

Paraphrase in Research Writing

- ♣ To paraphrase well, you must understand the meaning and intent of what you are paraphrasing.
- ♣ When you paraphrase a passage to make it suitable for a different audience, you should make appropriate adjustments to its style, diction, and degree of formality.
- ♣ When you paraphrase a research source, you must completely recast the source's words in your own language and in your own style. Simple word substitution does not constitute a legitimate paraphrase of another's language; neither does rearrangement of that person's word order.
- ♣ Say what the source says and no more.
- ♣ Reproduce the source's order of ideas and emphases.
- ♣ Rewrite the original in about the same number of words.
- ♣ Preserve the tone of the original by maintaining moods of satire, anger, humor and so on.
- ♣ Retain exceptional words and phrasing from the original and enclose them in quotes.
- ♣ Provide documentation indicating the source of the material and the page number.
- ♣ Read over your sentences to make sure that they make sense and do not distort the source's meaning.