The University of Melbourne acknowledges the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our campuses are located and where we conduct our business. We pay our respects to ancestors and Elders, past, present and future and extend that respect to all Aboriginal and Torres Strait Islander Australians who have made a contribution to the life of the University community.
1. iThenticate at the University of Melbourne

1.1 What is iThenticate?

iThenticate is a text-matching tool that enables researchers and graduate researchers to compare their research writing drafts with an extensive database of research literature. Using iThenticate throughout the research writing process can help to identify and address potential instances of matching text and weak writing practices. iThenticate is the leading technology in the area of detecting text similarity in research and many scholarly publishers use iThenticate to check manuscript submissions before publication. It is important to note that while iThenticate can identify areas of writing that may match text from existing literature, further assessment is also required to ensure that writing is original and appropriately referenced before submission and/or publication.

1.2 How is iThenticate different to Turnitin?

iThenticate and Turnitin serve different purposes. Turnitin should only be used for coursework assignments, creating similarity reports and allowing online grading and feedback, whereas iThenticate is designed for the needs of researchers and focuses only on published research. iThenticate also allows research groups to use the tool collectively by permitting users to share their similarity reports with other users, for example co-authors and collaborators. iThenticate does not add documents submitted to any database for analysis. For more information about the differences between iThenticate and Turnitin, please refer to http://www.ithenticate.com/resources/academic

1.3 Use of iThenticate

iThenticate is available to researchers and graduate researchers at the University of Melbourne for their research produced in connection with the University of Melbourne. Undergraduate students are not permitted to use iThenticate. Users are permitted to use iThenticate to check only their own writing and writing that they have co-authored. iThenticate cannot be used by staff when marking or reviewing someone else’s writing. It is advised that iThenticate is used to check drafts and final versions of research manuscripts prior to submission for publication. Graduate researchers are also advised to check their thesis drafts throughout the writing process and discuss this with their supervisor/s, especially before submitting for confirmation and final submission.

The use of iThenticate by researchers and graduate researchers has been endorsed by the University of Melbourne Research Ethics and Integrity Strategy Committee.

1.4 Support

iThenticate users at the University of Melbourne are advised to refer to this iThenticate User Guide as a support resource, as well as the following additional resources:

- University of Melbourne iThenticate homepage
- University of Melbourne iThenticate Frequently Asked Questions
- iThenticate website
- User Guide developed by iThenticate

For all enquiries relating to iThenticate, please submit a request in ServiceNow via Staff Services or Student Services.
If you are concerned or confused about your iThenticate similarity report and/or the originality of your writing drafts, please:

- Discuss and share the similarity reports with your supervisor if you are a graduate researcher.
- Contact your local Research Integrity Advisor or Faculty and Subject Liaison Librarian for advice.
- Submit a request for assistance in ServiceNow via Staff Services or Student Services. A Research Integrity Officer and/or a discipline specific Research Integrity Advisor will get in touch to provide advice and tools to address these concerns with an educative response.

Your iThenticate similarity report of writing drafts will not be used in or referred to a research misconduct investigation.

1.5 Policies

iThenticate has been provided to the University of Melbourne researchers and graduate researchers in accordance with the following policies:

- Student Academic Integrity Policy (MPF1310)
- Research Integrity and Misconduct Policy (MPF1318)
- Graduate Research Training Policy (MPF 1321)
- Australian Code for the Responsible Conduct of Research

1.6 Related links

For more information and resources about Research and Academic Integrity, plagiarism, self-plagiarism, and writing support skills at the University of Melbourne, please visit:

- Office of Research Ethics and Integrity
- Faculty and Subject Liaison Librarians
- Research Integrity Advisor Network
- Academic Integrity
- Graduate Research Hub
- Academic Skills
- re:cite
- Information for Supervisors
- UMSU Advocacy – Misconduct
- Researcher @Library Training for Graduate Students and Researchers
2. Getting Started

2.1 Logging in

Staff

All University of Melbourne staff can access iThenticate via the University of Melbourne single sign-on system. Navigate to [http://go.unimelb.edu.au/hgg6](http://go.unimelb.edu.au/hgg6) and you will be taken to this login screen:

Type in your University of Melbourne user name and password and click Login. Note that the login screen and Terms and Conditions refer to Turnitin because Turnitin company owns iThenticate. Users will not need to change their iThenticate password unless their University of Melbourne password changes. Do not click Sign Up and pay for a subscription. The University of Melbourne has purchased a site licence for iThenticate.

