

iThenticate

Distance Learning Services
1-800-500-1554 or 517-355-2345
Available 24 hours, 7 days a week

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Introduction

What is iThenticate?

iThenticate is a writing tool that authors can use to check the originality of their work. Many major publishers as well as grant-funding agencies also use the iThenticate system for works that are submitted to them. Michigan State University has access to iThenticate as part of a three-year pilot of the Turnitin system. This pilot is sponsored by Libraries and IT Services, the Undergraduate University Division, the Graduate School, and the Vice President for Research and Graduate Studies.

How Does iThenticate Work?

Individuals can submit their writing through their iThenticate account to have the system scan their work for missed citations and other mistakes that can be construed as plagiarism. iThenticate scans the work against a massive database including Internet webpages; over 26 million published research articles; the works of more than 80 scientific, technical, and medical publishers; over one million abstracts and citations from PubMed; and more than 20,000 scholarly research titles from EBSCOHost and Gale InfoTrac Onefile.

Requesting Access

iThenticate is currently available for MSU faculty, staff, and graduate students. To request access, please go to <https://contact.cl.msu.edu/contact.php?service=ithenticate> and fill out the request form. If you have any questions about iThenticate or need assistance with using iThenticate, please contact Distance Learning Services at 517-355-2345 or toll-free at 1-800-500-1554.

Using iThenticate

Logging into iThenticate

After you request access to iThenticate, you will receive an email containing a temporary password. You can then go to ithenticate.com and click the “Log in” button in the upper right corner.



Type in your full email address and the password that you received in the email notification about your account.

Updating Account Information

If you would like to change your name or change your password, you can do this by clicking on “Account Info” in the upper left side of the Home screen after you log into your account.



My Profile

First Name: •
 ✓

Last Name: •

E-Mail: •

Upload a photo:
 No file chosen

Current Password:

Change Password:

Confirm Password:

Settings

The settings can be accessed by clicking on the “Settings” button in the upper left corner.



There are three tabs within the Settings menu:

- **General:** Set the default folder, number of documents to show on a page, set what the page does after uploading a document, set your timezone, and language
- **Documents:** Set the default sort for documents and at what percentage the color of the report changes
- **Reports:** Set when and how often you will receive email reports for your submitted documents, select the default report view, if the report is color coded, and the repositories that are scanned

General Settings

Home Folder:

Select an option: ▾

Number of documents to show: *

25 ▾

After uploading a document: *

This changes which page you view after uploading a document

Display the upload folder

Upload another document

Timezone: *

America/Detroit ▾

Language: *

English ▾

Update Settings

[Cancel](#)

Documents Setting

Default Document Sort: *

Processed Date ▾

Percentage when the color of the report score changes

Change Score Color Percentage: *

50% ▾

Select an option:

- Processed Date
- Document Title
- Similarity Score
- Document Author

Update Settings

[Cancel](#)

Reports Setting

Email Notifications

Use these settings to receive notification when a report has exceeded the specified thresholds below. You may set separate thresholds for the Similarity report and for the Content Tracking report. Email will only be sent when a report exceeds the thresholds you set below.

Select how often reports, if any, are sent to you

Send report no more frequently than: *

Once a day

Send notification when the Similarity score exceeds this percentage.

Similarity Report Threshold: *

don't notify me

Send notification when at least one source matches over this percentage.

Content Tracking Report Threshold: *

don't notify me

Select an option:

- Similarity Report
- Content Tracking
- Summary Report
- Largest Matches

Select the report type to open initially when viewing a report

Default Report View: *

Similarity Report

Similarity report can be color-coded to aid in viewing matches

Similarity report can be color-coded to aid in viewing matches

Color code report: *

Yes

No

Available Document Repositories

Documents will be compared against these repositories. You may select a subset of repositories by adjusting the [settings](#) for each folder.

