

## Borrowing Fairly

### Fair Ways to Use Another Writer's Ideas and Words in Your Own Writing

**Quotation:** writing down the author's words *exactly* as in the original. If you leave something out, you must put spaced ellipsis marks to show the omission . . . like that. If you leave out a full sentence or more, put a period first and then the ellipsis marks. . . . Normally, the beginning and the end of a quotation don't need ellipsis marks, but do put ellipsis marks if you leave something off the end of the last sentence of your quotation. If you need to add an explanatory note into a quotation, put it in brackets: "He [Lame Deer] was an extraordinary medicine man." To let your readers know that a mistake wasn't your mistake but was in the original, copy the example that follows: "It's important to enjoy the simplistic [sic] pleasures of daily life." Sic is Latin for *thus/like this*, and it tells the reader that it was thus/like this in the original.

**Summary/Abstract:** giving a short version of what the author said, using your own words (you may quote bits, but be sure to use quotation marks if you do).

**Paraphrase:** putting the original into your own wording. While a summary condenses the original, a paraphrase uses about the same number of words as the original. Paraphrasing is a challenge: the goal is to say the same thing as the original but translated into your own way of speaking, into your own wording and sentence structure, so it sounds like *you*. You can't just make minor changes but still use chunks of wording from the original. You can't just replace the original wording with synonyms but still use the structure of the original. To paraphrase fairly, read the original a few times. Then cover it up and write what it says in your own words. It might help to pretend you're writing an email to a friend, explaining what you read. Dear Jude, what the author is saying here is that. . . . Then go back and check the original to make sure you haven't left out or changed any of the author's points. Note that while copying several words of the original in a row would be considered plagiarism, you don't need to change terms made up of several words, such as *search and destroy missions* or *congestive heart failure*.

Put quotation marks around whatever you borrow word for word. Don't put quotation marks around summaries/paraphrases

### **Whether you quote, summarize, or paraphrase, you normally MUST credit the author in two places:**

1. With an "in-text" citation right where you borrow. To cite your source in text, introduce the material you've borrowed (quotation, summary, or paraphrase) with a signal, usually naming the author, and then immediately after the borrowed material, put the page number in parentheses. If you don't give the author's name in the signal, give it in the parentheses.
2. In the Works Cited (MLA calls it that) or References (APA calls it that) at the end of the paper.