Graduate Researchers

All Graduate Researchers have iThenticate accounts created for them and will receive an activation email from noreply@ithenticate.com with login instructions. Do not click Sign Up and pay for a subscription. The University of Melbourne has purchased a site licence for iThenticate.

Support

For any access related issues, please submit a request for assistance in ServiceNow via Staff Services or Student Services.

2.2 Main navigation bar

After logging in to iThenticate, the main navigation bar on the homepage has three tabs in the top left corner:
Folders
The Folders tab has most of the functions of iThenticate and is where users can upload and manage documents, create and manage folders, and view similarity reports. Functionalities within the Folders tab will be explained in further detail in Section 3.

Settings
The Settings tab allows users to make changes to the iThenticate interface. The settings main tab has three sub-tabs with configuration options:

- **General Settings**: users can select their home folder that will automatically open in iThenticate as well as how many documents from this home folder will be displayed before a new page is created. Users can also choose which page they view after uploading a document, select the timezone, and select the language used in iThenticate.

- **Documents Settings**: users select which field will be used to sort documents (date, title, similarity score, author). Users can also select the percentage of similarity level at which the colour of the report score will change from grey to blue in the folder. This is an easy way to be able to visually identify documents that may need further investigation, however, there is no definitive number on a similarity report that can indicate whether there are problems with the originality of a piece of writing. This will be explained in further detail in Section 5.9.

- **Reports Settings**: users can choose frequency of similarity report email notifications, what the default report view is, and whether or not there is colour coding of similarity reports.

Account Info
The Account Info tab allows you to view your account name, account ID, user ID and date the account expires.
3. Folders

In iThenticate, there are two levels for organising folders: folder groups are used to organise folders and folders are used to organise documents. When users first log in to iThenticate, they will have a folder group called My Folders and a folder housed within this folder group called My Documents.

3.1 Folder Groups

The folder group My Folders lists all the folders created that are organised within that folder group. By clicking Settings in the My Folders folder group, the name of the folder group can be changed.

3.2 Create a new Folder Group

Users can create new folder groups by selecting New Folder Group in the New Folder section.

A name for the new folder group must then be entered before clicking Create. This new folder group will now display on the left of the page. Users can then either create a folder within this new empty folder group or click remove this empty group.

3.3 Folders

The folder titled My Documents and all other folders have three tabs: Documents, Sharing and Settings.
The **Documents** tab lists all the documents that have been uploaded and organised within that folder and the corresponding similarity report results, author, date processed, and actions (move to trash and document properties).

**Note:** moving to trash will not permanently delete the document. In order to permanently delete a document, a user must then go to **Trash** under **My Folders**, select the checkbox next to the document and click the delete icon.

The **Sharing** tab allows users to select which other iThenticate users from the University of Melbourne the folder will be shared with. All documents submitted to this folder and the similarity report will be visible to these selected users the folder is shared with.

The **Settings** tab has three sections relating to the folder settings:

- **Folder Options** allows users to change the name of the folder. This section also has exclusion and filter options, explained in greater detail in Section 3.5.
- **Report Filters** allows users to input specific URLs that will be filtered out from the matching content search for files submitted to this folder.
- **Phrase Exclusions** allows users to input specific phrases that will be filtered out from the matching content search for files submitted to this folder.

### 3.4 Create a new Folder

Users can create new folders within any of their Folder Groups by selecting **New Folder** in the **New Folder** section on the right of the page.

A **Folder Group** must then be selected to house this **New Folder** and a name must be assigned to the **New Folder**.
Users must select the exclusions and filters for documents submitted to this New Folder for comparison.

### 3.5 Exclusions and Filters

Users can select several exclusions and filters for documents submitted to each folder, either at the time of folder creation or after creation before submission of new documents to a folder (via the Settings section of the My Documents tab).

#### Folder Options

Under Folder Options, users can choose to exclude quotes (any text within double quotation marks), bibliography, and phrases from the comparison of documents submitted to this folder.

Users can select to **Exclude Small Matches** and specify the word count threshold for what constitutes a small match.

Users can select to **Exclude Small Sources** and specify the threshold for what constitutes a small source with either a word count or percentage figure. It is important to keep in mind the length of the document before setting a percentage figure threshold for excluding small matches.
Users can select to exclude the Abstract and/or Methods and Materials sections of documents being submitted to the folder from the comparison check. Variations on Methods and Materials that will be excluded if the box is ticked are: Method, Methods, Materials and Methods.

