

## Paraphrasing and avoiding plagiarism workshop

Dr Jim Hlavac, Arts Academic Language and Learning Unit  
Room S 518, 5<sup>th</sup> Floor South Wing, Menzies Building  
Email: [Jim.Hlavac@arts.monash.edu.au](mailto:Jim.Hlavac@arts.monash.edu.au) Tel.: 9905 5280

### Sample Text Extract

Source: Morley-Warner, T. 2001, *Academic Writing Is...: A Guide to Writing in a University Context*, 2<sup>nd</sup> ed., CREA Publications, University of Technology Sydney, Lindfield, NSW.

To write successfully at university you need a sense of what the final product should look and sound like, so if possible, read model assignments or if these are not available, study the way in which journal articles have been written in your specific area. These articles may be lengthy and some may be based on research rather than a discussion of issues, but from them you will get a sense of how academic writing 'sounds', that is, its tone, and also how respected writers in your field assemble information. **You will also gain a sense of the complexity of being an apprentice writer in an academic culture, or rather cultures, where expectations may vary from discipline to discipline, even subject to subject and where you can build a repertoire of critical thinking and writing skills that enable you to enter the academic debates, even to challenge.**

Highlighted segment for quoting and paraphrasing; entire extract for summarising

### Short Quote

This is a sentence or part of a sentence (less than about 30 words/3 lines) from a source, which is integrated into your own writing.

in-text citation or reference – author's surname, year of publication & page

Morley-Warner (2001) acknowledges the challenges of writing at university. She describes the novice student writer as "...an apprentice writer in an academic culture, or rather cultures, where expectations may vary from discipline to discipline, even subject to subject..." (Morley-Warner, 2001, p.6).

reporting verbs used to introduce and analyse quotation

Points to note:

- The quote is well chosen. It's important to quote sparingly and be selective in what you do quote.
- The writer comments on the quotation, and does not simply reproduce it. Reporting verbs are used – 'acknowledges', 'describes' - to introduce and analyse the quotation.
- The quotation from the original is integrated into the writer's sentence.
- Quotation marks are used to indicate the words from the original text.
- Ellipsis (3 dots) is used to indicate where part of the quotation has been omitted.
- The in-text citation includes surname of author, (no initials), year of publication and page number. It is essential to provide page numbers for quotes.

## **Block Quote**

This refers to a longer quote, usually three or more lines, set off from the body of the paper by indenting.

in-text citation or reference – author's surname, year of publication & page

reporting verbs used to introduce the material quoted

Morley-Warner (2001, p.6) discusses how university students can learn to acquire and convey the appropriate academic tone in their assignments. She suggests that students should focus on how journal articles in their subject are written and structured. She describes another benefit of this process:

You will also gain a sense of the complexity of being an apprentice writer in an academic culture, or rather cultures, where expectations may vary from discipline to discipline, even subject to subject and where you can build a repertoire of critical thinking and writing skills that enable you to enter the academic debates, even to challenge.

(Morley-Warner, 2001, p.6)

in-text citation or reference

Points to note:

- The writer introduces the quotation and does not simply reproduce it. The quotation is preceded by a preliminary explanation (the first three sentences).
- Reporting verbs - 'discusses', 'suggests' 'describes' – are used to introduce the material quoted.
- The in-text citation includes surname of author, (no initials), year of publication and page number. It is essential to provide page numbers for quotes.
- The quotation is indented – set in from the left and right margins.
- The quotation is preceded by a colon.
- Smaller font size is used – usually 1 point smaller.
- Single spacing is used for the quotation; the rest of the paper should use 1½ spacing or double spacing (for university assignments).
- No quotation marks are used because formatting (indenting, smaller font size, single spacing) indicates it is a quote.
- This source should have a reference list entry giving full bibliographic details – example is provided later in this paper.

## **Paraphrase**

A paraphrase is the rephrasing of a short passage from a text, in about the same number of words. As a writer, you need to choose the passage/s you wish to paraphrase - because of their importance or interest and relevance to your paper. Of course, you need to fully understand the passage and have a clear purpose for using it.

Here is an example of a paraphrase of the highlighted text in the sample extract.

in-text citation or reference – author's surname, year of publication & page

Morley-Warner (2001, p.6) suggests that by studying how journal articles are written students will come to understand what is required of them in their writing. They will also become aware of the different demands of various disciplines and even the different requirements from subject to subject, she declares. Through this process, Morley-Warner contends, students will develop critical thinking and writing skills that will allow them to participate in academic debate and even to challenge ideas.

reporting verbs

Points to note:

- The sentence structure and the vocabulary of the original have been changed. (NOTE: Do not change technical terms.)
- The first sentence introduces the paraphrased material. Reporting verbs - 'suggests', 'declares' and 'contends' - are used to discuss the ideas from the source.
- In-text citation is provided. The date and page numbers are not required for second and subsequent references to the writer within a paragraph, if the references are to the same work and the same page.

### Summary

Here is a summary of the entire sample extract.

in-text reference or citation – author's surname and year of publication

Morley-Warner (2001, p.6) suggests that for university students to convey the appropriate academic tone in their assignments, they should read sample assignments and study the way journal articles in their specific subjects are written. Through this process, she contends, students will develop the critical thinking and writing skills that will allow them to participate in academic debate.

reporting verbs

Points to note:

- Only the main points have been included.
- The text is condensed without losing the essence of the material. Examples and explanations have been omitted.
- The summary writer's own words are used. (NOTE: Do not change technical terms.)
- Reporting verbs - 'suggests' 'contends' - are used to discuss the text.
- In-text citation is provided.
- Page numbers can be provided if the summarised material appears in specific pages, chapters or sections. If it were spread throughout an entire book, for example, you would not be able to provide page numbers.