

Paraphrasing Quick Guide

When to Paraphrase

- to highlight original *ideas*
- to change the *emphasis* of information to match your own arguments
- to provide a clear "voice" in your paper that isn't directly connected to other works

How to Paraphrase

STEP 1

Read important parts of the source material until you fully understand its meaning.

STEP 2

Take some notes and list **key terms of source material**.

STEP 3

Write your own paragraph with your words **without looking at the source material, only using the key terms**.

STEP 4

Check to make sure your version captures important parts and intent of the source material.

STEP 5

Indicate where your paraphrasing starts and ends using in-text citation.

Paraphrasing Techniques

- Change the **voice of the source text** (ex, active voice → passive voice).
- Use a thesaurus to find **synonyms and related terms**.
- Include **introduction phrases** to introduce information and show your position. See below for more information about signaling verbs.
- **Merge multiple sentences** of the source text into a one-or two-sentence paraphrase
- **Combine quotes and paraphrasing** within the same sentence.

Tips for Paraphrasing

- When you use a direct quote, be sure to clarify the quote to show why you have included it.
- Avoid using blocks of quoted text, especially in papers on the natural sciences. You can almost always use a paraphrase/quote combination instead.
- Even when you paraphrase with your own terms, you still must provide in-text citations (according the formatting requirements—APA, AMA, MLA, etc.).
- When quoting or paraphrasing your own previous work, treat it as another person's work (i.e., you must
- still use quotation marks and/or citations).

Free Tool for Paraphrasing



URL

<https://paraphrasing-tool.com/>

 click

Introducing Your Paraphrase (Signaling Verbs)

Authors show their positions regarding the original content by using **signaling verbs** that are neutral, that show *agreement*, or that show *disagreement*.

Neutral Position		Agreement with Author		Disagreement with Author	
believe		show		neglect	
"Miller (2003, p. 23) <i>believes</i> that the answer to immortality lies in food..."		"Brooks (1994) showed how nitrogen was essential to the development of life..."		"LaJolla (2011, p. 12) neglects to include the most important method of analysis..."	
Conclude	Observe	Demonstrate	Evidence	Disregard	overlook
Propose	argue	prove	confirm	pay little attention to	
write					

When to Direct Quote

- Simply a "copy-and-paste" of the original words.
- Quoted text must be accompanied by quotation marks and in-text citation.

Examples of Multiple Attribution Methods

The details about how text have been changed are indicated in **red**. Note the usage of signaling terms to introduce the author's content.

Original Source Text:

"Fully grown penguins generate pressures of around **74 mm Hg** to excrete liquid material and **430 mm Hg** to excrete material of higher **viscosity similar to that of oil**."

→ Direct Quote:

In her study of Antarctic penguin defecation habits, Brooks (1995, p.4) **wrote**, "fully grown Chinstrap penguins generate pressures of around 74 mm Hg to excrete liquid material and 430 mm Hg to excrete material of higher viscosity similar to that of oil."

*Quotations around quotes; citations included; many details provided; a complete sentence is quoted.

→ Paraphrase:

When studying Chinstrap penguin defecation habits, Brooks (1995, p.4) **observed** that fully grown penguins generate a **much higher** pressure when excreting **more viscous** fecal matter.

*No quotation marks; citations included; the most important data fact is highlighted: "Penguins use more pressure to excrete thicker poo."

Examples of Multiple Attribution Methods

→ Quote/Paraphrase Combination:

When studying penguin defecation habits, Brooks (1995, p.4) **observed** that fully grown penguins vary in how they excrete waste, generating “pressures of around 74 mm Hg to excrete liquid material and 430 mm Hg to excrete material of higher viscosity similar to that of oil.”

*Quotations around quotes; citations included; many details provided; a complete sentence is quoted.

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 URL <https://wordvice.com/blog/>

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