The final option in the Folder Options section is whether users want to exclude any repositories from the database that documents submitted to the folder are checked against. These repositories are all selected by default and unless there is a specific reason for doing so, it is recommended that documents submitted are checked against all of these repositories.

Under Report Filters, users can input specific URLs that will be filtered out of the database that documents submitted to the folder are checked against. Enter the URL into the field then press Add URL.

Under Phrase Exclusions, users can add and remove specific phrases that will be filtered out of the database that documents submitted to the folder are checked against. Click Add a new phrase, enter the phrase text, and click Create.
Note: filters and exclusions can be changed in the Document Viewer of the Similarity Report by using the Filters & Settings function.

3.6 Managing Folders

Folders within a Folder Group are organised alphabetically. Documents within a Folder can either be organised by Title or by Date Created, by clicking on one or the other. A downward arrow next to Title or Date Created will indicate that documents are being sorted by that field.

To move individual Folders from one Folder Group to another, users must go to the Folder Group and select the Folder to be moved. Clicking the Move selected to… dropdown will bring up the options of other Folder Groups. After picking the new Folder Group, users must click the Move button.

To delete folders, users must go to the My Folders menu on the left side of the page, hover over the folder, and click on the Trash icon that appears.
4. Document Submission

4.1 File Specifications

The following file types can be uploaded in iThenticate: Rich Text Format (RTF), Plain text (txt), MS Word (doc and docx), Word XML, PowerPoint (.PPT, .PPTX), Adobe PostScript, html, Portable Document Format (pdf), and WordPerfect (wpd). Documents that are not in any of these file type formats will need to be converted before uploading to iThenticate. Files must be in text format rather than image-based. Non-text information will not be included in the upload.

Files uploaded must be no larger than 100MB and no larger than 400 pages. Files must contain at least 20 words of text and must not exceed 2MB of raw text. Zip files being uploaded must be no larger than 200MB or 1,000 files and should be checked to ensure that they only contain usable file formats.

Note: After submitting a document, it may take from between a few minutes up to 24 hours (depending on the file size) before a Similarity Report is generated.

There are three options for uploading documents to iThenticate:

![Submit a document](image.png)

4.2 Upload a File

Users submit a single file of no more than 40MB and no larger than 400 pages. Select the Destination Folder where the similarity report will be organised, keep the default option to Generate Report Only selected, input the Author and Document Title, click Choose File and browse for your document, then click Upload. Multiple files (up to 10) can be uploaded at once by clicking Add another file.

The Author First and Last Name must always be the user’s own because iThenticate users at the University of Melbourne are not permitted to upload someone else’s work.
If you choose to select **Document Repository & Generate Report** or **Document Repository Only** when uploading your file, the file will be indexed in the iThenticate comparison database, which is not advised. If you upload your file to the document repository, this can be removed afterwards by clicking the pencil and paper icon under actions in the Folder view and then clicking remove in **Document Information**:

### 4.3 Zip File Upload

Users submit a single zip file of no more than 1000 files or 100MB. Select the **Destination Folder** where the similarity report will be organised, input the Author details, click **Choose File** and browse for your file, then click **Upload**.

The Author First and Last Name must always be the user’s own because iThenticate users at the University of Melbourne are not permitted to upload someone else’s work.
4.4 Cut & Paste

Users paste plain text directly into submission box. This option can be used for submitting from an unsupported file format or for submitting a specific portion of a document. Select the Destination Folder where the similarity report will be organised, input the Author names and Document Title, paste the text and then click Upload. The Author First and Last Name must always be the user’s own because iThenticate users at the University of Melbourne are not permitted to upload someone else’s work.
4.5 Document Properties
To modify your submitted document properties (Document Title, Author First Name, Author Last Name), click on the edit icon to the right of a document in the Folder. The Author First and Last Name must always be the user’s own because iThenticate users at the University of Melbourne are not permitted to upload someone else’s work.

