APA Formatting:
Paraphrasing
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Unit III introduced in-text citing for direct quotes. Scholars agree that quoted material must be referenced in the text with a corresponding reference citation at the end of an essay or in the Reference Page. A second writing skill that allows the writer to incorporate the ideas of another source is known as paraphrasing. Paraphrasing is conveying the ideas and message of another author in your own words and style. This is generally more difficult for less experienced academic writers. Two issues often arise: conveying the original message accurately and knowing how and when to cite. Writers often ask what must I cite? Let's look at issues of when to cite first.
APA Formatting: Paraphrasing

When to cite is a challenging question for undergraduates. Two broad categories can be addressed: common knowledge and specific knowledge. Common knowledge is simply defined as information that would be known by a defined group or audience. The key words in this definition are information and defined group or audience. The level of expected knowledge within a defined group is a critical marker in when to cite.

Let's look at some examples of common knowledge based on audience.

General public – Common Knowledge
✓ Washington was the first president.
✓ Martin Luther King was a civil rights advocate.
✓ Valentine's Day is February 14th.

General public – Specific Knowledge
✓ George Washington died at age 67 on December 14, 1799.
✓ Martin Luther King led the 1955 Montgomery Bus Boycott
✓ Valentine's day is also celebrated in Canada, Mexico, the United Kingdom, France and Australia

Stolley, Brizee,& Paiz (2010) define an additional avenue to identify common knowledge:
“Generally speaking, you can regard something as common knowledge if you find the same information undocumented in at least five credible sources” (para. 8). The key is determining the credibility of five sources before assigning a label of common knowledge. Websites frequently do not assign proper attribution to the original source.
Paraphrasing

The writer's own personal experiences or observations does not require citations. The writer is not required to cite his own original work, but is required to cite the source of ideas that contributed to his theories, assertions, or arguments.

The reader will be assessing the knowledge base of the writer too. For example, a beginning psychology student might be aware that individuals focus time and energy on securing basic life needs, but may not be familiar with Maslow's Hierarchy of Needs that requires APA citation. In this regard, it is important to note that undergraduate students should not assume that the professor has a basic understanding of the topic and fail to properly cite references.

Specific knowledge constitutes the majority of cited material in an essay or research paper. The effort to cite gives credibility to the writer's argument or position as well as demonstrates knowledge on the subject. If you are unsure, always error on the side of citing.
Paraphrasing

Paraphrasing is a key method for incorporating research and opinions of other authors into the essay or paper. It is also a more difficult writing skill than quoting in the writing assignment. Paraphrasing requires the writer to carefully define the passage or message by the original author; then, translate that message into his/her own understanding and style of writing. Paraphrasing is restating the message in your own words. Consider the following steps to accurately paraphrase material:

To paraphrase is to reword that information completely by restructuring it, allowing the meaning to take on another form. This is when you put research information into your own words.

✓ A paraphrase has no set line length.
✓ Paraphrases may isolate only one portion of a passage relevant to the topic of the paper.
✓ Often times, paraphrasing is used to condense a fairly large body of material.
✓ If a specific word, term, or phrase is used verbatim from the original passage, place quotation marks around it and document the page number.
✓ End punctuation for the sentence comes after the parenthetical citation.
✓ There must be an in-text citation to indicate the author of the original source, the date of publication, and the page number from the material.

A signal phrase identifies, for the reader, that the information is derived from another source.
Paraphrasing

Learning to paraphrase involves understanding and recognizing common approaches used by less experienced writers, as well as correct methods. As you gain experience in writing, it becomes easier to decipher the meaning of a passage and translate the message into your own words. In paraphrasing, it is important to notice the meaning of the passage, the way the sentences are structured and the choice of words (Glenn, Miller, Webb, Gray, & Hodges, 2004, p. 594). Let's review examples of paraphrasing. The following passage originates

Here is an original passage by Daniel (2012):

Listening and hearing are often confused. In fact, many people do not differentiate between hearing and listening. They use the words interchangeably. However, while we are conscious of sounds around us — that is, we hear everything within ear range — we only listen to some of those sounds (Lucas, 2007). It is common knowledge in several disciplines, and especially in the field of communication, that people speak at approximately 120 to 175 words per minute while the brain can process between 400 to 800 words per minute. One can easily jump to the conclusion that listening would be an easy task. But listening means that you have to focus on what you are hearing, remember the incoming data, analyze it, give it meaning, and store it in memory. Amazingly, we can go through that process very quickly. If it is so easy, why then do we consider it a skill? (p. 1)
Avoiding Near Verbatim Wording or Quote

An example:

Listening and hearing are often considered to be the same. People use the words interchangeably. While we may recognize sounds around us and think this is listening, this is only hearing. One can be ready to conclude that listening is an easy task. Listening means that you focus on hearing the words, remember the information, analyze it and think about what it means to store it in memory (Daniel, 2012, p. 1).

This example very closely matches the wording and sentence structure of the original passage (on page 6).

