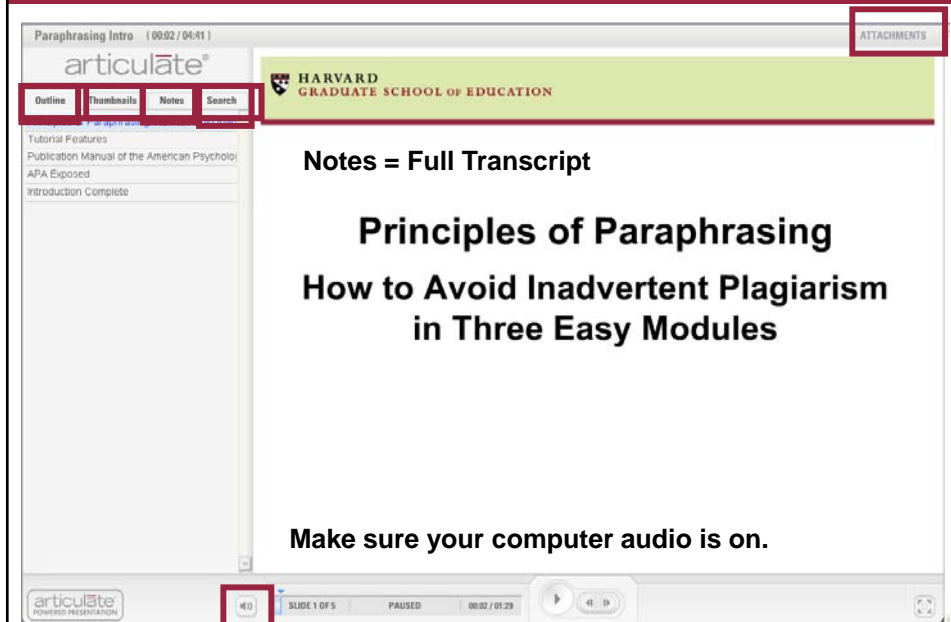


Principles of Paraphrasing

How to Avoid Inadvertent Plagiarism in Three Easy Modules

Tutorial Features



The screenshot displays the Articulate Player interface for the tutorial. The top header bar is green with the Harvard Graduate School of Education logo and name. Below this, the title "Principles of Paraphrasing" and subtitle "How to Avoid Inadvertent Plagiarism in Three Easy Modules" are centered. The left sidebar contains a table of contents with items: "Tutorial Features", "Publication Manual of the American Psychological Association", "APA Exposed", and "Introduction Complete". The "Notes" tab is selected, showing a full transcript of the content. The bottom status bar indicates "SLIDE 1 OF 5", "PAUSED", and a timer of "00:02 / 01:29".

Paraphrasing Intro (00:02 / 01:29)

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ATTACHMENTS

Outline Thumbnails Notes Search

Tutorial Features
Publication Manual of the American Psychological Association
APA Exposed
Introduction Complete

Notes = Full Transcript

Principles of Paraphrasing
How to Avoid Inadvertent Plagiarism
in Three Easy Modules

Make sure your computer audio is on.

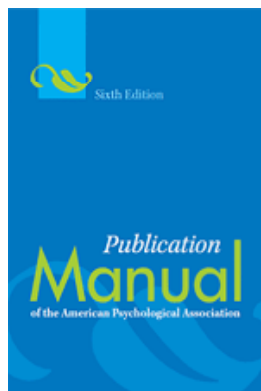
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SLIDE 1 OF 5 PAUSED 00:02 / 01:29

Tutorial Outline

- **Module 1:** Defining Correct Paraphrasing
- **Module 2:** Rules for Quoting, Summarizing, and Paraphrasing
- **Module 3:** Tips and Strategies for Successful Paraphrasing
- **Self Check:** Test Your Paraphrasing Skills Worksheet and Answer Key

Publication Manual of the American Psychological Association

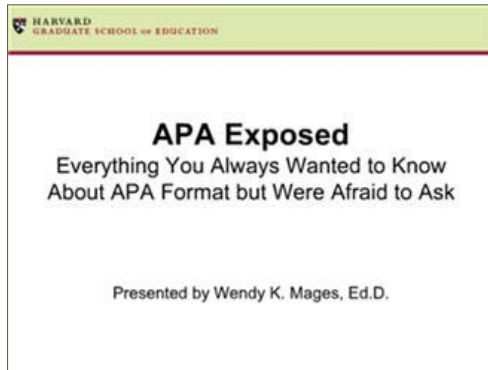


The 6th edition of APA's Publication Manual

<http://apastyle.apa.org/pubmanual.html>

APA Exposed

http://isites.harvard.edu/apa_exposed



Module 1

Defining Correct Paraphrasing

What Exactly Does “Paraphrase” Mean?