4.6 Recent Uploads
To view documents that are recently uploaded in reverse chronological order, click Recent Uploads under Submit a Document.
5. The Similarity Report

5.1 Comparison Database

Once you submit your work to iThenticate, it is compared against the iThenticate database of research literature to create the similarity report. The comparison database includes:

- **CrossCheck**: Database of journal articles, conference proceedings and books from more than 1200 leading scientific, technical and medical (STM) publishers.
- **iThenticate Internet archive**: crawler that has indexed over 60 billion web pages dating back nearly a decade.
- **Aggregators, databases and content providers**: Online and offline subscription content from leading aggregators, databases and content providers, such as ABC-CLIO, Cengage Learning, EBSCOhost, Emerald Journals, Gale, One File, Pearson, McGraw-Hill and Wiley, PubMed/Medline, and SAGE Reference.
- **ProQuest Dissertations and Theses**: The largest single repository of international graduate dissertations and theses.

*Note*: Documents that are submitted to iThenticate are not stored in the comparison database.

5.2 What is a Similarity Report?

The **Similarity Report** shows the percentage of text similarity between the submitted document and the iThenticate comparison database of existing literature and highlights which sections of text match. The percentage score can be made up of matches from one database source or from multiple database sources.

*Note*: this report highlights areas of text that may be of concern, but further assessment of the writing and the **Similarity Report** by the author, supervisor or other experts in the field is also required to ensure that the writing is original and that the ideas and words of others are appropriately incorporated and acknowledged.

The **Similarity Report** for a document is accessed by clicking on the corresponding percentage score in the **Report** column. It will then open in a new tab.

*Note*: After submitting a document, it may take from between a few minutes up to 24 hours (depending on the file size) before a Similarity Report is generated.

The similarity score is calculated by dividing the number of matching words in the submitted document by the total number of words in the submitted document (minus exclusions if applicable).

There are two different viewing formats for the **Similarity Report**:

- **Document Viewer** (default)
- **Text-Only Report**
These viewing formats both have four different modes. After understanding all modes, users can select to view their **Similarity Report** in the mode/s that best suit their needs.

### 5.3 Document Viewer

The **Document Viewer** is the default viewing format for the **Similarity Report**. In **Document Viewer**, the document information will be displayed at the top of the screen including: time and date of report processing, document title, author, number of words, number of matches and sources, filters, and overall similarity percentage score.

![Image of Document Viewer](image)

The left side of the screen will display the text of the document submitted with text that matches the comparison database highlighted.

![Match Overview Example](image)

Different numbers and highlight colours are used to correspond to the different sources the text matches with, displayed in **Match Overview** (the default viewing mode). The **Match Overview** is on the right side of the screen and lists the top sources the submitted document matches with and the percentage match.

### 5.4 Document Viewer Report Viewing Modes

There are four modes for viewing the **Similarity Report** in the **Document Viewer** that users can select from depending on their needs:

1. **Match Overview** (default)
2. **All Sources**
3. **Match Breakdown**
4. **Side by Side Comparison**
Match Overview

This is the default viewing mode. The top matches between areas of the submitted document and the comparison database are colour coded and listed in order from highest percentage of text match to lowest percentage of text match. Only the top source with the highest percentage match for each area of matching text are displayed with smaller underlying sources hidden.

Example:
A 600-word document matches with two database sources.
Source 1 from the database matches with two different sections of text in the submitted document: one matching text string of 180 words (30%) and one matching text string of 60 words (10%).
Source 2 from the database matches with one section of text in the submitted document of 120 words (20%), but this section of text in the submitted document also contains the 60 words (10%) matching text string with Source 1.
In Match Overview mode, this would result in two matches being displayed:
- Match 1: the 30% matching text string with Source 1.
- Match 2: the 20% matching text string with Source 2.
The 10% matching text string with Source 1 is hidden because Source 2 is a larger percentage match for that section of text from the submitted document.

For internet sources, users can navigate to the website of the top match source in Match Overview mode. Users must click the match number in the document text, then click the website location and the website will open in a new tab.

All Sources
This mode contains the full list of matches between the submitted document and the comparison database sources, not just the top matches. Users are able to view the matches between each specific source and the submitted document.

Example:
A 600-word document matches with two database sources.
Source 1 from the database matches with two different sections of text in the submitted document: one matching text string of 180 words (30%) and one matching text string of 60 words (10%).
Source 2 from the database matches with one section of text in the submitted document of 120 words (20%), but this section of text in the submitted document also contains the 60 words (10%) matching text string with Source 1.
In **All Sources** mode, all three matches would be displayed, even though the 20% matching text string with Source 2 is a larger percentage match than the 10% matching text string from Source 1 for the section of text from the submitted document.

