

## MP Scan: iThenticate

Hi ...MP presenters- here are the directions to run the [iThenticate] scan on your MPs. Please run this scan before **April 16** (before upload day of April 17). Run it when your MP is as complete as possible in terms of having the majority of the content finalized. The software is very sensitive to many forms of acceptable duplication, so even though it produces a % duplicated, the real test is in scrolling through and looking at what is found (for you and your advisor). The goal is not to get to 0 percent! the software will find all sorts of duplicate material that is not plagiarism nor poor paraphrasing (e.g. citations, long names of organizations, etc.).

*\*\*\*If you have written everything in your own words then this should be a very quick and painless process.* If you have poorly paraphrased or have included cut/pasted material somewhere along the line, fixing your MP will take more time. You also have the opportunity to revise your MP document and rescan. Group projects can decide which 1 person of their group will use their account to scan- the other accounts don't need to be used. (DEL students will receive a follow up email regarding this). After your scan, leave your final scan in your iThenticate folder and then email a copy of the report to your advisor.

Detailed instructions (opening and scanning is very straightforward):

[https://app.ithenticate.com/en\\_us/login](https://app.ithenticate.com/en_us/login)

- Log on with your email and your generated password from the iThenticate registration email.
- On the right, click "**Submit a Document**" or on the right, "**Upload a File**"
- Title the document- something like "MP1" and include your name or just initials, and select your MP file (.doc, pdf, etc). Click the orange upload button.
- Wait a few minutes as the document uploads- the scan will be performed automatically.
- Once you see the Report is complete (with a % duplicity), **click on the Report % box** and view duplicated text. At the top, insure that Quotes and Bibliography show "excluded"

You will all see some duplicated text- do not panic! duplicated text does not necessarily mean it's plagiarized. Every scan will show a certain amount of duplicity (e.g. 3-9%, more when references are hard to exclude because of formatting) depending on what you have in your document. The software is very sensitive and recognizes many series of words that are not plagiarism (and scientific names, etc). Even though we are excluding matches < 5 words, it seems to be recognizing some some series with interspersed words.

- Scroll through and look over the colored text on the left. Make sure there are no long non-standard phrases (> 5-8 words in a row) that show as duplicate to other sources. If you are uncertain as to what type of duplicated text is a problem- see some examples that are

acceptable attached to this email (as well as plagiarism resources below). **Leave your final scan/report in the system.**

- **Download a .pdf copy of this report by clicking on the Printer Icon at the bottom left. Email the .pdf to your MP advisor.**

If you find that your document contains copied text, go back to your original MP document, put it into your own words- and return the same way and scan the revised version. Once there is only a low level of duplicity, you can turn a .pdf of this document into your MP advisor. There will be no penalty for those who find duplicate text in their first scans. However there would be repercussions if there is plagiarized material on your final copy online.

Attached are some examples of duplicated text that are OK-- standard phrases, scientific names, some very specific procedures, etc.

If you have questions of what is acceptable ask us, or review plagiarism guides such as the library website:

“Citing Sources and Avoiding Plagiarism: Documentation Guidelines”:

<http://library.duke.edu/research/citing/index.html>

“Plagiarism: Its Nature and Consequences”: <http://library.duke.edu/research/plagiarism/index.html>

Thanks for your participation in this step. We are hoping this approach of you doing your own scans will be an educational opportunity for anyone who is uncertain about what constitutes plagiarism or has poor paraphrasing habits. As well the Dean and I preferred a less "high-handed" approach that would allow you to correct any issues yourselves. If you have doubts about the scan results in terms of content email me, if you have technical/login questions, please contact Melissa.

Deb

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