

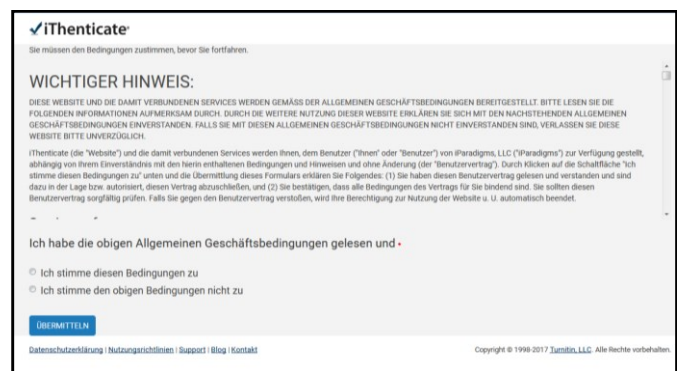
# Instruction Manual for iThenticate

## 1. Application for account-ID and password via e-mail

As a first step, please send a message from your university account (name@...uni-heidelberg.de) to Dr. Nissen ([nissen@ub.uni-heidelberg.de](mailto:nissen@ub.uni-heidelberg.de)), who is the person in charge of the software iThenticate (produced by turnitin) at Heidelberg University Library. You will automatically be sent an e-mail containing your account-ID and password. All academic personnel qualified for examination are entitled to use this service. Students and doctoral students are not entitled.

## 2. Accepting the terms of use

- Go to the iThenticate website (<http://www.ithenticate.com/>). Click on the „Login“ button in the top right-hand corner.
- In the next window, enter the account-ID and password you received via e-mail (see step 1).
- Before you start you will be asked to accept the (German) terms of use of iThenticate. Please read these carefully, then click „Ich stimme diesen Bedingungen zu“ (=“I accept these terms”) and finally click “Übermitteln” (=“submit”).



**iThenticate**  
Sie müssen den Bedingungen zustimmen, bevor Sie fortfahren.

**WICHTIGER HINWEIS:**  
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☒ Ich habe die obigen Allgemeinen Geschäftsbedingungen gelesen und

☒ Ich stimme diesen Bedingungen zu  
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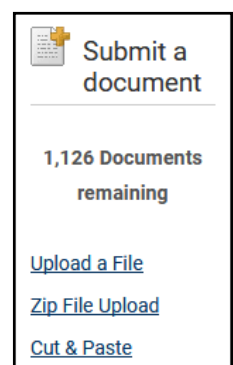
## 3. Changing the password

Next, please change your provisional password to a personal one. The new password should consist of at least 6 characters; at least one of them should be a number.

## 4. Uploading and checking a text

You can now start analyzing texts. First, you will have to upload these texts into iThenticate.

- In the directory in the left-hand corner under „my folders“, click on “Meine Dokumente” (=“my documents”). Your document will be displayed here after you have uploaded it. Alternatively, you can create a new folder in the right-hand corner and then work with this one.  
*Note: This assignment is not final, and can be revised any time.*
- In the right-hand corner of the screen you will see a box called „submit a document“. Choose one of the options given there.
- You will see a new window with a data entry form. Fill in the boxes ‘first name’, ‘last name’, and ‘document title’ using pseudonyms which allow you (and only you) to match course participants and their paper later on.
  - Option „Upload a file“:  
On top of the button „choose file“, choose the document from your computer. Be sure to erase the personal data of the author (i.e. title page: name, e-mail address and matriculation number).



**Submit a document**

**1,126 Documents remaining**

[Upload a File](#)  
[Zip File Upload](#)  
[Cut & Paste](#)



→ Option „Cut & paste“:

Tag the entire text of the electronic document, save the personal data of the author (i.e. title page: name, e-mail address and matriculation number) and copy it.

- Click on „Upload“.

## 5. Accessing results

After a short while (usually within minutes), the results are ready to be accessed. The result is displayed as a percentage in the column „report“ next to the reviewed document.

The screenshot shows the iThenticate web interface. The main area displays a document titled "1. Texts from the Wikipedia<sup>1</sup>". The text is partially highlighted in pink, indicating matches with internet sources. A small window titled "Full Source View" is open, showing the source text from Wikipedia. On the right, a "Match Overview" table lists the matches.

Match	Source	Percentage
1	Internet 202 words crawled on 18-May-2015 <a href="http://www.regesta-imperii.de">www.regesta-imperii.de</a>	17%
2	Internet 154 words crawled on 11-Oct-2017 <a href="http://en.wikipedia.org">en.wikipedia.org</a>	14%
3	Internet 32 words crawled on 15-Aug-2017 <a href="http://dein-masterplan.de">dein-masterplan.de</a>	3%
4	Internet 9 words crawled on 27-Feb-2015 <a href="http://www.adhs-studien.info">www.adhs-studien.info</a>	1%
5	Internet 9 words crawled on 23-May-2003 <a href="http://www.hr-online.de">www.hr-online.de</a>	1%
6	Internet 8 words crawled on 15-Aug-2011 <a href="http://librarynevada.edu">librarynevada.edu</a>	1%

**Please note:** The percentage is only an indicator for the number of matches with searched internet sources. It does not tell you whether the uploaded text has been plagiarized or not. The software also shows accurate quotes, common figures of speech and coincidental matches. Only you can estimate whether your text is plagiarized or not by reading the test report carefully.

- Choose the button with the displayed percentage next to your document.
- The entire text is displayed in a new window. Matches with internet sources are marked in a different colour. The colour, as well as the number displayed in the text, indicate the internet source in the right hand column (see figure).
- Click on the marked text / the arrow button in the right hand column to see the corresponding text excerpt from the internet source in a smaller window.

We wish to thank Munich Medical Research School (MMRS), whose user's manual we used as a template. You will find further assistance from the provider turnitin here:

<http://ithenticate.com/products/faq>