



## Paraphrasing and Quoting: Bulleted and Numbered Lists

Even when numbered or bulleted lists are cited, they must still be quoted or paraphrased properly. You can choose either to: 1) paraphrase completely (see [Paraphrasing and Quoting Responsibly](#)), 2) format the list as a block quote pulled verbatim from the source, or 3) cite and quote individual borrowed language.

**NOTE:** Whether paraphrasing or quoting, *always cite the source!*

### How to Cite a **Paraphrased** Bulleted or Numbered List

When paraphrasing items in a list, use a signal phrase or citation in the paragraph text *before* the list.

Original Passage	Paraphrased List
Red and yellow are the best colors with which to decorate your restaurant because they induce feelings of hunger, energize customers to order more food, and prevent patrons from lingering in the restaurant once they have consumed their meals.	<p>It is profit-savvy to decorate a restaurant with red and yellow, colors that Smith and Jones (2009) suggest</p> <ul style="list-style-type: none"> <li>• make people feel hungry;</li> <li>• lead to customers eating, and therefore spending, more;</li> <li>• and encourage diners to leave the restaurant once they have finished eating, freeing tables for new customers.</li> </ul>

### How to Cite a **Block Quote** Bulleted or Numbered List

Bulleted or numbered lists taken directly from a source can function as block quotes, which don't need quotation marks around the text. In the paragraph text before the list, introduce the source with a signal phrase, using verbs such as "stated" or "declared." Then include a citation after the last list item. If the list ends with a period, place your citation after that period. If you change or add language within the list [make sure to do so in brackets].

Original Passage	Block Quote List
Red and yellow are the best colors with which to decorate your restaurant because they induce feelings of hunger, energize customers to order more food, and prevent patrons from lingering in the restaurant once they have consumed their meals.	<p>In their study, Smith and Jones highlight the benefits of decorating a restaurant with red and yellow color schemes. These colors, the authors state,</p> <ul style="list-style-type: none"> <li>• induce [potential customers'] feelings of hunger,</li> <li>• energize customers to order more food, and</li> <li>• prevent patrons from lingering in the restaurant once they have consumed their meals. (Smith &amp; Jones, 2009, p. 29)</li> </ul>

### How to **Directly Quote Individual** Bulleted or Numbered List Items

When paraphrasing some list items and quoting others, use a citation or signal phrase in the paragraph text *before* the list, and include quotation marks and a citation *with* the directly quoted language. If the list ends with a period, place your citation *before* that period (unless using footnotes, which always appear after the period).

Original Passage	Individual Direct Quote List
Red and yellow are the best colors with which to decorate your restaurant because they induce feelings of hunger, energize customers to order more food, and prevent patrons from lingering in the restaurant once they have consumed their meals.	<p>Smith and Jones (2009) determined that red and yellow are the most advantageous colors to use when decorating a restaurant. According to their study, these colors have the following effects:</p> <ul style="list-style-type: none"> <li>• Increase patrons' desire to eat in response to hunger</li> <li>• Encourage customers to spend more money on food</li> <li>• "Prevent patrons from lingering in the restaurant once they have consumed their meals" (Smith &amp; Jones, 2009, p. 29).</li> </ul>



## Why and How to Paraphrase Properly

**To paraphrase** means to describe a source’s passage completely in your own words, and with your own sentence structure. Changing a source’s words here and there, or adding words to a source’s sentence, is known as “patchwork” or “mosaic” plagiarism—it is *not* proper paraphrasing. **Paraphrase** when a source’s passage is complex, or written in a way that doesn’t match your writing style. Paraphrase, for example, a short paragraph describing new DOD policy.

Paraphrasing allows you to strategically incorporate trusted information through the lens of your paper (your specific focus, audience, and argument) and your lens as a writer (your voice and style). Direct quotes do not show *your analysis* of a source. Paraphrasing shows your ability to think critically about the topic and understand others’ research. Generally, not more than 10 percent of a standard paper should be directly quoted material; the majority of text should be your own.

### Steps toward a proper paraphrase:

1. Actively read source text until you truly understand the information.
  2. Take notes in your own words, using quotation marks to clearly indicate key terms and borrowed phrases/language.
  3. Working from your notes—*not* from the source—craft sentences using your own voice, language, and structure.
- \* Tip: If your paraphrased sentence is still too close to the original, start by finding the sentence’s primary subject and verb. Then, using your own knowledge of the topic, reframe the sentence with these terms but from a new angle.

## Formatting Rules for Direct Quotes

**To quote** means to take a source’s words directly/verbatim. Generally, directly borrowed language of about five words or more must appear in quotation marks. Many citation styles require page numbers for direct-quote citations. Use a **quote** when information is clear, accessible, and brief, or when language is particularly powerful or of historic importance. Quote, for example, a precisely worded definition, legally binding declaration, controversial statement, or line from a famous speech.

- Use [brackets] around clarifying language you have changed or added into a direct quote. However, if you find you must frequently add or change language to clarify, it may be best to paraphrase the information instead.
 

Example: Well into the nineteenth century, as political scientist Mavis Bachman discovered, “the word [democracy] was repeatedly used by conservatives to smear opponents of all kinds” (2014, p. 32).
- Use an ellipsis to indicate if you drop words mid-sentence.
 

Example: “We the People of the United States, in order to form a more perfect union ... do ordain and establish this Constitution for the United States of America.”<sup>43</sup>
- “For quotes within quotes, use ‘single quotation marks’ for the inside pair” [3].
- Use a block quote when you are quoting more than five lines from the original. Introduce the block quote with a source signal phrase. Indent the quoted text one-half inch from each regular margin. Single-space the block quote. Add a citation at the end of the block quote.
- For quotes within *block* quotes, use “regular double quotation marks” for the internally quoted material.
- Insert [sic] into a direct quote to indicate an error was the source author’s and not your own. You do not need to use [sic] to indicate a variant spelling—for example, if quoting a British source that spells “color” as “colour.”
 

Example: Historian Charles Bear argued in 1999 that “most of the drafters of the Constitution viewed demorcacy [sic] as something rather to be dreaded then [sic] encouraged” (p. 407).
- “If you **add emphasis** (*italics*, **boldface**, underline, etc.) that did not appear in the original source, indicate so after the closing quotation marks” (emphasis added).

