Definitions
For most college assignments you will be asked to incorporate other writer’s work into your own writing. These three methods of incorporation should be honed. The three are similar but they differ according to the closeness of your writing to the other writer’s writing.

- **Quotations** are identical to the original source. Your writing and the other writer’s writing must match word for word and must be attributed through citation and/or attributive tags (e.g. Dr. Jonathon Doe argues “quotation should always be word-for-word identical.”). Quotations are commonly overused by writers at our level, but they should be used sparingly.

- **Paraphrases** involve putting a section of the other writer’s writing into your own words. A paraphrase should also be attributed through citation and/or attributive tags. In most cases, paraphrases are the same size or slightly shorter than the or original section of writing, and condense the other writer’s writing down. Paraphrasing is incredibly common in academic writing, and you will find it to be a useful tool.

- **Summaries** take the main idea from a source essay, and including only the main point(s) of the source, articulate a broad overview of the other writer’s writing. Summaries also need to attributed through citation and/or attributive tags.

Why use these?
Quotations, paraphrases, and summaries can be used to
- provide support for claims or add credibility to your writing
- refer to work that leads up to or gives some background for your own work and claims
- give examples or anecdotal experiences from different points of view on a subject
- call attention to specific sections of work
- highlight a particularly striking phrase, sentence, or passage by quoting the original
- cue readers that the words you are using are not your own
- expand the breadth or depth of your writing
- give the reader some understanding of texts they have not read

How do I use them?
When integrating quotations remember:
- a short quotation works well when integrated into a sentence
- a longer quotations can stand alone
- quoting should be done only sparingly
- be sure that you have a good reason to include a direct quotation

Steps to effective paraphrasing are:
1. Reread the original passage until you understand its full meaning.
2. Set the original aside, and write your paraphrase on a note card.
3. Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
4. Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
5. Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
6. Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.
When summarizing, it might be helpful to follow these steps:

- Read the entire text, noting the key points and main ideas.
- Summarize in your own words what the single main idea of the essay is.
- Paraphrase important supporting points that come up in the essay.
- Consider any words, phrases, or brief passages that you believe should be quoted directly.

**Basic In-Text Citation of Quotes, Paraphrases and Summaries**

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

> Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

> Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

> Wordsworth extensively explored the role of emotion in the creative process (263).

Both citations in the examples above, (263) and (Wordsworth 263), tell readers that the information in the sentence can be located on page 263 of a work by an author named Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:


**Worksheet on Next Page!**
ASSIGNMENT:
Using the fictional information below, please create an appropriate MLA style quotation, paraphrase, and summary complete with in-text citation.

Fictional Author: Janice Fabro

Whether intentional or unintentional, plagiarism can lead to serious consequences. Let's look at some real-life examples of people who had their professional or academic lives seriously affected by accusations of plagiarism.

In 2006, first-time author and Harvard sophomore Kaavya Viswanathan acknowledged that she plagiarized portions of her novel How Opal Mehta Got Kissed, Got Wild and Got a Life from several other sources, including the works of authors Sophie Kinsella and Megan McCafferty. The book was pulled from shelves and the author lost both a two-book deal with Little, Brown and Company worth half a million dollars and a movie deal with DreamWorks. Viswanathan acknowledged that she had read the books that she was accused of plagiarizing, but claimed that the cases of plagiarism found in her book were unintentional and accidental.

In 2005, Thomas Matrka, a mechanical engineer who had earned his master's degree from Ohio University, uncovered 55 master's theses from the school's Russ College of Engineering and Technology that appeared to include plagiarized work. Many of the theses contained almost identical paragraphs and drawings. The university responded by revisiting more than 200 engineering papers written since 1980 in search of duplication and plagiarism. After review by multiple university committees, the decision was made to revoke the master's degree of one of the accused in 2007. The university also recommended that 12 other theses be rewritten. In response to the scandal, the engineering school now uses software to check submitted theses and dissertation for duplication of content.

Both of these stories can help us to understand why you should care about the effects and consequences of plagiarism.

Your individual professional and academic integrity are at stake. While there are certain to be immediate consequences tied to accusations of plagiarism, such as failing a course, you're also devaluing your original work and bringing into question the legitimacy of your other accomplishments.

A. Quotations
1. Think about why we quote. Now, pick a good, short section of this essay and quote it. Be sure to attribute the work properly and embed the quote in a sentence as if you were using it in an essay.

2. Pick a section that would make for a good long quote. Quote it and briefly explain why you believe it would be a good selection for a long quote in an essay.

B. Paraphrase
3. Effectively paraphrase the last paragraph of this passage.

4. Briefly explain why paraphrasing is such an important tool in academics.

C. Summary
Create an effective 2-5 sentence summary of this passage. Be sure to attribute correctly