Other GWC and DKL workshops related to 
Paraphrasing and Quoting Like a Pro

- **Joining the Academic Conversation**
  Monday, July 16, 1530–1700 • Dr. Cheryldee Huddleston

- **Research Quickstart, Level I: Using the Library Search for Research**
  Tuesday, July 17, 1200–1250, Glen Koue
  Wednesday, July 25, 1200–1250, Gen Koue

- **Citation Management with Zotero**
  Friday, July 27, 1000–1150 • Glen Koue
  Tuesday, August 14, 1700–1850 • Ann Jacobson
  Thursday, August 23, 1500–1650 • Kathy Norton

https://my.nps.edu/web/gwc/resident-workshops
Today’s agenda

1. Four ground rules for incorporating sources

2. Working with your tool kit
   - Quoting
   - Summarizing
   - Paraphrasing
relationships with the indigenous population. The CAPs retained the capability to call for artillery, air support, or reaction forces as the situation dictated, but their primary tactic against the North Vietnamese Army and Vietcong, patrolling, relied on small arms weapons empowered by invaluable intelligence drawn from the villagers themselves. Use of artillery and air were infrequent, which limited collateral damage to the farmer and his crops, and villagers valued this sensitivity. Additionally, the CAPs were small in size but effective based on the 1967 Department of Defense report, which was based on a Hamlet Evaluation System security score; received a 2.95 out of 5.0 and the other U.S. forces score 1.6 out of 5.0. The 1967 report proved that CAPs were clearly providing security in their areas to the degree of allowing local administration of government to resume. CAPs provided a buffer the people and their leaders came to trust between themselves and the feared North Vietnamese army and the Vietcong. Results: only one CAP was lost to the enemy.

Failure to Implement the Appropriate Strategy

Although effective, the CAP strategy would have failed. The USMC leadership recognized the dynamic nature of the insurgent situation in South Vietnam and the applicability of CAPs to thwart it; they lacked an integrated strategy of implementation. The absence of an operational strategy for combined action represented the greatest downfall of CAP. The creation of CAP platoons lacked mutual support, many were isolated, and could never link up. The inability for CAP to spread throughout South Vietnam would lead to its failure. More importantly, the U.S. ground forces leadership never supported CAPs. General Westmoreland would not let them, and he

\[\text{Andrew, 1967, p. 172-175.}\]
**Rule #1:** Think and consider **writing** about the validity of the **source** and its **content**

<table>
<thead>
<tr>
<th>Written Sources</th>
<th>Written Content</th>
<th>Spoken Sources/Content</th>
<th>Viewed Sources/Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, academic</td>
<td>Theories</td>
<td>Speeches</td>
<td>Maps</td>
</tr>
<tr>
<td>Articles: academic and news</td>
<td>Methodologies</td>
<td>Radio shows</td>
<td>Graphs</td>
</tr>
<tr>
<td>Surveys</td>
<td>Survey data</td>
<td>Interviews</td>
<td>Tables</td>
</tr>
<tr>
<td>Databases</td>
<td>“Facts”</td>
<td>Lectures</td>
<td>Photographs</td>
</tr>
<tr>
<td>Gov’t documents: directives, field manuals, instructions, orders, reports, strategies</td>
<td>Formulas and mathematical proofs</td>
<td>Ideas</td>
<td>Organizational charts</td>
</tr>
<tr>
<td>Laws, statutes, bills, patents</td>
<td>Typologies</td>
<td>Opinions</td>
<td>Physical models</td>
</tr>
<tr>
<td>Conference papers</td>
<td>Computer code</td>
<td>Ideas</td>
<td>Videos</td>
</tr>
<tr>
<td>Web pages (CAREFUL!)</td>
<td>Life stories</td>
<td>“Facts”</td>
<td>TV</td>
</tr>
</tbody>
</table>

**Most reliable**

**Mixed reliability**
Rule #2: Know what does and does not need to be cited

Did you:
Write it?
Draw it?
Gather it?
Observe it?

