HOW TO USE ITHENTICATE

Quick Guide to Use Ithenticate:

- Open internet.
- Go to the Ithenticate website login page.
- Enter Purdue email address.
- Enter a password that will not be updated periodically.
- Click on Log in.
- Go to "Submit a document" on right side of screen and click on "Upload a File."
- Give document a title. This is for purposes of identification only.
- Enter author's first name, then last name. This is for purposes of identification only.
- Browse for the file you want to scan, just like you would in email.
- Click on Upload.
- You will automatically be taken to "My Documents" where you can see the document you've submitted.
- REPORT will tell you initially that the document is pending. This means the scanning is not complete.
- REPORT will give you a percentage when scanning is complete.
- Click on the percentage to see the similarity report described in highlights.
- Click on numbers to compare left side to right side of similarity report.

Ithenticate Presentation by Dr. Peter Dunn

Dr. Peter Dunn provided a presentation regarding Ithenticate to the CPB faculty. Highlights of the presentation include the following information as well as guidelines for use at the end of the highlights: Ithenticate is a web-based tool used to mentor students and assist faculty on issues related to potential plagiarism. Purdue owns a site license for the entire University and it will cost individual faculty and students nothing to use. The license Purdue owns is for Purdue people to do Purdue business. Ithenticate is located at https://www.ithenticate.com/login. Ithenticate runs on an I-paradigm server, so is not on Purdue's server. Documents are NOT entered in any database within Ithenticate. If you delete the document from Ithenticate after scanning, the document is no longer anywhere but on your own computer. Once you establish your password, you will continue to use the same password. You won't have to change it periodically. The accepted formats that can be used in Ithenticate are: Word, Word XML, Text, Postscript, PDF, HTML, Word Perfect, WPD, and RTF. When scanning a large document, the program divides it into parts (separate files). When you log into Ithenticate and scan a document, you can see a summary re: the scanned document. The heading REPORT shows the percentage of the scanned document appearing in other published material. If you click on REPORT, there are two sides visible on the computer screen. The left side displays the text. The right side

displays source by source where strings of words/sentences/paragraphs of text have been identical to that found in the text. If you scan English text, Ithenticate looks for English text. If you scan French text, it looks for French text, etc. Each block of text displayed on the left is assigned a number. The source corresponding to the text displayed on the right side is assigned the same number. There is even color-coding, so it is clear that the two sides are related to one another. Please scan drafts of documents before they are final. If you scan a finalized document (e.g. an already defended or deposited thesis, or a manuscript that has been submitted for publication) and found to contain plagiarized material, your next step is to call Dr. Peter Dunn to report the plagiarism. By scanning a draft ahead of submitting as thesis or submitted manuscript you are given the opportunity to mentor and teach your student the issues of plagiarism. The goal of using Ithenticate is not to catch plagiarism, it is to prevent plagiarism. Self plagiarism is bad scholarship. If you repeat something you have published before, you should reference it. Ithenticate will allow you to set certain parameters (e.g. limiting the number of words in a string). NSF uses Ithenticate to scan grant proposals and calls Dr. Dunn's office if there are concerns regarding plagiarism.