

iThenticate 2.0 Guide for McMaster Supervisors

Contents

1. What is iThenticate?.....	2
2. McMaster’s Research Plagiarism Checking Policy.....	2
3. Getting Started - Account Basics	2
Setting up your account as a user.....	2
Logging in as a user	3
Changing your password	4
Editing your profile.....	4
4. Managing Files and Folders	5
Elements of the My Files area.....	5
Adding a folder	6
Finding a file or folder	6
Manage existing files and folders.....	7
Managing deleted files and folders	9
5. The Similarity Report	10
Uploading a file to generate a Similarity Report	10
Understanding the Similarity Report.....	13
How exclusion filters refine the Similarity Report	14
iThenticate and Plagiarism.....	17
Document Details	18
Preprints	21

1. What is iThenticate?

iThenticate is a similarity detection tool meant to be used by researchers to check any original works that will be publicly released and who are concerned about potential plagiarism. The software allows the user to delete the scanned work from their servers after a report has been generated.

To protect graduate students' privacy, only Academic Supervisors will have access to this software and will be responsible for uploading their students' theses. It should not be used to check documents submitted to instructors as course assignments. Turnitin is intended for scanning course work.

Please note: McMaster Supervisors are NOT required to pay for their iThenticate account.

2. McMaster's Research Plagiarism Checking Policy

According to [McMaster's Research Plagiarism Checking Policy](#), it is expected that all graduate theses, whether Masters or Doctoral, shall be checked for plagiarism in compliance with this Policy. Plagiarism checking is expected to occur prior to the coordination of the defence and **Supervisors of Masters students will need to sign a separate attestation sheet indicating that this has occurred and the document is satisfactory for public disclosure. PhD Supervisors will be prompted to confirm this in the Admin Tools system once their students initiate their defence.**

Theses shall be checked before being sent to an External Examiner for PhD defences and before it's submitted to MacSphere; in both cases, the scan occurs before public disclosure.

Please note: The School of Graduate Studies is unable to delete submissions to iThenticate and it will be the responsibility of the Supervisor to remove any uploaded file.

3. Getting Started - Account Basics

Setting up your account as a user

1. Check your email inbox for a welcome email from Turnitin
2. In the welcome email, select the **Activate my Account** button. This will take you to a login screen.
3. Enter a username. Your username can be the same as your McMaster email address.
4. Enter a password and then enter it again for confirmation. Passwords must contain:
 - a. At least 8 characters
 - b. At least 1 letter
 - c. At least 1 number
5. Read through and agree to the **Turnitin End-User License Agreement**
6. Select the **Create Account** button to be taken to your new account

Username

aroddy

Password

.....



Password must be at least 8 characters and include at least one letter and one number

Confirm Password

.....

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

Protecting your personal data and privacy



I agree to the terms and conditions

Create Account

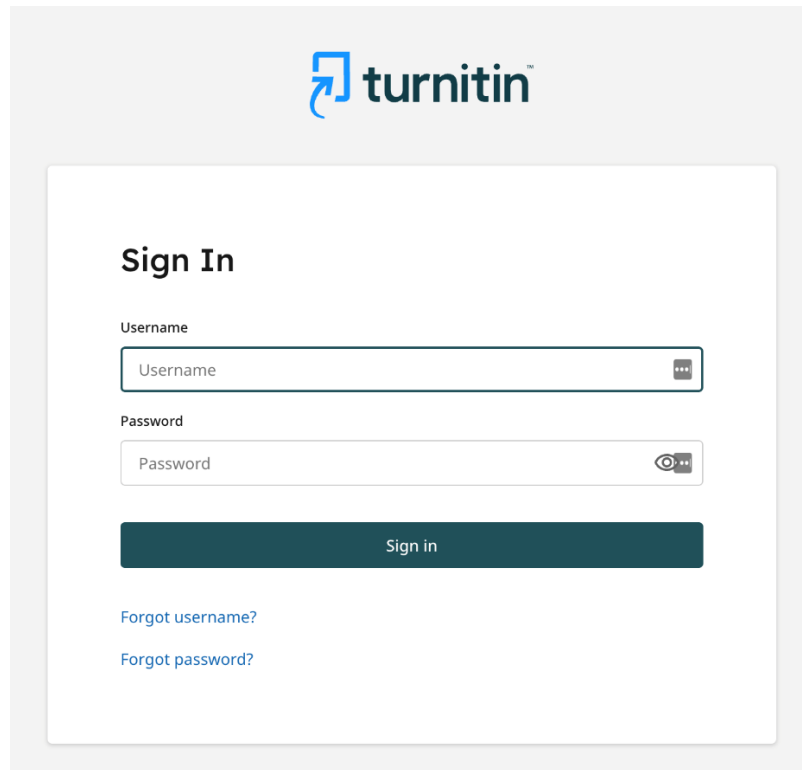
7.

Logging in as a user

This guide will inform you how to log into your iThenticate account as a user.

1. To begin using iThenticate/Crossref Similarity Check, you must first log in
 - a. If you have just created an account with iThenticate, you will have set your username and password during the account creation process
2. Go to your account's unique tenant URL. The URL will look like *McMaster.turnitin.com* and will have been provided in your welcome email
 - a. We recommend bookmarking this unique URL so you can easily find it in the future
3. On the login screen, enter the username and password

- a. You will have been sent a unique username during your account creation



turnitin™

Sign In

Username

Password

Sign in

[Forgot username?](#)

[Forgot password?](#)

- b. If you have forgotten either your username or password, select the **Forgot Username** or **Forgot Password** links. This will then email you instructions for updating your credentials
4. Once you've entered your credentials, select the **Sign in** button

Changing your password

1. Select your username from the bottom of the sidebar
2. Select **Edit Profile**
3. Select **Change Password**
4. Enter your current password
5. Enter and confirm your new password
6. Select **Save** when you are done

