

A summary is a shortened version of someone else's writing or thoughts.

Summaries vary in length and amount of details depending on a teacher's requirements, the length of the original source (article, book, passage) and the purpose of the summary; however, **all summaries must:**

- be **shorter** than the original source (article, book, passage) approximately one third the length of the original source;
- include the **main idea** of the original source in your own words;
- include major details (also known as supporting ideas) in your own words;
- **should not include your knowledge, ideas or opinion** unless your teacher requests it.
- identify the author, title of article, title of publication, where published, publisher, year of publication, and page information, at the top of the page of your summary (or in-text.)

Taken from:

<http://depts.gallaudet.edu/englishworks/writing/main/summary.htm>