

Guidelines for using *IN-TEXT CITATIONS* in a *SUMMARY* (or *RESEARCH PAPER*)

[Christine Bauer-Ramazani](#)

The purpose of a summary is to give the reader, in a about 1/3 of the original length of an article/lecture, a clear, objective picture of the original lecture or text. Most importantly, **the summary restates only the main points of a text or a lecture without giving examples or details**, such as dates, numbers or statistics.

Skills practiced: **note-taking, paraphrasing** (using your own words and sentence structure), condensing

Examples of acceptable paraphrases and unacceptable paraphrases (= plagiarism): [Plagiarism: What It is and How to Recognize and Avoid It](#)

Before writing the summary:

1. For a text, **read, mark, and annotate** the original. (For a lecture, work with the notes you took.)
 - o highlight the topic sentence
 - o highlight key points/key words/phrases
 - o highlight the concluding sentence
 - o outline each paragraph in the margin
2. Take notes on the following:
 - o the source (author--first/last name, title, date of publication, volume number, place of publication, publisher, URL, etc.)
 - o the main idea of the original (paraphrased)
 - o the major supporting points (in outline form)
 - o major supporting explanations (e.g. reasons/causes or effects)

Writing your summary--Steps:

1. Organize your notes into an outline which includes main ideas and supporting points **but no examples or details** (dates, numbers, statistics).
2. Write an introductory paragraph that begins with a **frame**, including an **in-text citation of the source** and the author as well as a **reporting verb** to introduce the main idea. **The reporting verb is generally in present tense.**
3. At the end of your summary, double-space and write a **reference** for the in-text citation (see #8 below), following APA guidelines.

1. ARTICLE:

In the article, _____ (author's last name) (year) argues (claims/reports/contends/maintains/states) that _____ (main idea/argument);

S + V + C).

Example: In his article, Serwer (1997) describes how Michael Dell founded Dell Computers and claims that Dell's low-cost, direct-sales strategy and high quality standards accounted for Dell's enormous success.

2. BOOK:

In his book *The Pearl*, John Steinbeck (1945) illustrates the fight between good and evil in humankind.

3. INTERVIEW:

In an interview _____ (first name last name) stated that _____ (main idea/argument; S + V + C) (personal communication, month day, year).

Reporting Verbs:

STRONG ARGUMENT	NEUTRAL	INDICATING RESEARCH RESULTS	COUNTERARGUMENT	SUGGESTION	CRITICISM
argue	state	show	refute the claim	suggest	criticize
assert	note	demonstrate	argue against	recommend	
claim	report	illustrate			
contend	explain	indicate			
maintain	discuss	point out			
insist	illustrate	(studies/authors) prove			
posit	observe	(studies/authors) found			

Other examples of frames:

1. According to _____ (author's last name) (year), _____ (main idea; S + V + C).

2. _____ (author's last name) (year) argues that _____ (main idea; S + V + C).

3. **If no author is given, use the title of the article:**

According to " _____ " (Title of the Article) (year), _____ (main idea; S+V+C).

4. _____ (topic/NP) has had a major impact on the _____ (NP) of _____ (main idea; NP) (author's last name, year).

5. _____'s (author's last name) article on _____ (topic/NP) (year) discusses the _____ (main idea; Noun Phrase) of _____ (NP).

3. The main idea or argument needs to be included in this first sentence. Then mention the **major** aspects/factors/reasons that are discussed in the article/lecture. Give a full reference for this citation at the end of the summary (see #6. below).

a. For a **one-paragraph summary**, discuss each supporting point in a separate sentence. Give 1-2 explanations for each supporting point, summarizing the information from the original.

b. For a **multi-paragraph summary**, discuss each supporting point in a separate paragraph. Introduce it in the first sentence (topic sentence).

Example: The first major area in which women have become a powerful force is politics.

4. Support your topic sentence with the necessary reasons or arguments raised by the author/lecturer but omit all references to details, such as dates or statistics.

5. Use discourse markers that reflect the organization and controlling idea of the original, for example cause-effect, comparison-contrast, classification, process, chronological order, persuasive argument, etc.

6. In a longer summary, remind your reader that you are paraphrasing by using "**reminder phrases**," such as

- o The author goes on to say that ...
- o The article (author) further states that ...
- o (Author's last name) also states/maintains/argues that ...
- o (Author's last name) also believes that ...
- o (Author's last name) concludes that

7. Restate the article's/lecturer's conclusion in one sentence.

8. Give a full reference for the citation (see the example below for the in-text citations in #2). For citing electronic sources, please see [Citation of Electronic Resources](#).

Further illustrations: Please see the video **Tips on Summarizing** on the [Ohio State Flipped ESL](#) YouTube channel. This video investigates the basic elements needed to create an effective one sentence summary and a summary paragraph.