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# Paraphrasing

As a writer, you will often paraphrase source material instead of directly quoting it. This means that you will translate information from the source into your own words. This helps with the 'flow' of the paper because the reader doesn't have to switch between your words and the source's words. There are two very important things to keep in mind when paraphrasing:

- 1) The material should be completely in your own words and sentence structure
- 2) The material should be cited with an in-text citation.

## Instructions for paraphrasing

1. Read and understand the source material
2. Write your paraphrase *without looking at the source*
  - **This is a very important step that will ensure your paraphrase is not using any of the same words or sentence structure as the original source.**
3. Review your paraphrase for accuracy
4. Clearly introduce paraphrase and include an in-text citation

## **Example: Direct Quote from a Source:**

According to the United States Department of Agriculture, "Colony Collapse Disorder (CCD) is a serious problem threatening the health of honey bees and the economic stability of commercial beekeeping and pollination operations in the United States. Despite a number of claims in the general and scientific media, a cause or causes of CCD have not been identified by researchers" ("Honey Bees").

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### Poorly Paraphrased Example of the Direct Quote:

Colony Collapse Disorder (CCD) is a severe issue threatening the well-being of honey bees and the economy of commercial beekeeping and pollination operations in America. Despite many claims in the world of science, causes of CCD have not been discovered (“Honey Bees”).

### Well Paraphrased Example of the Direct Quote:

According to the United States Department of Agriculture, honey bee colonies are at risk of suffering from Colony Collapse Disorder (CCD), a condition which affects the farming industry. Scientists have not agreed upon a cause of CCD (“Honey Bees”).

#### Works Cited

“Honey Bees and Colony Collapse Disorder.” *USDA Agricultural Research Service*. n.p., n.d.

Web. 7 Jun. 2014.

### How to Integrate Paraphrased Material:

You always want to introduce your paraphrase with a **SIGNAL PHRASE** by mentioning the author’s name AND include a page reference (in parentheses) at the end of the borrowed passage. This type of bookending of a paraphrase signals to your reader that these are not your own words or ideas and tells them where source material ends and your ideas begin.

Using signal phrases is the best way to ensure that you integrate borrowed source material smoothly. A signal phrase couples the name of the writer from whom you are borrowing words or ideas with a verb that conveys your sense of the writer’s intent. In choosing a verb, consider the attitude or position of the writer you are citing. In most cases, you should also contextualize borrowed information. The first time you cite a source, establish the writer’s authority, and explain the significance of the paraphrase. You want to vary the verbs that you use to introduce a source’s words or ideas (instead of repeating says).

### Try some of these signal verbs:

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Acknowledges

Discloses

Speculates

Suggests

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Concludes	Reports	Summarizes	States
Admits	Believes	Claims	Comments
Concurs	Explains	Implies	Notes
Affirms	Indicates	Insists	Observes
Finds	Illustrates	Predicts	Proposes