

## *A Brief Guide to Incorporating Outside Sources*

Writers rely on three methods when incorporating outside sources into their writing: **quoting**, **paraphrasing**, and **summarizing**.

**Quoting** weaves someone else's words into your own paper. Quoting is especially useful when writing research papers and textual analyses.

**Short Quotes** are when you quote a sentence or two directly from the original authors.

For Example: In his book *Pocahontas was Questionable*, John Smith writes, "Not only was Pocahontas engaged to Kocoum and secretly seeing me, but she ran off with John Rolfe to England" (54).

**Block Quotes** are when you quote more than four lines of material directly from the author. The quote is indented one inch from the left margin and double-spacing is maintained throughout.

For Example: Disney has been a staple icon in children's interpretations and understanding of fairy tales for generations. John Smith notes:

Without a doubt, Disney's interpretation of Pocahontas is true. I would know; I was there. I even helped the writers for the movie with the events and dialogue. I really wanted them to be able to capture the shiny-ness of my armor and the essential blondeness of my hair. (43)

**Paraphrasing** is restating information from a source in your own words, using your own sentence structures. Be careful not to over-paraphrase by using too much of the author's original wording. Make sure to cite the original author at the end.

TIP: Try pushing the text out of sight and then writing the author's idea in your own words—this will make sure you use your own words, syntax, and voice.

For Example: John Smith was upset when the ship did not blow up according to plan (34).

**Ellipses** indicate information that has been omitted due to your own editing choices. This normally occurs when information is not important to your point. Be careful when inserting ellipses to not change the original author's meaning.

For Example: John Smith was hopeful...placing all his hope in the new script Disney wrote (43).

**Summarizing** states the main idea of a work in your own words. Always credit the original source by using a signal word (including the author's name in the sentence) and using an in-text citation when applicable.

For Example: John Smith's book tells about his life and experience with the Disney channel (57).