



METHOD CHARACTERISTIC	PARAPHRASING	SUMMARISING	SYNTHESISING	QUOTING
PURPOSE	To express the meaning of a relevant idea(s) from an author or source in your own words.	To briefly describe the idea(s) put forward by an author, or from a source in your own words.	To draw together the idea(s) of more than one author or source in your own words.	To use the exact words of the author or source because it is particularly pertinent, or cannot be expressed in any other way.
STYLE	Captures the meaning of the original idea but restated in own words.	Reduced content written in own words with no additional material/ideas added.	Identifies relevant themes/ ideas/threads and brings together material from different sources.	The same as the original (including any spelling or syntax errors which can be highlighted using [sic]).
LENGTH	Variable.	Significantly shorter.	Variable.	The same as original (though irrelevant content can be omitted using "...").

1 The main characteristics of different methods you can use to incorporate others' work into your own writing





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STRUCTURE: HOW THE WORDING IS ORDERED	Follows own point order/ structure.	Follows own point order/ structure.	Follows own point order/ structure.	The same as the original.
CONTENT: MAIN POINTS	Selective of which text/ points to restate, (some material/detail from original may be omitted).	Selective of which text/ points to highlight (some material/detail from original may be omitted).	Selective of which text/ points to use (some material/detail from original is omitted).	The same as original (though irrelevant content can be omitted using "...").
NUMBER OF SOURCES	One source; usually a part concentrating on a particular idea or theme.	Usually based on one source, often the whole or a significant part/aspect e.g. a journal article or book chapter.	Draws together viewpoints and/or evidence from two or more sources.	One source.

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