

# How to include summaries, paraphrases and quotes in your writing

## Contents

1	Using summaries and paraphrases .....	2
2	Citing summaries and paraphrases .....	2
2.1	Focusing on the <i>author(s)</i> of a source .....	2
2.2	Focusing on the <i>information</i> from a source .....	3
2.3	Supporting a point with <i>multiple sources</i> .....	3
2.4	Providing <i>extensive detail</i> about one particular source (over several sentences).....	4
3	Using quotes.....	4
4	Citing quotes .....	5
4.1	Citing a <i>short</i> quote (Fewer than 40 words).....	5
4.2	Citing a <i>long</i> quote (40 or more words) .....	6
4.3	<i>Changing</i> the words of a quote .....	7
	References .....	7

In most written assignments, you will need to refer to information you have found in sources. You could do this by summarising, paraphrasing or quoting the original information.

- First, decide whether you will use a [summary, paraphrase or quote](#). (There are tips [here](#) on how to make that choice.)
- Then, decide how to smoothly [integrate the information](#) with your own ideas
- Finally, include a [citation](#).

Here are some tips on how to cite summaries, paraphrases and quotes. (For more information on punctuation in citations and references, see [our guide to APA style](#).)

## 1 Using summaries and paraphrases

Use summaries and paraphrases to include information and ideas from a source in your own words.

Make sure you:

- Use the summary/paraphrase to support the points you are making (i.e. don't simply 'report' information)
- Use your own words and style
- Include a citation

## 2 Citing summaries and paraphrases

Each time you use information from a source, you need to include an **in-text citation (author's family name, date)** to tell the reader where you found that information.

**Where** you put the in-text citation depends on how you have used the information. Here are some common examples of how summaries and paraphrases are used and cited.

(For more detail on how to use APA style see [APA Basics](#) or [APA \(7th\) Style Guide](#).)

### 2.1 Focusing on the **author(s)** of a source

For example, to report detail of a study's findings or ideas; compare different studies or points of view; comment on/evaluate the information in a source; or highlight an author because they are a recognised expert.

- Include the author's family name and the date in the body of your sentence.

Bladh (2019) draws a distinction between 'exciting' and 'boring' products, where exciting products allow users to innovate with their lives while boring products are simply tools in existing practices.

Bergin and Kimberley (2014) found that regeneration of totara (*Podocarpus totara*) in the presence of grazing was more prevalent on steeper slopes. This is consistent with the findings in Forbes et al. (2021), which also noted the correlation between ...

## 2.2 Focusing on the **information** from a source

For example, to present a fact, or show what is currently known.

- Include the author's name and the date in parentheses at the end of your sentence.

The capacity of the electricity distribution network to deliver electricity for vehicle charging is not evenly distributed (Page et al., 2020).

- If you are making more than one point in the sentence, you will need two citations, with each citation close to the point it supports.

Most indigenous species rely on seed dispersal by wind or birds from remnant patches of existing vegetation (Wilson et al., 2017), with the dispersal distance of propagules from indigenous New Zealand tree species generally limited to a few hundred metres (Canham et al., 2014; Wotton & Kelly, 2012).

## 2.3 Supporting a point with **multiple sources**

For example, to introduce a point generally instead of, or before, examining in detail; show there is extensive evidence to support the point; or show consensus/agreement.

- Include the author's name and the date for each source in parentheses at the end of your sentence. Separate each source with a semicolon.

Roads also bisect human and animal communities resulting in community severance and leading to negative impacts in terms of safety and community cohesion (Anciaes et al., 2016; Appleyard, 1980; Boniface et al., 2015).

The consensus in the literature is that relying on natural regeneration is the preferred and most economically viable method for establishing permanent indigenous forest, particularly on marginal hill country (Bergin, 2012; Bergin & Gea, 2005; Carswell et al., 2012; Chazdon, 2017; Davis et al., 2009; Scion, 2019).

## 2.4 Providing **extensive detail** about one particular source (over several sentences)

For example, to explain or comment on a study or idea in detail throughout a paragraph.

- Include the author's name and date the first time the source is mentioned.
- In the sentences that follow, make it clear where the information has come from. You may not need a full citation in every sentence, as long as there could be no confusion with other sources cited in your writing. (For example, you can omit the date after the first citation if it is clear what the source is.)
- You can remind the reader throughout the paragraph you are still referring to the same source by, for instance, repeating the author's name in the sentence, or using the phrase 'the author'.

