

Integrating Sources: Building a Quote Sandwich

When attempting to quote, paraphrase, or summarize source material, even the most advanced writers are challenged by making sure source material feels like a cohesive part of a paragraph. Use a quote sandwich to guarantee your source information is integrated effectively.



Introduce: Use a signal phrase to introduce the author and source.

Quote: Share the source information as a direct quotation, paraphrase, or summary of the content.

Analyze: Offer explanation of the source's relevance to your idea.

For your introduction of the source material, use a signal phrase like:

- According to _____, ...
- _____ argues that...
- In their article, _____...

For your quotation, paraphrase, or summary, ask yourself:

- What is the most important part of the source information?
- Is it most appropriate to use a quotation, paraphrase, or summary? (See reverse side for tips!)
- Have I included a full in-text citation?

For your analysis, think about:

- What does the quote or paraphrased/summarized content mean?
- How does it relate to the paragraph's topic sentence and essay's thesis statement?
- What additional information do readers need to know for this selection of information to make sense?

Example:

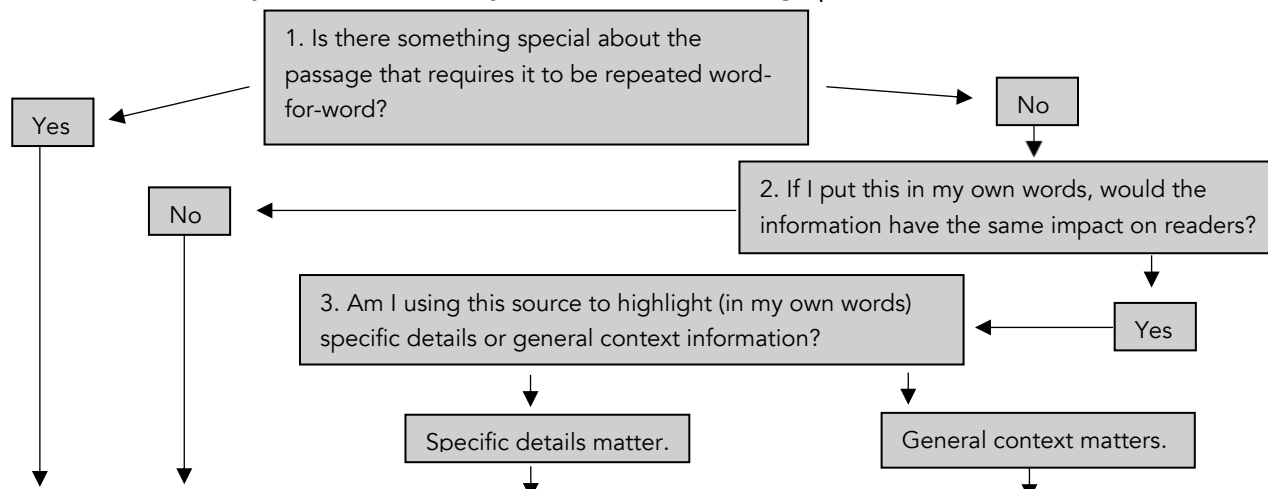
Signal Phrase { In his book, *Navigating the first year*, Grange (2019) argues that consistent attendance is "imperative for student success" (p.17). Because instructors cover important course content and assignment instructions during class sessions, it makes sense that students who attend will be better prepared to succeed. Similarly, when students skip class, they cannot access the important information or ask questions if they're confused. }

Analysis { }

Quotation + Citation

Integrating Sources: Choosing the Correct Citation

When integrating sources, another key consideration is how to present the source information. Writers select from three options: quoting, paraphrasing, and summarizing. In order to determine which makes sense for your source, ask yourself the following questions:



QUOTATION	PARAPHRASE	SUMMARY
<p>Quotations are great for wording that is so memorable or powerful that you cannot change it without weakening its meaning. Think of a quote as a “mic drop” moment. Use quotes to showcase affirming or varied opinions, varying perspectives, and respected authorities on a topic.</p> <ul style="list-style-type: none"> ✓ Remember to copy quotations <i>exactly</i> the same as in the source material. ✓ Enclose the quotation in quotation marks. ✓ Use [square brackets] if you introduce your own words or make changes to the quote. Use an ellipsis (...) if you omit material. ✓ Requires citation in parentheses and a corresponding reference or work cited entry. 	<p>Great for times when you don’t feel quoting is important, but you still feel there are specific details that are important to your point. Use paraphrasing to model that you fully comprehend the source material.</p> <ul style="list-style-type: none"> ✓ Include main points and important details from the original source. Be thoughtful to present information in the same order the author presents them. ✓ State the meaning in your own words and sentence structures, not the words and sentence structures of the author. ✓ Requires citation in parentheses and a corresponding reference or work cited entry. 	<p>Summary is ideal for long passages in which the main point is important to your focused idea, but the details from the passage aren’t relevant. Use summaries to share context information with your readers. Summaries are sometimes followed by a more specific quotation or paraphrase about the author’s ideas.</p> <ul style="list-style-type: none"> ✓ Include just enough information to recount the main points you want to cite. ✓ Use your own words (otherwise it is a quotation!) but leave out the details (otherwise it is a paraphrase!) ✓ Requires citation in parentheses and a corresponding reference or work cited entry.

Adapted from Lunsford (2014). *Writing in action*. Bedford/St. Martin’s.