




# Turnitin fact sheet: Students

## Definition of Plagiarism:

- To copy and paste information directly into an own assignment or other document without paraphrasing the original author's work or placing the quoted material in quotation marks AND including a citation (i.e. an in-text reference).
- The University of Pretoria has a policy about plagiarism. Staff and students can access it at the following url:  
<http://www.ais.up.ac.za/plagiarism/students.htm>

## What is Turnitin?

Turnitin is a web-based plagiarism detection service that is integrated with the clickUP system.

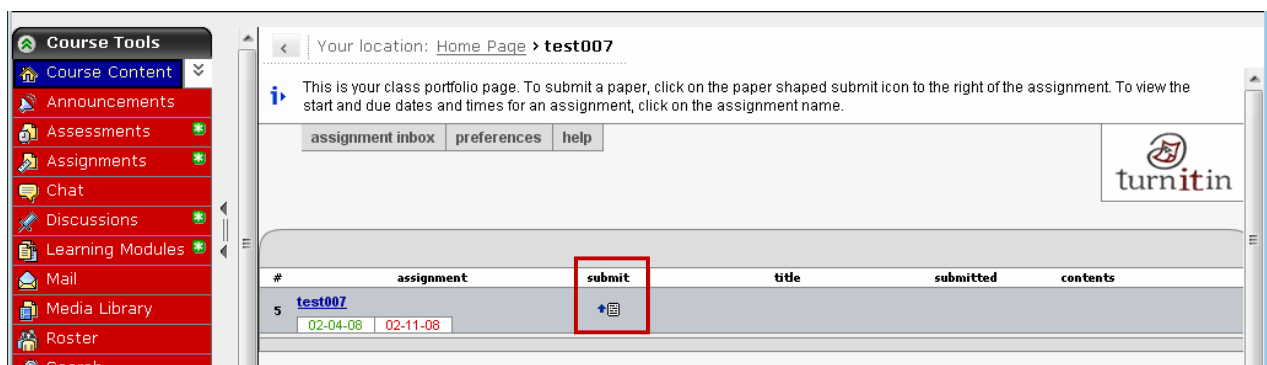


**REMEMBER**

You must log in to your clickUP module in the normal way through Students Online Services

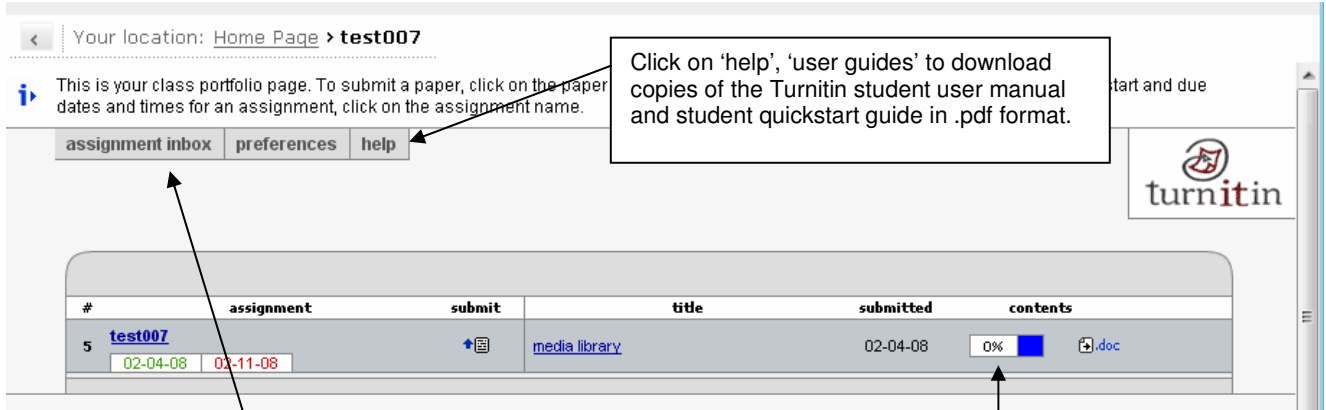
## How to upload your assignment

1. Click on the Turnitin assignment link on the homepage. *This link will not be under Assignments on the tools menu.*
2. Type in your Internet Firewall username and password in the popup window.
3. You will see the "Submit a paper" dialogue box. Click on the submit button next to the relevant assignment.





4. Your first and last name will automatically be displayed in the relevant fields. Enter the filename into the **submission title** text box.
5. Click on the Browse button (Take note of the different file formats that are allowed by the system).
6. The "Choose File" dialogue box will open up. Locate the document that you have saved on your computer and click the Open button.
7. The file path to your document should now appear in the "browse for the file to upload:" window.
8. Click on the "Submit" button. A new screen will appear showing a Text-only version of the document that you have submitted with all the formatting removed.

