**Paraphrasing is when a writer uses someone else’s ideas in a new form to help communicate their own. This handout provides a few tips on paraphrasing effectively.**

**Note:** While a summary communicates the main idea of a much longer work, a paraphrase may be roughly the same length as the original text. Like a quotation, a paraphrase must also have an in-text citation that correlates with a full entry on a citation page.

**Steps to Effective Paraphrasing**

* Reread the original passage until you understand its full meaning.
* Set the original aside, and write your paraphrase on a note card.
* Jot down a few words below your paraphrase to remind you later how you envision using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.
* Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form
* Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
* Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

**Beware of Patchworking**

* copying, pasting, and simply changing a few words