

An Introduction to

iThenticate TM

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# Table of Contents

[Session Objectives 5](#_Toc459908135)

[Topic 1 – Let’s get started 6](#_Toc459908136)

[Research Integrity 6](#_Toc459908137)

[What is iThenticate? 7](#_Toc459908138)

[Why use iThenticate? 7](#_Toc459908139)

[Self-Plagiarism 8](#_Toc459908140)

[Exercise 1 – Logging in to iThenticate and changing your Password 9](#_Toc459908141)

[iThenticate Control Panel - Main Navigation Bar 10](#_Toc459908142)

[Account Info 10](#_Toc459908143)

[Settings 10](#_Toc459908144)

[Folders 10](#_Toc459908145)

[Topic 2 – Folders 11](#_Toc459908146)

[Folders 11](#_Toc459908147)

[My Folders – Folders 11](#_Toc459908148)

[My Folders – Settings 11](#_Toc459908149)

[Exercise 2.a – Rename the My Folders Folder Group 12](#_Toc459908150)

[Exercise 2.b – Creating a new Folder Group 12](#_Toc459908151)

[Exercise 2.c – Creating a new folder 12](#_Toc459908152)

[Exclusions and Filters 13](#_Toc459908153)

[My Documents 14](#_Toc459908154)

[My Documents – Settings 14](#_Toc459908155)

[Report Filters 15](#_Toc459908156)

[Phrase Exclusions 15](#_Toc459908157)

[Topic 3 – Submitting your Manuscript 16](#_Toc459908158)

[File Types 16](#_Toc459908159)

[File Sizes 17](#_Toc459908160)

[What Size is my File? 17](#_Toc459908161)

[Tips to Reduce File Size 17](#_Toc459908162)

[Types of file Upload 17](#_Toc459908163)

[Exercise 3 – Submitting your Manuscript 18](#_Toc459908164)

[Topic 4 – The Similarity Report 19](#_Toc459908165)

[What is a Similarity Report? 19](#_Toc459908166)

[Viewing Modes 20](#_Toc459908167)

[Match Overview 20](#_Toc459908168)

[Match Breakdown 20](#_Toc459908169)

[Viewing a Source 21](#_Toc459908170)

[Viewing the Text Only Report 22](#_Toc459908171)

[Exercise 4 – Viewing the Similarity Report 23](#_Toc459908172)

[INDEX 24](#_Toc459908173)

# Session Objectives

 At the completion of this session, you will be able to:

* Locate the Australian Code for the Responsible Conduct of Research 2007, the La Trobe University Academic Integrity Statute 2015 and Research Integrity Policy.
* Locate the **iThenticate** portal
* Log in to **iThenticate** and change your password
* Use the **Settings** options to set your preferences
* Create folders to suit your preferences
* Submit a manuscript to your **iThenticate** account
* View and examine a **Similarity Report (SR)** and review your submission in relation to the **SR**
* Apply **Report Filters** and **Phrase Exclusions** to reduce the Similarity Index
* Share your iThenticate account to allow others to view a **Similarity Report** (SR)
* Manage and organise your manuscripts



# Topic 1 – Let’s get started

 At the completion of this topic, you will be able to:

* Describe the benefits of using **iThenticate** to check your work
* Define self-plagiarism and ways to avoid it
* Describe how **iThenticate** compares your work
* Locate the **iThenticate** portal
* Change your password
* Consider the **Settings** of your account


## Research Integrity

Best practice in research at La Trobe University, as well as all other Australian Universities, is governed by the Australian Code for the Responsible Conduct of Research 2007. The Code aims to provide an understanding of responsible research practices. It emphasises the importance of citing the work of other relevant authors appropriately and accurately when disseminating research findings and adds that the use of the work of others “without acknowledgement” is unethical.

Australian Code for the Responsible Conduct of Research 2007
<http://www.nhmrc.gov.au/guidelines-publications/r39>

Academic Integrity Statute 2015
<http://www.latrobe.edu.au/__data/assets/pdf_file/0020/633116/Academic-Integrity-Statute-2015.pdf>

Research Integrity Policy
<http://www.latrobe.edu.au/policy/documents/research-integrity-policy.pdf>

## What is iThenticate?

**iThenticate** is a web-based tool which can be used to match the text in your work against a large number of online sources. It has been designed to be used by researchers to ensure the originality of written work prior to submission for examination or publication.