To navigate from the default **Match Overview** to **All Sources**, users must click the **All Sources** graph icon on the right of the view mode menu.

![All Sources](image)

For internet sources, users can navigate to the website of top match source in **All Sources** mode. Users must click the match circled dot in the document text, then click the website location and the website will open in a new tab.

![Website](image)

To navigate back to the **Match Overview** mode from **All Sources** mode, users must click the **Match Overview** two bars graph icon on the left of the view mode menu.

**Match Breakdown**

This mode displays the match breakdown of all underlying sources that are otherwise hidden by a top source in **Match Overview** mode. Users can examine a specific passage of matching text from the submitted document and see the multiple sources that text has matched with.

To navigate to **Match Breakdown**, users must be in **Match overview**, hover the mouse over the percentage figure next to a match, then click the arrow that appears.

![Match Breakdown](image)

The **Match Breakdown** screen will then appear listing the multiple sources that match with that particular area of text from the submitted document, in order of highest percentage match to lowest percentage match.
If there are multiple matches, users can navigate between the breakdown of matches by clicking the small white arrows.

For internet sources, users can navigate to the website of each source in Match Breakdown mode. Users must hover over the percentage figure next to each source, then click the circled arrow that appears and the website will open in a new tab.

To navigate back to the Match Overview mode, users must click the arrow to the left of the Match Breakdown heading.

Side by Side Comparison
Users are able to compare the text from the submitted document with the matching text from the database source. This comparison can be done in both Match Overview mode and All Sources mode.
In Match Overview mode, users must click on the match number in the document text to bring up the source box with text from the matching database source.
To see the entire matching database source content, users must click **Full Source View** in the top right corner of the source box.

The **Full Source Text** mode will then appear on the right side of the page. Users can click on the webpage listed under **Full Source Text** to open the webpage in a new window.

In **All Sources** mode, the source box with text from the matching database source will automatically appear on the document text. The process for viewing the **Full Source Text** is the same for **Match Overview** mode as above.

### 5.5 Document Viewer Filters and Exclusions

**Filters & Settings**

The **Filters & Settings** menu allows users to choose whether to exclude: quotes, bibliography, sources less than a certain amount of words, matches less than a certain amount of words, abstracts, and methods and materials. **Note:** These exclusions can also be set at the **Folder** level before submissions, see section 3.5 Exclusions and Filters.

To navigate to the **Filters & Settings** menu in **Document Viewer**, users must click the **Filters & Settings** icon at the bottom left of the **Match Overview** and/or **All Sources** sections.

The **Filters & Settings** menu will then be displayed as below:
Excluding a Source

If users decide that a specific match source is not needed, this can be excluded from the Similarity Report via All Sources or Match Breakdown.

In All Sources mode, users must click the Exclude Sources button at the bottom of the All Sources section.

Tick boxes will then appear next to each source for users to select which source/s to exclude.

After selecting the sources to exclude, users must click the red Exclude button at the bottom of the All Sources section.

In Match Breakdown mode, users must click Exclude Sources at the bottom of the Match Overview section and complete the same exclusion process as above.

Any sources that have been excluded can be found and restored by clicking on the Excluded Sources icon at the bottom left corner of the All Sources and/or Match Overview sections.

When in the Excluded Sources screen, users can view which sources have currently been excluded from inclusion in the Similarity Report. Users can also restore individual or multiple sources so these will be included in the Similarity Report. To do this, users must select the tick box next to the source/s to restore and click Restore in the bottom left corner of the Excluded Sources section or click Restore All in the bottom right corner of the Excluded Sources section.
5.6 Downloading Document Viewer Similarity Report as PDF

To download the Similarity Report in Document Viewer mode as a PDF that can be printed or saved, users must click the Print icon in the bottom left corner of the webpage.

This function allows users to share their Similarity Report (as a hard copy or email the PDF) with co-authors or supervisors that do not have access to the University of Melbourne iThenticate account.

Note: The downloaded PDF created will be based on the Document Viewer Report Mode (eg. Match Overview) that is being viewed at the time of download.

5.7 Text-Only Report

Users can also view their Similarity Report in the Text-Only Report viewing format. The Text-Only Report mode displays the submitted document content and Similarity Report as unformatted text.

To navigate to Text-Only Report from Document Viewer, users must click the Text-Only Report button in the bottom right corner of the webpage.

