

Using information from your sources

When you want to use ideas or facts from your sources in an essay you can **summarise**, **paraphrase** or **quote**.

What is quoting?

Quoting is using the exact words you found in your source.

When should I use this option?

Quote when the words used in the source express a point so succinctly and well that you wish to reproduce them. Quoting is to be used sparingly.

How should I present quotes?

Use single quotation marks around **quotes of less than two lines** and put them directly into your text.

For any quote longer than two lines indent the quote and set it apart from your text with an extra line space at the beginning and at the end. In this case you do not need quotation marks. Your quote must fit grammatically into your text.

What is paraphrasing?

Paraphrasing is rewording some key points that you have read without necessarily condensing the information.

When should I use this option?

Paraphrase when you want to communicate some key points, using a similar number of words to the original. Make sure that you change the wording enough to avoid being accused of plagiarism.

What is summarising?

Summarising is condensing information you have read into a concise account of the main points.

When should I use this option?

Summarise when you want to communicate the essence of what you have read, keeping it brief.