When you submit your work to **iThenticate**, it will be compared to 49 million published research articles from more than 590 scientific, technical and medical publishers (a cache larger than that maintained by most university libraries). It will also be compared to 105 million research titles from databases and content providers such as:

* ABC CLIO
* Pearson, McGraw-Hill and Wiley
* ProQuest

In addition, **iThenticate**’s proprietary web crawler crawls around 10 million web pages per day and has created an archive of 60 billion web pages against which your work will be compared.

## Why use iThenticate?

After comparing your manuscript to the sources described above, **iThenticate** generates a **Similarity Report** and also produces an overall similarity percentage for the report. You may think that the lower the percentage, the better but acceptable percentages of matching text can vary significantly from one manuscript to another.

You should carefully consider the strings of matching text provided in the **Similarity Report.**

The **Similarity Report** displays your submitted manuscript overlayed with numbered and colour-coded text reflecting strings of text that have been matched to other published works in **iThenticate**’s databases or web crawls. The colours and numbers correspond to matched sources which are displayed to the right of your manuscript. Any text that is in black and not bolded did not match sources in the **iThenticate** databases or web crawls. By submitting and resubmitting your manuscript to **iThenticate** you can review and refine your work by ensuring that you have not used the work of other authors without appropriate and accurate acknowledgement.

**iThenticate** does not detect plagiarism. **iThenticate** matches the text in your submitted manuscripts against the sources detailed above and provides an indication of any text matches. Only an experienced academic undertaking a review will be able to detect whether or not there has been a genuine attempt to plagiarise another’s work.

Using iThenticate can help you:

* avoid inadvertent plagiarism;
* prevent copyright issues from excessive use of your own or others’ text;
* comply with the [Australian Code for Responsible Conduct of Research](https://www.nhmrc.gov.au/guidelines-publications/r39) (2007).

This guide will help you get started using the software. See the Interpreting iThenticate Reports: a Guide for Researchers for help making sense of your reports and information about how it can be used throughout your writing process.

### Self-Plagiarism

“Self-Plagiarism is defined as a type of plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written text while authoring a new work.”
(Source: <https://cdn2.hubspot.net/hub/92785/file-5414624-pdf/media/ith-selfplagiarism-whitepaper.pdf> accessed by A.Waterson 18.08.16).

You should exercise caution if using a work or portion of a previous publication. It is recommended that you insert the entire publication into your thesis if this is possible and if it fits well within the structure.

Concerns may arise if the previous publication was co-authored. If you’re using portions of the publication without acknowledgement, it won’t be clear whose work is being used.

If you can’t insert the entire publication into your thesis, it’s recommended that a statement is inserted at the beginning of any chapter that relies heavily on previously published work. The statement should state clearly your contribution to the work:

**Sample Statement**

*Much of the content of this chapter has been published in X journal. Therefore, parts of this journal are quoted verbatim and referenced accordingly.*

*The paper(s) is:*

*Reference:*

*(Name of Candidate) played a significant role in the research, data collection and writing of the paper. Specifically etc …*

You will also need to submit to your supervisor the written confirmation of your contribution by your co-authors, unless your supervisor is the executive author for the publication.

See <http://www.latrobe.edu.au/__data/assets/pdf_file/0005/670541/Schedule-for-Presentation-of-Theses-for-Higher-Degrees-by-Research.pdf> page 4 Jointly authored work.

## Exercise 1 – Logging in to iThenticate and changing your Password

1. Shortly after your candidature is accepted you will receive an email from noreply@ithenticate.com containing your username (which is your LTU email address) and a temporary password.



