

## Direct Quotes

- **Use sparingly**—only when you couldn't say it better than the author, when you are discussing the author's word choice itself, or when you feel that you would confuse meaning if you were to paraphrase.
- **Use the exact wording**—just like you wouldn't want another person to claim you said something you didn't, you want to be sure that you are accurately representing your source. Check what you typed against the original text.
- **Use quotation marks, signal phrases, and parenthetical citation**—this shows where your ideas and words end and another person's begin, helping you to avoid unintentional plagiarism.

### MLA Example

David McCullough reflects on the purpose of the pioneers' endeavors: "They accomplished what they had set out to do not for money, not for possessions or fame, but to advance the quality and opportunities of life—to propel as best they could the American ideals" (258).

## Summaries

- **Use to briefly capture the meaning of a longer work**—you might summarize a whole book or article in a sentence or two.
- **Use your own words and sentence structure**—summarizing is not just taking a quote, replacing a few words with synonyms, and shuffling the phrases of the sentence around.
- **Use signal phrases and parenthetical citation**—just because you are summarizing and not using the exact words of a source doesn't mean you do not need to cite! You are still bringing in ideas that are not your own, and you need to give credit where credit is due to avoid plagiarism.

### MLA Example

*The Pioneers* is a book not only about the founding of Marietta, Ohio, which was the first organized settlement of the Northwest Territory, but also about the founding principles and values of the first generation of Americans (McCullough).

## Paraphrases

- **Use to represent a brief section of your source**—you might paraphrase a sentence or a paragraph from a source. This paraphrase is often around the same length as the original quote.
- **Use your own words and sentence structure**—paraphrasing is not just taking a quote, replacing a few words with synonyms, and shuffling the phrases of the sentence around. If you cannot avoid using a word or phrase from the source, put it in quotation marks!
- **Use signal phrases and parenthetical citation**—while you are using your own words to capture the ideas of another source, you still need to cite!

### MLA Example

While some may argue that the pioneers were motivated by greed or a desire for celebrity, after exploring the experiences of the first settlers in Marietta, Ohio, McCullough ultimately argues that they were driven by "American ideals" (258).