Using Sources - Adding Your Voice to the Conversation[[1]](#endnote-1)

Step 1: Taking Notes

Use the following grids to identify key points in your sources. You can refer to these as you write your paper. Match the sources to your writing. Support your claims or ideas with those of your sources. Repeat with each source you will use.

**Author(s) – First and last name:**

**Title:**

**From the book, journal, magazine, or website:**

**Year: Publisher:**

|  |  |  |
| --- | --- | --- |
| **Summarize**  *They say…* | In one sentence, tell your reader what your source says about your topic. |  |
| **Paraphrase**  *Their point is…* | Find the main idea or thesis of your source, in your own words, tell your reader what it is. |  |
| **Quote**  *In their own words…* | Find a key sentence in your source that’s written so perfectly, you wouldn’t want to paraphrase it. | From page #: \_\_\_\_\_\_ (Usually required for direct quotations) |

**Author(s) – First and last name:**

**Title:**

**From the book, journal, magazine, or website:**

**Year: Publisher:**

|  |  |  |
| --- | --- | --- |
| **Summarize**  *They say…* | In one sentence, tell your reader what your source says about your topic. |  |
| **Paraphrase**  *Their point is…* | Find the main idea or thesis of your source, in your own words, tell your reader what it is. |  |
| **Quote**  *In their own words…* | Find a key sentence in your source that’s written so perfectly, you wouldn’t want to paraphrase it. | From page #: \_\_\_\_\_\_ (Usually required for direct quotations) |

**Author(s) – First and last name:**

**Title:**

**From the book, journal, magazine, or website:**

**Year: Publisher:**

|  |  |  |
| --- | --- | --- |
| **Summarize**  *They say…* | In one sentence, tell your reader what your source says about your topic. |  |
| **Paraphrase**  *Their point is…* | Find the main idea or thesis of your source, in your own words, tell your reader what it is. |  |
| **Quote**  *In their own words…* | Find a key sentence in your source that’s written so perfectly, you wouldn’t want to paraphrase it. | From page #: \_\_\_\_\_\_ (Usually required for direct quotations) |

Step 2: Introducing Sources in Your Paper

The following are useful examples of introductions to summaries, paraphrased content, and quotations. Consider *what* your source is saying to determine which is best to use in each instance. How you introduce sources will signal to your reader *how* it fits into your writing. (Use quotation marks *only* when directly quoting from your source.)

|  |  |
| --- | --- |
| * According to X, * X writes, * X agrees/ disagrees when they write, | * X claims, * X observes, * In X’s view, |

Step 3: Framing Your Sources

Let your reader know *why* you’re citing a source. Surround your in-text sources with the answer to at least one of these questions. In just one or two sentences, you can show that you understand your topic enough to have authority to write about it.

* Which sentence of your writing or idea is this source supporting? *How* does it support your idea?
* What does this source mean? – For example, start the next sentence with *In other words, …*

1. Created by Broward College North Campus Library (2016) including content modified from Gerald Graff and Cathy Birkenstein, *They Say, I Say: The Moves that Matter in Academic Writing* (New York: WW Norton & Company, 2009). [↑](#endnote-ref-1)