Paraphrasing 101

1

Read the Source Content

Pause and think about what you've just read. Did you understand it? Could you explain what you've read to someone else?

2

Re-Read the Source Content

Read through the source content again to ensure you understand what you've read and the ideas that are being presented.

3

Put the Source Content AWAY

Without looking at the source content make notes about the ideas that were presented in the source content. Imagine you are explaining it to a friend!

4

Use Your Notes

Use the notes you made to write your paragraph(s) – remember NOT to look at your content. You want to use your own words to describe the ideas you just read.

5

Check Your Work

Compare your work against the original content. Did you capture the ideas accurately in your own words? If your content is too much like the original, revise your work.

6

Cite Your Source

Putting something in your own words doesn't mean it is yours. You still need to cite and reference the source you got the ideas from.

Paraphrasing Example & Referencing

Original Passage:

Using ones own words to describe content is an essential part of paraphrasing information. Sometimes students use too much content from the original source in their work, and this can result in plagiarism. After you have read a source, it is important to stop and make notes, without looking at the source, to help you put the ideas in your own words. Additionally, because the ideas being noted are not originally yours, citation and reference to the original author(s) is required. Passmore, S., *Paraphrasing 101*, 2021, pg. 1-2.

Paraphrased Content:

When first learning how to paraphrase, students sometimes make the mistake of failing to cite and refence the original author(s). It is important for students to know that even if they have written content in their own words, presenting ideas that were not originally theirs requires that they reference, and failure to do so is plagiarism (Passmore, 2021, p. 1-2).

WHAT DO YOU NEED TO CITE/REFERENCE?

This information will change based on the type of source you have used. For the example above: Author name, Title of Source, Year of Publication, and Page numbers of the sourced material:

In-Text Citation:

(Passmore, 2021, p. 1-2)

Main Reference:

Passmore, S., *Paraphrasing 101*, 2021, pg. 1-2.