

# HOW DO I ... ? SUBMIT MY WORK TO TURNITIN?

Submitting a file to Turnitin™ | May 2011

## What is Turnitin™ ?

*Turnitin* is a web-based text-matching software system which can be used to assist in determining plagiarism and to help you learn how to properly acknowledge quotations.

Using Turnitin is part of La Trobe's educational approach to minimise plagiarism and ensure standards of academic honesty in assessable work. Students and lecturers can use *Turnitin* to check that quotations in student writing have been properly acknowledged.

This text-matching software can identify matches in millions of texts:

- over 110 million student papers already submitted to *Turnitin*
- 80,000+ professional, academic and commercial journals and publications including online journals and databases such as ProQuest, ABI/Inform, Periodical Abstracts, Business Dateline
- electronic books including the Gutenberg Collection of Literary Classics
- a current and extensively archived copy of the publicly accessible Internet (more than 12 billion pages updated at a rate of 40 million pages per day)

## What Types and Sizes of Files can I submit to Turnitin™

### File Types

You can submit files in the following format to *Turnitin*:

- MS Word (.doc and .docx)
- WordPerfect (.wpd)
- Portable Document Format (text based) (.pdf)
- HTML (.htm)
- Rich Text (.rtf) and Plain Text (.txt)

All files submitted to *Turnitin* must be text based. Scanned papers must be sent through Optical Character Recognition (OCR) software before they can be submitted to *Turnitin*.

### File Size

The maximum file size is 20MB. Reduce the size of large files by removing the images or saving the file as a rich text or plain text file to make the file smaller.

Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to *Turnitin*.

## How do I Submit My Work to *Turnitin*™

In the Learning Management System (LMS), go to the subject in which you want to submit an assignment.

Your lecturer will tell you in which Topic or Week you can find the *Turnitin* Assignment. Your lecturer may use the Turnitin icon (as in the illustration below), or an alternative symbol or text.



1. Select the appropriate *Turnitin* Assignment to which you will submit your work.
2. You may be required to accept the *Turnitin* user agreement.
3. On the **Summary** tab, you can see the Assignment name and a summary or instructions for submitting the assignment. The **Start Date** and **Due Date** will also be visible. If your lecturer has allowed late submissions, you will be able to submit your work up until the **Post Date**.

Summary		My Submissions		
Turnitin Assignment Name		TII Assignment		
Summary		This assignment ....		
Turnitin Class Owner		Alyson Waterson		
Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 2	24/03/11, 13:17	31/03/11, 13:17	31/03/11, 13:17	100
Part 3	24/03/11, 13:17	31/03/11, 13:17	31/03/11, 13:17	100

4. Select the **My Submissions** tab to submit your file.

**Add Submission**

**Submission Type** ? File Upload

**Submission Title** ?

**Submission Part** ? Part 2

**File to Submit** ?

5. Give your submission an appropriate title and select the **Part** to which you want to submit your writing. **Browse** for the file to upload (See What Types and Sizes of Files can I submit to Turnitin™ above).
6. You must check the box to confirm that the submission is your own work in order to submit your work to *Turnitin*.
7. If your lecturer allows it, you can submit your assignment a number of times between the **Start** and **Due Date**. Your first submission will return an **Originality Report** and **Similarity Index** in less than 10 minutes. Second and subsequent submissions will take more than 24 hours to process a report.


## My Submissions

Once a submission has been made to *Turnitin*, the submission inbox will contain your submitted paper and the **Submitted** field will contain the date and time of the submission. The **Similarity** field will contain the word Pending until the report is generated.

You will receive email from [noreply@turnitin.com](mailto:noreply@turnitin.com) acknowledging that your submission has been received, providing you with a unique Paper ID and a summary of your submission. It is recommended that you retain the email.

If your lecturer wants you to be able to view the Similarity Index and Originality Report, a percentage icon will appear in the **Similarity** field displaying the percentage of text that matches content in the Turnitin databases.

To view the Originality Report, click on the icon.

	35%
11/03/11, 18:05	35% 

Your lecturer can also see any **Originality Report** that is generated by the *Turnitin* service and can monitor the number of submissions you make.

See **Viewing an Originality Report** at <http://www.latrobe.edu.au/text-match/students.html> for information on viewing a *Turnitin* Originality Report. The section titled **Exclusions and Options** has information regarding excluding quoted text, bibliography and small matches from the **Similarity Index**.

## Important Notices

### MV Boli FONT

If you use the MS Office font, MV Boli in your assignment will return an incorrect Similarity Index and a corrupted Originality Report.

Students are advised not to use this font. If the font is used inadvertently, you may need to request that your lecturer allows you to resubmit your work.

### Quotation Marks

The Harvard (AGPS) and Footnoting (Oxford) manual recommends that you use single quotation marks around any direct quote that you use in your essay. However the Turnitin services recognises only the text enclosed in Double Quotation marks as a direct quote. Therefore, if you have the opportunity to use Turnitin, all direct quotes should be enclosed in double quotation marks.

### Identifiable Information

Remember to remove your name and student number from your submission. Also be careful not to include any instruction provided to you by your lecturer as this may match against text contained in other student papers.