

How to Quote and Paraphrase Properly

From *Doing Honest Work in College* by Charles Lipson

Quoting Without Plagiarizing	
Joe Blow was a happy man, who often walked down the road whistling and singing.	Sentence in the book <i>Joe Blow: His Life and Times</i> , by Jay Scrivener
What's Right	
According to Scrivener, Blow "often walked down the road whistling and singing" (99). "Joe Blow was a happy man," writes Scrivener (99).	Correct: Each partial quote is inside quotation marks, followed by a citation. The partial quotes are not misleading. Note: If author is mentioned, you do not need to include his name in parenthesis.
"Joe Blow was a happy man, who often walked down the road whistling and singing" (Scrivener 99).	Correct: Full quote is inside quotation marks, followed by citation to <i>Joe Blow: His Life and Times</i>
According to Scrivener, Blow was a happy man," who often showed it by singing tunes to himself (99).	Correct: Partial quote is inside quotation marks; nonquoted materials are outside. The paraphrase (about singing tunes to himself) accurately convey original author's meaning without mimicking his actual words. Proper citation follows the sentence.
Joe Blow seemed like "a happy man," the kind who enjoyed "whistling and singing" (Scrivener 99).	Correct: Two partial quotes are each inside quotation marks; nonquoted materials are outside. Citation properly follows sentence.
Joe appeared happy and enjoyed whistling and singing to himself (Scrivener 99).	Correct: This paraphrase is fine. It's not too close to Scrivener's original wording. The citation acknowledges the source.
What's Wrong	
Joe Blow was a happy man, who often walked down the road whistling and singing. (no citation)	Wrong: It is plagiarism to quote an author's exact words without <i>both</i> quotation marks and proper citation. Acknowledge your sources!
Joe Blow was a happy man, who often walked down the road whistling and singing (Scrivener 99).	Wrong: This example is wrong because it doesn't use quotation marks, even though it cites the source. These are actually Scrivener's exact words. It is plagiarism to use them without indicating explicitly that it is a quote. You must use quotation marks (or block indentation for longer quotes), <i>even if</i> you give accurate citation to the author.

<p>Joe Blow was a happy man and often walked down the road singing and whistling. (no citation)</p>	<p>Wrong: Although the words are not exactly the author's, they are very similar. (The words "singing" and "whistling" are simply reversed.) Either use exact quotes or paraphrase in ways that are clearly different from the author's wording.</p>
<p>Joe Blow was a happy man. (no citation)</p>	<p>Wrong: There are two problems here. First, it's an exact quote, so it should be quoted and cited. Second, even if the quote were modified slightly, Scrivener should still be cited because it is <i>his personal judgment</i> (and not a simple fact) that Joe Blow is happy.</p>
<p>Joe Blow often walked down the road whistling and singing. (no citation)</p>	<p>Wrong: Same two problems as the previous example: (1) exact words should be both quotes and cited; and (2) Scrivener's personal judgment needs to be credited to him.</p>
<p>Joe Blow appeared to be "a happy man" and often walked down the road whistling and singing (Scrivener 99).</p>	<p>Wrong: Despite the citation, some of Scrivener's words are outside the quotation marks. That creates the misleading impression that the words are original, rather than Scrivener's.</p>
<p>"Joe Blow was an anxious man, who often ran down the road" (Scrivener 99).</p>	<p>Wrong: The quote is not accurate. According to Scrivener, Joe Blow was not anxious; he was "happy." And he didn't run, he "walked." This misquotation is not plagiarism; it is an error. You should quote properly, and your work should be reliable.</p>
<p>Joe Blow "walked down the road" quietly (Scrivener 99).</p>	<p>Wrong: The words inside the partial quotation are accurate.</p>