1. To log in to iThenticate, click on the Login text at <http://www.ithenticate.com/>



1. When you first log in, you will be prompted to enter and confirm your new password.
2. To save the change to your password, click on the **Update Profile** button or click **Cancel** to cancel the change to the password.
3. When you confirm your new password, the End User License Agreement will be displayed. You must agree to the terms and submit the form.
4. The **iThenticate** Control Panel/Homepage will be displayed.

## iThenticate Control Panel - Main Navigation Bar

Your **iThenticate** homepage has a number of elements. At the top of the screen is the **Main Navigation** bar. It has three tabs; **Folders**, **Settings** and **Account Info**.

### Account Info

The **Account Info** screen contains information relating to your Profile. This information includes your **First Name**, **Last Name** and **email** address. You can also **Upload a photo** to the screen and change your password.

### Settings

Selections you make on the **Settings** tab customises your view, language and preferences relating to your manuscripts. Choices on the **Reports** tab allow you to establish thresholds for email notifications regarding your **Similarity** and **Content Tracking** Reports.

### Folders

The **Folders** tab takes you to the screen where you will do most of your work in **iThenticate**. The **Toolbar** is functional only when you are at the **Folders** screen. The **Toolbar** displays the **Search**, **Trash** and **Move** functions. The folders screen contains all of the functionality of **iThenticate**. From here you will, create, browse and share folders. Documents can be uploaded and submitted for checking to the **iThenticate** database. You can also delete documents or move them from one folder to another.

# Topic 2 – Folders

 On completion of this topic, you will be able to:

* Describe the benefits of using **Folders** to organise your work
* Personalise the name of **My Folders**
* Create a new **Folder** and add it to the **My Folders** (or Renamed) group
* Complete the **Folder** settings and select appropriate optional exclusion settings.
* Create Report Filters and Phrase Exclusions



## Folders

### My Folders – Folders

When you first log in, you will have a **Folder Group** called **My Folders** and a **Folder** titled **My Documents**. A **Folder Group** allows you to organise your Folders and a **Folder** lets you store and organise your documents.

**My Folders** lists all the folders you have created. Click on any folder you’d like to browse and you’ll see the contents of the folder. There’s also a folder for **Trash**. The trash contains your deleted documents. To permanently delete any item in the trash, select the checkbox to the left of the document title and then click on the delete icon in the **Toolbar**.

### My Folders – Settings

From the **Settings** tab you can change or personalise the default name of **My Folders**.



## Exercise 2.a – Rename the My Folders Folder Group

1. After logging in for the first time to **iThenticate**, you will only see one folder group, called **My Folders**.
2. From the main navigation screen, on the **Folders** tab, select **My Folders > Settings.** Rename **My Folders** Folder Group**.**
3. Select **Update.**

## Exercise 2.b – Creating a new Folder Group

Creating new **Folder Groups** will help you to organise and keep track of your manuscripts. If you regularly conduct research, you may want to create a **Folder Group** for each new piece of work.

1. Select **New Folder Group** from the **Action** column on the right of the screen.
2. Type a name for your **Folder Group** and then choose **Create. Note**: The **My Folders** list cannot display more than 14 characters.
3. At this point you can choose to rename your **Folder Group** or return to the **Folders** screen by selecting the **Folders** tab.

## Exercise 2.c – Creating a new folder

You can create a new folder within any of your **Folder Groups**. You might consider creating folders for:

Pre-confirmation 10,000 words

Pre-candidature Substantial

Pre-submission 70,000 words

Or you could name your folder for a Journal or Conference to which you are submitting a paper. Remember to include the month and year.

1. From the **Folders** tab, select **New Folder** from the Action column on the right of the screen.
2. Select the **Folder Group** to which you want to add the **New Folder**. By default, this will be the **My Folders (or renamed)** group. Then, give your Folder an appropriate name.
3. Select your exclusions and filters as outlined on the following page.

**NOTE**: Exclusions and filters may be overwritten/edited using the **Filter Edit** function in the **Document Viewer** of the **Similarity Report.**

### Exclusions and Filters

The exclusion of any quote, phrase, small match or small source guarantees that the item will not be considered as a match in a Similarity Report or Index. Filters and exclusions will need to be set differently for different tasks and situations. See Interpreting iThenticate Reports: A Guide for Researchers for more information.


