

Academic Advisor iThenticate Instructions

Uploading a Thesis/Dissertation

1. You should have received an email from iThenticate to set up your account. If you did not, please contact Graduate Studies.
2. To begin, log in to iThenticate at <http://www.ithenticate.com/>
3. After successfully logging in, there will be an **Upload a File** link in the top right-hand side of the page, underneath **Submit a document**. Use the link to upload a new file.
4. Supply the title of the work and the first and last name of the author.
5. Select the file to upload, and then *Upload* the file.
6. Wait for the file to be processed. This can take 10 to 20 minutes or longer, depending on the length of the work. The file will continue to be processed if you log out of iThenticate.

Reviewing a Thesis/Dissertation

1. After you have uploaded a thesis and it has been processed by iThenticate, use the **Report** button to the left of the student's name (which shows a percentage match) to go to the document viewer. You will enter the percentage match on the [iThenticate Certification](#).
2. The review page will show the original work with multiple sections highlighted. Each highlight color and number reflects a different publication that a portion of the thesis or dissertation matches. You will take a screen shot of this view for the [iThenticate Certification](#).
3. References do not need to be included in the match percentage. On the review screen, click the funnel icon at the bottom of the page to bring up the **Filters & Settings** panel. Under **Filters**, mark the *Exclude Bibliography* check box. Then click *Apply Changes* and choose the bar graph icon next to the funnel to return to **View Sources**.
4. Begin the review by looking at the highest-ranking matches (listed in order to the right of the screen). Substantially large matches could be an early sign of large-scale plagiarism.
 - If part of the work has been published elsewhere, it will most likely appear here. Keep in mind that students must mention or cite and obtain permission to use their own previously-published work in their thesis.
 - Just because a match is less than 1% doesn't mean it's small! Even 1% of a large thesis could mean entire pages of copied text or data.
5. Work your way over the *entire* document, evaluating matches as you go. Pay attention to matches that span more than a few words.
6. Ensure that passages that appear to have come from other works are properly cited. Be cautious of sentences with small changes to tense or order.
 - Sentences with minimal changes from source material are not acceptable. They should either be reworded or quoted in the original form and properly cited.
 - Matches can be clicked to view the original source. Online sources have the option of viewing the full source using the **Full source view** link in the top-right of the pop-up window.
7. As you review the work, check figures and images in addition to the matched passages. iThenticate doesn't match figures or pictures, but they still need permissions and citations to be used.
 - Use Google **image** search to search figures from the thesis. Save the image from the student's thesis to your computer by right-clicking on the image and choosing 'Save as'. Visit images.google.com and click the camera icon. Then you can upload the image from your computer.
8. Don't skip the Literature Review section, as that's where many citation errors occur.
9. Permissions: students must obtain permissions to use any previously published images, figures, tables, or quoted paragraphs. This includes their own published work. These permissions must be provided to you, the Academic Advisor, and to Graduate Studies.