- CrossCheck
- Internet
- ProQuest
- Publications

Update Settings

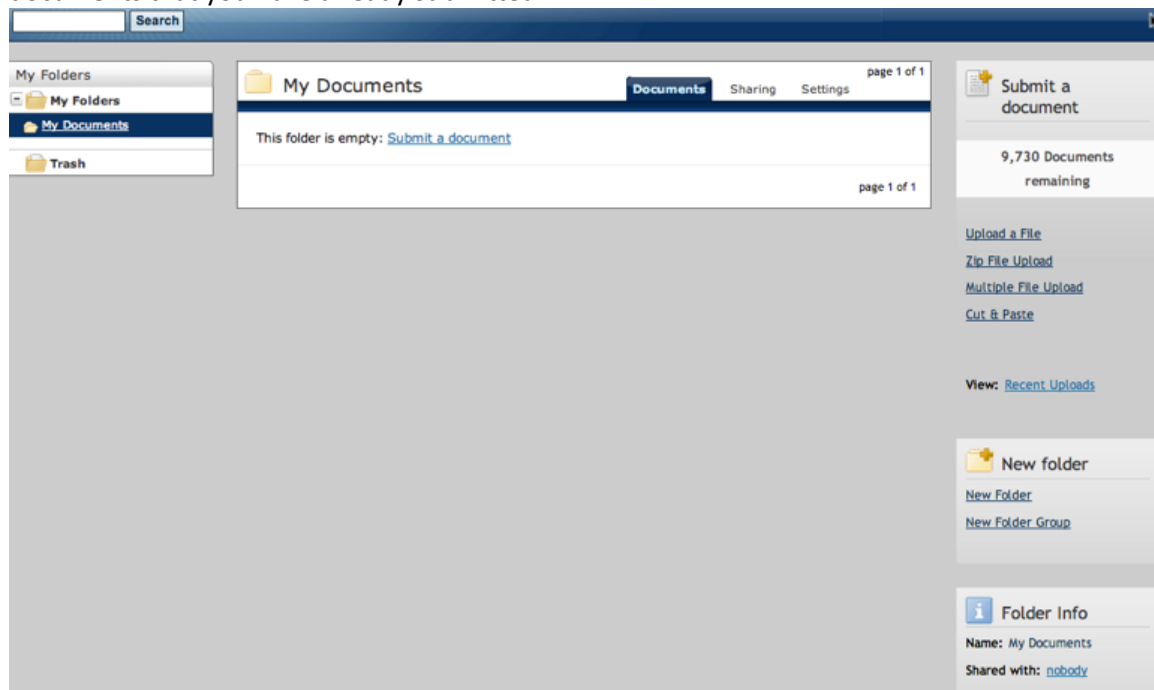
[Cancel](#)

Folders

The Folders tab acts as the Home page for your iThenticate account.



This is where you will be able to create new folders to organize the work that you check in iThenticate, upload documents, share papers with others, and view the reports for the documents that you have already submitted.



Sharing

You can share documents with other individuals that have access to MSU's iThenticate system. When you are in the folder that you would like to share with someone, click on the "Sharing" link.

Find the person's name and place a check mark next to their name. Please note that the names are alphabetized by first name rather than last name.

Scroll to the bottom of the list and click the "Update Sharing" button.

Settings

There are additional settings that you can set for each individual folder when you in the Folder tab. These include

- **Folder Options:** change the name of the folder, select items to exclude from comparison for all documents submitted to this folder, customize match size, and select which repositories are scanned
- **Report Filters:** add URLs that you would like to be excluded from the iThenticate comparison.
- **Phrase Exclusions:** add phrases that you would like to be excluded from the Similarity Report.

Folder Options

Folder Name: *

My Documents

Check to exclude quoted text from comparison of documents submitted in this folder

Exclude quotes

Check to exclude bibliography from comparison of documents submitted in this folder

Exclude bibliography

Check to exclude phrases associated with this folder (or with your account) from comparison of documents submitted in this folder

Exclude Phrases

Check to customize the size of matched text

Customize match size

Limit searches to these repositories: *

Documents submitted in this folder will search checked repositories.

CrossCheck

Internet

ProQuest

Publications

- **CrossCheck:** research articles, books, and conference proceedings from scientific, technical, and medical publishers
- **Internet:** over 20 billion active and archived webpages. New pages are continuously being added daily
- **ProQuest:** materials found within the ProQuest database
- **Publications:** third party periodical, journal, and publication content including major professional journals, periodicals, and business publications

Report Filters

Report Filters

Use this page to manage the list of URLs that are filtered out of the matching content search when a report is being generated. These filters only apply to documents submitted within this folder.

There are currently no URL Filters for this folder. Use the form below to add a URL to the Report Filter.

Add URL Filter. The URL may be as specific or general as you wish.

For example:

http://example.com/ - exclude entire site (note trailing "/")
http://example.com/docs/ - exclude all sources from a specific directory
http://example.com/docs/paper.pdf - exclude specific document


Phrase Exclusions

Add and Remove Phrase Exclusion Report Filters

This is the list of Phrase Exclusion Report Filters for this folder. These phrases will be filtered out of the matching content search for every user's submissions to this folder when generating the Similarity Report.

