

Information Technology

Plagiarism and Turnitin.com

Indiana University's *Code of Student Rights, Responsibilities, and Conduct* (Copyright 1998 The Trustees of Indiana University) states the following on the Academic Misconduct of Plagiarism:

"The university may discipline a student for academic misconduct, which is defined as any activity which tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following:

Section 3. Plagiarism.

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written;*
- b. Paraphrases another person's words, either oral or written;*
- c. Uses another person's idea, opinion, or theory; or*
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge."*

Information Technology currently employs the online plagiarism tool, Turnitin. (www.turnitin.com)

What is Turnitin?

Turnitin is an online resource for educators and students concerned with developing quality writing and research skills. This is done by:

- ✓ providing a reliable, efficient, and powerful deterrent to digital plagiarism
- ✓ hosting an online interface for convenient and innovative peer-to-peer review
- ✓ allowing for online grading with full contextual markup, use of rubrics, and quickmarks

How does this service prevent plagiarism?

Turnitin.com prevents and detects plagiarism by comparing submitted papers to billions of pages of content located on the Internet and our proprietary databases. The results of comparisons are compiled, one for each paper submitted, in custom "Originality Reports." These reports are sent to participating educators, who access the results by logging into their Turnitin account(s).

(please see reverse side of page for more information on using turnitin.com)

Register, Join a Class, and Submit a Paper to Turnitin.com

You should receive an email from the IU East Turnitin administrator with a class ID number and a class enrollment password. If you have not received these, or cannot find the email, call 765-973-8561 to request this information.

Creating Your Account and User Profile

Before you can submit your papers to this service, you need to go to Turnitin.com and create a user profile.

- 1) Use your web browser (e.g. Internet Explorer or Mozilla Firefox) to go to <http://turnitin.com/>
- 2) Click **create a user profile** (top right corner of the page).
- 3) Choose **student** as your user type.
- 4) Enter the **class ID** number and **class enrollment password** that have been sent to you by the school Turnitin administrator. Click **Next**.
- 5) Follow the next 3 steps to create your user profile, clicking the "next" button each time. **NOTE: we recommend you use your Indiana.edu email account to register.**
- 6) Read the entire user agreement. If you wish to continue, click **I agree—create profile**. Turnitin confirms that you have registered and joined this class.

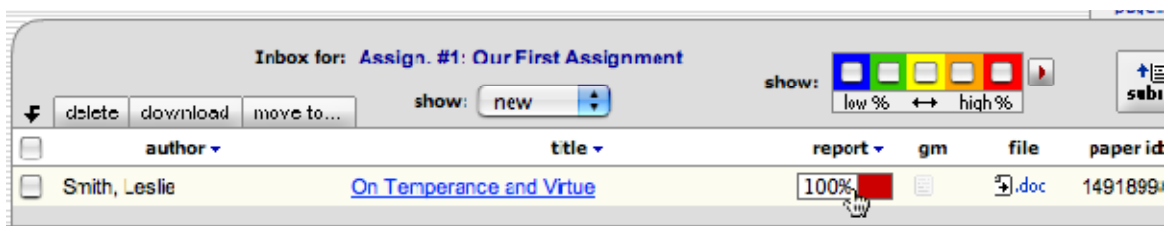
Submitting Work to Turnitin.com

If you are not already logged into Turnitin.com, log in from the homepage: <http://turnitin.com/>

- 1) Click the name of the class for which you want to submit work.
- 2) Click the **Submit** button and in the **Submit a paper by** drop-down list, select **file upload**.
- 3) *Your first and last name should already be inserted*-enter the title of your paper.
- 4) Click **Browse**. Locate and double-click on your paper file.
- 5) *The name of the file should appear in the Browse box*--fill in all fields and click **Submit**.
- 6) *Turnitin asks you to confirm*. If what is displayed is correct, click the **Yes, submit** button. If not, click the **no, go back** link and repeat the previous step, selecting the correct file.
- 7) *When the file is submitted, Turnitin.com shows you a submission receipt on the screen and emails you a copy*. Print out the submission receipt in case you do not receive the email copy. Your instructor may ask you to hand in the receipt as proof of submission. Save the email receipt for your records.

Viewing Your Originality Report

- It can take Turnitin.com from 15 minutes to an hour or so to process your submission.
- A grayed out report icon indicates that the report has not yet been generated.
- When the Originality Report is ready, your assignment inbox shows a percentage and color to the left of the paper title, under the report column.
- If you haven't logged off and back on again since you submitted the paper, click your browser's refresh button to update the status of the report.
- **To view the originality report**, click on the percentage.



For Help Understanding the Originality Report

- See page 20 of the **Student Manual** in the **Training** section of Turnitin.com.
- Contact **Eleni Siatra**, Student Support Services, Springwood, (765-973-8575).
- Contact **Emily Winburn**, Librarian, Indiana University East Library (765-973-8434).

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