

## Research and Citation – I (Quotation, Paraphrasing & Summarizing)

When you have to write a work or an assignment, the first thing you need to do is research. And to give due credit to the people whose work you have used, you must use citation.

### Finding sources for academic work

Before writing an assignment, it is very important that you research the topic. Knowledge of the topic, together with ideas and examples, can make the paper an excellent work. You can refer to various types of sources:

- books
- periodicals (journals, magazines, newspapers)
- indexes
- databases
- reports
- the internet

Know how they duplicate famous clothes brands and sell them at a cheaper rate? Well, the same can happen with information you collect from various sources! That's why you have to be very careful to check how appropriate your source is. Here are some criteria to help you:

- ✚ Authority: here you need to think about things like how well the author is known, whether he is an established expert in his field, etc.
- ✚ Purpose: think about why the source was written - do you think the author has been subjective in his work? Or is he just trying to persuade the reader to accept something?
- ✚ Relevance: you have to see how recently the source was published, and whether the information in the source is relevant to your essay topic.

### Plagiarism

Now, I'm going to tell you something you might not have known - plagiarism is a crime! It is when ideas, words or work from an outside source are falsely presented as your own. You can use information from sources, but you have to state where the information has come from.

You have to be especially careful to avoid plagiarism when using another person's ideas, exact words etc. As plagiarism is a serious academic offence, your work can be highly penalised because of it. You can avoid plagiarism through:

- ✚ Use of quotations, paraphrasing, summarising
- ✚ Use of citation

### A. Quotation

Quotation is when you take the exact words from an outside source and place them in your work. These words should thus appear in quotation marks in your work (" "). E.g. According to city officials in Kakegawa, "humans live about 700,800 hours, of which 70,000 are spent working."

Quoting should not be overused because it limits your own voice in your work. Every time you use a quote, try to explain it in the sentences before or after the quote. The reader should understand exactly why the quote is being used. And always remember, a quote can never be used as the main idea of your work; it should only be used as evidence to support your work. Some quotations are second-hand quotations - information that already exists as a quote in

the source before you quote it in your work. To indicate this, use the abbreviation qtd. in (quoted in).

## B. Paraphrasing

When you take information from a source and express it in your own words, you are said to be paraphrasing. You can paraphrase when you wish to use all the information from a source. A paraphrase contains roughly the same number of words as the original source. You can use the following pointers as guidelines when writing a paraphrase:

- ✚ Read the original source until you have fully understood it.
- ✚ Try to rewrite the information in your own words.
- ✚ Do not use more than three words of the original text in a row, as it will be regarded as plagiarism.
- ✚ Do not change the meaning of the ideas from the original text or try to add your own thoughts.
- ✚ When you finish, check what you have written with the original source.
- ✚ Add the paraphrase to your work where appropriate and also explain in a few sentences the relevance of the information.
- ✚ Don't forget to use the correct citation!

E.g. Original passage: Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47.

Paraphrase: In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

## C. Summarizing

The difference between summarizing and paraphrasing is that a summary uses fewer words than the original source. Here are some pointers to make summarizing easier for you:

- ✚ Read the original source until you have fully understood it.
- ✚ Make note of the main ideas you want to summarize.
- ✚ Using the main ideas, try to rewrite the information using your own words.
- ✚ Do not use more than three words of the original text in a row, as it will be regarded as plagiarism.
- ✚ Do not change the meaning of the ideas from the original text or try to add your own thoughts.
- ✚ When you finish, check what you have written with the original source.
- ✚ Add the summary to your work where appropriate, and add a sentence or sentences to explain the significance of the information.
- ✚ Don't forget to use the correct citation!

E.g. Original passage: Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47.

Summary: Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

To know more, visit the Writing Centre. ☺