1. Did you think of it?
   Yes
   No

2. Is it common knowledge?
   Yes
   No

3. Is it field-specific common knowledge?
   Yes
   No

Cite
Don’t cite
Common Knowledge (Facts):

- **Easily observable:**
  - Earth’s moon rises in the east.
  - Donald Trump was elected President of the United States in November 2016.

- **Commonly reported, general facts:**
  - On Sept 11, 2001, planes hit the World Trade Center in New York City, a field in Pennsylvania, and the Pentagon, which is the headquarters of the Department of Defense.

- **However!**
  - Reasonable sources may disagree.... in which case, you should cite and explain disagreements.

If in doubt, **ASK** your writing coach, librarian, or professor.
Field-specific Common Knowledge:

- **Common facts within a field or specialty:**
  - **Physics:** The dimples on golf balls reduce drag, helping them fly farther than a smooth ball would.
  - **Political science:** After an intense civil war, China became a Communist state in 1949.

- **More than just the facts, ma’am:**
  - **Broadly described, common theory:** *Rational choice theory* holds that people tend to make decisions by weighing costs and benefits related to self-interest, especially economic matters.
  - **Broadly described, common methods:** *Face-to-face interviews* are an excellent source of primary data but require that questions be presented in the same order and language.

- **However:**
  - Reasonable sources may disagree….in which case, you should cite and discuss.

If in doubt, **ASK your professor or librarian.**
According to the Stockholm International Peace Research Institute (SIPRI) [1], the United States continues to lead the world in military expenditures at 43 percent of the global total. As one of the world’s most well-known and respected research institutes on weapons, SIPRI conducts research that primarily covers major weapons systems and their trade. SIPRI [2] also revealed that small arms are by far the most commonly used weapons in civil and interstate conflicts, and that the United States is the largest exporter and importer in the world. Accurate arms-sales data seems difficult to obtain for at least two reasons: states may not want to broadcast their deals and some weapons are traded on the secretive black market. Still, data from SIPRI is collected using a rigorous methodology...

**Figure 1. Global Distribution of Military Expenditure in 2010 [1]**

- United States, 43.0%
- China, 7.3%
- UK, 3.7%
- Russia, 3.6%
- France, 3.6%
- Next 10 countries combined, 21.5%
- Rest of world, 17.3%


Rule #3: Use a note-taking and citation-tracking system

1. Keep your source information **separate** from your writing document.
   
   LastName_NS3023_Final Paper_Sources.docx
   LastName_NS3023_Final Paper_Doc.docx

2. Record **complete bibliographic details** with any information added to your **source file**.

3. “Code” borrowed ideas, words, and data by **how** you have transferred it:
   
   **QUOTE**: “Their exact words.” (p. x)
   
   **PARA**: Their ideas or data in your own words. (p. x)
   
   **SUM**: Their main idea or conclusion in your own words. (p. x)

4. Make notes to yourself in your source file:
   
   **ME**: or **MINE**: Your own ideas, reactions, questions, analysis to their material.
   
   Or, [put your own ideas, reactions, questions, analysis in brackets].

5. Write in your **document file**, transferring source content—with citations—from your **source file** as you develop your paper.
1. Look up your department’s preferred or required style

2. Use style’s main page for what information to collect and how to format it

3. Use style’s rules page—link at top of each style page—for answers to common questions

4. Find additional guidance on the Thesis Processing Office’s site:

   https://my.nps.edu/web/thesisprocessing/citation-guides
Rule #4: Always make clear where information and wording came from

*Everything*—words, ideas, data, definitions, theories, and images—in your academic papers is assumed to be BY YOU, *unless*:

1. You **SIGNAL** to your readers that it belongs to someone else:
   
   As anthropologist Margaret Mead quipped
   “always remember that you are absolutely unique. Just like everyone else” (Mead, 1971).