Editing your profile

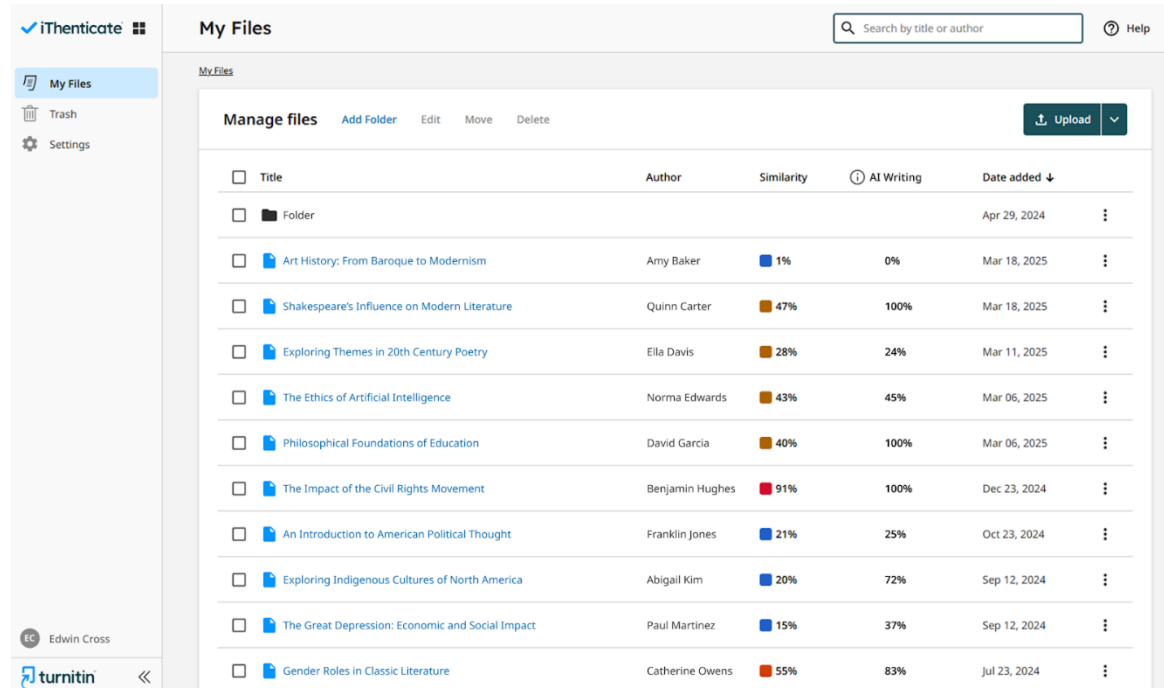
1. Select your username from the bottom of the sidebar
2. Select **Edit Profile**
3. From this page you can make changes to:
 - a. Name
 - b. Email address
 - c. Username
 - d. Password
 - e. Account language

4. Select **Save** to confirm the changes

4. Managing Files and Folders

Elements of the My Files area

The **My Files** area is where you can upload, manage, and organize your documents and folders in Similarity and SimCheck. This guide outlines the main elements of the page and how you can use them.



The screenshot shows the 'My Files' interface. On the left is a sidebar with 'My Files', 'Trash', and 'Settings'. The main area has a search bar and a table of files. The table has columns: Title, Author, Similarity, AI Writing, and Date added. Each row represents a file or folder with its respective details.

<input type="checkbox"/>	Title	Author	Similarity	AI Writing	Date added ↓	
<input type="checkbox"/>	Folder				Apr 29, 2024	⋮
<input type="checkbox"/>	Art History: From Baroque to Modernism	Amy Baker	1%	0%	Mar 18, 2025	⋮
<input type="checkbox"/>	Shakespeare's Influence on Modern Literature	Quinn Carter	47%	100%	Mar 18, 2025	⋮
<input type="checkbox"/>	Exploring Themes in 20th Century Poetry	Ella Davis	28%	24%	Mar 11, 2025	⋮
<input type="checkbox"/>	The Ethics of Artificial Intelligence	Norma Edwards	43%	45%	Mar 06, 2025	⋮
<input type="checkbox"/>	Philosophical Foundations of Education	David Garcia	40%	100%	Mar 06, 2025	⋮
<input type="checkbox"/>	The Impact of the Civil Rights Movement	Benjamin Hughes	91%	100%	Dec 23, 2024	⋮
<input type="checkbox"/>	An Introduction to American Political Thought	Franklin Jones	21%	25%	Oct 23, 2024	⋮
<input type="checkbox"/>	Exploring Indigenous Cultures of North America	Abigail Kim	20%	72%	Sep 12, 2024	⋮
<input type="checkbox"/>	The Great Depression: Economic and Social Impact	Paul Martinez	15%	37%	Sep 12, 2024	⋮
<input type="checkbox"/>	Gender Roles in Classic Literature	Catherine Owens	55%	83%	Jul 23, 2024	⋮

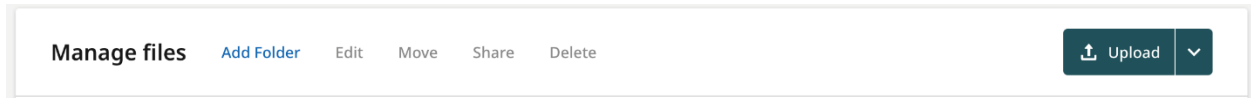
The **My Files** inbox displays all your uploaded files and any folders you've created. Each item includes key information:

- **Title** – Displays the name of the file or folder
 - Files are marked with a document icon
 - Folders are marked with a folder icon
 - You can select the title to open or expand a folder
- **Author** – Shows the name of the person who uploaded the file
 - For files you uploaded, your name will appear here
 - Folders do not show an author
- **Similarity** – Displays the Similarity Report score for uploaded documents
 - This shows the percentage of text that matches sources in Turnitin's database
 - A colour-codes indicator appears next to the score (e.g., red for high similarity)
- **Date Added** – Indicates when the file or folder was uploaded or created
 - You can select the **Date added** column header to sort items by date

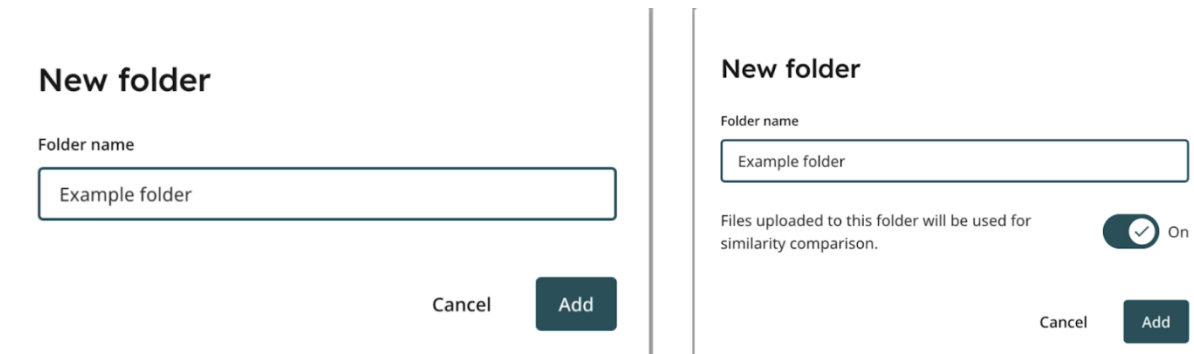
Adding a folder

This guide explains how to create folders and set submission storage preferences for your documents.

