This is Shareen Grogan from the NU Writing Center, in collaboration with the NU Library, bringing you Using Resources Effectively.
First of all, it’s important to know why you use sources in your academic writing. You do so to show that you know who the important researchers are in your field; that you are a well-read researcher; that in your writing you can take into account those of others; and that you are a contributor to an ongoing conversation.
In doing academic writing, it is important to choose your sources carefully. You will want to look for scholarly sources and often times sources that are peer-reviewed, or work that is reviewed by experts in the field. When choosing material for your work, look for work that is current, that is up-to-date. That is valid, that applies to the research question at hand, and that comes from respectable sources.
An important way to use sources is to summarize them. That is to glean the main ideas from the material. It is often underrated, but it is quite challenging to do. To summarize well, you need to understand the material and be able to state the main ideas in your own words.
A good summary condenses the material, eliminates any unnecessary details, and is an accurate and fair representation of the originating sources. It also includes a citation, so your readers know where the information came from.
Sample summary

Coffee helped “information workers” (i.e., not laborers) remain alert at their desks. Coffee houses added to its allure—they were calm places where conversation flourished (Standage, 2005, p. 135).

The diffusion of this new rationalism throughout Europe was mirrored by the spread of a new drink, coffee, that promoted sharpness and clarity of thought. It became the preferred drink of scientists, intellectuals, merchants, and clerks—today we would call them “information workers”—all of whom performed mental work sitting at desks rather than physical labor out in the open. It helped them to regulate the working day, waking them up in the morning and ensuring that they stayed alert until the close of the business day, or longer if necessary. And it was served in calm, sober, and respectable establishments that promoted polite conversation and discussion and provided a forum for education, debate, and self-improvement.

Here's a sample summary:

Coffee helped information workers, that is not laborers, remain alert at their desks. Coffee houses added to its allure— they were calm places where conversation flourished (Standage, 2005, p. 135).

Here is Standage's text, which is the source for the summary.

The diffusion of this new rationalism throughout Europe was mirrored by the spread of a new drink, coffee, that promoted sharpness and clarity of thought. It became the preferred drink of scientists, intellectuals, merchants, and clerks—today we would call them "information workers"—all of whom performed mental work sitting at desks rather than physical labor out in the open. It helped them to regulate the working day, waking them up in the morning and ensuring that they stayed alert until the close of the business day, or longer if necessary. And it was served in calm, sober, and respectable establishments that promote polite conversation and discussion and provided a forum for education, debate, and self-improvement.

Notice that this summary is more brief than the original source, it doesn't include detail, and it includes a citation.
Another way to use sources in your work is to paraphrase. Good paraphrases, like good quotes, must be accurate and represent the material fairly. Paraphrases are your own words. They may be about the same length as the original material and they may include detail.
Let's look at some sample paraphrases. Here's the originating source.
Coffee came to be regarded as the very antithesis of alcohol, sobering rather than intoxicating, heightening perception rather than dulling the senses and blotting out reality.

When you are paraphrasing, it can be tempting to use a lot of the original language. But, a good paraphrase is completely in your own words. Let's look at an example of an incomplete paraphrase.

Coffee was seen as the very opposite of alcohol, it heightened senses rather than dulled one's perception.

Look how close that is to the original. The syntax is same, but there are just a few vocabulary replacements. "came to be regarded as" becomes "was seen as". "Antithesis" becomes "opposite". "Perception" becomes "senses", "senses" becomes "perception", so there is just a little bit of vocabulary change. A lot of the words remain, like both sentences begin with "coffee"; the verb "heightened is used; and the words "perception" and "senses" are simply switched around.

Here is a sample paraphrase that is true to the original source, but uses different words and different syntax.
Unlike alcohol, the other safe alternative to contaminated water, which made for a rather groggy populous, coffee helped people be alert and focused.
Ways of Using Sources: Paraphrasing

Citing:

Coffee was a safe alternative to water, which was often contaminated, and to beer and wine, which were served even for breakfast and made for an inebriated workforce (Standage, 2005, p.135).

When you paraphrase, it is important to cite the original source. For example: Coffee was a safe alternative to water, which was often contaminated, and to beer and wine, which were served even for breakfast and made for an inebriated workforce. Here's the citation, (Standage, 2005, p. 135).
Another way to use sources in your writing is to use direct quotes. When you're quoting, you want to use the author's exact words and enclose them in quotation marks and be sure to cite your source. You want to quote sparingly and only use carefully selected quotes. Things you couldn't say better yourself.

Here's an example.

According to Tom Standage, author of *A History of the World in 6 Glasses*, “Coffee was the great soberer, the drink of clear-headedness, the epitome of modernity and progress—the ideal beverage, in short, for the Age of Reason” (2005, p. 136).
Here is a list of reporting verbs that you can use to introduce quotes in a variety of ways. This list will be available to you to download at the end of this presentation.