2. The information is **COMMON** or **FIELD-SPECIFIC COMMON KNOWLEDGE**, written in your own words and style:
We all have a unique style of writing and word choice

“Always remember that you are absolutely unique. Just like everyone else” (Mead, 1971).

“Today you are you!
That is truer than true!
There is no one alive who is youer than you!” (Dr. Suess, 1959).
Rule #4: Always make clear where information and wording came from

*Everything*—words, ideas, data, definitions, theories, and images—in your academic papers is assumed to be *BY YOU*, *unless*:

1. You **SIGNAL** to your readers that it belongs to someone else:
   
   As anthropologist Margaret Mead quipped
   “always remember that you are absolutely unique. Just like everyone else” (Mead, 1971).

2. The information is **COMMON** or **FIELD-SPECIFIC COMMON KNOWLEDGE**, written in your own words and style:
   
   Some security systems use scanned fingerprints to identify unique individuals before granting access to them.
Yes! **WORDS borrowed exactly (verbatim)** need to be quoted and cited because they are “intellectual property.”

…even if they contain common knowledge
…even if they are from one of your publications
Three tools at-a-glance

<table>
<thead>
<tr>
<th>Tool</th>
<th>Defined</th>
<th>Your rendition</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUOTE</td>
<td>To “mark and use” a source’s exact words.</td>
<td>Same length as original.</td>
</tr>
<tr>
<td>SUMMARIZE</td>
<td>To present a complex and lengthy set of words briefly in your own words, capturing the main point.</td>
<td>Much shorter than original.</td>
</tr>
<tr>
<td>PARAPHRASE</td>
<td>To present a source’s words and ideas in your own words, with your own sentence structure.</td>
<td>Approximately same length as original.</td>
</tr>
</tbody>
</table>
# Your Toolkit: 3 tools, 1 formula

## Tools

1. Quote
2. Summarize
3. Paraphrase

## Formula

1. **Indicate start:**
   - Signal Phrase: Source + action verb
   - Then, if quoting, opening quote mark

2. **Insert others’ material as quote, paraphrase or summary**

3. **Indicate end:**
   - Insert close quote mark (if quotation)
   - Citation at end of text
   - Full citation in List of References

4. **Write about what you included.**
Signal phrases...

- Makes clear “who will be speaking”
- Communicates the source’s “action” with introductory verb choice
- And, as needed, provides justification for using that particular source

Formula

1. Indicate start of other source with
   - Signal Phrase
     Source + action verb
   - Then, if quoting, opening quotation mark
To make your writing more precise and interesting, vary your signal-phrase verbs

- Smith...stated
  - agreed
  - yielded
  - argued
  - countered

- The FBI’s fraud unit...reported
  - alleged
  - proposed
  - defended
  - decided
In a 2007 state visit with President Bush, the Premier of the People’s Republic of China, Wen Jiabao, __claimed__ that his country “has no plans to expand [militarily] beyond its borders.” However, within a year, China __announced__ its intent to launch its first aircraft carrier within five years, sending tremors throughout the region. Since, China has expanded its military and economic power. U.S. Secretary of Defense Leon Panetta __argued__ in 2013 that such disconnects are the norm for rising powers.
In *Surviving the Extremes*, physician Kenneth Kamler *claimed* that nearly all Everest climbers suffer serious depression when first adjusting to a new altitude [15]. However, his conclusion seems to be based on anecdotal evidence gathered from Mt. Everest teammates, not a systematic gathering of evidence across groups or time.
After examining physiological changes of humans in near space, Ashcroft concluded that facial-hair growth slows at the same rate in desert-like and near-space conditions [2]. Ashcroft’s study suggests that oxygen saturation may not be an important factor in cell rejuvenation.

IEEE footnote for detail: 
6 Near space is generally considered between 60,000 feet in altitude and outer space.

