1) Quoting a text involves copying the exact wording without any changes to the original material. All material taken directly from a source must have quotation marks around the words, phrases, or sentences AND include parenthetical citations.

Examples of direct quotes and either way is correct:

* Ascher suggests, “The homeless, like [Greek dramatists], are reminding us of our common humanity” although now “the players can’t go home” (195).
* “The homeless, like [Greek dramatists], are reminding us of our common humanity” although now “the players can’t go home” (Ascher 195).
* On page 195, Ascher suggests that, “The homeless, like [Greek dramatists], are reminding us of our common humanity” although now “the players can’t go home.”

2) **Paraphrasing** involves rewriting the main details of a short passage of a text in your own words. A paraphrase is roughly the length of the original text and includes all of the important information of the original material; however, it is written in your own words AND your own sentence structure. **All material that is paraphrased includes attribution and parenthetical citations.**

Examples of indirect quoting or paraphrase:

* Cole argues that the way the United States deals with immigrants now will come back to haunt it when those immigrants are eventually integrated into mainstream society (110).
* On page 110, Cole argues that the way the United States deals with immigrants now will come back to haunt it when those immigrants are eventually integrated into mainstream society.
* The way the United States deals with immigrants now will come back to haunt it when those immigrants are eventually integrated into mainstream society (Cole 110).

3) **Summary** is used to condense the gist of a long passage or work into a summarized version of main ideas in your own words. **Still needs attribution** and page number.

Example of summarizing:

* The controlling **idea/ gist/ main idea/ essence/ central point** of Cole’s article is that the United States is unwilling to accept the consequences of its policies on the future of its economy. Cole reminds us that our decisions may seem unimportant now, but they have an impact on every citizen’s life (110).