# Integrating Sources

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When you begin to write your research paper, remember that you will need to present an original discussion of your topic (*your* voice) that is at the same time substantiated with the fruits of your research (*other* voices, or your sources). Your ideas are the star of the show; your sources are the supporting cast.

## Writing a Zero Draft

Here is a helpful strategy for making sure your ideas stay in charge of your paper as you draft: First, look over all of the notes you took about your readings. What did your sources have to say about your topic? How did they support, build on, or challenge one another? What were your reactions to what they said? Now, put your notes away. Sit down and write a *zero draft* of your paper, a very quick first draft that, in general, lays out the basic lines of development for your paper. At this point, you'll just be using your own words; you can come back later to integrate your sources more fully. No doubt this zero draft will be very rough and incomplete, but it is valuable because it helps ensure that it will be *your* voice, and not that of your sources, that will take the lead in organizing your essay. Your zero draft will also help you begin to see how your research material can be used in the context of your basic discussion or argument--where it can fit in the service of your plan.

## Integrating Sources

Having completed a zero draft, you are ready to begin the process of incorporating source materials. The following terms are useful to keep in mind:

*Summarize* — When you summarize from a source, you provide *in your own* words the main gist, or the big idea, your source develops. Summaries are general in scope; they might reduce a whole page to a one-sentence statement or a whole chapter to a paragraph.

*Paraphrase* — Paraphrase essentially means "in other words." To paraphrase, then, is to provide a close-to-exact version of a passage *in your own words*. Paraphrasing differs from summarizing in that it remains rather closer to the original in terms of organization and scope, and it helps to integrate the source material more seamlessly into your own ongoing discussion.

*Quote* — To quote is to incorporate into your paper the exact wording of the source you are using. Quotes are *best used sparingly*. Quoting can be used to reiterate or reinforce in an especially precise or eloquent way an idea you have drawn attention to (in your own words) in a particular passage of your paper. Sometimes quotes are useful to call attention to a particular stance or contention with which you want to agree or disagree in your paper. However, unless it's the *actual language* of a source that's important, you should probably opt to paraphrase or summarize. In all cases, quote only the parts of the source (a word, phrase, sentence, or group of sentences) specifically relevant to your point, and be sure to document the source you are quoting appropriately.

Remember that when you summarize, paraphrase, or quote, you are blending other people's voices with your own. Therefore, it's important to let your readers know when those other voices are entering your discussion. You can signal this entry of another voice in two major ways: through *attribution* and *documentation*.

## Attribution

Any summary, paraphrase, or quote should be *anchored* to your text by an attributing device. Attribution is a "within-the-sentence" method for distinguishing between voices (yours and your sources) in a paper. Attribution announces to your reader: Here comes someone else's voice, so mark the difference. Attribution is necessary when you summarize, paraphrase, or quote. The following are some common *attributional* patterns for integrating quoted material into your text:

*Use an introducing phrase or orienteer, followed by the quotation:*

> The poem's speaker asks, "What immortal hand or eye / Dare frame thy fearful symmetry? (line 18)."

> Hillocks (1986) argues that "the teaching of grammar has no appreciable effect on the development of students' writing abilities" (p. 183).

*Use an assertion of your own and a colon, followed by the quotation:*

> Fitzgerald gives Nick a muted tribute to the hero: "Gatsby turned out all right at the end" (176).

*Use an assertion of your own with quoted material work in:*

> Surely, it is the internal workings of this "mysterious black box" (Nystrand, 1986, p. 24) of Flower and Hayes' model that needs explaining in the first place.

## Documentation

Your other obligation, of course, is to document your sources. Whether summarizing, paraphrasing, or quoting, you have to let your readers know when you are using the ideas, scholarship, or language of other people.

Documenting serves three important functions:

- It shows your readers, first of all, that you are well versed in your subject, that you have read, understood, interpreted, and organized a body of relevant published material.
- It gives credit where credit is due. You acknowledge your indebtedness to the original owner of an idea or a finding or a turn of phrase. It is a way of saying thanks.
- It allows your readers to retrace your steps if they want to. You may cite a work that a reader will want to read. Documenting helps your reader to locate that work. Or a reader may want to take issue with what you contend about a certain source. Documenting allows the reader to find that passage easily.

See the Southeastern Writing Center's handouts on *MLA* and *APA* documentation styles for a more in-depth discussion of the attribution and documentation requirements of your papers.

