

Paraphrasing Tips

Sometimes, paraphrasing someone else's work is just as effective as directly quoting from the source. This worksheet will show you how to tell the difference between direct quoting and paraphrasing, how to paraphrase correctly, and how to cite paraphrased material.

Note: The lessons below are the basics on paraphrasing, which were mostly taken from the *APA Publications Manual, 6th Edition*. For more details, refer to the *APA* manual, or schedule a coaching session with the WRMC.

Quoting vs. Paraphrasing

Quoting

Quoting is reproducing word for word material from another author's work or from your own previously published work, material replicated from a test item, and verbatim instructions to participants.

Paraphrasing

According to Merriam-Webster (2014) Paraphrasing is "a restatement of a text, passage, or work giving the meaning another form" (Merriam-Webster, 2014). It can also be referring to an idea in another work.

An example of quoting: Confusing this issue is the overlapping nature of roles in palliative care, whereby "medical needs are met by those in the medical disciplines; nonmedical needs while nonmedical needs may be addressed by anyone on the team" (Csikai & Chaitin, 2006, p. 112).

An example of paraphrasing: Csikai & Chaitin contend that this issue in palliative care becomes more complex because medical professionals take care of medical *and* nonmedical needs while other team members solely perform nonmedical tasks (Csikai & Chaitin, 2006).

Check points for paraphrasing:

- ✓ *Is it reworded?* Taking out quotation marks or replacing words with synonyms is *not* paraphrasing. Paraphrasing is a shortened summary where main points are emphasized.
- ✓ *Does it capture the author's meaning?* The *APA* manual does not require writers to maintain the meaning of the author's quote, but it does say that twisting the meaning of quotes for personal or professional gain is unethical and unprofessional.
- ✓ *Did you cite it?* Just because you paraphrased a quote does not make that paraphrase *yours*. The idea still belongs to the original author. See below on in-text citations for paraphrased material.

Citing paraphrased material: *The APA Manual: 6th Edition* requires writers to identify the author of the work, and encourages them to provide "a page or paragraph number." The basic information for an in-text citation should be the following: **(Author's last name, year)**.