1. Add a New Folder
 - a. Select **My Files** from the sidebar.
 - b. Select **Add Folder**



- c. Enter a unique name for the folder
 - i. You cannot create a folder with the same name as an existing folder on the same level
 - d. Select the **Add** button to create the folder
2. Configure folder-level submission storage
 - a. If enabled, instructors can choose whether submissions in a folder are added to Turnitin's repository. Stored submissions are used to check for similarities in future work.
 - b. If your account administrator has enabled this setting, you can use a toggle to choose whether submissions are stored in the Turnitin repository. The toggle appears when creating a new folder and editing an existing one.
 - c. The option will only appear if it has been enabled by your account administrator

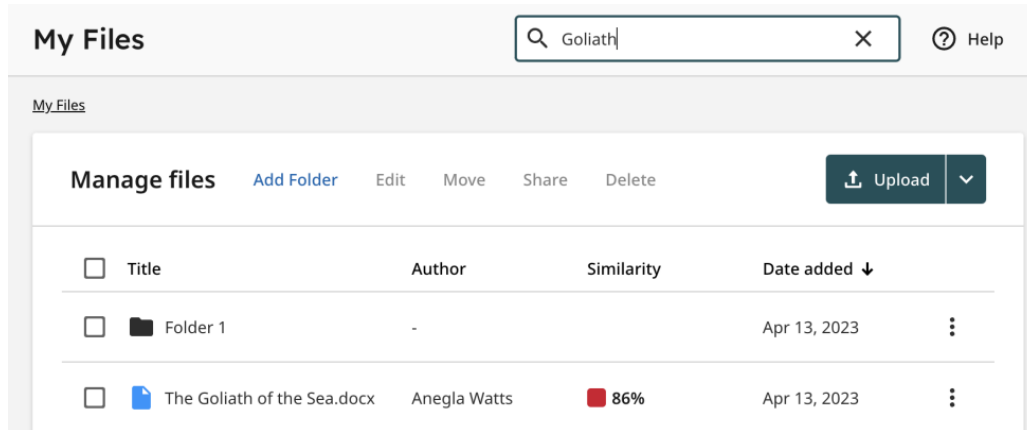
Two side-by-side screenshots of a 'New folder' dialog box. The left screenshot shows a form with a title 'New folder', a label 'Folder name', and a text input field containing 'Example folder'. Below the input field are two buttons: 'Cancel' and 'Add'. The right screenshot shows the same form but with an additional toggle switch. Below the input field, there is a line of text: 'Files uploaded to this folder will be used for similarity comparison.' To the right of this text is a toggle switch that is currently turned 'On', indicated by a checkmark icon. Below the toggle are the 'Cancel' and 'Add' buttons.

Finding a file or folder

Looking for a specific file? You can use the search bar to look for any file or folder.

1. Select **My Files** from the sidebar

2. Type the name of the file or folder you are looking for into the search bar



3. Turnitin will display any files or folders that contain the phrase you have searched for in their title.

Manage existing files and folders

Editing a folder or file

You can edit one folder or one file at a time.

1. Select **My Files** from the sidebar
2. Select the three dots menu of the folder or file and then select **Edit**. Or, select the checkbox of the item and then select **Edit** from the top menu
3. Edit the item you've selected
 - a. You can edit the Title, Author Fir Name, and Author Last Name of a file
 - b. You can edit the Folder Name of a folder
4. Select **Save**

The 'Edit details' dialog for a file shows the following fields: 'Title' (The Goliath of the Sea.docx), 'Author first name' (Anegla), and 'Author last name' (Watts). There are 'Optional' labels next to the author name fields. At the bottom, there are 'Cancel' and 'Save' buttons.

Edit file

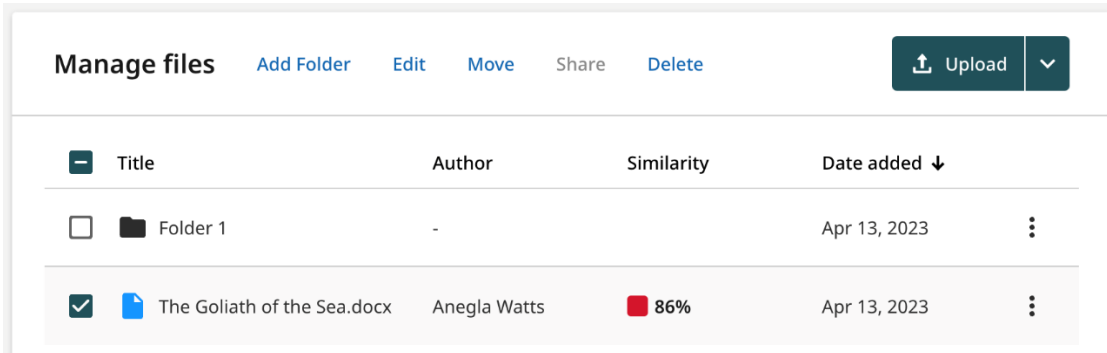
The 'Edit details' dialog for a folder shows the following fields: 'Folder name' (Example folder) and a toggle switch for 'Files uploaded to this folder will be used for similarity comparison.' which is currently turned 'On'. At the bottom, there are 'Cancel' and 'Save' buttons.

