

Using iThenticate to check similarity in papers: a quick how-to manual

This *how-to* aims to give you the most basic answers on how to use iThenticate, the similarity check tool available at EPFL. For any unanswered questions about plagiarism and iThenticate, the EPFL Library will provide support via formations.bib@epfl.ch.

What is iThenticate?

iThenticate is a similarity check tool. It helps prevent and detect plagiarism by highlighting which part of a document are found in other sources.

Who can use iThenticate?

At EPFL, the tool is available to PhD students, researchers and teachers to check their own work, or the work of students they are supervising when plagiarism is suspected. Bachelor and Master students don't have access to iThenticate.

How to obtain an account?

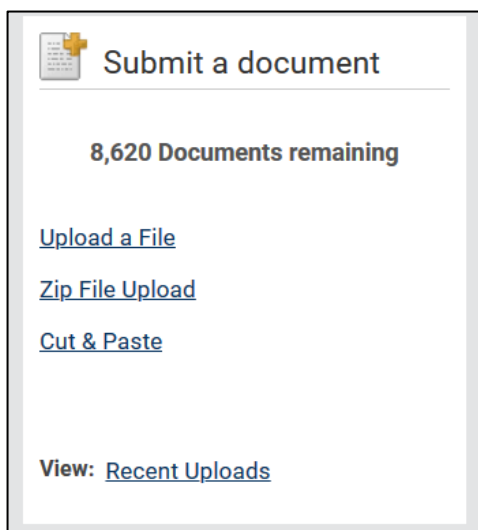
To obtain an account, please request it to 1234@epfl.ch. If you sign up on your own, you will not have access to the premium features EPFL has subscribed to.

How to upload a document?

Login to your account on ithenticate.com.

You are now on the dashboard, where you can see you folders and the files you previously uploaded.

On the right side of the page, you can submit a document by clicking on "Upload a File".



On the next page, you will be asked to choose a **destination folder**. The default destination folder is “My Documents”. You can add other folders from the start page.

You will also need to choose a “Report & Repository Options”:

- Generate Report Only
- To document repository & generate report
- To document repository only

We recommend you choose “Generate report only” for drafts, because there is a chance that you will check the document multiple times and want clean results.

Then, specify the name of the author and the title of the document. It is useful when you browse your document archive.

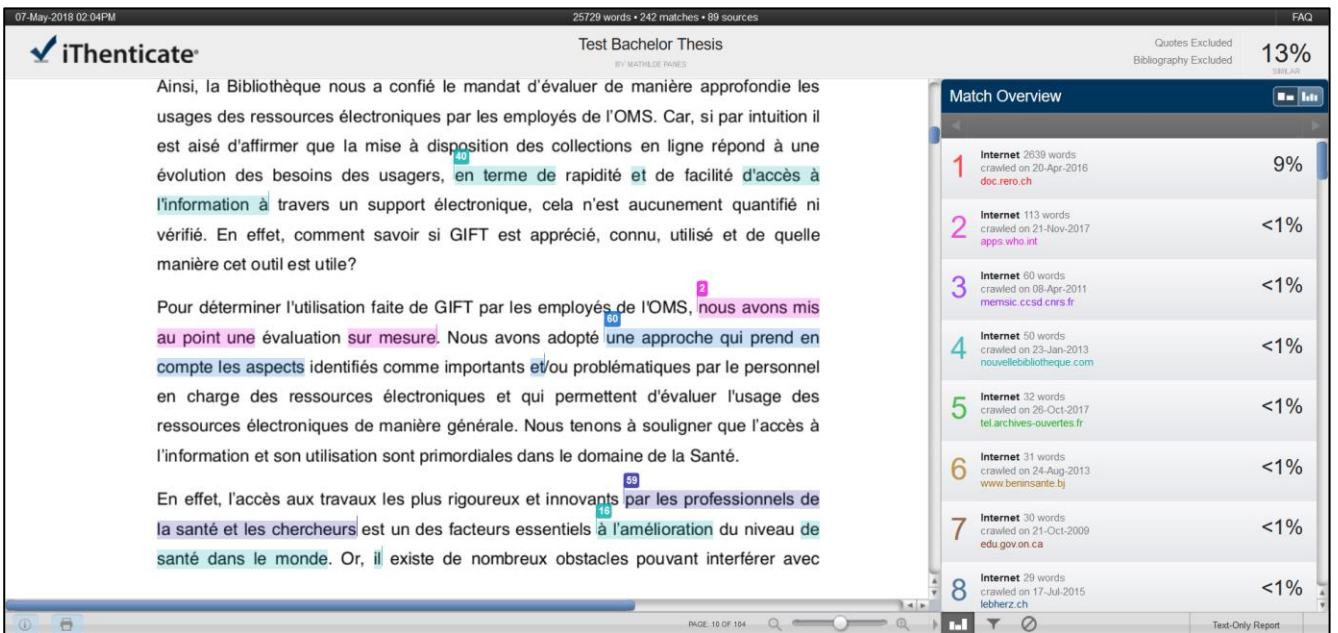
Finally, choose a file from your computer and upload. The report will be generated on the start page in a few seconds/minutes.

How to interpret a similarity report?

For every document, iThenticate will give a percentage of similarity. This number must be interpreted by reading the related report. There is no threshold percentage that indicates plagiarism occurred. To read the report, click on the button with the percentage.

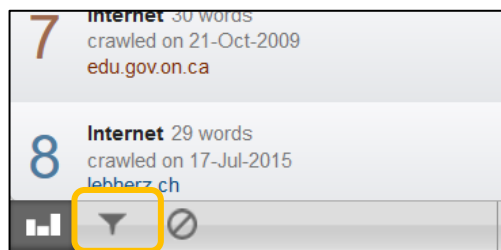


The report view has two panes: on the left pane, the document where the bits of texts that are similar highlighted with colors (a different color for each source). On the right pane, you can see the match overview with the source, its color and the similarity percentage of the document that was found on this source.



In some cases, it is relevant to **exclude a source**. For instance, when the abstract of the document is already published and found by iThenticate. To exclude a source, click on it in the Match overview and exclude it.

It is often relevant to **refine** the report by modifying its parameters. To access refine options, click on the “funnel” icon.



The refine options allow you to exclude content between quotes; content from the bibliography; extracts shorter than a defined length, etc.

Which sources are the papers checked against?

According to iThenticate, the papers are checked against a large database that includes:

- *70+ billion web pages*
- *69+ million premium scholarly content items*
- *135+ million open access journals, books, conference proceedings, and other content items*
- *Private Institutional Repository*.

This last item, “Private Institutional Repository”, means that all papers uploaded by EPFL members with the option “to document repository” are included in the database available to iThenticate users affiliated with EPFL and used as sources for similarity check within the EPFL community. This is particularly useful to see if reports are “reused” over the years by students passing their assignments on to others. If you do not wish to have your files imported in this repository, simply select “generate report only” while you upload your files, as recommended.

Is there a way to upload documents in bulk?

Within iThenticate, it is possible to upload .zip files several papers.

However, if you want to check all papers submitted by students in a course, there is a dedicated Moodle plug-in. This plug-in runs with Turnitin Similarity, another product sold by Turnitin Inc. A short manual is available on <https://go.epfl.ch/turnitin-guide>.

Find the latest version of this document on <https://go.epfl.ch/ithenticate-guide>.