

**Summary:**

- What is it about (in a sentence or two)?
- Just the main point or points.

**Paraphrase:**

- What is it saying in your own words?
- Could be longer than the original.
- Don'ts (how to avoid plagiarism):
  - Cut and paste exact words and put them in a sentence.
  - Just change a few words with synonyms and call it good.
  - Rearrange the exact words in a different order.
- Six steps to paraphrasing:
  - Read the original text until you understand it. Do NOT memorize it!
  - Put the original text aside where you can't see it.
  - Explain it out loud.
  - Write down what you just said.
  - Confirm facts and statistics.
  - Optional: Pick out a phrase or two to add, making sure you put quotations marks around them.
- When to cite in a paraphrase:
  - When you quoted directly.
  - When you paraphrased facts or statistics that you didn't come from your own mind.
  - When you paraphrased a sentence but it's very close to the original

**Quoting/The Quote Sandwich:**

- Best practices for quoting:
  - If there are facts/statistics you didn't already know.
  - If there's a great sentence or phrase that you couldn't paraphrase any better.
- Quote sandwich:
  - Lead in.
  - Quote.
  - Explanation.
- Use Graf & Birkenstein templates to help you introduce and explain (in Perusall).
- When you're using quotes in the RAB summary part of the Source Analysis:
  - you don't have to put the parenthetical citation after the quote. We know where it came from.
  - If there's a page number, however, do put that in a parenthetical citation after the sentence with the quote.