



INTEGRATING YOUR RESEARCH

By integrating source material into your paper through quoting, paraphrasing, or summarizing, you can add credibility, complexity, and support to your argument.

Things to keep in mind:

- Secondary source material cannot make your points for you. Source material can back up your points or provide material for you to argue against; therefore, you will typically have to introduce source material and comment on how it helps support your point. Essentially, *source material has no significance without your commentary to provide context and meaning.*
- Choose important or significant information that effectively relates to or supports your points.
- Always be faithful to the meaning of the source material that you include in your paper.
- Cite appropriately and integrate the quotation, paraphrase, or summary into the text effectively.

Quoting

Using quotations is the easiest way to include secondary source material, but quotations should be used carefully and sparingly. While paraphrasing and summarizing provide the opportunity to show your understanding of the source material, quoting may only show your ability to cut and paste it. Having said that, there are a few very good reasons that you might want to use a quotation rather than a paraphrase or summary:

- *Accuracy:* You are unable to paraphrase or summarize the source material without changing the author's intent.
- *Authority:* You may want to use a quotation to lend expert authority for your assertion or to provide source material for analysis.
- *Conciseness:* Your attempts to paraphrase or summarize are awkward or much longer than the source material.
- *Unforgettable language:* You believe that the words of the author are memorable or remarkable because of their effectiveness or historical flavor. Additionally, the author may have used a unique phrase or sentence, and you want to comment on words or phrases themselves.
- When you decide to quote from a secondary source, be careful of *relying too much upon one source* or quoting too much of a source, and make sure that your use of the quotation demonstrates an understanding of the source material. Essentially, you need to avoid having a paper that is a string of quotations with occasional input from you.

Paraphrasing and Summarizing

You'll want to paraphrase or summarize when the wording of the source is less important than its meaning. The paraphrase and summary allow you to maintain continuity of style in your paper and show your mastery of source material.

A **paraphrase** may be preferred to a summary because paraphrases are more detailed and specific.

You may use the paraphrase for the following reasons:

- To change the organization of ideas for emphasis. Emphasize the points that are most related to your paper. Remember to be faithful to the meaning of the source.
- To simplify the material, like complex arguments, sentences, or vocabulary.
- To clarify the material like technical passages or specialized information into language that is appropriate for your audience.
- When you decide to paraphrase, **avoid** keeping the same structure of ideas, sentence structure, or just changing some of the words, or you'll risk plagiarizing. It must look *significantly different* from the original text. Be careful not to add your ideas into the paraphrase and to be faithful to the meaning of the source material.

A **summary** may be preferred to a paraphrase because summaries can provide a brief overview of a text, and often *highlight the main ideas*. The summary is very flexible. For example, you could summarize a book in a sentence, or in several paragraphs, depending on your writing situation and audience.

You may use the summary often for the following reasons:

- To condense the material. You may have to condense or to reduce the source material to draw out the points that relate to your paper.
- To omit extras from the material. You may have to omit extra information from the source material to focus on the author's main points.
- To simplify the material. You may have to simplify the most important complex arguments, sentences, or vocabulary in the source material.
- When you decide to summarize, avoid keeping the same structure of ideas and/or sentence structure. Avoid just changing some of the words. Be careful not to add your ideas into the summary and to be faithful to the meaning of the source material.