IEEE reference:
A more recent study indicates that red and yellow are the best colors with which to decorate your restaurant because they induce feelings of hunger (Smith and Lopez, 2008). Consider popular fast-food chains, which often use red and yellow in their advertising and décor. Restaurant customers felt more energized in red and yellow environments, which encouraged them to order more food (Smith and Lopez). Patrons felt relaxed in blue and purple environments, which, most notably, encouraged them to “spend more time considering the menu options and eat at a slower pace” (Smith and Lopez, 42). Although blue décor can give your restaurant a more casual, laid-back feel, it also encourages patrons to linger at their tables without ordering additional food or beverages (Smith and Lopez). These findings may explain why it is difficult to identify a popular chain restaurant that decorates with calming hues.

APA Reference:
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Quoting Rules

Use source’s exact words, with these exceptions:

- Add [sic] after original error.
- RULE: Do not “fix” the typo or grammar.

Noted historian Charles Beard argued that most of the drafters of the Constitution viewed “democracy as something rather to be dreaded then encouraged.”\(^\text{101}\)

Noted historian Charles Beard argued that most of the drafters of the Constitution viewed “democracy [sic] as something rather to be dreaded then [sic] encouraged.”\(^\text{101}\)
Quoting Rules

Use source’s **exact** words, with these exceptions:

- Bracket [ ] your clarifying additions.

---

As political scientist Mavis Bachman *discovered*, well into the nineteenth century, “the word was repeatedly used by conservatives to smear opponents of all kinds.”

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As political scientist Mavis Bachman *discovered*, well into the nineteenth century “the word [democracy] was repeatedly used by conservatives to smear opponents of all kinds.”

---

Footnote = 23Mavis Bachman, *Book Title* (Place of Publication: Publisher, year), page # because it's a quote.

List of References = Bachman, Mavis, *Book Title*, Place of Publication: Publisher, year.
Quoting Rules

- **Avoid Quoting:**
  - Too much; “<10 percent rule”
  - One source, too many times (lowers credibility)
  - To start a sentence (without a signal phrase)

- **Good Reasons to Quote:**
  (avoiding paraphrasing is **NOT** a good reason!)
  - Contested or varying definition
  - Controversial statement
  - Historic importance
  - Vivid example
  - Cannot be paraphrased accurately
When to Quote

Historic importance and vivid language:

Mao Zedong once said

“Never again will the people of China be enslaved!”

---

When to Quote

Historic importance and vivid language:

On October 1949, before hundreds of thousands of people gathered outside the Imperial Palace in Beijing, Mao Zedong proclaimed the birth of the People’s Republic of China, shouting, “never again will the people of China be enslaved!”

Mao did not elaborate in this speech on whether he meant economic domination by Western colonial powers, feudal lords, China’s growing capitalist class, or occupation by Japan. Regardless of the original source(s) of the grievance, Mao’s declaration has continued as a predominant nationalist narrative ever since and is still used by the Chinese Communist Party today.

59 Mao Zedong, founding state speech, Beijing, China, October 14, 1949, as translated in Mary Smith, Mao Zedong: A Lifetime of Speeches, (New York: Columbia University Press, 1995), 150.

60 [This cited sentence is field-specific common knowledge. It doesn’t need to be cited, but it does not hurt to provide 2-3 sources that provide evidence that the nationalist narratives are currently in use. Each source is separated by a semi-colon in the footnote.]
Steps
Summarizing vs. Paraphrasing

1. Understand.
2. Take notes.
3. Working from your notes, capture the main ideas in your own words.
   1. What’s most important?
   2. Synonyms + their words
4. Check your version for accuracy, and cite.

1. Understand.
2. Take notes.
3. Working from your notes, rewrite the passage in your own words.
   1. Change sentence structure
      **TIP:** new subject and verb
   2. Synonyms + their words
4. Check your version for accuracy, and cite.
Security studies scholar and retired French military officer David Galula argued over 40 years ago, for pragmatic reasons, that harm done to the population at large should be kept to a strict minimum during counterinsurgencies, and any misdeeds should be “punished severely and even publicly.”62 His work supports the hearts-and-minds approach to counterinsurgency, which places higher importance on winning the war, not the battle, but potentially with soldiers’ careers as added collateral damage.

