Viewing iThenticate Plagiarism Scan Reports

The following pages have been extracted from the iThenticate User Manual (www.ithenticate.com), updated November 20, 2009, pp. 22–28.

Viewing Reports

iThenticate Reports provide an overall similarity index for each submission. This index determines the percentage of similarity between a submission and information existing in the iThenticate databases selected as search targets.

Clicking on the similarity index icon opens up the Report. The Report is separated into three main areas in the default view. These three areas are:

- **paper information** - the top of the report page shows information about the submitted paper. This includes the paper title, the date the report was processed, the word count, the number of matches found in the selected databases, and the similarity index

- **paper text** - the text of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Report

- **matching sources** - the list of matching sources for the highlighted areas within the paper text
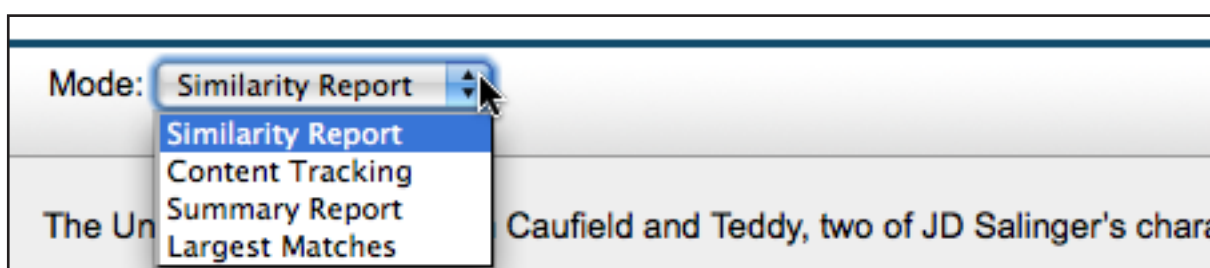
⚠ **Warning**: The similarity indices do not reflect iThenticate's assessment of whether a paper has or has not been plagiarized. Similarity Reports are simply a tool to help our clients find sources that contain text similar to the submitted documents. The decision to deem any work plagiarized must be made carefully, and only after an in depth examination of both the submitted paper and suspect sources.

Viewing Modes

There are four modes in which to view a Report:

• **Similarity Report** - this is the default viewing mode for the Report. Provides a list of all areas of the paper which have similarity to information in the iThenticate databases. Matches are color coded and listed from highest to lowest percentage of matching word area within the submission. Only the top or best matches are shown, all underlying matches are visible in the Content Tracking viewing mode. By clicking on the highlighted area of the text, the matching sources displays the actual source from the website and which part of the original writing was matched with the submitted document

• **Content Tracking** - the content tracking similarity report view mode lists all the matches between the databases and the submitted document. Since iThenticate updates its database regularly it may have many matches from the same source. The sources that are the same will specify when they were copied from the internet. Content Tracking mode is the only viewing mode in which to view the *Exclude small matches* feature

• **Summary Report** - a simple, printable list of the matches found followed by the paper with the matching areas highlighted

• **Largest Matches** - the report shows the percentage of words that are a part of a matching string of words (with some limited flexibility), in the Content Tracking view the report shows the percentage of matching words for a source regardless of whether or not the words are pieces of matching strings. In some cases, strings from the same source may overlap, in which case, the longer string in the Largest Match view will be displayed.

To select the view mode, click on the *Mode:* pull-down menu and select a viewing mode.
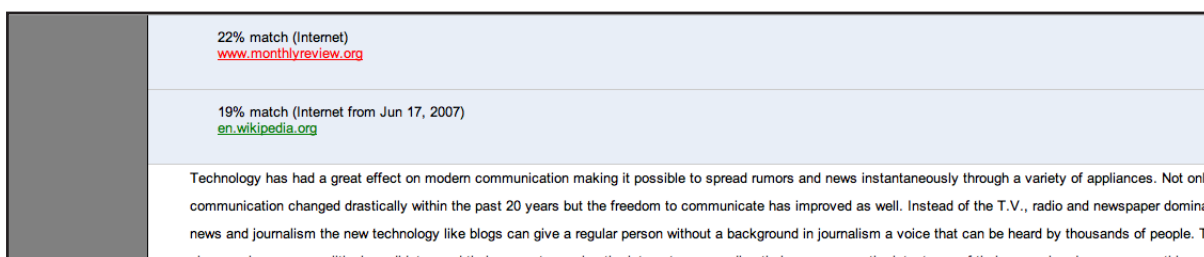
Changing Viewing Modes

