



Integrating Sources with Summary, Paraphrase and Quotation

SUMMARY

- A summary involves putting the main ideas or most essential information in your own words. It must be cited with in-text citations and on your reference page.
- Summarize when you are giving an overview of a topic or want to highlight the main ideas of a single source in your own words.
- Example: *The Arts in Schools Report* (NYC Department of Education, 2017) describes all of the art programs, including dance, music, theater, and visual arts, happening across New York City schools.

PARAPHRASE

- A paraphrase involves putting a passage from source material into your own words. It must be cited with in-text citations and on your reference page.
- Paraphrase when you want to avoid overusing quotations or want to explain a specific point when exact wording is not important. Use your own notes rather than the articles themselves.
- Example: Classroom and arts teachers work together to ensure that students are making art and also academically studying different types of art. Families are included in the art making process through evening events (NYC Department of Education, 2017).

QUOTATION

- A quotation must match the source document word for word. It must be cited with in-text citations and on your reference page.
- Use signal phrases: “As Wilder explains,...” “The Policy Institute reported,...” or “...claims Smith.”

QUOTATION (Cont.)

- Quote when you want to add the author's words to support your argument or to disagree with the author's argument, to highlight powerful sentences, or when the wording is highly technical.
- Example: According to a report by the NYC Department of Education (2017), "Classroom teachers collaborate with arts teachers to help students learn not only to create art, but also to interpret, evaluate, and analyze various art forms. Strong family-community ties are supported through Parent Paint Nights" (p.50).