Edit folder

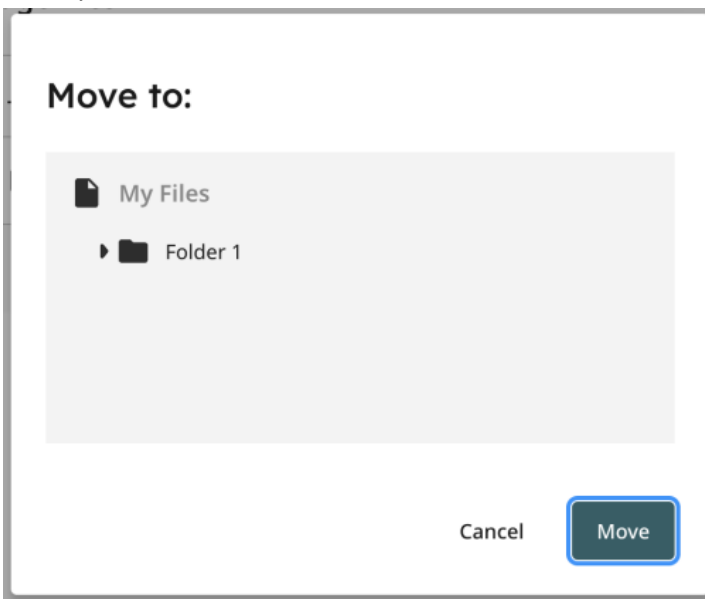
Moving a file or folder

You can move **folders** and **files** into a new folder.

- Moving Folder A into Folder B will make Folder A a subfolder of Folder B
 - Moving Folder A into Folder B will move the contents of Folder A along with it
 - A top-level folder cannot be moved into its own lower-level subfolder
1. Select **My Files** from the sidebar
 2. Select the folder or files you would like to move



3. A number of actions will appear alongside the **Upload** button. Select **Move**.
4. Locate and select the folder you'd like to move your item(s) into. The folder you've chosen to move your items into will be marked with a tick icon.

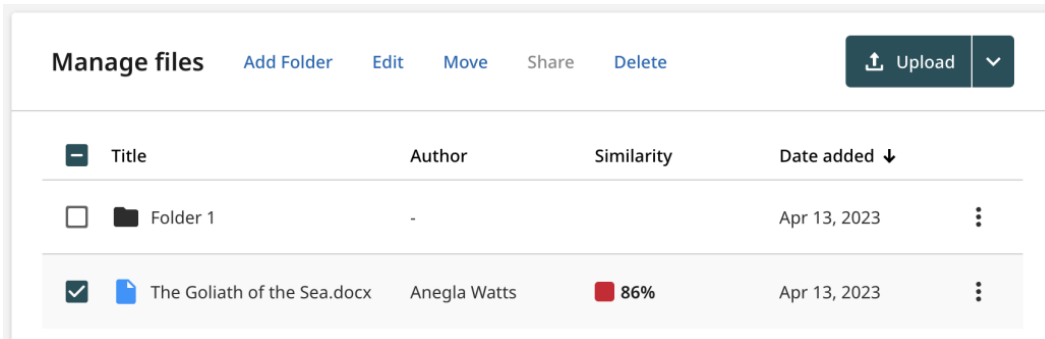


5. Select the **Move** button

Deleting a file or folder

You can delete **folders** and **files**.

1. Select the items you'd like to delete



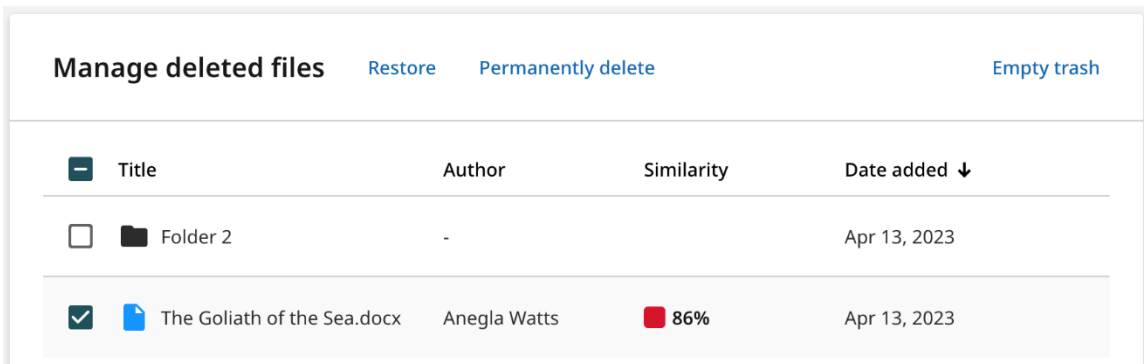
2. A number of actions will appear alongside the **Upload** button. Select the trash icon to delete.
 - a. By deleting a folder, all its sub-folders and the files within the folder will also be moved to the trash.

Managing deleted files and folders

This guide is for iThenticate users who need to manage deleted files and folders in their account. Learn how to restore items from the Trash, permanently delete individual files or folders, and empty the Trash to fully remove content from your workspace.

Restoring from the trash

1. Select **Trash** from the sidebar
2. Select the item(s) you'd like to restore
3. Hit **Restore** from the top of the page to restore your selected item(s) to My Files



4. All restored items will be restored to their original location. If your items once lived in a folder that has since been deleted, the item will be restored to the top level of My Files.

Permanently deleting a file or folder

Important note: Permanently deleting a file will remove it completely from Turnitin. Permanently deleting a folder will remove all files within that folder completely from Turnitin. The files will be unindexed, meaning they won't be available to be matched against in other Similarity Reports.

Documents added to a private repository remain searchable and are used for comparison even after they are deleted, until they are permanently removed from the Trash. Once a document is deleted from the

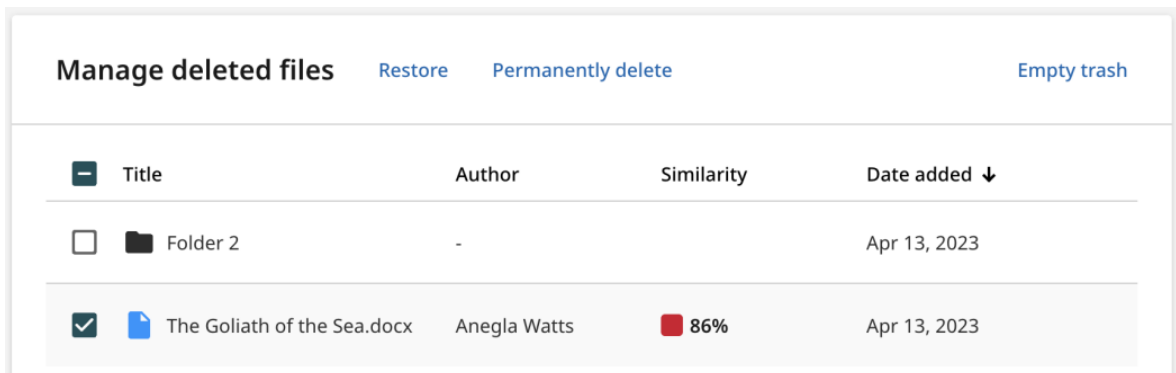
Trash, it will no longer be compared against future submissions. Please allow a few minutes for the deletion to be processed before the document is fully unindexed. After 90 days, the file is permanently erased from the system.

