Follow these steps to summarize your article.

1. Read the article carefully, underlining or highlighting the main points. Take notes in the margin as needed. Try to differentiate between the details/examples and main ideas.

2. Identify the author, title, and publication.
   - **Author(s):**
   - **Title** (NOTE: Capitalize all key words and enclose title in quotation marks):
   - **Publication** (NOTE: Capitalize all key words and italicize the name of the publication):

3. Determine the main point or thesis of the article and state it in a topic sentence, in your own words. Remember to name the author, title, and publication in the topic sentence.
   - **TOPIC SENTENCE of your summary:** State the main point or thesis of the article, in your own words:

4. Condense the rest of the work down to the most important sub-points or supporting ideas.
   - The summary should be about ¼ the length of the original article, so you’ll need to leave out some of the article’s details and examples; stick to the main ideas.
   - Use your own words. Use only brief quotes if necessary to capture a point.
   - Leave your opinions about the article OUT of the summary. Write like a reporter—just the facts. You are simply repeating what the article says, in fewer words and in your own words. Incorporating *signal phrases* is a good strategy to help maintain objectivity.
   - **SUMMARY:**
Sample Summary Paragraph

“The Numbers Game,” an article published in Newsweek by Jerry Adler, investigates why statistics, which are everywhere, are often confusing, inaccurate, and incorrect. To begin with, Adler points out that many people and groups who cite statistics “have no idea what they are talking about” because often incorrect statistics are generated by poorly constructed survey questions. Also, the article mentions that many social and political organizations have agendas that can be served by inflating statistics to further their cause, and a challenge to these numbers often leads to more exaggerated statistics. Finally, some issues are tough to quantify, Adler admits. The article concludes by not blaming journalists for quoting inaccurate statistics; after all, “They consider their job done when they find a number that can be attributed to a credible source.” Instead, Adler suggests that organizations need to have higher standards when generating numbers.