[Add a new phrase](#)

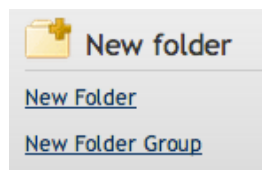


 No phrases have been created for this folder

page 1 of 1

Creating Folders and Folder Groups

You can create new folders and new folder groups to better organize your work.



Click on either New Folder or New Folder Group, depending on what you would like to create.

New Folder Group

Create A New Folder Group

[Return to Folders](#)

Name: *

Create

[Cancel](#)

New Folder

Create A New Folder

[Return to Folders](#)

Folder Group:
Select an option: ▾

Folder Name: *

Check to exclude quoted text from comparison of documents submitted in this folder
 Exclude quotes

Check to exclude bibliography from comparison of documents submitted in this folder
 Exclude bibliography

Check to exclude phrases associated with this folder (or with your account) from comparison of documents submitted in this folder
 Exclude Phrases

Check to customize the size of matched text
 Customize match size

Limit searches to these repositories: *

Documents submitted in this folder will search checked repositories.

- CrossCheck
- Internet
- ProQuest
- Publications

Create

[Cancel](#)

Uploading Files

The acceptable file formats that you can upload are

- Word
- Word XML
- Text
- PostScript
- PDF
- HTML
- WordPerfect WPD
- RTF

There are four ways that you can upload files:

- **Upload a File:** single file upload
- **Zip File Upload:** upload multiple files that are zipped together at once
- **Multiple File Upload:** select multiple files from your computer to upload. *Requires the most recent version of Java
- **Cut & Paste:** copy the text from your document and paste it into the available box to upload

Upload a File

Upload #1

What is the document title:

What is the author's first name:

What is the author's last name:

Browse for the file you would like to submit:
 No file chosen

 [Add another file](#)

Zip File Upload

Upload to folder:
My Folders - My Documents

Document information

What is the document title:




What is the author's first name:

What is the author's last name:

Browse for the file you would like to submit:
 No file chosen

Multiple File Upload

Select files to upload to folder: **My Documents**

No.	File	Size	 Add
			 Remove
			 Upload

Summary

Files: 0	Total size: 0 Kb
----------	------------------

Cut & Paste


Upload to folder:
My Folders - My Documents

Document information

What is the document title:

What is the author's first name:

What is the author's last name:

Paste your document in the area below: 

Viewing Reports

You can access reports for your documents by entering into the appropriate folder and clicking on the percentage under “Report.”

The screenshot displays the iThenticate software interface. At the top, there is a navigation bar with 'My Documents' and 'Documents' tabs. Below this is a table of documents. One document is highlighted: 'Roving Reference: Increasing the Librarian Presence at Michigan State University to Increase User Satisfaction' by Julia Frankosky, dated Sun Feb 03, 2013 04:55pm EST. A '7%' similarity index is shown next to the document title. A 'Report' button is visible next to the percentage. A 'Document properties' box is overlaid on the top right. A 'Move to trash' button is overlaid on the bottom right. Below the document list, the selected document's report is displayed. The report title is 'Roving Reference: Increasing the Librarian Pres...' by Julia Frankosky. It shows 'As of: Sun Feb 03, 2013 04:55pm EST' and '2,120 words - 9 matches - 8 sources'. A 'Similarity Index' box shows '7%'. The report content is displayed in a 'Similarity Report' mode. A 'Change view mode' box is overlaid on the report content. A 'Print' button and a 'Download' button are overlaid on the bottom right of the report content. The report content includes a list of matches:

Match ID	Match Description
1	30 words / 1% - Internet from Mon Apr 16, 2012 conference.ifta.org
2	24 words / 1% - Internet www.seflin.org
3	22 words / 1% - Publications Reference Services Review, Volume 39, Issue 4

There are four report types

- **Similarity Report:** shows the most relevant matches
- **Content Tracking Report:** shows all relevant matches
- **Summary Report:** shows an overview of matched content and sources
- **Largest Matches Report:** shows the largest portion of matching strings of text

You can change the view of the report by selecting the Mode that you would like to use.

You can exclude matches, the bibliography, or small matches.

You can also print or download the report that you are currently viewing by clicking on the appropriate icon.