Paraphrasing examples 1 & 2

- **From original source:** The inconspicuous, efficient, and cheap surveillance method that drones provide raises a very similar issue to that seen in United States v. Jones.

- **Insufficient paraphrase:** The inconspicuous, efficient and inexpensive surveillance method that UAS provides raises a very similar issue argued in United States v. Jones [45].

- **From original source:** For example, the Farmers Privacy Act of 2012 restricts the EPA’s ability to use surveillance drones in agricultural monitoring.

- **Insufficient paraphrase:** In addition, the Farmers Privacy Act of 2012 restricts the EPA’s ability to use surveillance UAS in agricultural monitoring.

- **Well-written paraphrase:** The EPA now operates with less power to monitor agriculture with UAS since Congress passed the Farmers Privacy Act of 2012 [50].
Paraphrasing exercise I

• From original source: The Delphi technique was developed in the 1950s by the Rand Corporation to forecast the impact of technology on warfare.

• Paraphrased: ______________________________________________________

                                                                                           
                                                                                           
                                                                                           

Steps for Paraphrasing

1. **Understand.**

2. **Take notes.**

3. Working from your notes, **rewrite the passage** in your own words.
   - 1. Change sentence structure (new subject and verb)
   - 2. Synonyms + their words

4. **Check** your version for accuracy, and **cite**.
One Paraphrasing Process

- From original source: The Delphi technique was developed in the 1950s by the Rand Corporation to forecast the impact of technology on warfare.

1. Understand it, and take notes if useful.

2. Restructure and cite it: To forecast the impact of technology on warfare, the Rand Corporation developed the Delphi technique in the 1950s.  

3. Use synonyms: To predict technology’s effects on warfare, the Rand Corporation created the Delphi method within a decade after WWII.

4. Check that meaning is retained, and cite.
Paraphrasing exercise II

- **From original source:** The chairman of the Joint Chiefs of Staff cannot predict exactly where the next threat to the United States and its interests may come from, but he knows it will happen faster than in the past and the U.S. military must be prepared.

- **Paraphrased:** ____________________________
  ____________________________
  ____________________________
  ____________________________
Steps for Paraphrasing

1. Understand.

2. Take notes.

3. Working from your notes, rewrite the passage in your own words.
   1. Change sentence structure (new subject and verb)
   2. Synonyms + their words

4. Check your version for accuracy, and cite.
Another Paraphrasing Process

• **From original source:** The chairman of the Joint Chiefs of Staff cannot predict exactly where the next threat to the United States and its interests may come from, but he knows it will happen faster than in the past and the U.S. military must be prepared.

1. **First, understand it.**

2. **Write down key words and ideas:** Chairman JCS. Speech. Future security threats. Predicting is difficult. Rapid change. Prepare.

3. **Restructure, use synonyms, and cite:** In a recent speech, the chairman of the Joint Chiefs of Staff described a security environment that will change rapidly, making new threats difficult to predict and requiring an exceptionally well-prepared U.S. military.34

4. **Check that meaning is retained, and be sure to cite.**
Other related workshops

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https://my.nps.edu/web/gwc/resident-workshops
WASHINGTON, July 1, 2015 – The chairman of the Joint Chiefs of Staff cannot predict exactly where the next threat to the United States and its interests may come from, but he knows it will happen faster than in the past and the U.S. military must be prepared.

The National Military Strategy released today by Army Gen. Martin E. Dempsey provides the blueprint for how the military will use its forces to protect and advance U.S. national and security interests.

“Globalization, diffusion of technology, and demographic shifts are driving rapid change as state actors and trans-regional networks challenge order and stability,” said Dempsey. “This strategy addresses these dynamics and our strategy to ensure that our force remains the best-led, trained and equipped military on the planet.”

The National Military Strategy follows the release of the 2015 National Security Strategy in February this year, as well as the 2014 Quadrennial Defense Review.
Concerns About Russia, Iran, North Korea

While the document notes Russia's contributions in some security areas such as counternarcotics and counterterrorism, it also points to that nation's willingness to use force to achieve its goals.

