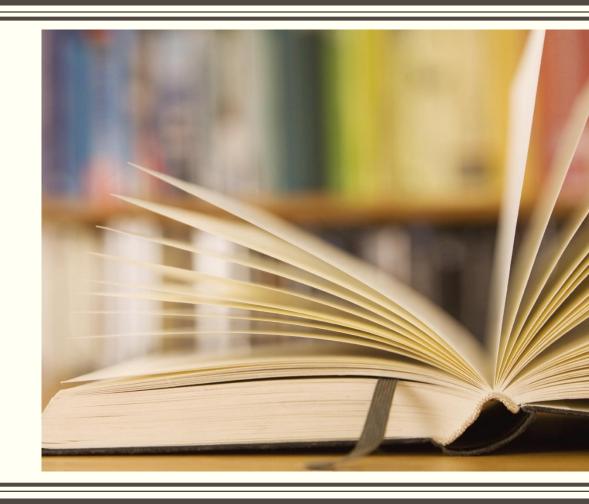
SUMMARIZING

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 <u>thesis of the article</u> ("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.