# Making Sure You Are Safe

<table>
<thead>
<tr>
<th>Action during the writing process</th>
<th>Appearance on the finished product</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When researching, note-taking, and interviewing</strong></td>
<td><strong>Proofread and check with your notes (or photocopies of sources) to make sure that anything taken from your notes is acknowledged in some combination of the ways listed below:</strong></td>
</tr>
</tbody>
</table>
| • Mark *everything* that is someone else’s words with a big Q (for quote) or with big quotation marks  
• Indicate in your notes which ideas are taken from sources (S) and which are your own insights (ME)  
• Record all of the relevant documentation information in your notes | • In-text citation  
• Footnotes  
• Bibliography  
• Quotation marks  
• Indirect quotations |

| **When paraphrasing and summarizing** | **Begin your summary with a statement giving credit to the source:** *According to Jonathan Kozol, ...*  
**Put any unique words or phrases that you cannot change, or do not want to change, in quotation marks:** *... "savage inequalities" exist throughout our educational system (Kozol).* |
| • First, write your paraphrase and summary without looking at the original text, so you rely only on your memory.  
• Next, check your version with the original for content, accuracy, and mistakenly borrowed phrases | |

| **When quoting directly** | **Mention the person’s name either at the beginning of the quote, in the middle, or at the end**  
**Put quotation marks around the text that you are quoting**  
**Indicate added phrases in brackets ([ ]) and omitted text with ellipses ( . . . )** |
| • Keep the person’s name near the quote in your notes, and in your paper  
• Select those direct quotes that make the most impact in your paper -- too many direct quotes may lessen your credibility and interfere with your style | |

| **When quoting indirectly** | **Mention the person’s name either at the beginning of the information, or in the middle, or at that end**  
**Double check to make sure that your words and sentence structures are different than the original text** |
| • Keep the person’s name near the text in your notes, and in your paper  
• Rewrite the key ideas using different words and sentence structures than the original text | |

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