PARAPHRASING, QUOTING, CITING. AN INTRODUCTION

Some attempts at definitions

According to the Oxford dictionaries, to paraphrase is to "[e]xpress the meaning of (something written or spoken) using different words, especially to achieve greater clarity",[1] while to quote is to "[r]epeat or copy out (words from a text or speech written or spoken by another person)".[2] In both cases, someone else's ideas are used and reported, but paraphrasing means doing so in one's own words, while citing means simply copying and pasting the exact wording of the original author.

To cite means to "[r]efer to (a passage, book, or author) as evidence for or justification of an argument or statement, especially in a scholarly work",[3] and is an essential practice in (good) scholarship. If one paraphrases, quotes, or refers to someone else's work or ideas, one needs to provide the exact location where those ideas can be found; this is done through citation.

Why Bother?

It is impossible to write (good) history without the aid of primary and secondary sources, as well as scholarly literature. Every historical argument must be grounded in the sources, and thus it is necessary to indicate which sources have been used. Readers can only understand and criticise your arguments if you clearly indicate your bases therefore, otherwise it is impossible to determine whether you are making an argument that deserves merit, whether your argument is flawed, or whether you simply made something up. In the case of university papers, correct citation also enables your teachers and TAs to verify your work.

Furthermore, it is also a question of intellectual honesty: nobody will believe that you arrived at the conclusions in your papers purely by sitting in an empty room all by yourself, without ever consulting any literature, or interacting with anyone else. In the scholarly process of writing history, we all are shaped by the knowledge we have acquired during our education in general and our current research in particular. As Isaac Newton once wrote: "If I have seen further it is by standing on the shoulders of Giants."[4] It is important that we acknowledge the giants and mortals who have paved our way, as we in turn are acknowledged by those using our work.

Additionally, simply using someone else's work or ideas without indicating that it is not our own creates the impression that the work and ideas mentioned are our own; this is called *plagiarism*, and has grave consequences: at Stanford, the penalty for students caught plagiarising "is a one-quarter suspension and 40 hours of community service" for the first occurrence, and can escalate until expulsion.[5] In addition, titles granted based on plagiarised work can be withdrawn, and careers can be ended, as

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[1] Oxford Dictionaries, Paraphrase, URL: https://en.oxforddictionaries.com/definition/paraphrase (accessed on 01/09/2019).
[2] Oxford Dictionaries, Quote, URL: https://en.oxforddictionaries.com/definition/quote (accessed on 01/09/2019).
[3] Oxford Dictionaries, Cite, URL: https://en.oxforddictionaries.com/definition/cite (accessed on 01/09/2019).
[4] Newton, Isaac, Letter to Robert Hooke. 5th of February 1675, URL: https://discover.hsp.org/Record/dc-9792/ (accessed on 01/09/2019).
[5] Stanford University, Plagiarism Questions, URL: https://communitystandards.stanford.edu/policies-and-guidance/what-plagiarism/plagiarism-questions (accessed 01/09/2019). For further information on Stanford's policies concerning plagiarism and information about plagiarism in general see: https://communitystandards.stanford.edu/policies-and-guidance/what-plagiarism (accessed on 01/09/2019).

in the case of Karl-Theodor zu Guttenberg, a former German Secretary of Defense, who has lost his title, job, and credibility due to plagiarizing in his dissertation.[6]

Finally, there are also positive reasons why to cite well: showing that you have read the relevant literature, engaged with the main sources, and located your work within larger scholarly discourse attests your credibility, honesty, and the quality of your work. Correct citations are the bedrock of any scholarship, and knowing how to paraphrase, quote, and cite is fundamental to all historical work.

How and when to paraphrase and cite

When writing your papers, sooner or later you will be either using someone else's ideas or referring to a passage in some ancient source. When you report what someone else has written, the most common form to do so is to paraphrase: you give an abbreviated account of the other text in your own words. For example, when discussing the second book of Aristotle's *Economics*, you might want to relate his ideas about the four different types of economies. Instead of simply copy-paste the entire text, you might want to name the types, list their specialities, give some additional information, and make an example or two. Even though all formulations are your own, the ideas you're relating are not, and thus you must indicate where your readers can find those ideas; you put a citation at the end of the passage.

However, when you find that some sentence, or passage, is extremely powerful, illustrative, or humorous, you might want to opt for a direct quotation instead. These must be placed in double quotes, and either immediately or at the end of the sentence (or at the end of the paragraph) you must cite the location where you found this quotation. This can be done either with footnotes (as in this document) or in round brackets (mostly used in the social sciences).

