

## **Turnitin User Guide**

### **View Similarity Results**

On the similarity account

Uploading the paper on Turnitin usually creates similarity report. The similarity report is the result of comparing the materials selected for this paper with the uploaded paper.

Materials selected for comparison may include billions of pages of active or archival internet information, which is a repository of works submitted to date, a repository of tens of thousands of periodicals, journals, and publications. Any coincidence or highly similar text is noted in the similarity report available in the Assignment Inbox of the uploaded paper.

The similarity score is a percentage of the coincidence of the content of the paper with the Turnitin database; this is not evidence that the paper contains plagiarism.

### **View similarities and matches**

The coincidence / similarity review provides detailed information on all, small or complete coincidences / similarities.

1. To see a similarity / coincidence overview, click the red number on the similarity / coincidence panel. If the function has not been active before, it will be activated and show all matches / similarities.
2. All similarities / matches will appear on the review panel. Match list will appear in descending order.
3. Click on the arrow next to the percentage to see the matching details.
4. Each detail of the match will show which source it matches. If you want to see the source, click on the name.
5. A source window will appear showing which part it matches. If you want to read the whole source, activate the window in the upper right corner. You can achieve the same by activating the red flag indicating the matching on the left side of the highlighted part of the text.
6. You can now see the full text of the source in the corresponding panel where all matches will be shown in red.

## **View Sources**

The All Sources panel lists all the sources that have been matched, in descending order. By activating any of these sources we can see how many times a matching occurred with the given source.

1. To view all sources activate All Sources button, from matching panel. After activation all the matches in the text will appear.
2. All source will be shown next to *All Sources* button. A list of sources is given in descending order of coincidence percentage.
3. To view all source, use the navigation arrows, located on top page, next to *All Sources* panel. By activating each source, a new window of the source will appear.

## **Filtering Matching Results**

Citations and bibliography exclusion

When you choose to filter citations (remove from matches), the system perceives citations in quotation marks if it is given "as follows" - the quote given 'so' is not perceived as a citation.

When you want to exclude a bibliography, the system perceives it through 'keywords' and cancels the matches.

- Sources
- Cited sources
- Sources and notes
- Resources (Sources)
- Bibliography
- Cited works

However, when the system finds the words below, the matching test is restored

- Annex
- Appendices
- Glossary

- Table
- Tables
- Acknowledgement
- Acknowledgements
- Samples
- Digit, Number
- Digits, Numbers
- Graph, Diagram
- Graphs, diagrams

1. To exclude other types of match/similarity: In match/similarity results activate red button *Filter* located in match/similarity panel.

If the match / similarity layer was not active, it will now be activated and show all matches.

2. To exclude bibliography and citations from match/similarity results, use panel: *Filters and Settings*.

3. To save these changes, activate button: *Apply Changes*. This action will make changes in match/similarity results.

### **Excluding Small Matches**

1. Similar texts can be ignored from the matching / similarity results according to the size of the matched text. To do this, you need to use the red *Filter* mark from the Match / Similarity panel. The match / similarity function will be activated and all coincidences in the paper will be noted.

2. From the *Filters and Settings* side panel, use the text button to specify what to exclude from matching / similarity results. You can exclude the number or percentage of matching words. For example, filtering by 10 words excludes all sources with less than 10 words in a sequence.

3. To Confirm this changes, activate button: *Apply Changes*.

This action will make changes in match/similarity results.

### **Show match / similarity results in different colors**

1. To activate the matching / similarity showing function in different colors we need to use the red button *Filter* from the matching / similarity panel.

The function will be activated and all matches / similarities will be shown.

2. Use *Multi-color Highlighting* button from *Filters and Settings*, this will show matches/similarities in different color according to severity.

3. Now we can sort the matches by color as well as by number.

### **Update matching / similarity results**

If you think that other papers have been added to the database since the last review of the paper, it is possible to re-check it, i.e. updating the matches/similarities results from *Filters and Settings* panel.

1. For new results activate *Filter* button from match/similarity panel. The match / similarity function will be activated and all matches in the paper will be noted.

2. Activate button *New Report* from *Filters and Settings* panel to get new results.

3. Our advice is to use this feature only if you are sure that new sources have been added to the database. Otherwise, you will get the same results. Activate *OK* if you want new results, or *Cancel* if you do not want new results.

### **Sources Exclusion**

Sources exclusion by review of matches

1. Exclusion of sources from match/similarity results is possible from side panel - *Match Overview*. Activate the matching number in red on the matching / similarity panel. The matching function will be activated and it will show all matches / similarities.

2. All matches will be shown on *Match Overview* panel.

3. In order to view the details of each match and exclude a source, use the arrow given next to each match number (percentage).

4. Activate button - *Exclude Sources*, which is located below *Match Breakdown* panel.
5. Use *checkbox* and mark the source, which you want to exclude from match/similarity results. Activate button - *Exclude*.

**Note:** Activating Exclude button will cause match/similarity results to be refreshed.

### **Excluding Sources with the *All Sources* button**

1. To exclude sources from match / similarity results, use the *All Resources* button on the side panel. Activate the graphic icon in the similarity panel. This action will activate the matching / similarity layer and show all the matching / similarity in the paper.
2. Activate the *Exclude* button at the bottom of all source panel.
3. Use *checkbox* and mark the source, which you want to exclude from match/similarity results.
4. Activate the *Exclude* button at the bottom of all source panel. Or activate the *Cancel* button, if you want to delete all the markings.

### **View already excluded sources**

1. To see excluded sources, use the red *Exclude* button from the matching / similarity panel. The match / similarity layer will be activated and show all matches / similarities.
- 2 a. If no source has been excluded before, then we get the message: *No sources have been excluded for this report*.
- 2 b. If any source was excluded from the matching / similarity results, the list can be viewed using the *Excluded Sources* button on the side panel.
- 3 a. If you want to restore any source, use the check box and select the appropriate source. Activate the *Restore* button.
3. If you want to restore all sources, use the *Restore All* button.

**Note:** No updates required for these sources to be shown in the results.