

## Integrating Sources Handout

- 1. Did I choose the best way to represent the source material?** If I included a long quotation, could I paraphrase or summarize part of it?
  - **Quote** when words are particularly memorable - “I have a dream.”
  - **Quote** when there is a key term—but only quote that word, or that small phrase.
  - **Quote** when you want to talk about word choice.
  - **When paraphrasing**, keep in mind two priorities:
    - Change word order. Sometimes you may have to break up a long sentence into two parts. Sometimes you may have to do some rephrasing.
    - Find synonyms for content words. Aim for 90% word change. Don’t worry about small words, conjunctions, pronouns, etc.

**When summarizing**, include the main idea in your own words entirely. Eliminate details. Make sure you state how the source applies to or supports your specific point. Try using transitional words.
- 2. Did I introduce the source the first time I referred to it?** Consider including some or all of the following: title of the source, genre of the source, author’s full name, author’s profession or area of expertise. “According to...” is one way to introduce a source. “According to [profession] [author name], in [source title], [‘quotation’ or paraphrase].”
- 3. Did I explain the quotation or the paraphrase (source)?** Never assume that a quotation speaks for itself. Make explicit how the quotation supports your point. Restate in your own words while defining any potentially unfamiliar terms. A helpful transition is “In other words,” Try also “put another way,” or “that is,”
- 4. Is the quotation integrated into a grammatically correct sentence?** Remove quotation marks to check for correctness. The easiest way to integrate quotations is to state the author’s last name, then an active verb (see below for a list), then the quotation. For example: “[Author] notes that [‘quotation’].”
- 5. Did I include a citation?** You *must* acknowledge sources regardless of whether you’ve quoted, paraphrased, or summarized (see handouts on citation and style guides).

## Active Verbs for Quotation Integration

acknowledges	addresses	adds	admits
advises	agrees	analyzes	announces
answers	argues	asks	asserts
believes	cautions	charges	claims
clarifies	compares	complains	concedes
concludes	concur	confirms	considers
contends	contests	continues	criticizes
critiques	declares	demonstrates	describes
determines	disagrees	discusses	disputes
elaborates	emphasizes	examines	explains
expresses	finds	grants	identifies
illustrates	implies	indicates	insists
interprets	introduces	maintains	mentions
notes	objects	observes	offers
opposes	points out	posits	postulates
presents	proposes	raises	refutes
rejects	remarks	replies	reports
responds	reveals	says	shows
specifies	states	suggests	thinks
translates	writes		

## Resources

Access World News database: <http://library.ucr.edu/view/find/newspapers.html>

List of style guides by discipline: <http://owl.english.purdue.edu/owl/resource/585/2/>

Purdue OWL—a great resource for citation and research. Covers MLA, APA, ASA, CMS; also has sections on writing with statistics, writing scientific abstracts, and lots more: <http://owl.english.purdue.edu/owl/section/2/>.

Chicago Manual of Style online—free if accessed via UCR’s servers: <http://www.chicagomanualofstyle.org/home.html>

CSE quick help via the University of Wisconsin-Madison: <http://writing.wisc.edu/Handbook/DocCBE.html>

Graduate Writing Center website: Make an appointment or view the notes from this workshop: [www.gwrc.ucr.edu](http://www.gwrc.ucr.edu)