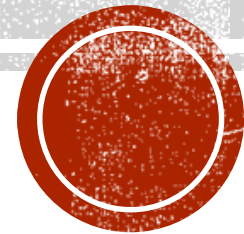


# **INCORPORATING SOURCES**

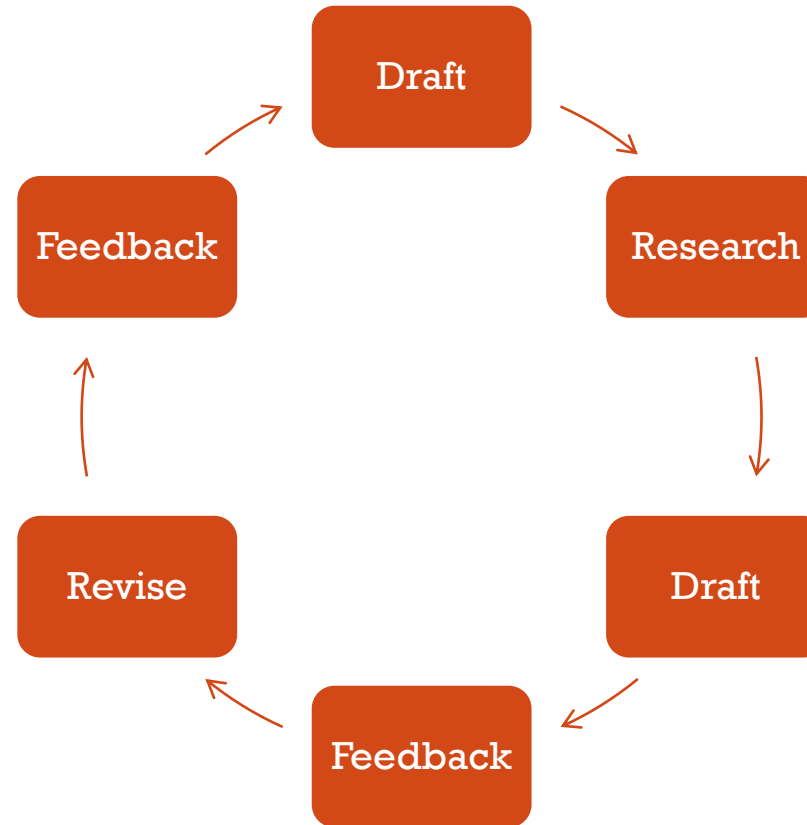
**MSUB Writing Center in the ASC**

**with help from Kennedy, Kennedy, & Muth (2017)**



# WHERE IN THE... WRITING PROCESS ARE WE?

- Brainstorm
- Research
- Draft
- Get feedback
- Research
- Draft
- Get feedback
- Revise
- Submit
- Get feedback



# WORKING WITH SOURCES

- Active reading strategies
  - Read through one time without taking any notes –
    - Skim for headings, major topics or points, methods or analyses, arguments or conclusions
    - Evaluate the source for use in your process or paper (use the CRAAP test)
  - Read again, actively considering (and annotating)
    - Think: how does this source support topic or answer my research question?
    - Rate a quote or passage – maybe you'll cite from here later
    - Identify who, what, and where and keep a record
    - Make an annotated bibliography entry  
[https://owl.purdue.edu/owl/general\\_writing/common\\_writing\\_assignments/annotated\\_bibliographies/index.html](https://owl.purdue.edu/owl/general_writing/common_writing_assignments/annotated_bibliographies/index.html)



# RECORDING INFORMATION

- Quote – transcribe the author’s language word for word
- Paraphrase – take the author’s idea and totally reword it in your own words
- Summarize – reduce the author’s main point to the essentials



# QUOTING FROM A TEXT

- Quote sparingly – reserve quotations for vivid language, authorial authority, emphasis, or particularly concrete or technical details.
- Reproduce everything, including punctuation.
- Mark the beginning and end of the quote with quotation marks.
- If you need to eliminate a few irrelevant words that don't detract from the meaning, use an ellipsis (...).
- If you need to add or change wording slightly so the quote makes sense incorporated into your sentence, use brackets around the edited text [like this]



# PARAPHRASING FROM A TEXT

- Useful for conveying an idea from another text without interrupting the flow of your own style and voice as much as a quote.
- Keep the idea intact from the original source. Make sure you alter the wording and sentence structure.
- Writing a good paraphrase
  - Read the entire passage through several times.
  - Divide the passage into its most important ideas or points, either in your mind or by highlighting or annotating the passage.
  - Look away from the original, and restate the first idea in your own words. Sum up the support for this idea. Review the section if necessary.
  - Go on to the next idea, and do the same. Continue in this way.
  - Go back and reread the original passage one more time, making sure you've conveyed its ideas faithfully without repeating its words or sentence structure. Revise your paraphrase if necessary. (Kennedy, Kennedy, & Muth, 2017, p. 658)



# SUMMARIZING FROM A TEXT

- Distills the ideas from a text to the main point(s) or essentials. Remember, you're still borrowing ideas from another source.
- Good for when you need to support a claim but not interrupt the flow of your writing too much or don't have the space for a quote or paraphrase.
- Writing a good summary
  - Read the original passage several times.
  - Without looking back, recall and state its central point.
  - Reread the original passage, making sure you've conveyed its ideas faithfully. Revise your summary if necessary. (Kennedy, Kennedy & Muth, 2017, p. 658)