"It also has repeatedly demonstrated that it does not respect the sovereignty of its neighbors," the strategy states. "Russia's military actions are undermining regional security directly and through proxy forces."

But Russia is not the only country of concern in the strategy document. Iran's nuclear program worries American allies in the region and beyond, according to the strategy. Iran sponsors terrorist groups in the region and is active in Syria, Iraq, Yemen and Lebanon.

North Korea remains an outlaw state that has developed atomic weapons and is building missiles capable of reaching the United States.

Identify the source in your signal phrase: Jim Garmone’s article? General Dempsey’s speech? The Military Strategy document?

Formula

1. **Start with:**
   - Signal Phrase: source + action verb
   - Opening quote mark (if quotation)

2. **Insert quote, paraphrase or summary**

3. **Close with:**
   - Insert close quote mark (if quotation)
   - Citation indicator at end of text
   - Full citation in List of References

4. **Evaluate/connect to your argument!**
China a Question Mark

China is in a different class, but could be a threat to the United States, according to the strategy. It is a rising great power and the strategy encourages China "to become a partner for greater international security."

Still, Chinese actions in the South China Sea are worrisome. It is a complex strategic environment and the U.S. military cannot focus on one threat to the exclusion of all others, according to the strategy.

"[The U.S. military] must provide a full range of military options for addressing both revisionist states and [violent extremist organizations]," the strategy says. "Failure to do so will result in greater risk to our nation and the international order."
Additional examples and handouts
Dempsey Releases National Military Strategy
By Jim Garamone
DoD News, Defense Media Activity

WASHINGTON, July 1, 2015 — The chairman of the Joint Chiefs of Staff cannot identify exactly where the next threat to the United States and its interests may come from, but he believes it will happen faster than in the past and the U.S. military must be prepared.

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The National Military Strategy follows the release of the 2015 National Security Strategy in February this year, as well as the 2014 Quadrennial Defense Review.

If this were an academic article, citations would be needed.
Paraphrasing example 3, step 1

1. Understand it:

Your Thesis—Gun regulations protect and empower those who obtain them legally.


Lepore’s Original Passage—Regulation has a role to play. As Adam Winkler, a constitutional-law scholar at U.C.L.A., demonstrates in a nuanced new book, Gunfight: The Battle Over the Right to Bear Arms in America, firearms have been regulated in the United States from the start. Winkler notes that laws banning the carrying of concealed weapons were passed in Kentucky and Louisiana in 1813, and other states soon followed: Indiana (1820), Tennessee and Virginia (1838), Alabama (1839), and Ohio (1859). Similar laws were passed in Texas, Florida, and Oklahoma. As the governor of Texas explained in 1893, the “mission of the concealed deadly weapon is murder. To check it is the duty of every self-respecting, law-abiding man.”
2. Take notes in my words:

a. **PARA:** Sometimes regulations are useful.

b. **PARA:** Experts studying gun control regulations note that controls on concealed weapons go back at least 200 years, even in states considered more conservative today.

c. **QUOTE:** Use “effective language” quote by 1893 Texas governor.

**Original Passage**—Regulation has a role to play. As Adam Winkler, a constitutional-law scholar at U.C.L.A., demonstrates in a nuanced new book, *Gunfight: The Battle Over the Right to Bear Arms in America*, firearms have been regulated in the United States from the start. Winkler notes that laws banning the carrying of concealed weapons were passed in Kentucky and Louisiana in 1813, and other states soon followed: Indiana (1820), Tennessee and Virginia (1838), Alabama (1839), and Ohio (1859). Similar laws were passed in Texas, Florida, and Oklahoma. As the governor of Texas explained in 1893, the “mission of the concealed deadly weapon is murder. To check it is the duty of every self-respecting, law-abiding man.”

