Guidelines: Paraphrasing

The following information is based on ideas in the text, *Writing from Sources* (Spatt 2003).

**Definition: Paraphrase**

- “Your expression of the ideas of others in your own words, demonstrating your understanding of the source and your ability to integrate these ideas into your own words” (Spatt 2003, 2).
- A “point-by-point recapitulation of another person’s ideas, expressed in your own words” (Spatt 2003, 93).

**Defining characteristics of paraphrases**

- Provide information and communicates your understanding of another author’s writings
- Short-retelling of a passage of writing
- Retains original ideas of the source: including thesis and all essential points consecutively as they occurred in the original passage
- Written in your own words and style
- If the source is valid, it will lend credibility to your thesis
- Should be used when there is no special reason for direct quotation
- Used to help writers when doing research to prepare for academic writing (essay, research paper, presentation etc.)
- Slightly shorter than the original version

**Tips for writing paraphrases**

- Read, then re-read the original work before you begin annotating the source
- Words and language should not duplicate the original (written in your own words)
- Identify the thesis and the supporting statements (evidence)
- Always mention the name of the original work, author, and main idea
- Identify the context in which the original work was written
- Seek to understand how the ideas are conveyed and connected to one another
- Seek to be clear, concise, and embed in a larger work

**REFERENCE**