Excludes any matches contained in sections of quoted text. A quote is any text contained within double quotation marks.

Excludes any matches contained in a Bibliography. A Bibiography will be identified by words such as ‘Reference’, ‘Literature’, ‘Citations’, ‘Further reading’ etc

You can exclude matching with phrases associated with the folder from comparison of other documents submitted to this folder. Other phrases can be added from the **Setting** tab associated with the **Folder**.

If you choose to **Exclude Small Matches,** you must set a word count, below which match instances will be excluded. You might consider using this exclusion if there are three or four word phrases that you must use and which would be used extensively by others in your discipline.

If you choose to **Exclude Small Sources,** sources with a word count or aggregate match percentage defined by you will be excluded from the **Similarity Report.** **Warning:**  A percentage exclusion of even 1% could have a significant impact on a manuscript that has 120 pages. Bear this in mind when setting a percentage exclusion.

Your manuscript is unlikely to have a Section titled Methods and Materials but it will likely contain a Section titled **Abstract.** Tick this checkbox to exclude your **Abstract** from matching sources.

All of the search repositories are selected by default. It’s recommended that you don’t change this setting.

The repositories provide access to conference proceedings, research articles and books provided by the worlds’ scientific, technical and medical publishers.

i**Thenticate** provides a database containing billions of current publicly available and archived internet pages of existing content. Tens of thousands of new pages are added on a daily basis.

## My Documents

The **My Documents** element of the screen has three tabs: Documents, Sharing and Settings. The settings on these tabs relate to only this folder. If you create additional folders you can create different settings. If you want to, you may share one folder with a particular individual and another folder with others.

**Documents**: This tab displays the documents and corresponding **Similarity** Indices and **Reports** within the selected folder. If one or more documents is uploaded and processed by iThenticate, the display will change to include information about the report (including a Similarity % Index), the name of the Author, the date and time on which the document was processed and two icons: **Move to Trash** and **Document Properties**.

## My Documents – Settings

**Folder Options**: In the Document settings you can override any exclusions and filters that you created when you added the **New Folder**. See page 15.

**Sharing**: The **Sharing** tab displays a list of other individuals within the La Trobe University **iThenticate** system with whom you can share documents within folders. Select the name of the individual and then choose **Update Sharing**.

**Settings**: The elements on this tab allow you to select the options for this folder in relation to exclusions of phrases or quotes.

### Report Filters

You may want to exclude particular URLs from the search. For example, if you relied upon a website such as <http://www.phrasebank.manchester.ac.uk/introducing-work/> an Academic Phrasebank to assist you with your academic writing, you could filter it out.

### Phrase Exclusions

It’s important to identify and exclude discipline specific phrases or word string without which you are unable to describe methods, report results or write your conclusion.

# Topic 3 – Submitting your Manuscript

 At the completion of this topic, you will be able to:

* Recognise the appropriate type of file that can be uploaded to **iThenticate**
* Recognise the appropriate size of file that can be uploaded to **iThenticate**
* Describe a variety of file upload methods
* Submit a manuscript


## File Types

Your manuscript can be in any of the following file formats to be uploaded to **iThenticate**:

* Rich Text Format (rtf)
* Plain Text (txt)
* MS Word(dox and docx)
* Word XML
* Adobe PostScript
* html
* Portable Document Format (pdf)
* WordPerfect (wpd)

**NOTE**: Files must be in text format. Scanned images of a document or an image saved as pdf will be rejected. Non-text information will not be included in the upload, this includes references to spreadsheets or other documents.

Files must contain at least twenty words of text.

iThenticate will not accept hidden, system, password protected, encrypted or read-only files.

## File Sizes

The file should not be bigger than 400 pages of text and should not be larger, in size, than 40mB. If you are uploading a zip file, the zip file can contain 1000 files or 100mB of zipped information. Before uploading, you should check the contents of a zip file to ensure it includes only usable file formats.

## What Size is my File?

Apple Mac: Select the file in question, press and hold the **⌘** key, then choose **i** Doing this will bring up the file information. The size of the file is the second line in the **General** Section.

