Do I need to use quotes if I change a few words?

• YES! You are still using their words and their ideas. Requires full citation with page numbers. Changed words marked by [brackets], deleted words or phrases using ellipses points …. 

Do I have to cite every sentence?

• No. Give some introductory statement with full citation that indicates the paragraph summarizes someone’s work.

• Example: In their seminal work on recreation conflict, Jacob and Schreyer (1978) designated five primary causes.

• If you switch between references, you will have to cite each individually.

How can I be sure I am paraphrasing?

• Write your summary without looking at the original.

• Check yours against source material.

• When you are writing notes make sure you designate what comes directly from the author(s).

How do I decide if something is common knowledge?

• It is something you and your readers already know.

• It can be found in general references.

• You find the same information undocumented in several sources.

When do I know if I’m using too many quotes?

• Remember this is your paper. Stringing together a group of quotes does not constitute a paper.

• Only use quotes when the wording is so good paraphrasing would not do it justice.

• Keep quotes short or use indents.

Source: Purdue Online Writing Lab
What if my source references another source?

- It is always safest to consult the original.
  - They may have improperly paraphrased.
  - Could be taken out of context.
  - Could be just flat wrong.
- Consult APA for proper citation.
  - Seidenberg and McClelland’s study (as cited in Coltheart, 1993)
  - Reference Coltheart in reference list.