

Using and Introducing Material from Sources

Using borrowed material

Remember that your paper must focus on *YOUR unique argument* about a subject.

Therefore, use **direct quotation** only when
the quotation cannot be paraphrased without distortion or loss of meaning;
the quotation represents and emphasizes the view of an important expert;
the words themselves are at issue in your interpretation;
the language is unusually vivid, bold, or inventive.

Use **extended direct quotation** (indented quotation of four or more lines) sparingly; a paper of 5-6 pages usually should require only a couple of extended direct quotations.

Instead, incorporate **brief quotation** into your text, and use **paraphrasing** and **summary**.

Introducing borrowed material

When using summaries, paraphrases, and quotations, integrate them smoothly and grammatically into your own sentences:

AWKWARD One editor disagrees with this view and "a good reporter does not fail to separate opinions from facts" (Lyman 52).

REVISED One editor disagrees with this view, maintaining that "a good reporter does not fail to separate opinions from facts" (Lyman 52).

compose a lead-in that will signal to the reader how to understand the quotation:

DUMPED Many news editors and reporters maintain that it is impossible to keep personal opinions from influencing the selection and presentation of facts. "True, news reporters, like everyone else, form impressions of what they see and hear. However, a good reporter does not fail to separate opinions from facts" (Lyman 52).

REVISED Many news editors and reporters maintain that it is impossible to keep personal opinions from influencing the selection and presentation of facts. Yet not all authorities agree with this view. One editor grants that "news reporters, like everyone else, form impressions of what they see and hear. However, a good reporter does not fail to separate opinions from facts" (Lyman 52).

indicate omissions using **ellipses** (. . .) and changes using **brackets** ([])