# Some Notes on Incorporating Quotations into Your Sentences

## Rhetorical considerations

- While it is permissible to quote an entire sentence in isolation (i.e., between two sentences of your own), in general you should avoid this method of bringing source materials into your discussion.
- Do not use two quotations in a row without intervening (explanatory) material of your own. If something is worth quoting at all, then it is also worth telling your reader why.
- Introduce a quotation either by indicating what it is intended to show or by naming its source, or both.
- Avoid referring to your sources *as* quotes. Don't write "In this quote," but instead, "Here we see" or "As Eliot points out."

## Maintaining exactitude in quotations

- When quoting, you may alter grammatical forms such as the tense of a verb or the person of a pronoun so that the quotation conforms grammatically to your own prose; indicate these alterations by placing square brackets ([. . .]) around the altered material.
- You may occasionally decide to omit material within quotes by using *ellipsis.* Ellipsis (which consists of a series of four spaces separated by three periods) signals to your reader that although you are quoting directly from a source, you are leaving out some of the words, words that are unnecessary for the sense of the quote. (Note that if the omitted material occurs at the end of a sentence, an additional period must precede the initial space.)
- When using ellipsis, which is a form of *internal* punctuation, it is not necessary to signal material omitted from the beginning or end of a quote, but only material deleted from within the quote itself. Be careful in using ellipsis that you do not change the meaning of a quote. For example: "Gun control is not an important legal issue" cannot be reduced to "Gun control is . . . an important legal issue."

# Punctuating Your Use of Sources

## Punctuating title

- *Capitalize* the first and all main words of a title (excluding articles, prepositions, and conjunctions).
- *Underline* (or put in *italics*) titles of the following kinds of works: books, scholarly journals, magazines, newspapers, government reports, plays, films, and radio/TV programs.
- Put in *double quotations marks* the following kinds of works: journal, magazine, or newspaper articles; essays; short stories; short poems; short musical compositions; speeches; and chapters of a book.
- Use *single quotation marks* to enclose a title within a title. For example: "Ambiguity and Tension in Frost's 'The Road Not Taken'."

## Punctuating in-text (parenthetical) citations

- Place citations outside of quotation marks but inside end punctuation. For an example using MLA style: Swift writes, "I began to view the actions and passions of man in a very different light" (*Gulliver* 97). (An exception: If a quotation ends with a question mark or exclamation point, include that punctuation inside the quotation mark.)
- Place citations at the end of a sentence, even if quoted material appears earlier in the sentence. For an example using APA style: "The individual as the only reality" is a theme that echoes through much of modern psychoanalytic theory (Jung, 1956, p. 47).
- If you paraphrase information or use statistics, place your citation at the end of the sentence or paragraph containing the borrowed material. For an example using APA style: According to Hillocks' (1986) meta-analysis of available research findings, teaching grammar has no positive effect on the development of students' writing abilities. These findings, he suggests, lay to rest the received wisdom of a very long instructional tradition (pp. 106-112).

## Punctuating quotes

- Use a comma after attributional tags. For example: According to Burke, . . .; *Newsweek* states, . . . (An exception: If a relativizing pronoun was used in the last example, a comma would not be necessary. [i.e., *Newsweek* states that ". . . . "])
- Use a colon after attributional tags when the quoted material serves to illustrate or amplify something you have said. For example: In *Gulliver's Travels,* Gulliver expresses his initial reaction to the Yahoos, that race of human animals: "Upon the whole, I never beheld in all my travels so disagreeable an animal, or one against which I naturally conceived so strong an antipathy" (78).
- Use no extra punctuation when you quote a phrase or term that fits into the syntax of your sentence. For example: T.S. Eliot calls this the "objective correlative" (*Essays* 37).
- When you use a comma or a period at the end of a quotation, put it inside the closing quotation mark. For example: Though Thoreau wrote that most men "lead lives of quiet desperation," much of his book about Waldon Pond expresses joy.
- You may alter the closing punctuation of a quote in order to incorporate it into a sentence of your own.

## Punctuating set-down (block) quotes

- When quoting more than four consecutive lines from a source (including an ellipsis), double-space from the preceding sentence (often ended with a colon to introduce the quote) and block-indent the quoted material (also double-spaced) ten spaces from the left margin of your text.
- Do not use quotation marks for set-down quotes.
- The citation information for set-down quotes follows two spaces beyond the end punctuation of the quote.