When Text-Only Report is opened, the section at the top of the page contains:

- Document information (title, author, date processed, word count, number of matches, number of sources)
- Mode option
- Exclusion options
- Similarity index
- Print and download options
- “Jump to” drop-down menu to switch between different Similarity Reports
Users can navigate back to the Document Viewer by clicking the Document Viewer button at the top left corner of the webpage underneath the iThenticate logo.

Whichever mode the Similarity Report is closed in (Document Viewer or Text-Only Report), will be the mode in which the Similarity Report is re-opened in.

5.8 Text-Only Report Viewing Modes

The Text-Only Report viewing format has four modes:

A) Similarity Report
B) Content Tracking
C) Summary Report
D) Largest Matches

Users can navigate between the four modes by clicking the drop-down menu option in the top left corner.

A. Similarity Report

Similarity Report is the default viewing mode in Text-Only Report. The unformatted document text is on the left side of the screen, with text that matches the comparison database numbered and highlighted in different colours corresponding to database source top matches.

Plagiarism is the wrongful appropriation of another author's language, thoughts, ideas or expressions and presenting them as one's own original work. Plagiarism continues to be an issue in research contexts. Consequences of plagiarism include retraction of publications and reputational damage. Strategies to reduce plagiarism include "assessment, design, formative feedback, and academic integrity education" (Eaton, Guglielmi & Otoo 2017).

The matching sources from the comparison database are colour-coded, numbered and listed on the right side of the screen in order from highest text match percentage to lowest text match percentage.
Only the top source for each area of matching text are displayed, smaller underlying sources are not displayed, similar to the Match Overview mode in Document Viewer.

Example:
A 600-word document matches with two database sources.
Source 1 from the database matches with two different sections of text in the submitted document: one matching text string of 180 words (30%) and one matching text string of 60 words (10%).
Source 2 from the database matches with one section of text in the submitted document of 120 words (20%), but this section of text in the submitted document also contains the 60 words (10%) matching text string with Source 1.
In Similarity Report mode, this would result in two matches being displayed:
- Match 1: the 30% matching text string with Source 1.
- Match 2: the 20% matching text string with Source 2.
The 10% matching text string with Source 1 would be hidden because Source 2 is a larger percentage match for that section of text in the submitted document.

B. Content Tracking
This mode displays the full list of matches between the submitted document text and comparison database sources, not just the best top matches. Several of these sources may be hidden in Similarity Report mode by one or more top sources. Users are able to view the matches between each specific source and the submitted document. This mode is similar to the All Sources mode in Document Viewer.
Note: There will possibly be multiple matches from the same source due to the regular updating of the comparison database.

The left side of the screen will show the document text that matches the specific source that is selected on the right side of the screen.

In order to view the match between other sources and the document text, users must select the circle next to the specific source on the right side of the page.

Example:
A 600-word document matches with two database sources.
Source 1 from the database matches with two different sections of text in the submitted document: one matching text string of 180 words (30%) and one matching text string of 60 words (10%).
Source 2 from the database matches with one section of text in the submitted document of 120 words (20%), but this section of text in the submitted document also contains the 60 words (10%) matching text string with Source 1.
In **Content Tracking** mode, all three matches would be displayed, even though the 20% matching text string with Source 2 is a larger percentage match than the 10% matching text string from Source 1 for the section of text from the submitted document.

**C. Summary Report**

The **Summary Report** is identical to the **Similarity Report** except for the formatting; instead of displaying the sources and the document side-by-side, the sources are displayed above the document. Only the top source for each area of matching text are displayed so smaller underlying sources are not displayed. This is a printable summary of all matches.

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**D. Largest Matches**

This mode displays the source with the largest overall match, followed by the source with the next largest additional match, and so on. If multiple sources overlap matching text strings, only the matching text from the source with the largest overall match will be highlighted.

**Example:**

A 600-word document matches with two database sources. **Source 1** from the database matches with two different sections of text in the submitted document: one matching text string of 180 words (30%) and one matching text string of 60 words (10%). **Source 2** from the database matches with one section of text in the submitted document of 120 words (20%), but this section of text in the submitted document also contains the 60 words (10%) matching text string with Source 1.

In **Largest Matches** mode, this would result in two matches being displayed:

- **Match 1:** the 40% matching text strings with **Source 1**.
- **Match 2:** the unique additional 10% matching text string with **Source 2**.

10% of the matching text with **Source 2** would be hidden because this text is also a match with **Source 1** and **Source 1** is the largest overall match.