1. Select the checkbox for the files or folders you wish to permanently delete
2. Select Permanently delete from the top of the page

Emptying the trash

Important note: Emptying the trash will remove all files and/or folders completely from Turnitin. The files will be unindexed, meaning they won't be available to be matched against in other Similarity Reports.

1. Select **Trash** from the sidebar
2. Select **Empty Trash** from the top of the page to permanently delete all files and folders from the trash



Manage deleted files				Restore	Permanently delete	Empty trash
<input type="checkbox"/>	Title	Author	Similarity	Date added ↓		
<input type="checkbox"/>	Folder 2	-		Apr 13, 2023		
<input checked="" type="checkbox"/>	The Goliath of the Sea.docx	Anegla Watts	86%	Apr 13, 2023		

3. While it is possible to restore a file using the checkboxes, it is not possible to clear an individual file from the Trash. You must first restore the files you would like to keep, and then use Empty Trash fully.

5. The Similarity Report

[Classic Similarity Report](#)

[Enhanced Similarity Report](#)

Uploading a file to generate a Similarity Report

This guide explains how to submit files to iThenticate for repository comparison.

File upload requirements

- Your total upload size must not exceed 200MB
- Each file must be 100MB or less and must contain at least 20 words of text
- The maximum paper length permitted is 800 pages
- ZIP files must not exceed 1GB or contain more than 1000 files

- When uploading ZIP files, only supported file types will be processed. Files such as images and other unsupported formats will not generate a Similarity Report.

Supported file types

- Microsoft Word (DOC and DOCX)
- PowerPoint (PPT and PPTX); each slide is counted as a page
- PostScript
- PDF
- HTML
- HWP
- Rich Text Format (RTF)
- OpenOffice (ODT)
- WordPerfect
- Plain Text (TXT)

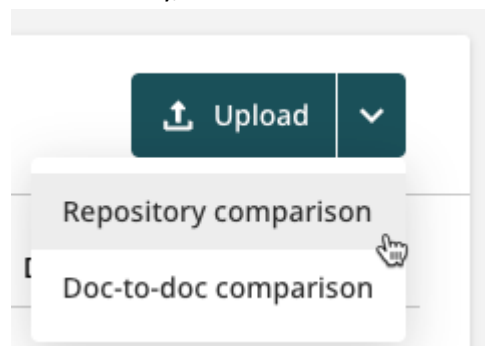
Uploading a file for repository comparison

Upload to **My Files** to generate a new Similarity Report. To learn more about comparing a submission against up to five other submissions, see the [iThenticate Doc-to-Doc Comparison Guide](#).

1. Sign into iThenticate and select the **Launch** button. If you have already launched iThenticate, navigate to **My Files**.

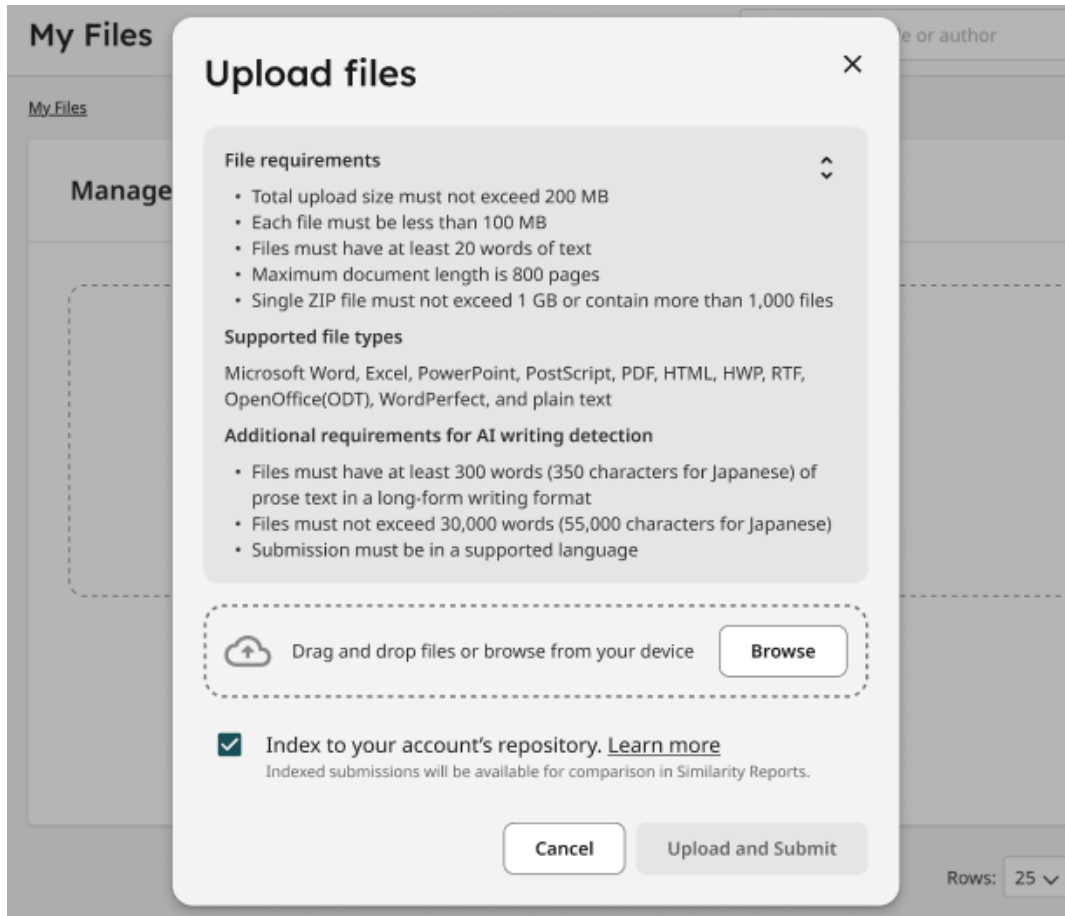
Manage files				Upload
<input type="checkbox"/>	Title	Author	Similarity	Date added ↓
<input type="checkbox"/>	Folder 2	-		Apr 13, 2023
<input type="checkbox"/>	Folder 1	-		Apr 13, 2023
<input type="checkbox"/>	The Goliath of the Sea.docx	Anegla Watts	86%	Apr 13, 2023

2. Select the **Upload** button. Alternatively, select the down arrow on the Upload button and select



Repository comparison.

