Paraphrasing and Plagiarism

**Paraphrasing:** *To paraphrase is to restate information in your own words.*

1. Paraphrasing is not a summary of the main ideas.

2. Paraphrasing is used to restate ideas in a different, sometimes more direct, or simpler form than the original.

3. When you paraphrase using someone's ideas, but *not* his/her exact words, you *do* need to mention your source's name within the text or in a footnote.

4. If you use someone's exact words, you *do* need to use quotation marks and give your source credit in a footnote or within your text.

5. Paraphrase, for example, by substituting words with synonyms, using different word order, varying parts of speech, and using active and passive voice.

**Plagiarism:** *To plagiarize is to use someone else's ideas or words as your own.*

1. Copying exactly from a source without using quotation marks or giving your source credit in a footnote or within your text is considered stealing.

2. In the publishing world, plagiarism is considered a crime; in academic circles and other situations, it is viewed as forbidden and unethical.

Source: I. Lara, ESL Instructor, Sacramento City College