Windows PC: When you have the file open, click on **File > Info**. In the right hand column under **Properties,** you’ll see the file size.

The file size will be shown in either kB (Kilobytes) or mB (Megabytes).. 1024 kB = 1mB

### Tips to Reduce File Size

**NOTE**: Always use a **copy** of your Original manuscript when making changes.

You may find that the file you need to submit to iThenticate is over the allowed size limit. If this is the case, you will need to reduce the size of your file.

* Remove all non-text content
	+ Images
	+ graphs
* Remove headers and footers
* Remove page and line numbers
* Files greater in size than 40mB or 400 pages should be divided as appropriate to remain within the file size limits. The files can then be zipped into a single zip file.
* If your file has been saved as Portable Document Format (pdf), ensure that it is saved as text-based pdf. An image-based pdf cannot be processed by iThenticate.

## Types of file Upload

**iThenticate** offers three methods of uploading your manuscript to the service.

* **Upload a file** – allows for submission of a single file
* **Zip File Upload** – allows for submission of a single zip file. A zip file may contain up to 1000 files or 100MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.
* **Cut & Paste** – allows for the submission of plain text. This method allows you to submit only specific parts of a document that may require a Similarity Report. If you intend to use this method, it’s recommended that you create a word or text file and then copy the text from there and paste it into the web field. If the page refreshes or another browser error occurs, your text will not be lost.

## Exercise 3 – Submitting your Manuscript

This exercise will use the **Upload a File** method.

1. In the **Submit a document** channel, select **Upload a File.** You have the option to upload your manuscript to a folder other than the default folder that has been selected.
2. Give your manuscript a title. If you don’t enter a title for the manuscript in the field provided, the **iThenticate** service will use the document’s filename. Enter the first name and last name of the author. Then **Browse** for your manuscript.
3. You can upload up to ten documents at a time using the **Upload a File** method. To submit another document, select **Add another file.**
4. Click the **Upload** button to submit your manuscript. Alternatively, click **Cancel** to cancel the submission.

# Topic 4 – The Similarity Report

After you have submitted your work to **iThenticate** and it has been compared to the sources described on page 9, iThenticate will generate a Similarity Report

## What is a Similarity Report?

You will know when the report has been generated because the Date/Time of processing will be displayed, as will the Percentage Index of the report. This index indicates the percentage of similarity between the work you have submitted and the information that already exists in the **iThenticate** repositories that were selected for the search. (See **Settings** on page 14)



Clicking on the Percentage Index in the Report Column will open the iThenticate **Document Viewer** and display the Similarity Report.

In the Default View, The **Similarity Report** is divided into three distinct channels:

**Paper Information** - At the top of the **Document Viewer** screen you will see information about the submitted work including the paper title, date of processing, word count and the title of the folder from which the document was submitted. The number of matches and the number of sources where the matching text was found are also displayed.

 **Paper Text** – This channel displays the text of the submitted work. Any matching text is highlighted in a colour corresponding to the source listed in the **Match Overview** channel.



**Match Overview -** the list of sources that match the highlighted areas in the Paper Text

For detailed information about how to make sense of your Similarity Report and the different ways you can use it see the Interpreting iThenticate Reports: A Guide for Researchers.

## Viewing Modes

The **Document Viewer** has four different viewing modes which allow you to sort and view the information provided in the **Similarity Report** in the manner that suits you best.

The four modes for viewing the **Similarity Report** are:

* **Match Overview:** This is the default viewing mode and it provides a list of all the parts of the paper which have matched text in the search repositories. The matches are colour coded and are listed from highest to lowest percentage of matching text.
* **All Sources:** This view contains an exhaustive list of all matches that have been identified.
* **Match Breakdown**: This view allows you to compare the top match source with all underlying sources.
* **Side by Side Comparison**: This is an in-depth view which displays a match compared with the original source content.

### Match Overview

When you open the **Document Viewer**, you’ll see the **Match Overview** display. This is the default viewing mode and displays the top percentage matches. To change the view to **All Sources**, select the **All Sources** icon (on the right) and the sidebar will update to display the list of all matches that have been identified.

