

WelTec/Whitireia Writing Series

Quoting and Paraphrasing

When you complete an assignment that requires research, you will need to incorporate the ideas of other authors into your writing. You can do this by either **quoting** or **paraphrasing** the words of another author.

Quoting



Quoting is using the exact words of another author in quotation marks:

Original text: *Indeed, psychological functioning appears*

to matter more than physical functioning in determining the quality of life of chronic disease patients

Your work: Brannon, Feist and Updegraff (2014) have stated, “Indeed, psychological functioning appears to matter more than physical functioning in determining the quality of life of chronic disease patients” (p. 14).

Steps to quote:

1. Select what you want to quote. Only use a quote when it will add extra authority to your work or it would be difficult to retain the meaning of the sentence by paraphrasing.
2. Make sure you understand it and think about how it could fit into your writing.
3. Introduce the quote in your writing; this is often done using the name of the author and a reporting verb e.g. *Smith states that*. Turn this page over for a list of reporting verbs.
4. Write in your quote using quotation marks at the beginning and end of the quote.
5. Add an in-text citation and add the full reference to your reference list at the end of your assignment. When using a quote you must state the page number (or paragraph for a website) where you got it from.

Paraphrasing



Paraphrasing is putting the ideas of others into your own words:

Original text: *Indeed, psychological functioning*

appears to matter more than physical functioning in determining the quality of life of chronic disease patients

Your work: Evidence shows that the factor that has the greatest impact on a chronically ill patient’s quality of life is psychological wellbeing (Brannon, Feist, Updegraff, 2014).

Steps to paraphrase:

1. Select the idea you want to paraphrase.
2. Make sure you can understand it – for example, consider how you would explain it to a friend
3. Recognise the words you cannot change – these are usually the technical or specialist words.
4. Look at the remaining words and think of synonyms for them (words with similar meanings).
5. Write out the idea – keeping the technical words but changing the structure and some of the words. Check the sentence has the **same meaning** as the original text.
6. Acknowledge the source using an in-text citation and adding the full reference to your reference list at the end of your assignment.

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Reporting Verbs

The best way to use the words of others in your assignments is to make them a part of your own writing.



To effectively use the words of another author in your writing, first **introduce** the paraphrased or quoted words by using **reporting verbs**. Reporting verbs are the words that are used to talk about or report on other people's work.

Ensure you have used **correct punctuation** to allow the quote or paraphrase to fit in smoothly with the rest of your sentence.

Example:

Smith (2015) **states** that it is important for a growing company to have sufficient knowledge of not only its target market, but the actions of its competitors.

Smith (2015) **argues** that, "a company's potential to grow is primarily dependent on its ability to interpret the actions of its customers" (p. 45).

Below is a list of words that you may use when reporting the words of another author in your writing.

To agree

accepts
acknowledges
agrees
concur
confirms
recognises

To conclude

concludes
discovers
sums up

To disagree/question

doubts
questions
challenges
debates
disagrees
disclaims
refutes
opposes

To discuss

comments
discusses
explores

To analyse or examine

analyses
critiques
evaluates
investigates

To present

comments
defines
identifies
presents
shows