

Paraphrasing, Quoting, Citing

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Definitions

- To **paraphrase** is to “[e]xpress the meaning of (something written or spoken) using different words, especially to achieve greater clarity”.
- To **quote** is to “[r]epeat or copy out (words from a text or speech written or spoken by another person)”.
- To **cite** is to “[r]efer to (a passage, book, or author) as evidence for or justification of an argument or statement, especially in a scholarly work”.

(All definitions from the Oxford Dictionaries)

Why Bother?

- Sources and literature are essential to (good) scholarship.
- Verification, reproduction, building upon your work.
- intellectual honesty.
- Avoid plagiarism.
 - (“The standard penalty for a first-time violation of the Honor Code is a one-quarter suspension and 40 hours of community service. If the student is in his/her final quarter of enrollment the standard practice is to convert the one-quarter suspension into a two-quarter delay in degree conferral.” It can escalate up until expulsion (Stanford Community Standards)).
- Displays diligence and produces credibility.

Examples: Sources

- **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.¹
- **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).

¹ Aristot. *Oec.* 1.1-3, 1345b1–28.

Examples: Literature

- **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.”¹

¹ Morris, Ian / Powell, Barry B., *The Greeks. History, Culture, and Society*, Boston *et al.* ²2010, p. 26.

Footnotes / Bibliography: 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*)

Footnotes / Bibliography: Scholarly Literature

- **Monographs:** Morris, Ian / Powell, Barry B., *The Greeks. History, Culture, and Society*, Boston MA *et al.* 2010. (*Names of authors; title and subtitle; place of publication; edition; year of publication*)
- **Journal 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*)
- **Contributions 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*)
- **Websites:** Oxford Dictionaries, *Paraphrase*, URL: <https://en.oxforddictionaries.com/definition/paraphrase> (accessed on 09/01/2019). (*Author; title; URL; date*)