By default the Report opens in the *Similarity Report* view mode which displays the highest matches within the matching sources. In some cases smaller areas of similarity may be obscured by larger matches and not shown with this view mode. To find the underlying sources, use the *Content Tracking* view mode to show an exhaustive list of the sources.

When a viewing mode has been changed by selecting it from the View: pull-down menu, the *Similarity Report* browser window will reload to display this view.

The *Content Tracking* view mode when selected, lists all sources, even those that are obscured by larger percentage matches in the default view. Select a source to display on the document to the left by clicking on the radio button next to a source. When printing, this view mode will print only the currently selected source.
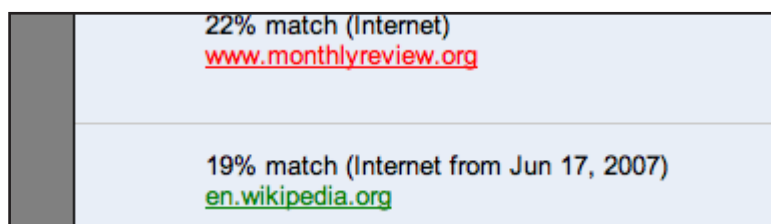

Users may also view the Report showing only matching text and source links without the matching sources view. This is known as the *Summary Report* view mode. This view mode allows a user to view a source in its original format from the internet, or from the iThenticate database if the source is a journal or periodical, by clicking on the name of the source at the top of the Report. The Summary Report view mode is similar to the printed view of the Report.
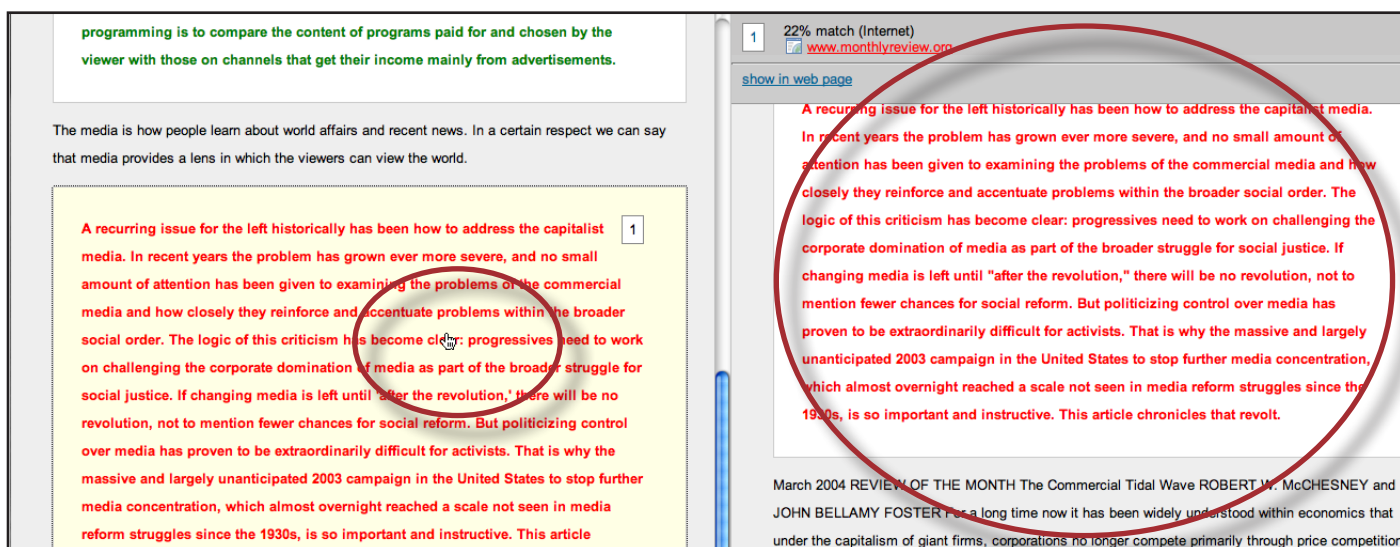

