Using Another’s Work

Give credit to whom it is due
- Another’s idea, opinion or theory
- Facts, statistics, graphs and drawings that are not common knowledge
- Another’s actual or paraphrased spoken or written words

Direct Quotes
- Words and phrases can be incorporated into your sentences
- Use quotation marks when using the author’s exact wording.

Pitfalls
- Don’t just change a few words around in an original quotation.
- If you paraphrase, read it, hide it and express it from yourself.
- Don’t distort meaning or take someone else’s ideas out of context.

Acceptable
- You can relay information in the original.
- Use your own words.
- Let the reader know the source.
- Quote everything that is direct.

Common knowledge
- Can be found in numerous places
- You must document facts not generally known.
- Ideas that interpret general knowledge must be cited.

Paraphrasing
- Paraphrasing is using someone’s ideas and restating in your words.
- If the information is citable material, still cite the source.

“The purpose of using sources is to support what you have to say, not to say something for you.”