### Match Breakdown

–To view the underlying sources for each match, you’ll need to display the **Match Breakdown.** To display this mode, hover your mouse over the match for which you want to see the underlying sources until an arrow icon appears. Selecting the arrow icon will update the screen to display all of the sources where matched text appears.

### Viewing a Source

If a matched text source is available on the internet, you can open the web page in a new browser tab by hovering your mouse over the match in the sidebar and selecting the **View Source in web page** icon.

You can return to **Match Overview** by selecting the arrow to the left of the text at the top of the sidebar. To view a source from the **Match Overview**, click on a match within the document, if the source is a link it will be blue in colour. Click on the source link to open a new web page displaying the original source. Alternatively select **Full Source Text** and the text will be displayed in the sidebar.

## Viewing the Text Only Report

You can navigate to the **Text-Only Report** by clicking on the **Text-Only Report** button at the bottom right of the **Document Viewer.** To return to the **Document Viewer**, select **Document Viewer** at the top left of the screen.

Clicking on the **Text-Only** **Report** displays the text-only view of the **Similarity Report.** Your report is displayed as unformatted text.

The **Text-Only Report** has four different viewing modes which allow you to sort and view the information in the manner that suits you best. To select a mode, click on the **Mode** pull down menu and select your preferred viewing mode.

The four modes for viewing the **Text-Only Report** are:

* **Similarity Report:** This is the default viewing mode and it provides a list of all the parts of the paper which have matched text in the search repositories. The matches are colour coded and are listed from highest to lowest percentage of matching text.
* **Content Tracking:** This view contains an exhaustive list of all matches that have been identified. Because the **iThenticate** databases are updated regularly, this view may have many matches from the same source. And duplicate sources will be date stamped.
* **Summary Report**: This view provides a simple, printable list of all the matches. Beneath the list, the paper is displayed highlighting the matching text.
* **Largest Matches**: This view displays the percentage of words that are part of a matching string. There may be an overlap of strings from some sources. If this is the case, the longer string will be displayed.

## Exercise 4 – Viewing the Similarity Report

**iThenticate** can take from a few minutes up to 24 hours to generate a **Similarity Report.**

1. When your Similarity Report has been generated, the **% Icon** will be displayed. Interpreting iThenticate Reports: A Guide for Researchers has information about percentages and how to interpret them. Select the **% Icon** in the **Report** column and the **Document Viewer** will be displayed.
2. Toggle to the Text-Only Report and back to the **Document Viewer**. Note the differences.
3. In the **Document Viewer** mode toggle to **All Sources** view.
4. In **All Sources** view, display **Full Source Text**.

# INDEX

ABC 9

**Abstract** 15

Academic Integrity Statute 2015 8

Account Info 12

**All Sources** 23

Australian Code for the Responsible Conduct of Research 2007 8

CLIO 9

**Content Tracking** 24

**Document Viewer** 14, 21

End User License Agreement 11

**Exclude Small Matches** 15

**Exclude Small Sources** 15

Exclusions 15

File Sizes 18

File Types 17

File Upload 18

Filters 15

Folder Group 14

Folders 12

**Full Source Text** 25

**iThenticate** 9

**Largest Matches** 24

LTU email address 11

**Main Navigation** 12

**Match Breakdown** 23

**Match Overview** 21, 23

McGraw-Hill 9

**Move** 12

**My Documents** 16

My Folders 13

**Paper Information** 21

**Paper Text** 21

Password 11

Pearson 9

Phrase Exclusions 16

plagiarism 9

ProQuest 9

Report Filters 16

Research Integrity Policy 8

**Search** 12

Self-Plagiarism 10

Settings 12

**Sharing** 16

**Side by Side Comparison** 23

**Similarity** Indices 16

**Similarity Report** 14, 21, 24, 25

Submitting your Manuscript 19

**Summary Report** 24

**Text-Only Report** 24

**Trash** 12

**Update Profile** 11

**Upload a File** 19

username 11

Viewing Modes 23

Wiley 9

**Zip File** 18