in quotation marks while paraphrasing</li> </ul>	<ul style="list-style-type: none"> <li>To use an authoritative voice to buttress your position</li> <li>To examine ideas separate from the author's style or full content</li> <li>To translate from one audience to another</li> </ul>

Yes, Cite It	No Need to Cite
<ul style="list-style-type: none"> <li>Direct quotes from source material</li> <li>Summarized or paraphrased source material</li> <li>Content from past assignments unless your professor explicitly allows you to include it without citation</li> </ul>	<ul style="list-style-type: none"> <li>Common knowledge (e.g., Columbia Theological Seminary is in Decatur, Georgia)</li> <li>Your original thought, including your opinions and analysis of the source material</li> </ul>

**See Also:**

Booth, Wayne C., Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, and William T. Fitzgerald. *The Craft of Research, Fourth Edition*. Chicago: The University of Chicago Press, 2016.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations, Ninth Edition*. Chicago: The University of Chicago Press, 2018.