Welcome to a presentation on Referencing: Using Voices in Your writing. This presentation discusses how voices can be used in your writing to distinguish your ideas and arguments from those of others, through quoting, paraphrasing and summarising. The UniSA Harvard Referencing style is used in the examples.

Your instructors expect you to demonstrate critical voice in your writing. This means you don’t just list what other people are saying. You need to demonstrate that you have evaluated the debate that is going on in your discipline area and are incorporating the views and findings of scholars to support your own arguments and discussion. Quoting which is the direct voice, paraphrasing-the indirect voice and summarising-the external voice can be used to make your discussion more critical. Remember your assignments are opportunities for you to demonstrate what you have learnt. Establish this in your arguments by not just stating what other people are saying but putting forth your views and opinions supported by evidence.

When you quote from the original source, you copy the exact words. You need to sometimes use the direct voice in your writing as the author of the original idea has stated it in a concise manner and to paraphrase would change its meaning. The direct voice is also used when the author of the original idea has made a strong claim and its impact would be lost if it is paraphrased or summarised. The direct voice is also used if you cannot communicate the original idea in any other manner.
A quote is a word or words that are copied exactly from the original source. The original source is enclosed within single quotation marks and must be accompanied by a citation. The page number of the original source must be included in the citation.

**Slide 6: Paraphrasing: The indirect voice**

Your instructors do not want assignments that are full of quotes. They would rather students paraphrase the information they read. Paraphrasing information would demonstrate that the writer has understood what they have read. Paraphrasing also encourages critical thinking skills as you cannot paraphrase effectively if you do not evaluate what the author is saying. Using the thesaurus or changing each of the words with synonyms will not result in good paraphrases.

**Slide 7: Paraphrasing – Example**

Here is an example of a paraphrase of the original text. The writer has not copied too many words from the original source and has demonstrated critical thinking in their text. They have interpreted and evaluated what they have read.

**Slide 8: The convention for paraphrasing**

A paraphrase must come from an oral or written source. The words from the original source must not be copied. A paraphrase must be accompanied by a citation and sometimes a page number if specific information belonging to an author has been used. If you are unsure about including the page number, do it anyways as you will not be penalised.

**Slide 9: Summarising: The external voice**

You would be reading different sources on same topic and you will find that scholars would be discussing the same themes. Rather than paraphrase each one of these ideas, you can summarise the gist of the discussion in one or two sentences and cite all the authors who have talked about it. When you do this, you will be using the external voice in your writing.

**Slide 10: Summarising – Example**

Here is an example of how the external voice can be used in your writing. A point to note though is that you do not always have to place your citations at the end of a sentence. You can also begin your sentence with a citation. This will depend on whether you want author prominence. Citations at the start of a sentence will only work for quotations and paraphrases.