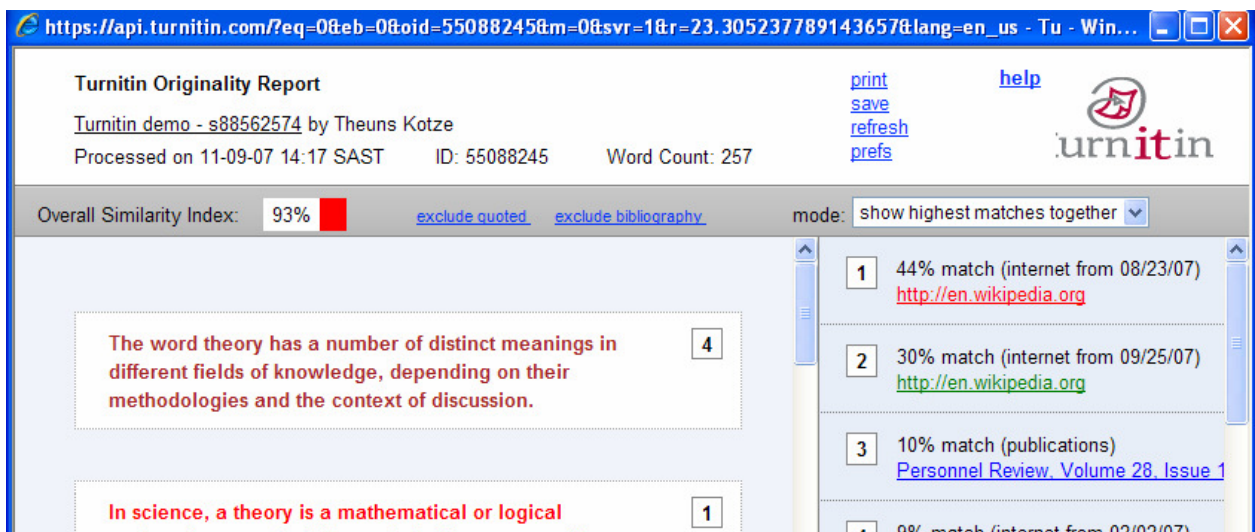
9. Click the “Yes, submit” button.
10. Once your document has been submitted, a new screen will appear with the heading “Turnitin Digital Receipt”.
11. A student can now also see the percentage of similarity with other sources that was detected.



When submitting larger documents or a revision assignment, you will have to submit a document and then return later to view the report.

### View the originality report

1. Click on the “assignment inbox” link that is situated on the left-hand side above the submission dialogue box.
2. Click on the originality icon indicating the amount of matching text.  or 
3. A new window will open with the assignment. The areas that were matched will be highlighted in different colours and also with a unique number. The source will be displayed on the right-hand side of the screen marked with the same number and colour. A percentage will be given to indicate what percentage of the original document was copied.



- Change the entry in the “mode:” drop down list to “quickview (classic) report”. The format of the report will change to the one shown below:

The screenshot shows a Turnitin Originality Report for a document titled "Turnitin demo - s88562574 by Theuns Kotze". The report was processed on 11-09-07 at 14:17 SAST, with ID 55088245 and a word count of 257. The overall similarity index is 92%, indicated by a red bar. The report mode is set to "quickview (classic) report".

Annotations include:

- A box pointing to the URL bar: "Click here to save a copy of the report to your PC." (with a "save" link visible).
- A box pointing to the "exclude quoted" and "exclude bibliography" links: "Selecting the 'exclude quoted' and 'exclude bibliography' links might decrease the Similarity Index dramatically if you have quoted or referenced extensively."
- A box pointing to the list of matching sources: "These entries show the matching sources and the percentage matching text from each source."

The matching sources listed are:

- 44% match (internet from 08/23/07) <http://en.wikipedia.org/wiki/Theory> (8-23-07)
- 30% match (internet from 09/25/07) <http://en.wikipedia.org/wiki/Theory> (9-25-07)
- 10% match (internet) <http://ejbrm.com>
- 9% match (internet from 02/02/07) <http://www.nationmaster.com/encyclopedia/Collaboration> (2-2-07)

At the bottom, a sample of matching text is shown: "The word theory has a number of distinct meanings in different fields of knowledge, depending on their methodologies and the context of discussion. In science, a theory is a mathematical or logical explanation, or a testable model of the manner of interaction of a set of natural phenomena, capable of predicting future occurrences".

**All occurrences must be checked and evaluated individually by the student and the lecturer.**

- You should preferably download and study chapter 2 of Turnitin’s “Student User Guide” (found under “Student User Manual” on the Turnitin.com website for information on how to work with and interpret originality reports.
- See also the following guide on how to *avoid* plagiarism: [http://www.turnitin.com/research\\_site/e\\_home.html](http://www.turnitin.com/research_site/e_home.html)