**Integrating Sources**

**Taking Notes**

[Y]ou should (1) record enough information to help you recall the major points of the source; (2) put the information in the form in which you are most likely to incorporate it in your research project; and (3) note all the information you will need to cite the source accurately, including a subject heading and a label saying what type of note it is—paraphrase, summary, or quotation (Easy 192).

**Summary**

To evaluate your summary, ask the following questions:

1. Is it brief?
2. Is it in my own words?
3. Is it true to the author’s intention?
4. Did I record all the information required for the *Works Cited* page?

**Paraphrase**

To evaluate your paraphrased material, ask:

1. Does it follow the same structure as the source?
2. Does it follow the same reasoning as the source?
3. Does it record all key evidence, facts, and supporting reasons for major claims?
4. Is it in my own words?
5. Is it true to the author’s intention
6. Did I record all the information required for the *Works Cited* page?

**Integrating Summaries, Paraphrases and Quotations**

According to the *Easy* handbook, quotations should be announced with a “signal” word or phrase, such as those underlined in the following examples. Summaries and paraphrases should be introduced in the same way.

As Eudora Welty notes, “learning stamps you with its moments. Childhood’s learning,” she continues, “is made up of moments. It isn’t steady. It’s a pulse” (9).

In her essay, Haraway strongly opposes those who condemn technology outright, arguing that we must not indulge in a “demonology of technology” (181).

Choose a signal verb that is appropriate to the idea you are expressing and that accurately characterizes the author’s viewpoint. Other signal verbs include words such as *acknowledges, agrees, asserts, believes, claims, concludes, describes, disagrees, lists, objects, offers, remarks, reports, reveals, says, suggests,* and *writes* (Easy 198).

According to the *How To* text, the following signal verbs are ideally suited to argument essays: *admits, charges, concedes, confuses, derides, disputes, evades, insists, pretends,* and *smears* (432*).* These are not neutral words; they are charged with connotations capable of influencing your reader to believe or doubt the source.

**Using Brackets and Ellipses in Quotations**

In direct quotations, enclose in brackets any words you change or add, and indicate any deletions with ellipsis points.

“There is something wrong in the {Three Mile Island} area,” one farmer told the Nuclear Regulatory Commission after the plant accident (“Legacy”33).

Economist John Denneth Galbraith pointed out that “large corporations cannot afford to compete with one another . . . . In a truly competitive market someone loses” (Key 17).

Be careful that any changes you make in a quotation do not alter its meaning. Use brackets and ellipses sparingly; too many make for difficult reading and might suggest that you have removed some of the context for the quotation (Easy 199).