- The *Merriam-Webster Online Dictionary* defines the noun “**paraphrase**” as “a restatement of a text, passage, or work giving the meaning in another form.”

Paraphrase. (2010). In *Merriam-Webster online dictionary*. Retrieved July 21, 2010, from <http://www.merriam-webster.com/dictionary/paraphrase>

Why Worry About Paraphrasing?

- Your ability to restate ideas in your own words signals to your readers that **you understand the subject matter**.
- In education and psychology, the **use of long quotes is not preferred**.
- Paraphrasing allows you to **succinctly compare, contrast, and synthesize the ideas of scholars in your field**.
- Paraphrasing allows you to represent the ideas of others and **demonstrate how your own ideas relate to and build on the ideas of other scholars**.
- Paraphrasing **correctly** avoids inadvertent plagiarism.

How Much Do I Need to Change?

- When paraphrasing correctly it is **NOT** enough:
 - To change one or even a few words
 - To rearrange the words
 - To replace the words with synonyms
 - To omit a few words
 - To change the punctuation
 - To reorder the phrases in a sentence
 - To reorder the sentences in a paragraph

What is Paraphrasing Really About?

- Paraphrasing is **really** about:
 - **Understanding** a passage
 - **Internalizing** the meaning of the text
 - Restating the important points **in your own voice**

Module 2

Rules for Quoting, Summarizing, and Paraphrasing

Quoting, Summarizing, & Paraphrasing

- There are three ways to represent the work or ideas of another author in your writing:
 - You can **quote** the author
 - You can **summarize** the author's point or findings
 - You can **paraphrase** the author's text
- When you quote a text you need to follow **different rules** from when you summarize or paraphrase a text.
 - HGSE students are **required** to know and use the rules for quoting, summarizing, and paraphrasing texts
 - Following these rules will help you avoid **inadvertently committing plagiarism!**
- In all three cases **you must give credit** to the author

What if I want to quote, summarize, or paraphrase a source, but there's no author to credit?

- You must **always** indicate when you are quoting, summarizing, or paraphrasing ideas that are not your own
- If there's no author you need to use something else instead
 - Use the title in place of the author's name
 - If there's no year of publication listed use (n.d.) in place of the year

- Example of a Wikipedia Reference:

Winifred Mary Ward. (n.d.). Retrieved May 31, 2008, from Wikipedia:
http://en.wikipedia.org/wiki/Winifred_Mary_Ward

- Use **CAUTION** with wiki sources!

Quoting

- When quoting another author's text in APA style you must:
 - Use **quotation marks** for quotes less than 40 words*
 - Cite the **author's last name**
 - Note the **year of publication**
 - Provide the **page number(s)** on which the quotation appears

*For additional examples of how to quote sources, including how to use **block quotes** and how to **quote from online sources**, you can refer to the **6th Edition of the Publication Manual of the American Psychological Association**. For an online tutorial on this topic you can go to **APA Exposed: Everything You Always Wanted to Know about APA Format but Were Afraid to Ask**
http://isites.harvard.edu/apa_exposed

Example: Quoting a Long Text

- **Here's an example of a quote longer than 40 words:**

According to Strauss (2008),

- ➔ The Newbery Medal has been the gold standard in children's literature for more than eight decades. On the January day when the annual winner is announced, bookstores nationwide sell out, libraries clamor for copies and teachers add the work to lesson plans.
- ➔➔ Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading. Of the 25 winners and runners-up chosen from 2000
- ➔ to 2005, four of the books deal with death, six with the absence of one or both parents and four with such mental challenges as autism. Most of the rest deal with tough social issues.
- ➔ (p. C01)

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Examples: Quoting a Short Text

- **Here are two examples of a short quote:**

According to Strauss (2008), "Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading" (p. C01).

"Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading" (Strauss, 2008, p. C01).

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Comparing Long and Short Quotes

Block Quote (40 words or more)

According to Strauss (2008),

- ➔ The Newbery Medal has been the gold standard in children's literature for more than eight decades. On the January day when the annual winner is announced, bookstores nationwide sell out, libraries clamor for copies and teachers add the work to lesson plans.
- ➔ Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading. Of the 25 winners and
- ➔ runners-up chosen from 2000 to 2005, four of the books deal with death, six with the absence of one or both parents and four with such mental challenges as autism. Most of the rest deal with tough social issues. (p. C01)

Quotation Marks (39 words or fewer)

According to Strauss (2008), "Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading" (p. C01).

Quotation Marks (39 words or fewer)

"Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading" (Strauss, 2008, p. C01).

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Example: Quotes with Ellipses

A Quote Without Ellipses

According to Strauss (2008),

The Newbery Medal has been the gold standard in children's literature for more than eight decades. On the January day when the annual winner is announced, bookstores nationwide sell out, libraries clamor for copies and teachers add the work to lesson plans.

Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading. (p. C01)

A Quote Shortened with Ellipses

According to Strauss (2008),

The Newbery Medal has been the gold standard in children's literature for more than eight decades....

Now the literary world is...asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading (p. C01).

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Example: Quotes with Brackets

Quote Without Brackets

According to Strauss (2008), “Of the 25 winners and runners-up chosen from 2000 to 2005, four of the books deal with death, six with the absence of one or both parents and four with such mental challenges as autism” (p. C01).

Quoted Text with Brackets Added

According to Strauss (2008), “Of the 25 [Newbery Medal] winners and runners-up chosen from 2000 to 2005, four of the books deal with death, six with the absence of one or both parents and four with such mental challenges as autism” (p. C01).

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Summarizing

- When summarizing another author's text you must:
 - **Accurately** reflect the author's message
 - Cite the **author's last name**
 - Note the **year of publication**
 - Use **your own words**
 - Use **your own sentence structure**

Example: Summarizing a Text

- **Here's an example of a summary:**

According to Strauss (2008), children's books that are awarded the Newbery Medal for excellence focus on topics that are so sophisticated and serious they may actually discourage children's desire to read.

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Example: Paraphrasing Correctly

- **Here's an example of a paraphrase:**

According to Strauss (2008), children's books that are awarded the Newbery Medal for excellence sell well even though they tend to focus on difficult topics, such as death and developmental disabilities. Instead of promoting children's interest in books, these topics are so sophisticated and difficult for children to comprehend they may actually discourage children's desire to read.

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Paraphrasing Correctly

- When paraphrasing another author's text you must:
 - Accurately reflect the author's message
 - Cite the **author's last name**
 - Note the **year of publication**
 - Use **your own words**
 - Use **your own sentence structure**

Quote Within a Paraphrase

- **Here's an example of a quote within a paraphrase:**

According to Strauss (2008), children's books that are awarded the Newbery Medal for excellence sell well even though they tend to focus on difficult topics, such as "the absence of one or both parents" and "mental challenges such as autism" (p. C01). Instead of promoting children's interest in books, these topics are so sophisticated and difficult for children to comprehend they may actually discourage children's desire to read.

Reference:

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Compare and Contrast

Quote:

According to Strauss (2008),

The Newbery Medal has been the gold standard in children's literature for more than eight decades. On the January day when the annual winner is announced, bookstores nationwide sell out, libraries clamor for copies and teachers add the work to lesson plans.

Now the literary world is debating the Newbery's value, asking whether the books that have won recently are so complicated and inaccessible to most children that they are effectively turning off kids to reading. Of the 25 winners and runners-up chosen from 2000 to 2005, four of the books deal with death, six with the absence of one or both parents and four with such mental challenges as autism. Most of the rest deal with tough social issues. (p. C01)

Summary:













According to Strauss (2008), children's books that are awarded the Newbery Medal for excellence often have topics that are so sophisticated and serious they discourage children's desire to read.

