

Do I need to use quotes if I change a few words?

 YES! You are still using their words and their ideas. Requires full citation with page numbers. Changed words marked by [brackets], deleted words or phrases using ellipses points

How can I be sure I am paraphrasing?

- Write your summary without looking at the original.
- Check yours against source material.
- When you are writing notes make sure you designate what comes directly from the author(s).

Source: Purdue Online Writing Lab

Do I have to cite every sentence?

- No. Give some introductory statement with full citation that indicates the paragraph summarizes someone's work.
- Example: In their seminal work on recreation conflict, Jacob and Schreyer (1978) designated five primary causes.
- If you switch between references, you will have to cite each individually.

When do I know if I'm using too many quotes?

- Remember this is your paper. Stringing together a group of quotes does not constitute a paper.
- Only use quotes when the wording is so good paraphrasing would not do it justice.
- Keep quotes short or use indents.

How do I decide if something is common knowledge?

- It is something you and your readers already know.
- It can be found in general references.
- You find the same information undocumented in several sources.

Source: Purdue Online Writing Lab

What if my source references another source?

- It is always safest to consult the original.
 - They may have improperly paraphrased.Could be taken out of context.

 - Could be just flat wrong.
- Consult APA for proper citation.
 - Seidenberg and McClelland's study (as cited in Coltheart, 1993)
 - Reference Coltheart in reference list.