

Summarizing

- Must reference the original source
- The text is much shorter than the original text. (For example, one may write a single page to summarize a four-page article.)
- Must use your own words, usually with a very limited use of quotations.

Paraphrasing

- Must reference the original source
- The text produced may be shorter or longer than the original text
- Must use your own words

Quoting

- Must reference the original source
- The text produced is the exact length of the original text quoted (unless ellipses are used)
- Use the original author's exact words
- Put quotation marks around the original author's exact words
- Include the page number of the original source from which you borrowed the author's original language.