Paraphrasing & Citing

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Today we will learn about…

Paraphrasing skills and practice

• The steps to take to practice writing good paraphrases
• How to cite paraphrased info in APA Style
• When to paraphrase vs. when to direct quote
• Options for getting in touch with the library & tutorial
What is paraphrasing?

**Paraphrasing is:**
- When you take content from a source (i.e. a book or article) and **put it in your own words**, while retaining the original meaning.

**Paraphrasing is NOT:**
- A direct quote
- Changing 1 or 2 words but otherwise keeping the sentence the same
Paraphrasing in 6 Simple Steps

1. Read the article.
2. Re-read actively, highlighting or underlining main points, circling key words, or making notes.
3. Put away your article and any notes!
4. Write down what you remember. Without the original in front of you, you will be more likely to use your own words.
5. Double-check against the original for accuracy and to ensure you haven't borrowed any wording.
6. Cite your source! Even paraphrases need to be cited to avoid plagiarism.
In-text Citations for Paraphrase

For a paraphrase, all that is needed is the author and date to cite from your source. For example, for this journal article:


The in-text citation will include the last names Crocker and Smith, and the year 2019.
Citing a Paraphrase

There are many ways to include paraphrased information in your writing. Here are two examples:

**Narrative:**

Crocker and Smith (2019) emphasized that people-first language is now a requirement for publication in many scholarly journal articles.

**Parenthetical:**

People-first language is now a requirement for publication in many scholarly journals (Crocker & Smith, 2019).
Let’s Practice!
Confidentiality

Ensuring confidentiality is an important part of professional communication. In the course of your work, you will learn private and sensitive information about your clients, and this information should be protected. Only pertinent information should be shared with other team members providing direct care to the client.

Observing the need for confidentiality includes choosing where and when to discuss a client. For example, discussing a client with staff who are not involved in that client’s care is breaching confidentiality. In addition, discussing clients in stairwells, in a lunchroom, or in the parking lot are examples of confidentiality breaches. Confidentiality must extend to your personal time. It is inappropriate, for example, to post pictures of clients or to discuss clients on a social media site or in a personal conversation, even if you avoid using their names.

This is a passage from Mosby’s Textbook for the Canadian Support Worker.

Step 1: Read the passage.
Step 2: Read the passage a second time
Paraphrasing Practice

Step 3: Put away the article and any notes.

Step 4: Based on what you remember, write down 2-4 sentences.
Paraphrasing Practice

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Step 5: Double-check what you wrote against the original for accuracy and to ensure you haven't borrowed any wording.

Step 6: Add an in-text citation to your paraphrase. Here is the reference for the book to help you:

Paraphrasing vs. Direct Quotes

Paraphrases

• Demonstrate to your reader that you understand the content from the original source

• Allow your writing to flow smoothly and with a consistent voice

• Should be used about 80% of the time when you want to incorporate info from a source

Direct Quotes

• Are useful for emphasis, or for times when information needs to be expressed in a precise way

• Are for when it is not just what is said, but how it is said that’s important

• Should be used about 20% of the time when you want to incorporate info from a source
Resources for your Assignments

Library help
• Research
• Citation
• Accessing materials
libguides.norquest.ca/librarytoyou

Tutorial help
• Writing skills, including:
  • Understanding assignments
  • Brainstorming
  • Creating a thesis statement
  • Essay structure
  • How to proofread
libguides.norquest.ca/tutorialcoaching
Research or citation questions?
Ask a librarian!

Chat with us online! library.norquest.ca

Text us! 587-600-0084

Email us! library@norquest.ca