

Tips for Incorporating Paraphrased Information

To paraphrase means to restate information from a research source in an original way. This means that you have to extract the information relevant to your paper and then find a completely new way to say it. Sometimes paraphrased information will be shorter than the original, and sometimes it will be longer, depending on your purpose and the information that you choose to use. It is okay to use a word or two from the original, but it is very important that most of the words and the sentence structures be your own, and that you don't change the original author's intent. Also, even though you are paraphrasing and not using direct quotation, you must ALWAYS cite the original author.

1. Example 1:

From a journal article by Hillary Hostemostemus, titled "Reasons for John's Itchy Feet," which appeared in the *Journal of Grocery Economics*, February 2007, volume 45, issue 2, pages 129-35.

John ran to the store at top speed to get eggs, butter, and milk.

Paraphrasing:

Staple food items were the most important things on John's shopping list, so he threw on his sneakers and ran as fast as he could to the grocery store (Hostemostemus, 2007, p. 132). (APA)

John really needed to fill his pantry, so he took off to forage for food (Hostemostemus 132). (MLA)

2. Example 2:

From an article by Martin Malodorous, titled "Firing Without a Squad: Cutting the Dead Wood From Your Organization," which appeared in the magazine *Business Sometimes Bites*, September 2002, volume 3, issue 11, pages 2-7.

In the business world, there are many ways to fire people: the "easy-letdown-with-severance-pay," the "poker-faced-this-isn't-really-working-out," the "executive-lunch-with-martinis," and the Donald Trump "You're Fired!" While researchers disagree on the most effective method, it is clear that the only way to avoid awkward questions and emotional storms is to be as fast, direct, and implacable as possible. Leave no doubt that this is the only acceptable alternative. There must be no turning back.

Paraphrasing:

Martin Malodorous outlines several methods of firing employees, and concludes that a straightforward approach is nearly always the best (2002, p. 4). (APA)

There is considerable debate about the most efficient means of letting employees go, but there aren't very many techniques available. In some ways, the method follows from several other questions, such as the reason for the firing, the type of employee and the level they have reached in the company, and the options (such as severance or placement assistance) that the company will provide in the face of the dismissal (Malodorous 4). (MLA)

3. Practice Paraphrasing:

Try to create a one-sentence summation. Then, write a whole paragraph of 3-5 sentences. Remember to use a parenthetical citation at the end of each paraphrase.

Original:

From a book by Ricky Rangera, titled *Saving the Forest from Fires*, published by Firefighter Press in 1996, pages 52-3.

While there are many reasons to initiate a “controlled burn,” among them the clearing of high-risk dry timber, it is imperative to have a detailed plan. Otherwise, there is a distinct risk that the fire will get out of control, missing the point and causing both immense damage and misappropriation of firefighter man-hours.

One-Sentence Paraphrase:

One-Paragraph Paraphrase:
