

# GUIDE TO PARAPHRASING

## WHAT IS PARAPHRASING?

Paraphrasing is putting someone else's ideas or information into your own words. It is a legitimate way to borrow from an original source, however **information paraphrased from someone else must be cited**, just as if it was a direct quote. Paraphrasing is not changing some words in a paragraph for synonyms, it is about communicating your understanding of your reading of the original source.

When you paraphrase you don't need to use quotation marks.

## WHY PARAPHRASE?

Paraphrasing is helpful in controlling the amount you quote in your work, and helps you to avoid quoting long, rambling pieces. In order to paraphrase well, you have to understand the original work fully, helping to develop your skills in critical thinking and understanding.

## 6 STEPS TO EFFECTIVE PARAPHRASING:

1. Read and reread the passage you wish to use until you fully understanding its meaning.
2. Set the original aside and write down the core idea, think about how you would explain it to someone else.
3. Read the original again and note down any key words.
4. Set the original aside again, and write your paraphrase using only the key words you'd noted.
5. Check your version against the original- your structure and writing style should differ, but the essential meaning should remain the same.
6. Reference the original source using an in-text reference, just as you would for a direct quote.

## PARAPHRASING TIPS

Consider whether the information you're conveying is better as a direct quote or a paraphrase. There's room for both.

Your paraphrase should be around the same length as the original text, however it should be written in your style and structure.

You cannot cut and paste someone else's work into your own, this is plagiarism and is a form of cheating.

Paraphrasing is a skill, and should be practised. It's not enough to just change a couple of words in the original, that will still be considered plagiarism. Good paraphrasing rewrites the original completely.

**EXAMPLES:**

*Public health is..... (Lin, Smith and Fawkes, 2007).*

This focusses on the content, with the authors at the end of the sentence or paragraph.

*Lin, Smith, and Fawkes (2007) stated public health is...*

*According to Lin, Smith, and Fawkes (2007), public health is...*

These include the authors as part of the sentence.

**FURTHER HELP**

Purdue Online Writing Lab-

[https://owl.purdue.edu/owl/research\\_and\\_citation/using\\_research/quoting\\_paraphrasing\\_and\\_summarizing/paraphrasing.html](https://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/paraphrasing.html)