Examples

- *Paraphrase*: In the second book of the *Economics*, Aristotle introduces the distinction between his four types of economics in order to enable his readers to fully and adequately participate in each. He distinguishes between the royal economy, consisting of the king and dealing with things such as coinage, imports and exports, or expenditures, and is the simplest and most important type of economics, and three other types.[7]
- *Quote*: The second type is the satrapic economy, "concerned with six different classes of revenue; those, namely, arising from agriculture, from the special products of the country, from markets, from taxes, from cattle, and from other sources" (Arist. *Oec.* 1.4, 1345b29—31).
- *Paraphrase*: In their textbook, Ian Morris and Barry Powell assert that the Greeks living in Hellenistic times were taller, healthier, and living in larger houses than their ancestors living in Archaic times or before. The cause for this development, so Morris and Powell, is (moderate) economic growth due to social reorganisation (Morris / Powell 2010: 12—26).
- *Quote*: However, this process came to an end in the fourth century, as there were no major technological advances: "Economic growth reached a ceiling, slowed, and finally stopped."[8]

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[6] Cf. Wikipedia, Guttenberg Plagiarism Scandal, URL: https://en.wikipedia.org/wiki/Guttenberg_plagiarism_scandal (accessed on 1/9/2019).

[7] Aristot. *Oec.* 1.1-3, 1345b1—28.

[8] Morris, Ian / Powell, Barry B., The Greeks. History, Culture, and Society, Boston *et al.* ²2010, p. 26.

Footnotes / Brackets and Bibliography

Within the text, whenever you cite any piece of literature or primary source, you do so in order to enable your readers to find the precise location where they can find the text or idea paraphrased or quoted by you. This is done either through footnotes or round brackets, as explained above. However, no historical paper is complete without a bibliography, a list of all sources and pieces of literature used in your text which is placed at the end of your paper under a discrete heading. It is usually separated into sources and literature; other categories, such as weblinks, videos, images, etc., are separated if it is necessary or useful, usually when there are plenty of such items.

The bibliography is intended to assure that your readers can find the works you've cited and are able to find the precise locations mentioned in your footnotes or brackets. To assure that they are able to do so, there is some information you must include, so that they may find the correct text by the correct author in the correct edition. (In our course, we are using Morris' and Powell's *The Greeks* in the second edition. If you reference to a certain page in it, but do not mention that you are using the second edition, some reader who only has access to the first one might not find the passage you are referring to, as the text may have been in a different layout, and thus longer or shorter, changing the respective page numbers relative to the text.)

Among the information you must include in the bibliography is the full name of the author(s), the full title of the text, the year of publication, and any other information needed to find it. In the case of *monographs* (books), this usually includes the publisher and / or place of publication including state in case of US cities (if there is more than one, list all, unless there are more than three, then list only the first and add *et al.* [and others]) and the edition used. In the case of *journal articles*, this usually includes the title of the journal together with the number of the volume and edition as well as the page numbers. In case of a text in an *edited volume*, this includes the full name of the editor(s), the title of the edited volume, the publisher and / or place of publication, the page numbers, and the edition used. *Websites* are cited with the author and title of the website, the URL, and the date on which you've accessed the information. Wikipedia, while at times a useful starting point for your research, does not include author information on its website, and is thus usually not acceptable as a citation (unless you specifically talk about Wikipedia, or write a non-academic text such as this one). In case of *ancient sources*, this usually includes the editor(s), translator(s), and languages in which the text is published (especially in the case of bi- or multilingual editions). Here, the year of publication refers to the actual book, not the date in which the original text was first published. In addition to this information, you might want to include any other information you find useful (such as the name of the series), and format the text in order to facilitate legibility by using italics, brackets, and different punctuation. If you have a format that is used in your discipline or department, feel free to use it; if you are not familiar with one, we've made a few examples below upon which you can base your citations and bibliography.

Some Examples

Monographs

- Morris, Ian / Powell, Barry B., The Greeks. History, Culture, and Society, Boston MA *et al.* ^{2}2010. (Names of authors; title and subtitle; place of publication; edition; year of publication)
- Morris / Powell 2010: Morris, Ian / Powell, Barr B., The Greeks. History, Culture, and Society, Prentice Hall ^{2}2010. (Abbreviation; names; title and subtitle; publisher; edition; year)
- Morris, Ian / Powell, Barry B. ^{2}2010. *The Greeks. History, Culture, and Society* (Boston MA *et al.*). (Authors; edition; year; title and subtitle; place of publication)

