# iThenticate® Guidelines

## What is iThenticate®?

iThenticate® is a text-matching tool that is designed to be used by authors and co-authors to ensure the originality of written work.

**Add**
Upload documents to iThenticate®, which can be sorted into folders and folder groups.

**Check**
iThenticate® compares submitted documents to its database and sources on the web.

**Report**
For each submission, a similarity report is generated which provides information about matched text.

## How is iThenticate® used at University of Waterloo?

While Turnitin® is embedded into our Learning Management System (LMS) and is managed by instructors, iThenticate® is managed by the individual account holder (i.e., the person submitted the document), and is not to be used for course-based assignments. iThenticate® is designed for authors to check their own documents, such as book chapters or articles to be submitted for publication, grant proposals, comprehensive examinations, theses and dissertations, as well as other writing directly connected with their role at the University of Waterloo. Account holders are not permitted to submit work that they have not authored or co-authored.

Graduate students are encouraged to use iThenticate® as part of good academic practice. In addition, PhD students are required to use iThenticate® to review their written comprehensive exams. Further information can be found in the Graduate Studies Academic Calendar section on Comprehensive Exams

## Submitting Documents to iThenticate®

Upload a File ➤ Choose File ➤ Upload ➤ %

Select the "Upload a File" link under the "Submit a Document" section on the homescreen

Enter in the author's name and the document title, then click the "Choose a File" button in order to open your file

Once you have opened your file, click "Upload" to upload your file

The similarity score can be found under the "Report" section (**Note:** the analysis may take a few hours)

*Need additional assistance?*
*Contact the Office of Academic Integrity*

# Interpreting iThenticate® Reports

### Check

Check Similarity Index for percentage of common phrases.

### Review and Assess

Review and assess the highlighted text within the document and make necessary changes.

**Similarity Score**
A percentage representing the number of words found in common with database content, divided by the total number of words in the file. The percentage ranges from 0% to 100%.

**Did you know:** You can change your settings so iThenticate® will NOT include quotes, bibliographies, or certain phrases? Change your preferences in the "Settings" tab in the "My Documents" section on your homepage.

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# Additional Resources

**Similarity Report:**   iThenticate Similarity Report
                        iThenticate Support
**Writing Skills:**      Writing and Communication Centre
                        Purdue Owl

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