Paraphrase:

According to Strauss (2008), children's books that are awarded the Newbery Medal for excellence sell well even though they tend to focus on difficult topics, such as death and developmental disabilities. Instead of promoting children's interest in books, these topics are so sophisticated and difficult for children to comprehend they may actually discourage children's desire to read.

Strauss, V. (2008, December 16). Plot twist: The Newbery may dampen kids' reading. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

Quoting, Summarizing, & Paraphrasing

	Author & Year	Exact Text	Quotation Marks	Page Number(s)	Your Own Words	Your Own Structure
Quote						
Summary & Paraphrase						



= Necessary



= Prohibited



= Not required

In APA format **quotation marks** are used for quotes that have 39 or fewer words. **Block quotes** are used for quotes that are 40 words or more.

* Remember, you must **place quotation marks around a quoted phrase** within a paraphrase or summary.

Structuring Longer Paraphrased Passages

- When you paraphrase longer passages, **you should also try to restructure the order in which the ideas are presented.**

Is It Better to Quote, Summarize, or Paraphrase?

- In social sciences such as education and psychology, it's best to **limit your use of quotes.**
- Some educators think that **students use direct quotes when they don't fully understand the original text and cannot accurately restate its meaning** in their own words.
- Most readers appreciate **concise papers with well-supported arguments.**
 - If a brief summary can accurately convey the important information from a source, then **a summary is best.**
 - If you need more detail to convey the point of your argument, you **may need to paraphrase the original text.**

Module 3

Tips and Strategies for Successful Paraphrasing

WARNING!

Haphazard Note Taking Can Be

DANGEROUS!

- Will you remember
 - What was paraphrased and what was a direct quote?
 - Where the quotes and paraphrases came from?
 - What the original text said?

Conducting Research & Taking Notes

- **When Typing or Pasting text into a Word file**
 - Always type the **exact** text
 - Always use **quotation marks** in your notes
 - Always include the **citation information**
 - Author
 - Date
 - Page number(s)

Modern Language Association of America (2009). MLA handbook for writers of research papers (7th ed.). New York: Author.

- Always note **your** **interpretations and ideas** for your paper in a **separate document**.

Recheck All Paraphrases in the Final Edit

- Always **recheck the paraphrasing** in the **final version** of your paper.
 - Make sure you used **your own words**
 - Make sure you used **your own sentence structure**
 - Make sure the paraphrased text still **accurately reflects** the meaning communicated in the original source

An Approach to Paraphrasing

- Deep Understanding of the Material
- **Reword, Rephrase, Restructure**
 - Reread the passage you intend to paraphrase
 - Highlight the ideas that support your argument
 - Without looking at the original passage write the important ideas in your own words
 - Check to make sure that you have reworded, rephrased, and restructured the text

Highlights → Bulleted List

Original

As if you don't have enough to worry about when you're going under the knife, hospitals are getting a failing grade in infection control. According to a new study in the Archives of Surgery, nearly 44 percent of some 34,000 surgical patients across the country did not receive antibiotics within 60 minutes of surgery. That one-hour target is considered a gold standard in the prevention of surgical-site infections, or SSIs, which affect 300,000 of the estimated 2 million Americans who pick up hospital-acquired infections each year. Though most patients received antibiotics, the drugs were given "too late or too early," says lead author Dr. Dale Bratzler of the Oklahoma Foundation for Medical Quality. Such errors can lead to staph infections, which then result in prolonged hospital stays, cost increases and higher mortality rates. No one is suggesting self-medication. But if you're scheduled for surgery, your best bet in germ warfare is to talk to your doctor about whether your procedure requires prior antibiotic therapy. If the answer is yes, ask how your medical team will get you the drugs at the right time. (p. 60)

Bulleted List of Important Points

- Archives of Surgery report
- 44 % of 34,000 not appropriately administered antibiotics
- Within 1 hour=best practices
- Antibiotic errors lead to preventable infections and deaths
- Discuss pre-surgical antibiotic treatment with the doctor

Reference:

Raymond, J. (2005, March 7). Medicine: It cuts both ways. *Newsweek*, 60.