Articles

- Morris, Ian, Law, Culture, and Funerary Art in Athens. 600—300 B.C., in: Hephaistos 11/12 (1992/1993), pp. 35—50. (Author; title and subtitle; journal title; volume / edition; year of publication; page numbers)
- Morris 1992/1993: Morris, Ian, Law, Culture, and Funerary Art in Athens. 600—300 B.C., in: Hephaistos 11/12 (1992/1993), pp. 35—50. (Abbreviation; author; title and subtitle; journal title; volume / edition; year of publication; page numbers)
- Morris 1992/1993: Morris, Ian, 'Law, Culture, and Funerary Art in Athens. 600—300 B.C.', *Hephaistos* 11/12 (1992/1993), pp. 35—50. (Author; title and subtitle; journal title; volume / edition; year of publication; page numbers)

Contribution in Edited Volumes

- Morris, Ian, Early Iron Age Greece, in: Scheidel, Walter / Morris, Ian / Saller, Richard P. (eds.), The Cambridge Economic History of the Greco-Roman World, Cambridge 2007, pp. 211—241. (Name; title; editors; name of edited volume; location; year; pages)
- Morris 2007: Morris, Ian, Early Iron Age Greece, in: Scheidel, Walter / Morris, Ian / Saller, Richard P. (eds.), The Cambridge Economic History of the Greco-Roman World, Cambridge University Press 2007, pp. 211—241. (Abbreviation; name; title; editors; name of edited volume; publisher; year; pages)
- Morris, Ian, 'Early Iron Age Greece', in: Scheidel, Walter / Morris, Ian / Saller, Richard P. (eds.), *The Cambridge Economic History of the Greco-Roman World*, Cambridge 2007, pp. 211—241. (Name; title; editors; title of edited volume; place; year; pages)

Websites

- Oxford Dictionaries, Paraphrase, URL: https://en.oxforddictionaries.com/definition/paraphrase (accessed on 09/01/2019). (Author; title; URL; date)

Ancient Sources

- Aristotle, Economics (LCL 287), gr. / eng., ed. by Henderson, Jeffrey, trans. by Armstrong, G. Cyril, Cambridge MA / London 1935. (Author; title; series; languages; editor; translator; place; year)

We do not care overly whether you cite using footnotes or round brackets in your text, as long as you are doing it consistently. There are, however, a few things to observe depending on your choice:

- *Footnotes*: When using footnotes, you can include the full citation details when first citing any piece of literature and abbreviate in any further reference to the same text, either using the last name of the author(s), the year of publication, and the relevant pages, if applicable, or using the last name of the author(s), the abbreviated title, and the relevant pages, if applicable. You can also just abbreviate the reference from the beginning. In both cases you need to give the full citation details in the bibliography. If you chose not to give full citation details when first citing something, you must include the abbreviation in your bibliography, together with the full citation.
- *Brackets*: When using brackets, always abbreviate the citation, using the last name of the author(s), the year of publication, and the relevant page(s), if applicable. In the bibliography, give the abbreviation followed by the full citation.

No matter which form you chose, there is an additional complication if you chose to abbreviate using the year of publication: in case there are multiple texts published by the same author in the same year, you must add an a, b, c, etc. to the year to make clear which one is which in the bibliography.

Also, there is a special convention to observe when citing ancient sources: you can either cite them as you have them on Canvas, using the name of the author, title, page of the PDF and paragraph (e.g. Aristotle, Economics, page 2, paragraph 3) or you can follow the scholarly abbreviations (e.g. Arist. *Oec.* 1.1-3, 1345b1-28) which you can find here: http://oxfordre.com/classics/page/abbreviation-list/. As you can see, the titles are italicized, and ancient texts are not cited by page number but by a system of books, chapters and paragraphs (e.g. Hdt. 7.138: Herodotus' *Histories*, book 7 chapter 138), play and verse (e.g. Ar. *Nub.* 43-57: Aristophanes' Clouds, lines 43-57), or a combination of numbers and letters based on famous editions (e.g. Arist. *Oec.* 1.1-3, 1345b1-28: Aristotle's Economics, chapter one, paragraph one through three, page 1345, column b, lines 1-28 in in Bekker's 1831 edition).

Special Cases

There are always special cases of things you might not know how to cite (videos, personal comments, etc.). Please feel free to approach your TAs to ask us how to proceed in such cases.

What you don't need to cite

While citation is fundamental for scholarly work, there is no need to provide a citation for every single information you provide in your text. While you absolutely must cite ideas of others or specific information such as the number of inhabitants of Palo Alto in 2018, it would be absurd to cite a source for the years of the Second World War, the first Moon landing, or the date of Alexander the Great's death; you can reasonably expect any reader of your papers to know when these things happened (or to find it out within ten seconds). The same is true for other information that reasonably can be considered to be common knowledge, such as the capital city of China, the fact that Emmanuel Macron is president of France, or that water is composed of hydrogen and oxygen atoms.

However, not all cases are as obvious as those, and it is good practice to err on the side of caution, both in order to fulfil good academic standards and to make your readers' lives easier.