

## QUOTING, PARAPHRASING, AND SUMMARIZING

### PURPOSE:

The purpose of this handout is to show the differences between quoting, paraphrasing and summarizing another writer's work, the benefits of each method, and how to create and use them in your writing.

### QUOTING:

- The exact same words used in the exact same way as originally written
- Presented between quotation marks
- Must be cited in the text

### PARAPHRASING:

- A restatement of an idea in roughly the same length as originally described
- Does not utilize the original language of the passage
- Must be cited in the text

### SUMMARIZING:

- A significantly shorter description of a longer passage, using your own words
- Does not utilize the original language of the passage
- Must be cited in the text

### EXAMPLES:

Take a look at this excerpt from an online article. Examine the three examples on the next page to see how quoting, paraphrasing and summarizing each function differently when taking information from a source.

“Feeling stressed after a long day of work? Treat yourself to a bubble bath. Feeling blue? Treat yourself to a decadent dessert. Feeling frustrated after an argument with a friend? Skip your workout and have an extra scoop of ice cream.

The message is clear: If you want to feel happy, you should focus on your own wishes and desires. Yet this is not the advice that many people grew up hearing. Indeed, most of the world's religions (and grandmothers everywhere) have long suggested that people should focus on others first and themselves second.

Psychologists refer to such behavior as prosocial behavior and many recent studies have shown that when people have a prosocial focus, doing kind acts for others, their own happiness increases.

But how does prosocial behavior compare to treating yourself in terms of your happiness? And does treating yourself really make you feel happy?

In a recent study published in the journal **Emotion**, Katherine Nelson-Coffey and her colleagues presented their research answering these questions” (Cuthbert, 2019).

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## QUOTE EXAMPLE:

“Psychologists refer to such behavior as prosocial behavior and many recent studies have shown that when people have a prosocial focus, doing kind acts for others, their own happiness increases” (Cuthbert, 2019).

- This is a word for word quote from the third section of the excerpt

## PARAPHRASE EXAMPLE:

The view that focusing on yourself and what you want is how to find happiness is different from the advice many people received as they grew up (Cuthbert, 2019).

- This paraphrase is of the first two sentences of the second section of the excerpt

## SUMMARY EXAMPLE:

Messages surrounding happiness frequently refer to taking care of yourself and gratifying your own desires. Previously, how to be happy was based off of a mindset of putting others before self in a prosocial behavior. The question of which is right is analyzed in a study by Katherine Nelson-Coffey and her colleagues (Cuthbert, 2019).

- This is a general summary of the entire excerpt

Adapted from:

Cuthbert, G. (2019). Happiness & the Science Behind it: How to train your brain. Retrieved from <https://positivepsychology.com/happiness/>

Hacker D. & Sommers M. (2017). *The Bedford Handbook: Instructor's Annotated Edition*. Bedford St. Martin's Macmillan Learning. 10th edition.