Here is an original passage by Daniel (2012):

Listening and hearing are often confused. In fact, many people do not differentiate between hearing and listening. They use the words interchangeably. However, while we are conscious of sounds around us – that is, we hear everything within ear range – we only listen to some of those sounds (Lucas, 2007). It is common knowledge in several disciplines, and especially in the field of communication, that people speak at approximately 120 to 175 words per minute while the brain can process between 400 to 800 words per minute. One can easily jump to the conclusion that listening would be an easy task. But listening means that you have to focus on what you are hearing, remember the incoming data, analyze it, give it meaning, and store it in memory. Amazingly, we can go through that process very quickly. If it is so easy, why then do we consider it a skill? (p. 1)
Avoid Patchwork Paraphrasing

An example:

Listening and hearing are confused. Many people do not think there is a difference between the two. They use the words in the same way. We may be aware of the sounds around us by hearing, but we only listen to some of what we hear. A person can decide that listening is not a difficult task. Listening means you pay attention to what you hear, retain the data, interpret the data by giving it meaning, and then place it in memory (Daniel, 2012, p. 1).

Patchwork paraphrasing substitutes the original words with similar words and does not demonstrate the writer's understanding of the passage. See the original passage on page six.
Adequate Paraphrase

An example:

The ability to hear and comprehend sounds quickly leads some people to confuse the process of listening with hearing. Hearing allows you to notice sounds around you without differentiating or paying attention to the actual meaning of the sounds or words. The ease that a person can hear sounds, can give them the mistaken idea that listening is not a difficult task. Listening, on the other hand, requires focus on remembering what is being said, while thinking about its value and importance. This process leads to storing the information in one's memory (Daniel, 2012, p.1).

See the original passage on page six.
Let's look at another example of a paraphrase incorporated into a paragraph.

The final reason that women should attempt to learn the art of self-defense is that our cities are becoming more and more dangerous by the hour. According to Meltzoff and Moore (2002), most women tend to rely upon the fact that they will be treated kindly by passersby—and nothing could be further from the truth in our society, which is currently reeling from unemployment and over taxation. These thoughts certainly pose an interesting line of thought for women, workers, and political officials.

Notice how the signal phrase (in orange), According to Meltzoff and Moore (2002), introduces the paraphrased message.
## In-Text Citations and Paraphrasing

<table>
<thead>
<tr>
<th>Reference Source</th>
<th>Examples of text citations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraphrased information from one author</td>
<td>It has been found ... can be concluded (Simpson, 2007). According to Simpson (2007), ... can cause problems. Other people say... based on Simpson 2007).</td>
</tr>
<tr>
<td>Paraphrased information from two authors</td>
<td>There are ... at this point (Stemmer &amp; Tisdale, 2008). Stemmer and Tisdale (2008) mention .... a set of styles. This plan will ..... according to Stemmer and Tisdale (2008).</td>
</tr>
<tr>
<td>Paraphrased information from six to seven authors</td>
<td>A meal .... can be tasted (Brown, Collins, &amp; Makel, 2001). <strong>After the first citation is used, shorten to first author’s last name et al.</strong></td>
</tr>
<tr>
<td><strong>For more than five authors, use first author’s last name et al. each time.</strong></td>
<td>When stating.... can be located (Padgett et al., 2004). Padgett et al. (2004) explains...is further noted.</td>
</tr>
<tr>
<td>Direct quotation less than 40 words</td>
<td>“It is amazing...with confidence” (OSHA, 2010, p. 121). According to Davis and Dudley (2005), “We are....to save” (para. 5). “What is lost...come at all” (Ingram et al., 2001, pp. 8-9).</td>
</tr>
<tr>
<td>Paraphrased information with no author listed</td>
<td>When using data .... can be seen (“Title of Document,” 2003). If information is ... was conquered (“Driving and Talking,” 2004). According to “Leadership versus Management” (2001), .... is an art form.</td>
</tr>
<tr>
<td>Information from a secondary source</td>
<td>According to Stemmer’s work (as cited in Pratt, 2008), it can be found... **Add the page number to the end if Stemmer’s work is a direct quote. It can be found ... in Stemmer’s work (as cited in Pratt, 2008, p. 65).</td>
</tr>
<tr>
<td>Information via personal communication</td>
<td>**Personal communication should only be listed in the text, not on the reference list. J. M. Newsome (personal communication, May 30, 2008) expressed ... ...of time (V. P. DeLuca, personal communication, November 9, 2007).</td>
</tr>
<tr>
<td>Information found in classical works</td>
<td><strong>Classical works should only be listed in the text, not on the reference list. ...will have everlasting life (John 3:16 New Revised Standard Version). ...as read in the Bible in John 3:16 (New Revised Standard Version).</strong></td>
</tr>
</tbody>
</table>
Key Reminders

1. In-text citations are required with quotations, paraphrased material and when summarizing specific concepts or terms.

2. In-text citations are formatted to contain the information necessary for the reader to find the original resource or document in the Reference Page.

3. In-text citations must include a page number or paragraph designation when quotes or specific information is identified in the passage.
References