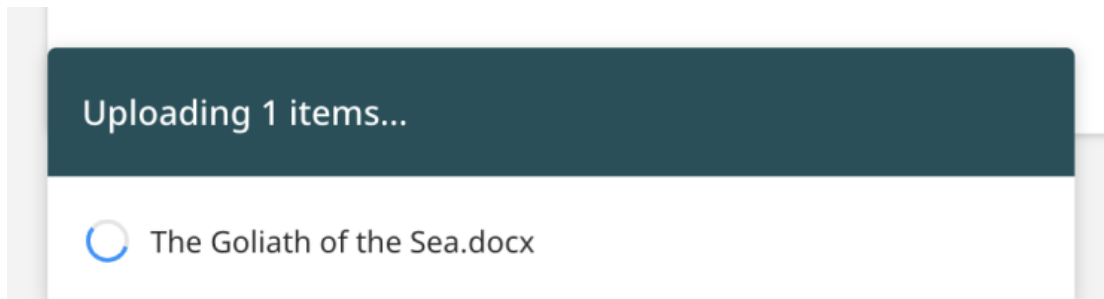
3. Drag and drop the file of your choice into the designated drag and drop space or select the **Browse** button.



- If required, amend the file title and enter the author's first name and last name. Only the title field is mandatory.

The screenshot shows a modal window titled "Upload files" with a close button (X) in the top right corner. Below the title is a section for "File requirements" with a dropdown arrow. The main area displays "7 Files" and "23MB" with a close button (X) next to the size. Below this, there are two input fields: "Author first name (optional)" and "Author last name (optional)". Underneath these fields is the text "Add title and author information for each file". A checkbox is checked, with the label "Index to your account's repository. [Learn more](#)". Below the checkbox is the text "Indexed submissions will be available for comparison in Similarity Reports." At the bottom of the dialog are two buttons: "Cancel" and "Upload and Submit".

- Depending on your account settings, you can choose to add your submitted files to the repositories your account is subscribed to by checking the **Index to your account's repository** checkbox.
- Choose the **Upload and Submit** button to start your upload.
- Monitor the progress of your upload in the upload progress box at the bottom of the sidebar.



- Once the upload is complete, select **Open** from the progress box or select the file from **My Files** to view the Similarity Report.

Understanding the Similarity Report

This guide helps users understand similarity scores and percentage ranges.

The Similarity Report


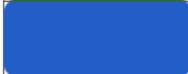



When a user submits to iThenticate/Crossref Similarity Check, the system checks the submission against its database. If any text in a submission is similar to one of its sources, these matches are highlighted for you to review.

It is perfectly natural for a submission to match against some in the database. The database includes billions of web pages: both current and archived content from the internet, a repository of works students have submitted to Turnitin in the past, and a collection of documents that comprises thousands of periodicals, journals, and publications.

Important note: Even when a submission has quotation marks and references, the quoted text will show as a match. *The similarity score is simply the percentage of text in a submission that matches other sources.* Use this as a tool within your review process to make your own determination if any academic misconduct is present.

Similarity score percentage ranges

The colour of the report icon indicates the submission's similarity score, based on the amount of matching text found. The percentage range is 0% to 100%. The colours for similarity ranges are:

	Green: 0% matching text
	Blue: 1-24% matching text
	Yellow: 25-49% matching text
	Orange: 50-74% matching text
	Red: 75-100% matching text

How exclusion filters refine the Similarity Report

This guide explains how Turnitin's exclusion filters refine what is highlighted in the Similarity Report, so you can focus on meaningful matches and reduce noise.

Exclude bibliography

This filter automatically identifies and ignores reference lists or bibliographic sections, so they don't inflate the similarity percentage. Enable this filter when you want to exclude listed references and focus only on matches in the body of a submission.

For submissions written in languages other than English, common beginning and terminating phrases are detected to exclude a section dedicated to references.

Beginning phrases

These words and phrases will signal the start of a reference section in a submission and begin excluding the content that follows:

- bibliography
- cited works
- endnote
- endnotes
- footnote
- footnotes
- citations
- literature
- literature cited
- additional reading
- additional sources
- annotated bibliography
- article cited
- bibliographic record
- bibliographical references and notes
- bibliography cited
- citation
- cited
- cited articles
- cited references
- further information
- further reading
- list of literature
- list of references
- literary sources
- literature reviewed
- literature used
- literatures
- literatures cited
- previous work
- previous works
- published work
- published works
- resources directory
- resource
- resources
- reference
- references
- reference cited
- references cited
- reference and note
- references and note
- reference and notes
- references and notes
- reference notes
- references and further reading
- reference list
- references and links
- references index
- references list
- references section
- referred articles
- selected references
- selected works
- selective bibliography
- sitography
- source link
- source list
- sources
- sources cited
- textbooks
- used literature
- used sources
- work cited
- works cited
- works received

Terminated phrases

If one of the words below appears after a detected list of references, the similarity check will resume for any text that appears after.

- appendix
- appendices
- glossary
- table
- tables
- acknowledgment
- acknowledgments
- acknowledgement
- exhibits
- acknowledgements
- figure
- figures
- chart
- charts

Exclude quoted text

This setting is called **Exclude Quotes** in the classic version of the Similarity Report, but it operates in the same manner as described here.

The filter ignored text enclosed in quotation marks or formatted as block quotes, preventing properly quoted material from appearing as matches. Use this filter when you want to assess student’ original writing rather than direct quotations they’ve clearly marked.

The report will ignore any matches that use the following quotation marks, as well as quotations within a quotation.