**Full Text of Source**

The full text of the matching top source can be displayed in **Similarity Report**, **Content Tracking** and **Largest Matches** modes. Users must hover over the colour-coded matching document text box on the left side of the screen until it turns yellow and then click it, after which the full text of the matching top source will appear on the right side of the screen.
Users can also open the source in a new tab by clicking **show in web page**.

**Text-Only Report Exclusions**

Like in **Document Viewer** mode, users can choose to Exclude Quotes, Exclude Bibliography, Exclude small sources, and Exclude small matches in **Text-Only Report** mode. Users must click the relevant exclusion buttons on the right of the screen.

**Download/Print Text-Only Report**

Users can print and/or download a PDF version of their **Text-Only Report** by clicking the **Print This Report** button on the right of the screen.

Users can download a html Summary Report of their **Text-Only Report** by clicking the **Download Summary Report** button on the right of the screen.

**5.9 Interpreting Similarity Report**

The **Similarity Report** displays the percentage of text from the submitted document that matches the iThenticate comparison database and highlights the individual sections of matching text.

**Note:** this report only highlights documents and areas of text that may be of concern, but further assessment of the writing and the **Similarity Report** by the author,
supervisor or other experts in the field is also required to ensure the originality of the work.

There are a number of factors that may impact high or low percentage text matches that need to be considered when interpreting the Similarity Report. For example, a Similarity Report for a submitted document may have a high percentage of overall matching text, but this may include sections of text that are quotes correctly incorporated and referenced, many very small sections of matching text that do not require references, or phrases that are considered general knowledge that do not require references. In these situations, there is unlikely to be an issue with the originality of the writing even though these sections of text may be highlighted as matching in the Similarity Report.

On the other hand, a Similarity Report for a different submitted document may have a low percentage of overall matching text, but this may include one large section of matching text that is not appropriately quoted or referenced. In this case, there is an issue with the originality of the writing that needs to be addressed. Therefore, users are advised to examine all sections of highlighted matching text in their Similarity Report to ensure that the writing draft is original and when the work of others is included that it is appropriately acknowledged in accordance with discipline specific standards of accepted practice.

iThenticate does not provide users with a guarantee that no plagiarism exists in their research writing drafts. The iThenticate comparison database is comprehensive but does not index all published research. iThenticate can detect matching text but is unable to detect the potential plagiarism of ideas, images, creative works and data, and cannot check the authenticity of citations. Therefore, iThenticate is one part of the larger process of monitoring the originality of research writing drafts.

If users have any concerns about interpreting their Similarity Report and/or the originality of their writing drafts, the following steps are advised:

- Discuss and share the Similarity Report with their supervisor if the user is a graduate researcher.
- Contact your local Research Integrity Advisor or Faculty and Subject Liaison Librarian for advice.
- Submit a request for assistance in ServiceNow via Staff Services or Student Services. A Research Integrity Officer and/or a discipline specific Research Integrity Advisor will respond to provide advice and tools to address these concerns with an educative response.

5.10 Interpreting Similarity Report Example

Below is an example of a similarity report with tips for how to analyse the report results and take necessary actions to ensure that writing is original and the use of other research is appropriately paraphrased, quoted and referenced.

This example and analysis was modified from Interpreting iThenticate Reports: A Guide for Researchers by Dr Helen Young, La Trobe University. Permission has been provided to use this content for educational purposes in this iThenticate User Guide.
The above example is in Document View format Match Overview mode. Each section of matching text is highlighted. The colour and number match the relevant source in the Match Overview column.

Explanation of key points and features

A. A section of text is highlighted as matching with source 4 in the Match Overview column. This quote has been appropriately included with quotation marks and a citation at endnote 1.

Action: none required. Changing the filters to “Exclude Quotes” would remove all the unnecessarily highlighted text in this sentence.

B. A section of text is highlighted as matching with source 1 in the Match Overview column. No source is given, despite the large amount of word for word matching text. This is not acceptable writing and referencing practice.

Action: insert quotation marks and include a citation or re-write to appropriately paraphrase and include a citation.
C. A correctly paraphrased sentence cited at endnote 2. No match to the comparison database has been identified by iThenticate.

**Action:** none required.

D. Sources 2 and 3, highlighted in pink and purple, match text in the footnotes. These sources are other pieces of writing in the field that cite the same sources using the same referencing style.

**Action:** Change filters to “Exclude Bibliography”.