The differences between the scales are significant (Kuenapas & Johnson, 2017). According to Kuenapas and Johnson, the geographic features are more likely to ... . The authors argued that ...

More recently, Carruthers and Wilson (2015) examined the use of new technologies in ... . They concluded that ... Carruthers and Wilson also point out ...

## 3 Using quotes

Use quotes to include the original source's exact words.

Make sure you:

- Introduce the quote and/or specifically link it to the point you are making
- Do not use a quote that simply repeats what you have already written in your own words
- Fit the quote smoothly into the structure of your sentence(s)
- Include a citation

## 4 Citing quotes

Each time you use a quote from a source, you need to include an **in-text citation (author's family name, date, page number)** to tell the reader where you found that information.

Here are some common examples of how quotes are used and cited.

(For more detail on how to use APA style see [APA Basics](#) or [APA \(7th\) Style Guide](#).)

### 4.1 Citing a **short** quote (Fewer than 40 words)

- Put the quoted words in quotation marks (“...” or ‘...’) . Include the author's name, the date, and the page number in the citation.
- If the author's name is included as part of the sentence, place the citation (year and page number) in parentheses immediately after the author's name.

Kester (2018, p.210) notes that people often “buy a car with the specifications (range and towing power) for those few trips a year to holiday destinations, instead of a smaller and lighter car for their daily routines”.

- If the author's name is not part of the sentence, place the citation (name, date, page number) in parentheses immediately after the quote.

Contemporary forms of drive tourism must “retain their sense of fun, flexibility and freedom” (Fjelstul & Fyall, 2015, p. 469) as they transition to more sustainable models.

Perhaps most interesting from the perspective of the social science of tourism, is the way in which incorporating vehicles into the electricity grid might challenge “the traditional image of the automobile, its design, purpose, and meaning” (Wentland, 2016, p. 286).

#### 4.2 Citing a **long** quote (40 or more words)

- Begin the quote on a new line and indent. No quotation marks are needed.
- If the author's name is included in the sentence introducing the quote, include the date in parentheses immediately after the author's name, and include the page number in parentheses immediately following the quote block (after the final punctuation in the quote).

As car use and leisure travel grew, the association between them was cemented, as Ivory and Genus (2011) explain:

The car, from its establishment at the end of the nineteenth century, has been associated with the notion of travel for pleasure. Travel for pleasure was a critical aspect of how the car was understood and consumed and a key element in emerging car culture. (p. 1114)

- If the author is not named in the sentence introducing the quote, include the author's name, date, and page numbers in parentheses immediately following the block quote.

As car use and leisure travel grew, the association between them was cemented:

The car, from its establishment at the end of the nineteenth century, has been associated with the notion of travel for pleasure. Travel for pleasure was a critical aspect of how the car was understood and consumed and a key element in emerging car culture. (Ivory & Genus, 2010, p. 1114)

### 4.3 Changing the words of a quote

- Usually, you use the original words when you quote, but there are some exceptions.
- If there are errors in the original work, leave those errors in the quote, but add [sic] to let the reader know there is an error in the original.

Including new technologies “enhances energy efficiency but reduces [sic] cost effectiveness” (Simons, 2018, p. 79).

- If you need to change the wording of the quote to make its meaning clearer or make it fit smoothly into your sentence, enclose the changes in [ ] to show that they are not part of the original quote.

Cars are widely seen as “[enabling] the car driver to travel at speed, at any time in any direction” (Urry, 2000, p. 59).

- If you need to omit some wording of the quote to make its meaning clearer, use ellipsis (i.e. 3 full stops) to show there are missing words.

As Ivory and Genus (2010) explain:

The car, from its establishment at the end of the nineteenth century, has been associated with the notion of travel for pleasure. ... Travel for pleasure was a critical aspect of how the car was understood and consumed and a key element in emerging car culture. (p. 1114)

## References

Example sentences in this resource have been adapted from the following sources:

- Fitt, H. (2022). Boring and inadequate? A literature review considering the use of electric vehicles in drive tourism. *Current Issues in Tourism*, 25:12, 1920-1946. [https:// doi.org/10.1080/13683500.2021.1937074](https://doi.org/10.1080/13683500.2021.1937074)
- Pedley, D. (2022). *Natural regeneration of woody vegetation in pastoral hill country: A case study of Oashore Station, Banks Peninsula*. [Masters Thesis, Lincoln University]. Research@Lincoln. <https://hdl.handle.net/10182/15025>