"..."	'...'	«...»	»...«	„...“	《...》	〈...〉	『...』
-------	-------	-------	-------	-------	-------	-------	-------

The report will also exclude indented blocks of text when the original file is a .doc or .docx file.

Exclude cited text

This setting is not available in the classic Similarity Report.

This filter removes properly cited material, including in-text citations and their associated sentences, from the Similarity Report. Apply this filter when you want to focus on uncited or incorrectly cited material and reduce matches to legitimate citations.

The report identifies common inline citation methods and excludes them from the list of matches. Both the citation and associated text will be excluded. For quoted text, anything inside the quotes will be filtered out of the Similarity Report. For unquoted citations, the associated sentence will be filtered.

In the rare event that citation and reference detection are unavailable at the time of submission, the report will default to header-based exclusions. You can resubmit your paper later to take advantage of our machine learning–based exclusions.

If resubmitting isn’t possible or you prefer to keep the original submission details, you can instead exclude an individual source as a backup option.

Exclude small matches

This setting is not available in the classic Similarity Report

This setting filters out short matches below a specified number of words, helping you concentrate on more substantial similarities. Turn this on to remove “noise” from brief or generic phrases, especially in assignments that use repeated wording or technical terms.

After selecting this setting, enter a value for **Set match exclusion threshold**. By default, the threshold is 8 words, meaning that only matches 8 words or longer appear in the Similarity Report. You can increase this number, but 8 words is the minimum allowed value.

Exclude small sources

This exclusion option only exists in the classic Similarity Report. In newer versions, the **Exclude small matches** setting now provides a more useful and focused way to manage similarity results.

This setting, labeled as **Exclude sources that are less than**, eliminates entire sources whose total matched content falls below a selected threshold (by word count or percentage). Use this to remove trivial sources contributing minimal overlap so you can prioritize significant sources.

When this option is enabled, Turnitin removes sources from the Similarity Report if their total matched content falls below a chosen threshold, for example, fewer than a specified number of words or a set percentage of the total submission. This helps reduce clutter from minor or insignificant sources, making it easier to focus on more substantial matches.

This option works at the source level, not the match level. Instead of hiding individual matched highlights on the submission, it excludes all highlighted matches from a single source, like a website, journal, or another submission.

iThenticate and Plagiarism

This guide explains how to evaluate potential plagiarism using Similarity Reports. It emphasizes that plagiarism cannot be determined by the similarity score alone and multiple factors should be considered.

How to tell when plagiarism has occurred?

Determining whether plagiarism has occurred requires a careful assessment of both the context and the author's intent. Anyone who evaluates written work must consider factors such as:

- Whether the work aligns with the writer's previous work and/or skill level
- How well the sources were integrated into the submission
- Whether citations abide with the required formats
- The writer's understanding of, and adherence to, writing integrity

Similarity vs. plagiarism

The relationship between a similarity score and plagiarism is often misunderstood. Many assume that a high similarity score automatically signifies plagiarism, but that is not always the case. The Similarity Report is a valuable tool for educators, but its primary function is to highlight matching content from other sources. The percentage shown in the report reflects how much a document matches other content in Turnitin's databases, or to other specific documents (Doc-to-doc). This could include sources from the internet, academic publications, and other written works. Determining whether plagiarism has occurred requires more than looking at the score.

Interpreting a similarity score correctly requires an understanding of the context in which the author's work was produced. For instance, a high similarity score may result from improperly cited quotes or references. On the other hand, a low score does not guarantee the absence of plagiarism. Anyone evaluating a report should consider the broader context surrounding the author's work to make informed judgments about writing integrity.

What influences the similarity score?

Several factors can influence the percentage displayed in a Similarity Report, including but not limited to:

- Longer documents tend to have higher similarity scores due to the larger volume of text.
- The nature of some documents (like research papers or literature reviews with high levels of quotes and citations) will naturally yield higher scores.
- Users should become familiar with organizational standards for using exclusions and filters to yield a similarity score and report tailored to integrity concerns.

Genre and task expectations also have an impact of whether text similarity is expected in a submission.

		Similarity expected
Genre	Research writing	Yes
	Argumentative / Analytical / Informative, etc.	Yes
	Narrative / Creative writing	No
	Reflective writing	No
Task expectations	Research included	Yes
	Reference to provided source material	Yes
	Balance of evidence and original ideas	Yes
	Creative or reflective writing	No

Using Turnitin’s tools to produce a more accurate similarity score

Some aspects of a submission can contribute to an inflated plagiarism score. Turnitin offers some helpful features to detect these aspects and prevent them from influencing the similarity score in an inaccurate way. The following guide will help users understand how to manage exclusions and filters in the Similarity Report:

- [Managing filters and exclusions in the Similarity Report](#)

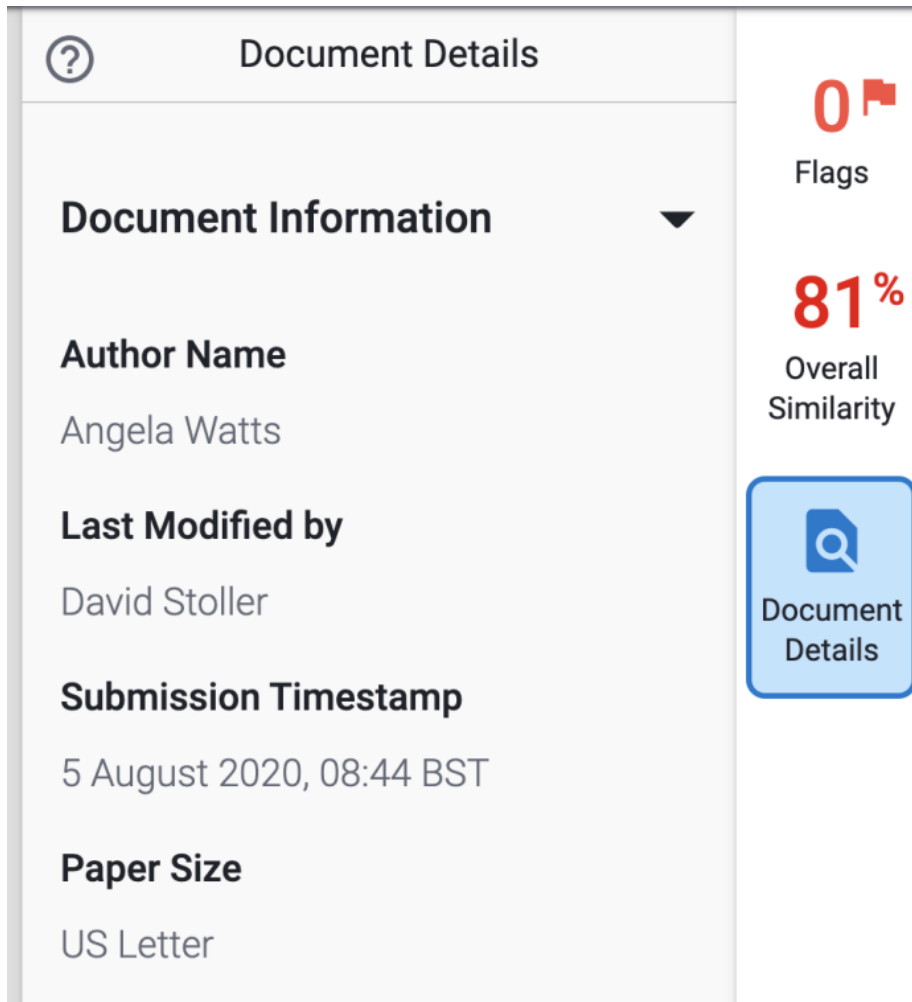
Additional Resources:

