Quoting and Paraphrasing APA Style

A quotation is a word-for-word repetition of written or spoken language. Quotation marks directly before and after the material tell the reader these are the exact words of the source. Quotations add authenticity and impact to your paper. Thus, phrases and sentences should be quoted only if they are especially interesting or unusual, demonstrate authority or memorable language of the source, or are particularly appropriate to a point. Keep them as brief as possible, no more than 10% of the paper. Direct quotations must always include the author’s last name, year of publication, and page number or paragraph number for non paginated material.

Examples:
Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s need or concerns” (p. 541), contributing to an overall climate of negativity.

“The low self-monitoring person is generally more attentive to his/her internal attitudes and dispositions than to externally based information such as others’ reactions and expectations” (Baxter, 1983, p. 29).

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

Paraphrases and summaries are restatements of written or spoken language in your own words. Sentences or a paragraph are usually paraphrased. Longer passages should be restated in your own words in a shortened version that is, summarized. Do not add your opinions in the middle of paraphrasing or summarizing unless it is clear your ideas are not the original author’s. Reintroduce the author’s name to clarify any ambiguity to the reader. To avoid plagiarism, it is best to set the original source aside and then write your understanding of the author’s ideas. Paraphrases and summaries do not use quotation marks and require the author’s last name and year of publication. Page number is not required.

Examples:
According to Baxter (1983), if a person has a low self-monitor, then he/she tends to pay more attention to his/her attitudes, rather than to the ways others might expect him/her to behave.

Officials at the University of Delaware thought that letting parents know when students violate regulations on alcohol use would alter students’ drinking habits (Reisberg, 1998).

Tips on quoting and paraphrasing texts
Generally, quotations and paraphrases must be introduced and attributed. You must give the reader enough information to understand who is being quoted or paraphrased and why, but not too much information. Do not include the title of the book or article in your citation. The following list of signal verbs will help you integrate others’ ideas into your sentences:

acknowledges concludes emphasizes replies advises concurs expresses reports
responds interprets agrees confirms allows criticizes lists reveals
answers declares objects says believes disagrees offers suggests
charges discusses opposes thinks claims disputes remarks writes

This list of signal verbs comes from The Everyday Writer by Andrea Lunsford.