**How to Write a Formal Summary**

**Rules to follow when writing a summary:**

* Write in the **present** tense.
* Include the author, article title (in quotation marks), and source of article (in italics) **in the first sentence**
* **Be concise**—The summary should be shorter than the original
* Include info **in the order it appears** in the original
* Use your own words. Use **few or no** quotes.
* If you do quote anything, use “ ” around any of the author’s original words or phrases.
* Leave out your opinions, ideas, and interpretations. **Use only the content in the source.**

**Sample Summary:**

 In "[Students Shall Not Download. Yeah, Sure](http://www.nytimes.com/2003/09/20/technology/20COLL.html?pagewanted=1)."(*New York Times*), Kate Zernike describes the attitudes of students at Pennsylvania State University to illegal downloading of Internet material. She points out that while they are aware of the illegality, they think that is all right to ignore the law on this issue, just as they ignore the age limit on the consumption of alcohol. This attitude is encouraged by various factors: the ease by which they are able to download, their assumption that the Internet belongs to everyone, and the availability of Internet services on campus and their importance to university life. Warnings against illegal downloading from the university authorities have little effect because students do not agree that such downloading causes any harm. In fact, they argue that they spend money on bands that they would not know about had it not been for illegal downloads. Unlike older people, they see no point in paying money to buy a recording of a song. Threats of punishment make students more cautious, but in no way lead them to stop downloading.

Source: <http://user.keio.ac.jp/~hjb/BCNewDirectionsSummaries.htm>