Summarizing is another useful tool for essay writing. Summaries highlight the key ideas in the original article rather than rephrasing the article in your own words.

Four Simple Steps to Summarizing

1. Identify the author & source
2. List the main idea or ideas from the paragraph or article that you are summarizing
3. Rewrite the ideas into your own words
4. Don’t forget to cite!

Sample Original Text:

As a general rule, editors and publishers will acknowledge plagiarism in their publications and publish an apology when plagiarism has been proven. Inevitably, the plagiarist is identified in the published apology.

But the matter, sadly, does not always end there. Suspicion is sometimes directed at graduate qualifications awarded to plagiarists. Plagiarised publications will certainly not be accepted by tenure committees. Even the present job held by an identified plagiarist may be threatened. Furthermore, once a plagiarist's activity has been advertised, editors and publishers everywhere will be very reluctant to consider any future manuscripts an identified plagiarist might wish to publish.

Avoid plagiarism like the plague. Do not be tempted to plagiarise the works of others. It is simply not worth it, for plagiarists will certainly publish and perish (Smith).

Preparing the Summary:

1. Author: James P. Smith, Journal of Advanced Nursing
2. Key ideas:
   - As a general rule, editors and publishers will acknowledge plagiarism in their publications and publish an apology when plagiarism has been proven; the plagiarist is usually identified too.
   - The matter does not always end there: Plagiarised publications will not be accepted by tenure committees; present job held a plagiarist may be threatened; editors and publishers will be very reluctant to consider any future manuscripts; plagiarists live under a cloud of suspicion for part or for the rest of their professional and/or academic lives
   - Advice: Avoid plagiarism like the plague
3. Rewrite the Ideas in your own words:

   James P. Smith, in a *Journal of Advanced Nursing* editorial, argues that the cost to someone's career ultimately makes plagiarizing not worth the risk. Even after a formal public apology, a known plagiarist will find it difficult to get future papers published, qualify for tenured positions at universities or colleges, and may even find their current job in jeopardy. He advises, no matter how strong the temptation, to avoiding plagiarism (Smith).

4. **Remember to cite:** Even someone else’s ideas have to be cited.

Works Cited