



Division of  
Academic Enhancement  
UNIVERSITY OF GEORGIA



**PLaTO**  
Peer Learning *and* Teaching Others

## Quote Integration Reference Sheet



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**What is quote integration?** There are three ways to incorporate information from credible sources into academic writing: paraphrasing, summarizing, and quoting.

1. **Paraphrasing:** putting a passage from the source material into your own words.
2. **Summarizing:** condensing a large section of the source material into a few sentences using your own words.
3. **Quoting:** incorporating the source material word for word without changing anything. You must use in text citations for all three methods. In order to properly quote something from the source material, you have to use quote integration techniques.

### When should I use paraphrasing or summarizing *instead of* quoting?

1. To assist readers by explaining difficult concepts or terminology
2. When the original ideas are impressive but the wording is only average
3. When you want to change the emphasis of the ideas to better match your own context
4. To avoid overuse of direct quotes and risk losing your own “voice”

### When should I use quotes *instead of* paraphrasing or summarizing?

1. When the meaning of the original statement will be lost if you reword it
2. When the original statement uses especially strong or vivid language
3. Whenever you quote an original term or phrase
4. When you want to give the author’s exact position
5. When the exact words of an authority will lend support to your own ideas
6. Whenever you are analyzing a specific phrase for literary merit, it helps to include the original quote for reference

### How do I integrate quotes into my writing?



1. Signal Phrase: the author's name is included in the introduction to the quote

Example: According to Janet Murray, author of *Inventing the Medium*, "Some digital conventions are so familiar that they script us in a transparent way" (55).

2. Parenthetical Reference: the author's name is not included and it is not immediately apparent from the text who wrote the words you are quoting.

Example: "Procedural affordances" reflect how a digital artifact "represent[s] and execute[s] conditional behaviors" (Murray 50-51).

NOTE: Both of these methods require an in text citation at the end of the sentence.

### **Dos and Don'ts**

1. DON'T drop quotes in without introducing them

Example: Janet Murray argues that the development of digital artifacts is based upon the sets of conditions or choices that the designer provides the user. "Most important, programmers abstract behaviors" (Murray 53).

*The quotation needs a signal phrase or it needs to be incorporated into the previous sentence in order to make sense.*

2. DO maintain a smooth sentence structure

Example: The narrator asks if anyone could imagine her "looking a strange man in the eye" (232).

*Sentences that contain directly quoted material should still read conversationally. If you are unsure if your sentence flows smoothly, read it out loud to yourself. If the quoted material does not stick out from the rest of the sentence, then you probably have smooth flow.*

3. DON'T assume a quote can stand on its own

*It is likely that the reader of your paper has not read the source material. Always provide context and explain how the quote fits into your paper.*

4. DO prepare for (introduce) and follow up (explain) a quotation

*Follow the "quote sandwich" model:*

- Introduce the quotation by summarizing the main argument of the article or by stating your claim
- Next, provide the quotation in your own



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*sentence*

- *Finally, explain the significance of the quotation— how does it support your claim?*