Paraphrasing

Paraphrasing:
Putting an author’s ideas into your own words

It’s Helpful For…
• Checking your understanding of what you read
• Remembering what you read

How it compares to quoting and summarizing:

<table>
<thead>
<tr>
<th>Quoting</th>
<th>Paraphrasing</th>
<th>Summarizing</th>
</tr>
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<tbody>
<tr>
<td>Citing an author’s ideas exactly as they appear in the text without changing any words</td>
<td>Putting an author’s ideas into your own words</td>
<td>Condensing the meaning of an entire text or lengthy passage into a brief statement that reviews the main ideas in your own words</td>
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</table>

Use Paraphrasing For
• Writing notes and annotations
• Writing a research paper

Tips for Paraphrasing

• Identify the exact passage you want to paraphrase
• Look away from the text when paraphrasing so that you don’t repeat the author’s words
• Restate the author’s ideas in different words that are equally specific
• Change the order of ideas and the sentence structure
• Reuse words that can’t be replaced, such as names, titles, and special terminology
• Place exact phrases or specialized terminology from the original text in quotation marks
• Provide a citation for the paraphrase and make a note of complete publication info for the source