Citations: Supplemental Information

The purpose of documenting borrowed information is to give credit to the original researcher and to avoid falsely claiming credit for this borrowed information. There are three ways to use borrowed material in a research paper.

Paraphrasing   Borrowed information from a source is put into your own words, resulting in a new version with the same meaning as the original and of about the same length (or even slightly longer). This information must still be documented, depending on the style manual being used.

Summarizing   Borrowed information from a source is put into your own words in a shorter, condensed form, preserving just the most important or useful points. This information must also be documented, according to the appropriate style manual.

Quoting   Borrowed information is inserted into the text of a paper *exactly* as it appears in the original. Quotes should be used to lend authority to a point being made or to illustrate a point when the author says it better than you possibly could. They should not stand alone; they should be integrated into the text, showing their significance and fitting them smoothly into your sentence structure. This information must be documented in accordance with the appropriate style manual.

Helpful format and editing conventions for direct quotes:

. . .   The ellipsis mark shows when something has been omitted from the original. Always use an ellipsis for material omitted from the middle of a quote; it is not necessary at the beginning or end of short quotations consisting of only a phrase or part of a sentence.

[ ]   Brackets are placed around changes made to the original in punctuation, capitalization, or word form to make the quotation fit into your own sentence more smoothly, to add clarifying words or short phrases to the quotation, or to make a brief personal comment.

[sic]   This notation is placed immediately after something in a quotation that is a mistake, whether of grammar, spelling, fact, or problematic language usage to show it is not *your* mistake

Trouble-Shooting Checklist for Borrowed Material:

1. Find a good model to follow for documentation format. Make use of the learning lab and the APA and MLA manuals there.
2. Make sure all borrowed information is accurate, especially direct quotes and page numbers. Also, make sure all paraphrasing or summarizing is accurate (without change to the meaning of the original) and sufficient (not too similar in wording to the original).
3. Mark borrowed information and its corresponding bibliographic information clearly on photocopies and printouts of original work so your citation technique can be checked.
4. Double-check to ensure that all sources cited in your text are listed correctly in the bibliography.
5. Have an experienced and knowledgeable person read your rough draft and answer any questions you may have.
6. Proofread your paper carefully before turning it in to ensure a professional presentation and to avoid grade reductions due to careless errors.