University of Glasgow
http://www.gcu.ac.uk/student/coursework/writing/reporting.html

University of Toronto

University of York
http://www.york.ac.uk/k-roy/pdfs/Reporting%20Verbs%20functions.pdf

<table>
<thead>
<tr>
<th>Aim of Study</th>
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<th>Opinion</th>
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<tbody>
<tr>
<td>Investigate</td>
<td>Show</td>
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</tr>
<tr>
<td>Examine</td>
<td>Suggest (that)</td>
<td>Believe (that)</td>
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<tr>
<td>Analyze</td>
<td>Find (that)</td>
<td>Argue (that)</td>
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<tr>
<td>Look at</td>
<td>Indicate (that)</td>
<td>Note (that)</td>
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<tr>
<td>Focus on</td>
<td>Identify x as</td>
<td>Point out (that)</td>
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<tr>
<td>Consider</td>
<td>Reveal (that)</td>
<td>Observe (that)</td>
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<tr>
<td>Identify</td>
<td>Establish (that)</td>
<td>Consider (that)</td>
</tr>
<tr>
<td>Report (on)</td>
<td>Confirm (that)</td>
<td>Hold (that)</td>
</tr>
<tr>
<td>Be concerned with</td>
<td>Conclude (that)</td>
<td>Claim (that)</td>
</tr>
<tr>
<td></td>
<td>Demonstrate (that)</td>
<td>Emphasize/stress</td>
</tr>
</tbody>
</table>

University of Glasgow
http://www.gcu.ac.uk/student/coursework/writing/reporting.html
No matter how you use your resources, it's important to let your reader know where they came from. You need to cite your source whether you use a quote, a paraphrase, or a summary. These examples are how to cite in the text using APA format. Other formats vary slightly, but the same information usually is required.

When you're quoting, you need to include the author last name, the year of publication, and the page or the paragraph number. The same is true for a paraphrase, you need to include the author last name, the year, and the page or paragraph number. A summary includes only the author name and year of publication because you're referring back to a larger chunk of text.
Citing

The information may be in the text or in the parenthetical information.

Coffee was a safe alternative to water, which was often unsafe to drink, and to beer and wine which were served even for breakfast and made for an inebriated workforce. “Coffee came to be regarded as the very antithesis of alcohol, sobering rather than intoxicating, heightening perception rather than dulling the senses and blotting out reality” (Standage, 2005, p.135).

When you refer to the work of others, you need to cite it, but you may do so either in the body of your writing or afterwards.

For example, coffee was a safe alternative to water, which was often unsafe to drink, and to beer and wine which were served even for breakfast and made for an inebriated workforce.

"Coffee came to be regarded as the very antithesis of alcohol, sobering rather than intoxicating, heightening perception rather than dulling the senses and blotting out reality."

Here's the citation, open parentheses, the author last name, Standage, comma, the year of publication, which is 2005, comma, then “p" for page, period, and the page number, close parentheses, period.
Coffee was a safe alternative to water, which was often unsafe to drink, and to beer and wine which were served even for breakfast and made for an inebriated workforce. According to journalist Tom Standage, “Coffee came to be regarded as the very antithesis of alcohol, sobering rather than intoxicating, heightening perception rather than dulling the senses and blotting out reality” (2005, p.135).

In this example, the author name is mentioned in the body of the text.

Coffee was a safe alternative to water, which was often unsafe to drink, and to beer and wine which were served even for breakfast and made for an inebriated workforce. According to journalist Tom Standage, "Coffee came to be regarded as the very antithesis of alcohol, sobering rather than intoxicating, heightening perception rather than dulling the senses and blotting out reality". Citation 2005, page 135.

Notice that the parenthetical citation does not include the author name because the author's name is already mentioned in the body of the text.
Coffee was a safe alternative to water, which was often unsafe to drink, and to beer and wine which were served even for breakfast and made for an inebriated workforce. In 2005, Standage asserted that “coffee came to be regarded as the very antithesis of alcohol, sobering rather than intoxicating, heightening perception rather than dulling the senses and blotting out reality” (p.135).
Now, let’s look at some of the details of formatting parenthetical citations according to APA style. Here we have a quote from Standage and the citation appears at the end of the quote. We have an open parentheses, the author last name, Standage, followed by a comma, then the year of publication, followed by a comma, then "p" period, that's a small "p" for the page. If there were more than one page, we would have "pp" period, and the page number, close parentheses, and then the end punctuation. The period comes after the citation and not after the quote.
When using long quotes, that is quotations of more than 40 words, you format it a bit differently. You indent a half inch the entire quote and do not use quotation marks. In APA, you want to double-space everything in your text and that includes long quotes. Look at the citation at the end of this quote; notice that the period comes after the quote and before the parenthetical citation.
Using sources effectively in your writing requires you to read carefully as well as to write and cite with attention to detail. Here are some rules of thumb. Be sure when you are using a source that you understand it, that you portray it accurately and fairly. Keep in mind that you should use quotes sparingly. A good rule of thumb is about ten percent of your paper. When you are quoting, do so exactly, and always cite your source. When you paraphrase, do so thoroughly and make sure everything is in your own words, and again cite your source. You also need to cite everything that is not common knowledge.
On this slide are links to the NU Library and the Writing Center. These resources are available to you throughout your career at National. Please use them frequently.