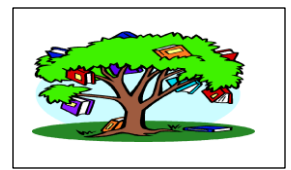


# Toward Better Literacy: Reference Outlines



## Using Another's Work

### Give credit to whom it is due

- Another's idea, opinion or theory
- Facts, statistics, graphs and drawings that are not common knowledge
- Another's actual or paraphrased spoken or written words

### Direct Quotes

- Words and phrases can be incorporated into your sentences
- Use quotation marks when using the author's exact wording.

### Pitfalls

- Don't just change a few words around in an original quotation.
- If you paraphrase, read it, hide it and express it from yourself.
- Don't distort meaning or take someone else's ideas out of context.

### Acceptable

- You can relay information in the original.
- Use your own words.
- Let the reader know the source.
- Quote everything that is direct.

### Common knowledge

- Can be found in numerous places
- You must document facts not generally known.
- Ideas that interpret general knowledge must be cited.

### Paraphrasing

- Paraphrasing is using someone's ideas and restating in your words.
- If the information is citable material, still cite the source.

“The purpose of using sources is to support what you have to say, not to say something for you.”

*Faigley, Lester. The Little Penguin Handbook, p54.*