The last mode is the Largest Matches viewing mode. This mode is very similar to the default mode but with one main difference, this viewing mode shows the percentage of words that are a part of a matching string of words, so the percentage for a matching source may change in this viewing mode.
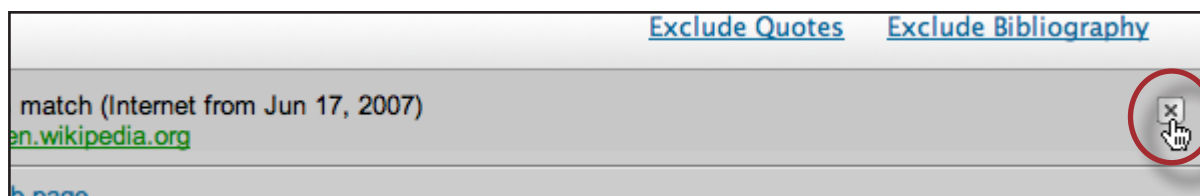
Viewing the Matching Source

The matching source can either be viewed from the database or from the internet source. To view the internet source simply click on the link under the percentage of similar material found in the submitted document.
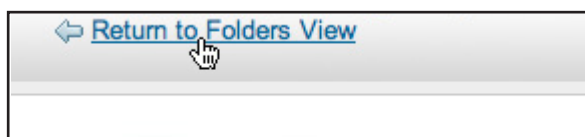
To view the matching material side by side with the submitted document, use either the *Similarity Report* view, the *Content Tracking* view or *Largest Matches* view. To view the matching content in the Matching sources area of the Report, click on the highlighted text within the submitted document. Once clicked the source material will be displayed to the right of the submitted document from the matching database source.

To exit the matched database content, click on the x button to the right of the similarity percentage to return to all the matching sources.
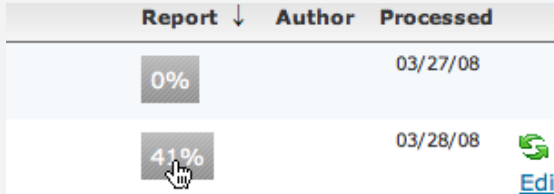
To return to the Folders page from the Report click on the *Return to Folders View* link at the top left of the Report.

Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Report. When quoted or bibliographic material is excluded from a Report it may change the percentage of matching text found within the submission.

Excluding quoted or bibliographic matches:	
1. Open a Report	Report ↓ Author Processed 0% 03/27/08 41% 03/28/08 Edit
2. Click on the *Exclude Quotes* or *Exclude Bibliography* links	Exclude Quotes Exclude Bibliography
3. Review the revised report. Quoted or bibliographic material can be reincluded by clicking the *include quotes* or *include bibliography* links	Include Quotes Include Bibliography

Exclude Small Matches

The exclude small matches option allows iThenticate users to remove matches from the *Content Tracking* report viewing mode that fall below a certain percentage or word count. The exclude small matches option can be applied as a folder setting or to individual Reports. To exclude small matches at the folder level click on the *Customize match size* option when creating a new folder or within a folder's settings page. Place a value within either the *Word Count* or *Percentage* fields for the match size you would like to be excluded from the Content Tracking mode. Click on the *Create* or *Update* Settings buttons to either create or update the folder settings.

