Using Sources
Direct Quotation, Paraphrase, Summary

There are three ways of incorporating another writer’s work into your own writing: direct quotation, paraphrase, and summary. To use sources most effectively, understand the purpose, their techniques, and the distinctions between the three ways.

Direct Quotation
How to directly quote:
- Copy the material precisely, using the author’s exact wording, spelling, and punctuation.
- Use quotation marks around the quote. If you add words for clarity, use brackets around your additions.
- Give credit to the source. Provide a lead-in and an end-sentence citation.

For example:
Original sentence from source essay: My father loved books, and since I loved my father with an aching devotion, I decided to love books as well.
Quoting the sentence: Alexie explains that “My father loved books, and since I loved my father with an aching devotion, I decided to love books as well (1401).

Paraphrase
How to paraphrase the source:
- Use your own words.
- Clearly represent the source idea in the same general length.
- Give credit to the source. Provide a lead-in and end-sentence citation.

For example:
Original sentence from source essay: My father loved books, and since I loved my father with an aching devotion, I decided to love books as well.
Paraphrasing the source sentence: Alexie explains that he imitated his father’s love of reading because he deeply loved his father (1401).

Summary
How to summarize the source:
- Use your own words.
- Condense the original by stating the main and supporting points.
- Give credit to the source. Provide a lead-in and end-sentence citation.

For example:
Original source essay: Sherman Alexie’s “Superman and Me”
Summarizing the essay: In his essay “Superman and Me,” Sherman Alexie illustrates the power of reading and writing for Native Americans.