Quotes, Paraphrases and Summaries

Direct Quote:

Uses the <u>exact</u> words of the original text

Puts the entire quotation in " "

Ends on a citation that lists the author's name and the page number (if applicable) that
the quotation was found.

Paraphrase:

Puts the original text in one's own words (no quotations) and cannot too closely
resemble the original text.

The paraphrase is generally about the same length as the original text.

It should still keep all of the main ideas of the original text.

Does NOT use quotation marks " "

Often used to clarify/simplify the text or to demonstrate understanding of the original text.

Summary:

Puts the original text into one's own words (no quotations) and cannot too closely
resemble the original text

The summary is significantly shorter than the original text.

It should still keep all of the main ideas of the original text.

Does NOT use quotation marks " "

Often used to clarify/simplify the original text down to its main ideas only