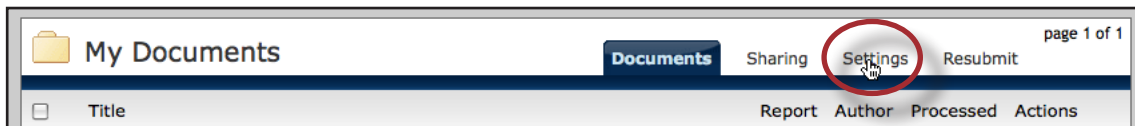*Check to customize the size of matched text*

Customize match size

Exclude matches by:
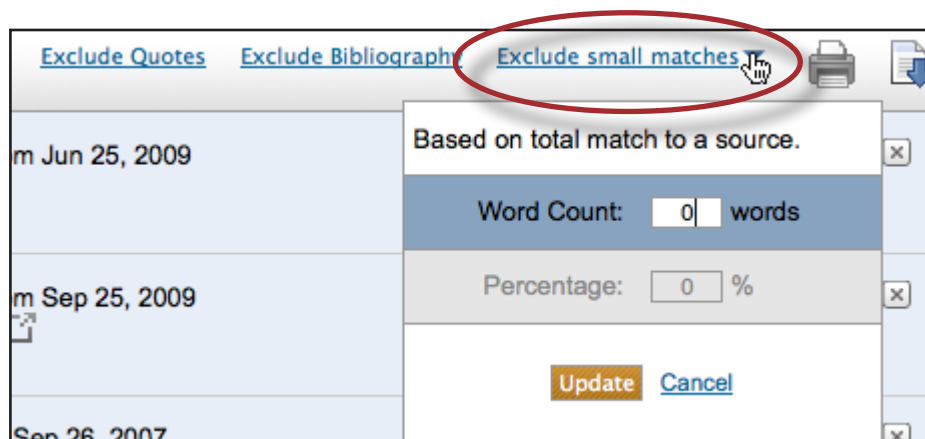
Based on total match to a source.

○ Word Count: [ ] words
○ Percentage: [ ] %

When exclude small matches is set for a folder, each Report generated for a submission will automatically remove every match within the *Content Tracking* mode under the specified value. Documents that were in the folder prior to adjusting the exclude small matches option will not be affected. The similarity index may recalculate if any matches excluded from the *Content Tracking* mode affect the similarity index. The *Customize match size* option can be updated at any time within a folder by clicking on the Settings tab.
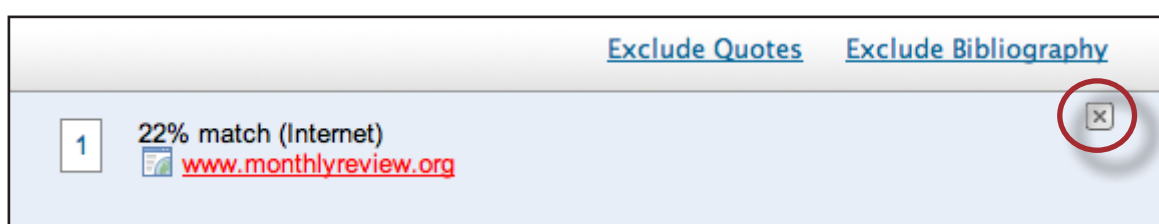

To apply or adjust the exclude small matches feature within a Report, open up a Report and click on the *Exclude small matches* link. Place a value within either the *Word Count* or *Percentage* fields for the match size you would like to exclude from the *Content Tracking* mode and click *Update* to apply the changes.

Excluding a Match

Any source or match source found in the iThenticate Database can be excluded from the Report View in either the *Similarity Report* or *Largest Matches* viewing modes. This allows the user to find any underlying sources or, if it has been determined a match is not needed, to remove it from consideration. The similarity index will be recalculated and may change the current percentage of the similarity index if matches are excluded.

To exclude a match, the user must open a Report and view it in the *Similarity Report* or *Largest Matches* mode. To the right of each source listed for a match will be a gray X icon. Click on this icon to exclude the source. Any underlying source, if present, will replace the excluded source.

Once a source has been excluded it can be reincluded to the Report through the
Content Tracking viewing mode. The *Content Tracking* view mode lists all sources that
have matching content with the submission. The excluded sources will appear with
a plus icon to the right of their name within this view mode. To reinclude the source
within the Report, click on the plus icon.

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