

Quick Reference Guide for Paraphrasing in Research Papers

What is paraphrasing?

“Paraphrasing” is expressing the meaning of someone else’s words in your own words instead of quoting directly. You can save space and keep your study more focused by choosing only the necessary parts for your paper; you can distill complex information into language that general readers can understand by re-writing a passage your own words.

Quoting vs. Paraphrasing

A **quote** is simply a “copy-and-past” of the original words and word order. In all research papers with formatting guidelines (APA, AMA, MLA, etc.), quoted text must be accompanied by quotation marks and in-text citation.

A **paraphrase** might include some key words from the original work, but must use new language to represent the original work—it may not be a copy of the phrase or sentence in the original work. When you paraphrase, you do not need to include quotations marks, but you must still cite the original work.

EXAMPLES:

Quoted source material: As Miller et al. (2012) note, “in heart patient sample groups experiencing even mild tumor hypoxia ($\leq 2\% O_2$), uptake of 300cc injected Regorafenib was reduced by one-third for each .05% of increased hypoxia in the tumored organ.”

Paraphrased source material: “Miller et al. (2012) concluded that that tumor hypoxia can impact the delivery and efficacy of anticancer drugs.”

The paraphrase differs significantly from the quote in length, structure, and word choice: it is shorter and “gives the gist”—provides the main point(s)—of the original text.

In some cases, authors want to place only very specific lines or pieces of information from other works in their own paper. To do this, a combination of quotes and paraphrasing can be used.

Quote/paraphrase combination: Miller et al. (2012) concluded that tumor hypoxia poses a problem for doctors administering anticancer drugs, since even in tumors with mild hypoxia, “uptake of 300cc injected Regorafenib was reduced by one-third for each .05% of increased hypoxia.”

If you don’t mention of the specific study or work in the sentence, the citation can also be given at the end of the paraphrase or quote:

Citation at end of quote/paraphrase: In a previous study, tumor hypoxia was found to pose a problem for doctors administering anticancer drugs, since even in tumors with mild hypoxia, “uptake of 300cc injected Regorafenib was reduced by one-third for each .05% of increased hypoxia” (Miller et al. 2012).

When to Paraphrase and When to Quote

You should paraphrase...

- to show you understand the main ideas/arguments of the author
- to help explain difficult concepts or terminology
- to highlight original *ideas* that are interesting when the original *language* is not as interesting
- 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

You should quote...

- when the original wording is strong and engaging
- if the quote is very well-known or difficult to paraphrase well
- where the exact words of an authority would lend support to your own ideas
- when you want to present the author’s detailed methods or findings or exact stated position

Do not paraphrase *too* often, as it can take away from the strength of the original content. Similarly, do not include a lot of long quotes, as it can take away from the authorial voice in your paper. When you use long quotes (more than one sentence), make sure to explain what the significance the entire quoted content has to your study.

Steps for Paraphrasing Effectively

1. Read important parts of the source material until you fully understand its meaning.
2. Take some notes that include key terms.
3. Write your own paragraph without looking at the source material, only using the key terms.
4. Check to make sure your version captures important parts and intent of the source material.
5. Indicate where your paraphrasing starts and ends using in-text citation.

Sample Paraphrasing of Source Material

Original Source Text

The journal primarily considers empirical and theoretical investigations that enhance understanding of cognitive, motivational, affective, and behavioral psychological phenomena in work and organizational settings, broadly defined.

Those psychological phenomena can be at one or multiple levels — individuals, groups, organizations, or cultures; in work settings such as business, education, training, health, service, government, or military institutions; and in the public or private sector, for-profit or nonprofit organizations.

(Source: Journal of Applied Psychology Website <http://www.apa.org/pubs/journals/apl/>)

Acceptable Paraphrase of Source Text

The Journal of Applied Psychology accepts studies that increase understanding of a broad range of psychological phenomena and that apply to a variety of settings. The studies can be set or observed from a number of levels, from the individual to larger subgroups, and are not limited to institution or sector (JAP 2015).

**The ideas are the same as those in the original, but language and phrasing has been altered and truncated.*

Acceptable Quote/Paraphrase Combination

The Journal of Applied Psychology accepts studies that “enhance understanding of cognitive, motivational, affective, and behavioral psychological phenomena” and that apply to a variety of settings such as “business, education, training, health, service, government, or military institution” (JAP 2015). The studies can be set or observed from a number of levels and are not limited to institution or sector.

**The details from the original source are quoted as they are in succession and provide important information that readers might need to know.*

Plagiarized (Unacceptable) Version of Source Text

The Journal of Applied Psychology (JAP 2015) considers empirical and theoretical investigations that increase knowledge of motivational, affective, cognitive, and behavioral psychological phenomena in many settings, broadly conceived.

These phenomena can be at several levels — individual, teams, or cultures; in professional settings like business, education, training, health, government, or military institutions; and in either public or private sector, in nonprofit or for-profit institutions.

**Some of the words of the original are changed or removed, but the meanings and even the grammar structure are essentially identical. Be very careful not to use the same language unless you are putting quotations marks around the content.*

More In-text Examples

Note in the following examples the kinds of terms and phrases that are used to introduce quotes versus paraphrased sentences.

Quote: In her study of Antarctic penguin defecation habits, Brooks (1995, p.4) **wrote**, “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.**”

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

Paraphrase: When studying Antarctic 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.”

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.**”

*Quotation marks only around directly quoted information; citations included; the most important data fact is paraphrased; additional details provided by direct quote.

Using Verbs to Show Your Position

When paraphrasing, authors can show their positions about the original content by using verbs that are *neutral*, that show *agreement*, or that show *disagreement*. Notice how a relative pronoun is used in most instances (“that,” “how,” “if”):

| Verbs Neutral Position | Verbs Showing Agreement with Author | Verbs Showing Disagreement with/Criticism of 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 propose argue | demonstrate evidence | disregard overlook |
| observe write | prove confirm | pay little attention to |

Some More Tips for Changing Source Material into Your Own Words

- Change the voice: If the source is in the passive voice, paraphrase using active; if in active, change to passive:
 - Original:** “A study of infant feeding practices was carried out on a sample of 65 mother and infant pairs. The results revealed that only 20% of mothers in the study currently exclusively breastfeed their babies.”
 - Paraphrase:** “In her study of breastfeeding, Cairns (1995, p. 12) found that only one-fifth of new mothers nurse their babies.”
- Use a thesaurus to find synonyms and related terms.
- Do not look at the original material when you are writing your paraphrase—wait ten seconds or so and then write your paraphrased version.

Paraphrasing Checklist

- The paraphrased statement must be written in your own words.
- Always include a citation with a paraphrase—you are still using someone else’s ideas
- Don’t paraphrase too often—follow the guidelines for when to paraphrase; 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.
- Overall, remember to focus on *your* study first—any extra information should be used to enhance your arguments or clarify your research.

英語論文の執筆・投稿に関するその他の学術資料は、[Wordvice 学術リソースページ](#)をご参照ください。また、[Youtube オリジナルチャンネル](#)では、オンラインレクチャーやセミナー動画もご確認いただけます。