**NOTE:** Non-academic articles rarely cite. Instead, they rely on signal phrases to reveal their sources. Sometimes, they do not reveal their sources.
My Paraphrase—Drawing from UCLA law professor Adam Winkler’s book, *Gunfight: The Battle Over the Right to Bear Arms in America*, and other recent works, Jill Lepore reveals in a 2014 article that gun control in America is not new. While Texas is considered to be one of the more conservative states in the Union today, in 1893, its governor argued for gun control when he stated, according to Lepore, that the ‘mission of the concealed deadly weapon is murder. To check it is the duty of every self-respecting, law-abiding man.’

Through his painstaking research, Winkler discovered that prohibitions on carrying concealed weapons began over 200 years ago in Kentucky and Louisiana, eventually encompassing other conservative states, such as Indiana, Ohio, Oklahoma, Florida, Tennessee, Virginia, and Alabama.

From this and other research presented by Lepore, we can surmise that the majority of legislators in these states at that time believed some degree of gun regulation was useful and preferred for governing society.

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7 Ibid., 34.
## Three tools at-a-glance

<table>
<thead>
<tr>
<th>Tool</th>
<th>When</th>
<th>What</th>
<th>Likely Sources</th>
<th>How?</th>
</tr>
</thead>
</table>
| **QUOTE**  | To maintain high level of accuracy, their “voice,” specific language/wording | Single word, phrase, or 1-3 sentence(s), up to ~ five lines | • Speeches  
• Interviews  
• Legal documents and formal statements  
• Definitions | 1. Use *their words exactly*, in whole or part  
2. Insert as part of your sentence, or as a block quote if >5 lines  
3. Almost never start a sentence with quotation mark; use a signal phrase |
| **SUMMARY**| Capture main point with less detail, more generalization  
Condense large amounts of information | From one paragraph to entire document  
**No more than 4-5 words in a row from original** | • Analysis  
• Findings  
• Methods  
• Tables, graphs, images  
• Background  
• Datasets | 1. Use *your words and their words*  
2. Write in *your style*  
3. *Much* shorter than original |
| **PARAPHRASE**| To capture details, clarify, simplify, or change emphasis/focus  
Allows more detail than summarizing | Phrase, sentence, up to ~ three lines  
**No more than 4-5 words in a row from original** | • Analysis  
• Findings  
• Methods  
• Background  
• Data | 1. Change sentence structure to *your style*, especially subject and verb  
2. Use *your words and their words*  
3. Approximately same length as original |
## Signal-phrase verbs

### Introductory Verbs

**Says**
- The verb introduces the quotation as information.
  - adds
  - believes
  - clarifies
  - comments
  - describes
  - discusses
  - emphasizes
  - examines
  - explains
  - explores
  - identifies

**Agrees**
- The verb indicates that the source agrees with another source or with the position you are advancing.
  - accepts
  - agrees
  - assents
  - concurs
  - agrees
  - supports

**Yields**
- The source agrees that a conflicting point is valid.
  - acknowledges
  - concedes
  - admits
  - grants
  - agrees
  - recognizes

**Argues in favor**
- The verb indicates that the source is providing evidence or reasons for a position.
  - argues
  - asserts
  - contends
  - demonstrates
  - holds
  - illustrates

**Argues against**
- The verb indicates that the source is providing evidence against a position.
  - indicates
  - insists
  - maintains
  - proposes
  - recommends
  - shows
  - attacks
  - contradicts
  - criticizes
  - denies
  - differs
  - disagrees

**States controversially**
- The source makes a statement that you are skeptical about (be careful of your tone if you use these).
  - alleges
  - assumes
  - claims
  - purports

**Implies**
- The source presents information either tentatively or indirectly.
  - implies
  - insinuates
  - proposes
  - suggests

**Continues**
- You continue to refer to or quote the source.
  - adds
  - also notes
  - continues
  - goes on to say
  - states further

**Concludes**
- The source draws a conclusion from previous discussion.
  - concludes
  - decides
  - determines
  - finds

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