

## ITHENTICATE

iThenticate is a plagiarism-detection software, marketed by Turnitin that is designed to be used by researchers to screen written material for originality. iThenticate is used to check for instances of plagiarism in submitted documents.

### **Obtaining a License for an iThenticate Account**

Most graduate faculty should have an iThenticate account set up already. If you are unsure of whether or not you have an account or if you cannot access your account, please contact Innovative Digital Learning. This office manages the University's accounts with iThenticate. Contact information is below:

Contact Information:

Innovative Digital Learning  
Ed. North Office 204C  
P: 903.468.8687  
[Brett.Murrey@etamu.edu](mailto:Brett.Murrey@etamu.edu)

### **Preparing a Document for iThenticate**

Before uploading a student's document to iThenticate, **remove the following pages:**

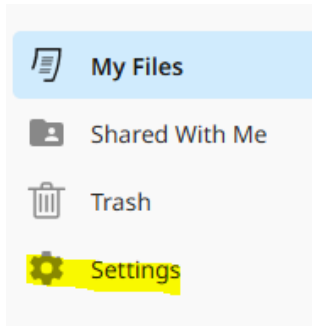
1. Preliminary pages (title page, signature page, copyright page, abstract page, acknowledgements, table of contents, list of tables, and list of figures)
2. References
3. Appendices
4. Vita

Because iThenticate reports are typically large in terms of file size, it may be necessary to remove all tables and figures before running the report. Save the document under a different name so you know which document to run through iThenticate.

### **Applying Exclusion Criteria**

Please set your iThenticate account to apply certain exclusion criteria automatically to each paper you upload. Below are the steps to follow to set these criteria:

1. Log in to your iThenticate account: <https://etamu.turnitin.com/home/sign-in>
2. Click the Settings tab (click the tab located in the Documents pane).



3. To set the exclusions, check the boxes next to “Abstract,” “Small Matches” (enter 8 for the word count), “Bibliography,” “Quotes,” and “Citations.” (See screen shot below.)
4. Click “Save.”

Compare submissions to the following content: [?](#)

- Crossref
- Crossref Posted Content
- Internet
- Submitted Works
- Publications

Exclude from Similarity Report: [?](#)

- Abstract
- Small Matches

words\*

- Methods and Materials
- Bibliography
- Quotes
- Citations

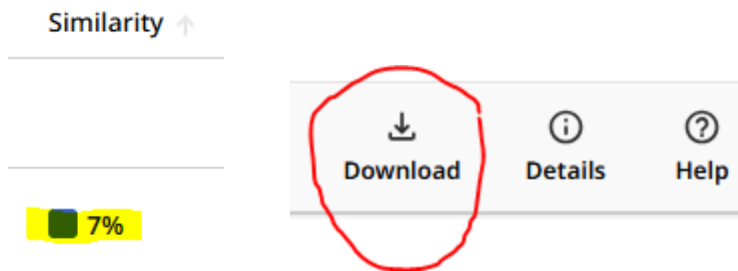
Exclude customization sections: [?](#)

- Select / Deselect All

## Saving the Report as a PDF

To save the report as a PDF, follow the steps below.

1. After the report is processed and a similarity score is generated, click the score.
2. The report will open in a new tab. To save the report as a PDF, click the Download icon in the upper right corner of the page.



3. Once the PDF is open, you can save the PDF to your computer.

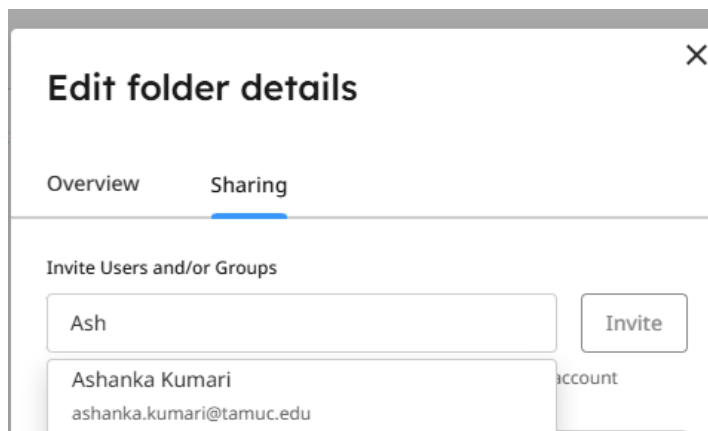
### Sharing a Folder with TDS

iThenticate has a sharing feature that allows TDS access to iThenticate reports run by the advisor. To share a report with TDS, follow the steps below.

1. Log in to your iThenticate account: <https://etamu.turnitin.com/home/sign-in>
2. Click on the folder(s) you would like to share with TDS and then click the Share tab

**Manage files**   Add Folder   Edit   Move   **Share**   Delete

3. A dialogue box will open where you can “Invite” the person with whom you would like to share the report. Begin typing the person’s name and it should populate with the name. Then click “Invite.”
- 4.



Following these steps will give TDS access to the iThenticate folder(s) containing the reports you have run for your students.