



SUMMARIZING

A SHORT REVIEW



First rough draft

- Read the article paragraph by paragraph.
- After reading a paragraph three times, write the main idea of the paragraph in one sentence without looking at the article.
- Follow this procedure for each paragraph in the article.
- Consolidate the summarized sentences into one paragraph.
- Cite the source of the article in the first sentence of the summary paragraph.
 1. Author(s) + (date) + write(s) + that + thesis of the article.
Claire Andre and Manuel Velasquez (1988) write that the urgent need for organ donors has created a debate focusing on how to meet this need.
 2. If there is no date for the article, use *n.d.* in place of the date.
Claire Andre and Manuel Velasquez (n.d.) write that the urgent need for organ donors has created a debate focusing on how to meet this need.
 3. If there is no author, write thesis of the article (“title of article,” date).
The urgent need for organ donors that has created a debate about how to meet this need (“Kidneys for Sale, 1988).
 4. If no author or date is listed, write thesis of the article + (“title of article,” n.d.).
The urgent need for organ donors, has lead to a debate about how to meet this need (“Kidneys for Sale,” n.d.).

Second rough draft

- Compare your summary to the original article to ensure that what you have written is correct.
- Check that you have not included any minor points (details).

Final draft

- Check that you have used the language of cause and effect.
- Check that you have used transitions that show the relationships between ideas.
- Check that your writing is concise.
- Check that you have used specific, powerful language.
- Edit for spelling, grammar, and punctuation.