

# Paraphrasing & Quoting

Aside from common knowledge—for instance, the fact that the US is made up of fifty states—all information that comes from other sources requires a citation. You can include outside information in your paper by either quoting or paraphrasing. Any text (aside from the Bible when using APA) that you quote or paraphrase needs to be included on your References/Works Cited page.



Whenever you **use someone else's words** to convey information, you are **quoting**. Enclosing the words in quotation marks signals that the words are quoted. The citations for quotes include page numbers when applicable. Generally, if more than four words are in the same order as the original source, it is considered a quote.



When you **use your own words** to convey information from an original source, you are **paraphrasing**. While paraphrases do not require quotation marks, they *do* require citations. Be sure to change both the words and *word order* of the original source in order to avoid plagiarism.

**Original Source:** Zaboomafoo, a fictional lemur who teaches children about wildlife, starred in his own TV show for multiple seasons on PBS. His huggability endeared him to thousands of children, increasing his ability to spread a love of nature and science to the masses.  
- Andrew Soria, "Childhood Nostalgia," page 4, 2014

MLA Format	APA Format
<b>Quotation with author in signal phrase:</b> According to Soria, "Zaboomafoo, a fictional lemur who teaches children about wildlife, starred in his own TV show for multiple seasons on PBS" (4).	<b>Quotation with author in signal phrase:</b> According to Soria (2014), "Zaboomafoo, a fictional lemur who teaches children about wildlife, starred in his own TV show for multiple seasons on PBS" (p. 4).
<b>Quotation without a signal phrase:</b> Zaboomafoo "spread a love of nature and science to the masses" (Soria 4).	<b>Quotation without a signal phrase:</b> Zaboomafoo "spread a love of nature and science to the masses" (Soria, 2014, p. 4).
<b>Paraphrase with author in signal phrase:</b> In "Childhood Nostalgia," Andrew Soria describes Zaboomafoo the lemur as a furry, lovable, and approachable PBS character that instilled a love of wildlife and science in young TV audiences (4).	<b>Paraphrase with author in signal phrase:</b> In "Childhood Nostalgia," Soria (2014) described Zaboomafoo the lemur as a furry, lovable, and approachable PBS character that instilled a love of wildlife and science in young TV audiences.
<b>Paraphrase without a signal phrase:</b> Zaboomafoo the lemur is a furry, lovable, and kind PBS character that instilled a love of wildlife and science in young TV audiences (Soria 4).	<b>Paraphrase without a signal phrase:</b> Zaboomafoo the lemur is a furry, lovable, and kind PBS character that instilled a love of wildlife and science in young TV audiences (Soria, 2014).

**Keep these points in mind while quoting:**

- ✓ If a quote ends with an exclamation point or question mark, include it in the quotation and include a period after the citation. For example: Allbaugh encourages students with the motto, "Write like you mean it!" (167).
- ✓ Signal omitted text with an ellipsis (...). If you omit a sentence or more, use four periods.
- ✓ Quotes always need to fit grammatically into the sentence. You can use brackets to keep a quote grammatical by altering verb tense or adding or taking away capitalization. You can also alter the quote slightly with brackets in order to avoid confusion. For example:  
 "[H]uggability endear[s] [Zaboomafoo] to thousands of children" (Soria 4).  
 Use brackets sparingly and, of course, never alter the meaning of the quote.
- ✓ When paraphrasing in MLA, include the page number(s). When paraphrasing in APA, do not include the page number.

**Avoid drop quotes.** Instead of plopping a quote in the middle of your paper and letting it speak for itself, introduce the quote with a signal phrase. Here are examples of signal phrases introducing quotations and paraphrases:

MLA Format	APA Format
As Shannon Simple explains, "Big earthquakes can be scary" (129).	As Simple (2010) observed, "Big earthquakes can be scary" (p. 129).
Allbaugh of APU's English Department says, "Write like you mean it" (167).	Allbaugh (2014) insisted, "Write like you mean it" (p. 167).
President Wallace declares, "God first!" (6).	President Wallace (2000) declared, "God First!" (p. 6).
Annika Mizel, a Writing Center Consultant, claims that semicolons deserve respect because they are actually very useful punctuation marks (23).	Mizel (2014), a Writing Center Consultant, claimed that semicolons deserve respect because they are actually very useful punctuation marks.

Below are verbs often used in signal phrases. Adjust the verb tense according to the context.

acknowledges	compares	echoes	observes	retorts
adds	concedes	emphasizes	points out	reveals
affirms	confirms	finds	predicts	says
agrees	contends	grants	reasons	speculates
argues	contrasts	implies	refutes	states
asserts	counters	insists	rejects	suggests
claims	declares	mentions	reports	surmises
comments	defines	notes	responds	writes

**Remember:** Whether quoting or paraphrasing, don't let your resources take over your paper. Instead, be sure to analyze every quote that you include. Comment on the quote and explain how it supports your main point or premise of the paragraph.