

PARAPHRASING & Rules

Paraphrasing involves rephrasing a text in one's own words without directly quoting the source material. When utilizing information from a source, it is essential to acknowledge the origin of that information. This practice not only helps to avoid plagiarism but also demonstrates a clear understanding of the source content. Proper citation is necessary to attribute the original author and maintain academic integrity.

Paraphrasing in academic writing involves several crucial steps to ensure that you convey the original author's ideas in your own words while maintaining the integrity of the content and citing it appropriately:

1. **Understand the Source:** Carefully read and comprehend the source material you intend to paraphrase to grasp its main ideas and key points.
2. **Summarize:** Summarize the source's main ideas in your own words. Focus on the essential concepts and arguments rather than minor details.
3. **Transform the Language:** Begin rephrasing the text by changing the sentence structure and vocabulary. Replace words and phrases with synonyms or different expressions.
4. **Maintain Original Meaning:** Ensure that your paraphrased version retains the original meaning and intended message of the source.
5. **Compare and Revise:** Compare your paraphrase with the original text to check for accuracy and maintain consistency. Make necessary revisions to improve clarity and coherence.
6. **Cite the Source:** Always provide proper citations to give credit to the original author. Follow the citation style required by your academic institution or publication.
7. **Review and Proofread:** Carefully review your paraphrased content for grammatical errors, clarity, and overall quality.
8. **Seek Feedback:** If possible, have someone else review your paraphrased work to ensure that it effectively conveys the original source's ideas.

By following these steps, you can successfully paraphrase academic writing while respecting the intellectual property of the original author and maintaining academic integrity.

Paraphrasing is an essential skill in academic writing, allowing authors to convey information from sources in their own words while maintaining the original meaning. Effective paraphrasing requires understanding the source material fully and then restating it without changing its context. This process helps avoid plagiarism, enhance clarity, and demonstrate comprehension. Key rules include using synonyms, altering sentence structure, and preserving the original meaning. Additionally, proper citation is crucial to give credit to the original author. By mastering these techniques, writers can produce more engaging and original content.

RULES OF PARAPHRASING

Comprehensively read the original text until its meaning is fully grasped.

Set the source aside and draft the paraphrase independently on a note card.

Annotate a few keywords beneath the paraphrase to remind of its intended application. Write a central topic or phrase at the top.

Compare the paraphrase with the original text to ensure it accurately conveys all crucial information in a new format.

Enclose in quotation marks any specific terms or phrases borrowed verbatim from the source.

Document the source, including the page number, on the note card for easy citation in your work.

Dr Shyama Ramsamy Goomany

Source: Paraphrasing & Rules © 2024 by Dr Shyama Ramsamy Goomany is licensed under [CC BY 4.0 \(https://creativecommons.org/licenses/by/4.0/?ref=chooser-v1\)](https://creativecommons.org/licenses/by/4.0/?ref=chooser-v1)

