

INTEGRATING SOURCE MATERIAL: Signal Phrases & Paraphrasing, Quoting & Summarizing

SIGNAL PHRASES

Introduce your paraphrases, quotations and summaries of material from outside sources with a **signal phrase** to identify your source and provide a context for the material.

- Signal phrases can take many forms, from a short phrase (“According to one historian,”) to a sentence full of information about the source. Here are some examples:
 - Cuadros insists that (signal phrase precedes quotation or paraphrase)
 - “However,” the author warns, “..... .” (signal phrase interrupts)
 - “.....,” Paul Cuadros suggests. (signal phrase follows)
- **Verbs**—Use a verb that describes the author’s position:

Author is Neutral	Author implies or suggests	Author argues	Author is disparaging or uneasy
comments	analyzes	claims	belittles
describes	Asks	contends	bemoans
explains	assesses	defends	complains
illustrates	concludes	disagrees	condemns
Notes	Finds	holds	deplores
observes	predicts	insists	deprecates
points out	proposes	maintains	derides
Relates	shows	Author agrees	warns
Reports	speculates	admits	laments
Says	suggests	agrees	
Sees	supposes	concedes	
thinks	reveals	concur	
writes	shows	grants	

- **Background information:** In his recent book, Cuadros relates the story of Fish: “..... .”
- **Title:** In the book *A Home on the Field*, Cuadros tells the story of Fish, who
- **Credentials:** The author, a Hispanic soccer coach, describes Fish as

PARAPHRASING

A paraphrase is a short passage from a source that has been entirely rewritten in your own words.

1. **Comprehend:** Read the passage until you comprehend the main idea and relevant details.
2. **Rephrase:** Look away from the passage, and then use **your own words** to restate the points. Be sure the synonyms you use don't change the author's intended meaning.
3. **Change:** Change the sentence **structure**. The structure of your sentence should not mimic the structure of the original sentence.
4. **Compare:** After you have rewritten the passage in your own words, reread the passage. Did you accurately convey the meaning of the passage?
5. **Cite:** Be sure to cite the source according to the style format you are using.

Source material—*Ethics and College Student Life* by Strike and Moss: “Good relationships need to be cultivated on an ongoing basis because there will always be mistakes made, emotional messes to clean up, and new skills to learn.”

- **Paraphrase—OK:** Because people can make mistakes, be overly emotional, and learn new skills, they must continuously develop their relationships (Strike & Moss, 2007, p. 206).
- **Paraphrase—Inadequate/plagiarized:** Relationships need to be maintained regularly because we all make mistakes, are too emotional, and learn new skills (Strike & Moss, 2007, p. 206).
- **Paraphrase with direct quotation—OK:** Those who understand that “there will always be mistakes made, emotional messes to clean up, and new skills to learn” often find their relationships prosper (Strike & Moss, 2007, p. 206).

QUOTING

In a direct quotation, you use your source's **EXACT** words enclosed in quotation marks to supplement your own ideas.

1. **Select:** Be mindful of your purpose and be selective! Direct quotations should support, emphasize, or provide examples for your argument. They should be used sparingly.
2. **Introduce:** All direct quotations should be introduced or integrated with attribution or “signal” phrases that indicate who or what your source is.
3. **Alter:** If you change or add to a quote, be sure to use brackets ([]). If you omit words, use ellipses (...). Never alter the *meaning* of a quote!
4. **Use long or short quotes:** Long quotes are formatted with block indenting and without quotation marks. Avoid long quotes when short ones will suffice.
5. **Cite:** Be sure to cite the source according to the style format you are using.

Source material—*Ethics and College Student Life* by Strike and Moss: If we want to have good relationships, we have to be willing at times to place the needs of our friends (or partners or colleagues) ahead of our own. Finally, friendship and good relationships are built on trust. To have and maintain good relationships, we must be willing to take the risk of trusting others, and we must prove ourselves trustworthy to them.

- **Direct quotation:** When it comes to developing and maintaining relationships, Strike and Moss (2007) offer the following advice: “. . . we must be willing to take the risk of trusting others, and we must prove ourselves trustworthy to them” (p. 206). Trust is essential to good relationships.

BLOCK INDENTING A LONG QUOTATION

In most style systems, a “long” quotation requires special formatting called block-indenting:

- Indent one inch for the *entire* quote.
- Use no quotation marks.
- Repeat the original text word for word, just as you would for a short quotation.

Block-indenting (APA)—The signal phrase is in italics:

In his influential study reported in Talley’s Corner, Elliot Liebow (1967) observes that “unskilled” construction work requires more skill than is generally assumed:

A healthy, sturdy, active man of good intelligence requires from two to four weeks to break in on a construction job. . . . It frequently happens that his foreman or the craftsman he services is not willing to wait that long for him to get into condition or to learn at a glance the difference in size between a rough 2 x 8 and a finished 2 x 10. (p. 62)

Block-indenting is used for passages that,

- in MLA, are longer than four typed lines of prose (or three of poetry)
- in APA, are longer than forty words
- in Chicago/Turabian, are longer than one sentence (or two lines of poetry)

SUMMARIZING

In a summary, you condense your source’s discussion by identifying main ideas, leaving out less important ideas and details, and rewriting the ideas in your own words.

1. **Comprehend:** Read the passage until you comprehend the main idea and relevant details.
2. **Extract:** After determining the main idea, extract the key words and phrases that support or prove it.
3. **Omit:** Omit specific details, supporting evidence, and background information. Only the main ideas matter.
4. **Rephrase:** Look away from the passage, and then use **your own words** to restate the main point and supporting ideas.
5. **Cite:** Give credit to the source according to the style format you are using.

Source material—*Ethics and College Student Life* by Strike and Moss: “Good relationships need to be cultivated on an ongoing basis because there will always be mistakes made, emotional messes to clean up, and new skills to learn. Sometimes we need to apologize; other times we need to forgive. Sometimes we need to be supportive. There are times we need to talk and times we need to be quiet and listen. If we want to have good relationships, we have to be willing at times to place the needs of our friends (or partners or colleagues) ahead of our own. Finally, friendship and good relationships are built on trust. To have and maintain good relationships, we must be willing to take the risk of trusting others, and we must prove ourselves trustworthy to them.”

- **Summary:** Strike and Moss (2007) explain the importance of continuously developing relationships by maintaining flexibility, being mindful of others’ needs, and fostering trust (p. 206).