

Quoting, Citing, & Paraphrasing Recap Notes

Once is never enough!

Quoting

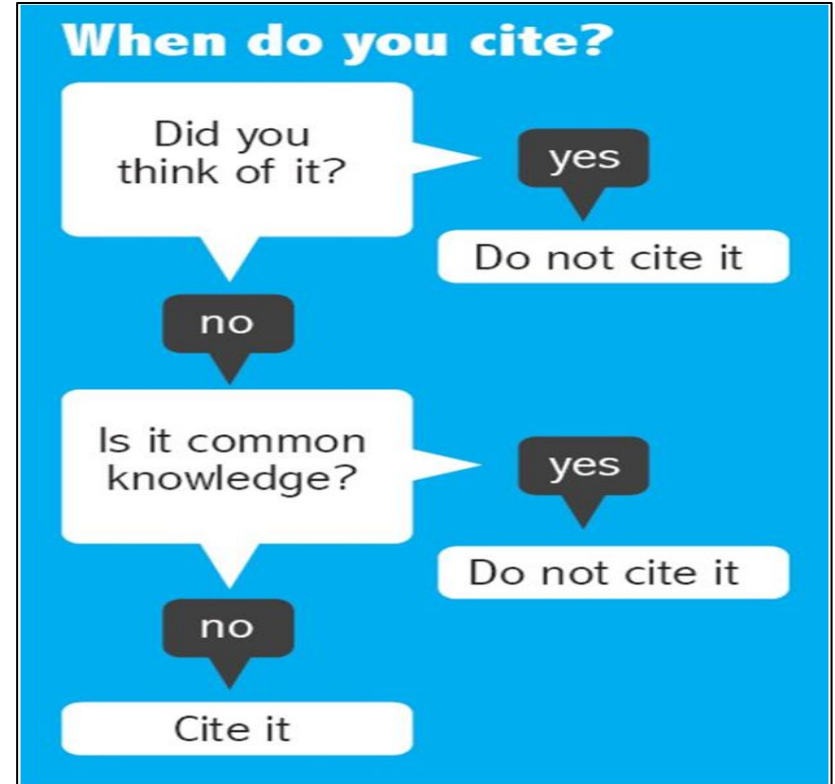
1. Introduce the quote
 - a. Provide a context
 - b. Connect it to a sentence you wrote
 - i. Must flow grammatically
 - ii. No floating quotes!
2. Cite the quote
3. Explain the quote
 - a. Tie back to your main idea

Paraphrasing

1. Read the sentence you want to paraphrase
2. Decide which 1 - 3 key words you want to keep
3. Rewrite the sentence, changing...
 - a. All of the words except the 1 - 3 key words you decided to keep
 - b. The entire sentence structure

Citing

- You need a citation in every single sentence that uses information you learned/quoted from a source
 - Even if three sentences in a row use info from the same source
 - Even if you have twenty citations in a paragraph
- If you use info from a source and don't cite it, that's plagiarism



Citing

- Need to include some parenthetical and some in-text citations
 - Need to include both author's name and article/page name
 - Ex. (Marques, “Labor-related NGOs in China Facing Hard Times”).
 - Ex. As Marques points out in his article “Labor-related NGOs in China Facing Hard Times,” ...
 - If no author, write just article/page name
 - Do **not** write N/A, anonymous, no author, etc.
 - If you reference the author but not the article title in the sentence OR the article title but not the author in the sentence, include just the missing info in a parenthetical citation
 - Ex. As Marques points out, “[Quote]” (“Labor-related NGOs in China Facing Hard Times”).

Explaining

- You must explain each quote and all paraphrased info
 - Explain why the info is important
 - Tie it back to your paragraph topic sentence
 - Tie it back to your question
- Do not end a paragraph with a quote or paraphrased info
 - If there are no sentences after it, you haven't explained it