# SIGNAL PHRASES AND LAUNCH STATEMENTS

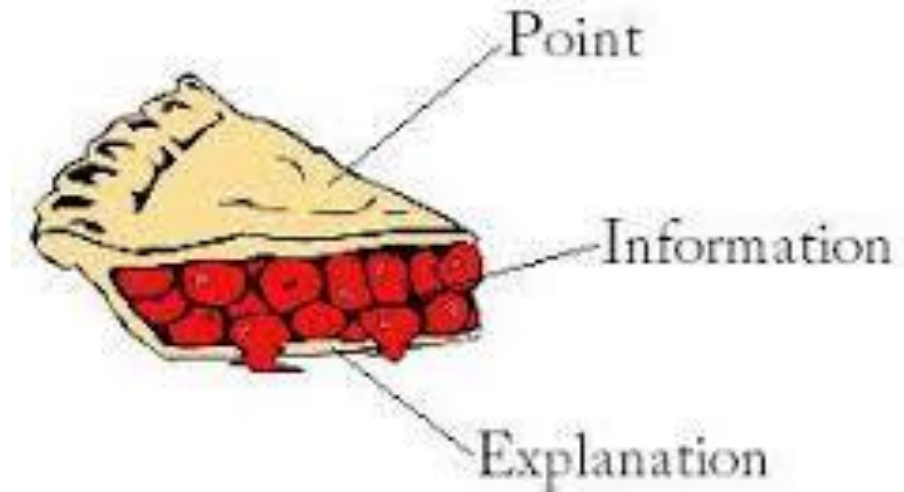
- **Anytime** you refer to another source in your writing, use a signal phrase or launch statement to signal that you are referring to another source (or launching into a discussion of research material).
- A signal phrases usually contains information about the author, the source, the credibility of the author or source, and the publication information, depending on the citation format.
- Verbs are an efficient way to signal why you chosen to cite from a particular source:
  - Agrees, argues, asserts, challenges, claims
  - Denies, describes, discusses, emphasizes, explains
  - Expresses, interprets, notes, observes, points out
  - Reports, says, states, suggests, writes





# INCORPORATING SOURCES INTO YOUR PARAGRAPHS

- Great, you're probably thinking. But, where do I put these quotes, paraphrases, summaries, and signal phrases?



# THE PIE PARAGRAPH

- Point – the topic sentence of the paragraph. This should support your thesis, claim, or purpose and should be in your own words.
- Illustration – the example that you bring into your essay to support your point (and larger thesis, claim, or purpose). This part is often where you cite an outside source.
- Explanation – the sentence or two at the end of the paragraph where you interpret the evidence, analyze how/why this supports your point (and larger thesis, claim, or purpose) and transition into your next point/paragraph. You may bring in an outside source here to support any claims you make, but this should mostly be in your own words.



# IN-TEXT CITATIONS WITH APA FORMAT

- Signal phrases and/or parenthetical references should name the author and year of publication, provide some contextualization for the source, and locate the material.
- Direct quote with signal phrase and parenthetical reference:
  - Kennedy, Kennedy, and Muth (2017) emphasized that in APA style, “naming the author is the core of a citation, regardless of the type of source used” (p. 707).
- Paraphrase with signal phrase:
  - Kennedy, Kennedy, and Muth (2017) explained that the basic format for every APA in-text citation includes the author’s name.
- Paraphrase with a parenthetical reference:
  - The basic format for every APA in-text citation includes the author’s name (Kennedy, Kennedy & Muth, 2017).



# IN-TEXT CITATIONS WITH MLA FORMAT

- Signal phrases and/or parenthetical references should be used to introduce and contextualize source material and provide a location for the material in the source.
- Direct quote with signal phrase and parenthetical reference:
  - *The Bedford Handbook* emphasizes that in APA style, “naming the author is the core of a citation, regardless of the type of source used” (Kennedy et al., 707).
- Paraphrase with signal phrase:
  - *The Bedford Handbook* explains that the basic format for every APA in-text citation includes the author’s name (Kennedy et al., 707).
- Paraphrase with a parenthetical reference:
  - The basic format for every APA in-text citation includes the author’s name (Kennedy et al., 707).



# SPECIAL CIRCUMSTANCES

- Long quotes? Multiple authors? No authors? No dates? No page numbers?
- ???
- Consult your style manual, writing handbook, or the Purdue OWL!
- Come to the Writing Center in the ASC, and we can help you navigate special circumstances.



# WANT HELP INCORPORATING SOURCES OR WITH ANYTHING ELSE WRITING-RELATED?

- City College – Tech Building
  - 406-247-3022
  - M-F 8am-5pm
- University Campus ASC – Student Union Building
  - 406-657-1641
  - M-Th 8am-8pm; F 8am-5pm
- Writing Services
  - Drop-in writing support available at both campuses
  - Online appointments and email consultations available
  - Email: [writingcenter@msubillings.edu](mailto:writingcenter@msubillings.edu)
- To schedule an appointment and for more information, visit: [www.msubillings.edu/asc/](http://www.msubillings.edu/asc/)