Bulleted List → Paraphrase

Bulleted List of Important Points

- Archives of Surgery report
- 44 % of 34,000 not appropriately administered antibiotics
- Within 1 hour=best practices
- Antibiotic errors lead to preventable infections and deaths
- Discuss pre-surgical antibiotic treatment with the doctor

Reference:

Raymond, J. (2005, March 7). Medicine: It cuts both ways. *Newsweek*, 60.

Paraphrase

According to Raymond (2005) , best practices in surgical science require that patients receive antibiotic treatments within one hour of surgery. Raymond noted that an Archives of Surgery report found that pre-surgical antibiotics are not consistently administered in the appropriate one-hour time frame. Although deviations from the protocol can lead to serious consequences, including preventable infections and deaths, the report indicated that, of the 34,000 cases studied, 44% of patients were not appropriately medicated. Raymond recommends patients talk with their doctors prior to surgery to ensure proper antibiotic protocols are followed.

Original → → → Paraphrase

Original

As if you don't have enough to worry about when you're going under the knife, hospitals are getting a failing grade in infection control. According to a new study in the Archives of Surgery, nearly 44 percent of some 34,000 surgical patients across the country did not receive antibiotics within 60 minutes of surgery. That one-hour target is considered a gold standard in the prevention of surgical-site infections, or SSIs, which affect 300,000 of the estimated 2 million Americans who pick up hospital-acquired infections each year. Though most patients received antibiotics, the drugs were given "too late or too early," says lead author Dr. Dale Bratzler of the Oklahoma Foundation for Medical Quality. Such errors can lead to staph infections, which then result in prolonged hospital stays, cost increases and higher mortality rates. No one is suggesting self-medication. But if you're scheduled for surgery, your best bet in germ warfare is to talk to your doctor about whether your procedure requires prior antibiotic therapy. If the answer is yes, ask how your medical team will get you the drugs at the right time. (p. 60)

Paraphrase

According to Raymond (2005) , best practices in surgical science require that patients receive antibiotic treatments within one hour of surgery. Raymond noted that an Archives of Surgery report found that pre-surgical antibiotics are not consistently administered in the appropriate one-hour time frame. Although deviations from the protocol can lead to serious consequences, including preventable infections and deaths, the report indicated that of the 34,000 cases studied, 44% of patients were not appropriately medicated. Raymond recommends patients talk with their doctors prior to surgery to ensure proper antibiotic protocols are followed.

Reference:

Raymond, J. (2005, March 7). Medicine: It cuts both ways. *Newsweek*, 60.

Maintaining Tone & Voice

- Write in **your** voice
- Use a tone **appropriate for your audience**
- Strive for a **smooth seamless text**

A “Sticky” Situation

- Encountering a “sticky” patch....
- Online Tools
 - Quick and Easy
 - Can be used to verify the **original** source
 - Can be used to **compare** quoted or paraphrased text to the **original**

WARNING!

Remember Haphazard Cut and Paste is

DANGEROUS!

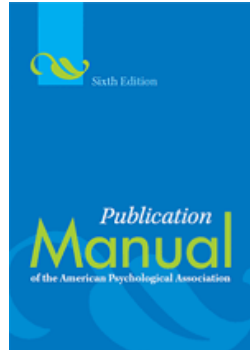
Recapping Paraphrasing

- Paraphrasing is **really** about:
 - **Understanding** a passage
 - **Internalizing** the meaning of the text
 - Restating the important points **in your own voice**
- **Four Rs** to Avoid the Perils of Paraphrasing
 1. **R**eword
 2. **R**ephrase
 3. **R**estructure
 4. **R**echeck
- **Cite your sources**

For More Information

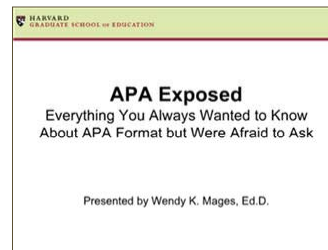
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Gutman Library's Writing and Research Services

HGSE Students With Questions Can Contact
**Gutman Library's
Academic Writing Services**

<http://www.appointmentquest.com/provider/2030159020>

Principles of Paraphrasing Recap

- **Module 1:** Defining Correct Paraphrasing
- **Module 2:** Rules for Quoting, Summarizing, and Paraphrasing
- **Module 3:** Tips and Strategies for Successful Paraphrasing