



QUOTING

YOU CAN QUOTE TEXT IN TWO WAYS:

1. A direct quotation uses the original text exactly as it is, making it clear this is the case with inverted commas and crediting the author.
2. An indirect quotation is a summary or significant rewording of the original text. However, you must not distort the meaning of the original text or make changes that could lead to its misinterpretation.

INDIRECT QUOTATION/ SUMMARY

- To paraphrase/reproduce the meaning of content in your own words, it is important to truly understand the original text.

Simple example:

Source:

'Murphy says that plagiarism is illegal.'

Paraphrase:

According to Murphy, pretending the work of someone else is your own (plagiarism) is against the law.

You must not alter the message of the original text.

Incorrect paraphrase:

*Murphy **believes** that plagiarism is illegal.*

(This changes the meaning as what someone says and what they believe are two different things; at the same time, the way the content of the original is otherwise expressed has not been changed significantly.)

DIRECT QUOTATION

- A verbatim reproduction of the original text, which should be placed within quotation marks and its source/authorship credited.

For example:

To support my argument with a quotation from the key textbook (Walsh 2022): 'Murphy says that plagiarism is illegal.'

Direct quotes should be short and used only if this is necessary for the reader to understand/comprehend the original text.



QUOTING

DIRECT QUOTATION

You can quote without needing copyright permission if all of the following apply:

- the work you are quoting from has been previously published
- the use is fair dealing
- you quote 'no more than is required for the specific purpose for which it is used'
- the use is genuinely for the purpose of quotation
- you include proper acknowledgement of the author/source

You should ask the relevant rightsholder(s) for permission to use any 'substantial' extract from a copyright work. The meaning of 'substantial' is a matter of fact, context and degree. A short extract may be a vital part of a work. A few sentences taken from a long novel or biography are unlikely to constitute a 'substantial part', but a few lines from a poem may.

PLAGIARISM

- To quote or paraphrase a work without proper acknowledgement.
- To claim or imply that original work created by someone else is your own.

Copying without permission and plagiarism infringe the rights of the author and damage the author's ability to profit from their own work.