

# When to quote...

Quote if you are using a particularly authoritative source and you need the author's expertise to back up your point.

Quote if you are taking a position that relies on the reader understanding exactly what another writer says about the topic.

Quote if you can't say it any better and the author's words are particularly brilliant, witty, edgy, distinctive, and/or interesting.

Quote if the author is providing a good illustration/example to support a point you're making.

Quote if you are analyzing diction, tone, or a writer's use of a specific word or phrase.

# When to paraphrase...

Paraphrase when you want to introduce a writer's position, but his or her original words aren't special enough to quote.

Paraphrase when you need to present information that's unlikely to be questioned.

Paraphrase when you want to present a counterclaim/counter argument. (You can refute the writer's specific points in your own words after you paraphrase.)

Paraphrase when you need to reference a certain text/source to support a point you're making.