- <https://www.plagiarism.org/>
- [Does Turnitin Detect Plagiarism](#)
- [Aiming for Integrity: How well do you know plagiarism \(Quiz\)](#)

Document Details

Accessing document details

To access the **Document Details** side panel, select the **Document Details** icon in the Similarity Report.



Document Details

Document Information

Author Name
Angela Watts

Last Modified by
David Stoller

Submission Timestamp
5 August 2020, 08:44 BST

Paper Size
US Letter

0
Flags

81%
Overall Similarity

Document Details

Files that are .docx can pull the most complete information. Turnitin is unable to pull document metadata from .doc files. If the submitted file is .doc there will be nothing visible in the Document Details section.

If Anonymous Marking is enabled, Document Details will be hidden as it will reveal information about the student. The panel will become visible once the assignment post date has passed.

File Information

Document metadata is often used by investigators of academic misconduct as key evidence in their cases.

Author Name

The Author Name is the name given to the file's creator.

In .docx files, the author is the name of the license holder. This could be a parent, peer, or institution.

The date for the Author Name can be retrieved from .docx and .pdf files.

Last Modified by

This is the last user to open the file and make a change before submission. Assuming the student used one device, the name here should be the same as the name shown in Author Name.

Last Modified by data can only be retrieved from .docx.

Submission Timestamp

The Submission Timestamp is the date and time this file was submitted to Turnitin.

Page Sizes

Page size can reveal the origin of a document. There are three types of results:

- US Letter
- A4
- Other

Page sizes can be retrieved from .doc, .docx, .pdf, and .rtf files.

Assignment

This is the assignment that the file was submitted to.

Class

This is the class that the assignment has been created in.

Software

This data reveals the software, along with the version, that was used to edit the file last.

Look out for software such as Kingsoft or WPS Office. While popular in Asia, it would be unusual for a student in an English language speaking country to use this software.

Fonts

Font data includes:

- The font families (for example, Times New Roman, Arial, etc.) used in a file
- The font sizes used in a file
- The font colour hex code (for example, #000000)

Subtle differences in font size and color can indicate the copy and pasting of content. For example, a student may write an essay in a black (#000000) size 14 font. They then may copy a large portion of text from a different file that is dark grey (#222222) size 13.5 and paste this content into their essay.

Fonts can be retrieved from .docx, .doc, and .pdf files.

Spelling

Many words have difference spellings depending on the nationality of the author. For example, color (American spelling) vs. colour (British spelling). This section will show the distribution of the American and British spelling in the file.

Document Details can identify the following words patterns:

- ER vs. -RE
For example, meter (American) vs. metre (British)
- OR vs. -OUR
For example, color (American) vs. colour (British)
- E vs. -CE
For example, realize (American) vs realise (British)
- IZE vs -ISE
For example, organize (American) vs. organise (British)
- Scientific American vs. Scientific British
For example, pediatric (American) vs. paediatric (British)
- Single consonant vs. Double consonant
For example, tons (American) vs. tonnes (British)
- No silent e/ue vs. Silent e/ue
For example, dialog (American) vs. dialogue (British)

Preprints

What are preprints?

A preprint is a version of a document that precedes the formal peer review and publication stage in peer-reviewed journals. A preprint of a document may be available before, and remain available after, publication. As a result, preprints may contain content similar, or identical, to the documents they preceded, and could therefore influence the Similarity Report.

Excluding preprint sources

You can exclude preprint sources from appearing in a Similarity Report in your inbox settings page or from within the Similarity Report.

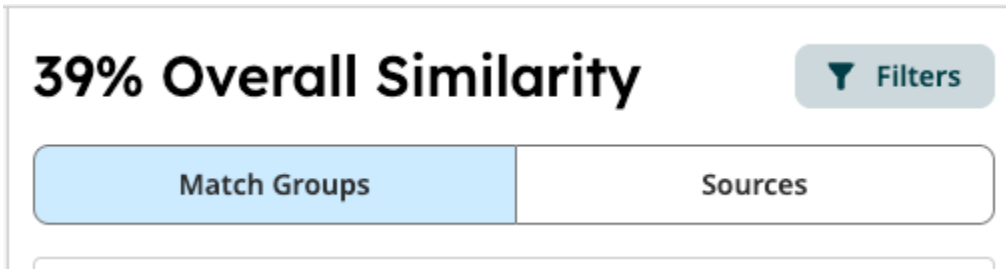
From the inbox settings

Changing your setting will only change the setting for future uploads. If required, previously uploaded documents will need to be individually adjusted.

1. Select **Settings** from the sidebar
2. Select the **Preprint Sources** checkbox
3. Changes should automatically apply, but select the **Done** button to confirm and close the sidebar.

In the Similarity Report

1. Select **Filters** from the sources panel.



2. Select the **Preprints** checkbox.
3. Excluding Preprints from within the Report will show the excluded sources in the Sources area.

Reincluding preprints

If your account permissions allow it, you will be able to reinclude any excluded preprints from the Similarity Exclusions panel.

Access the Similarity Exclusions panel by selecting the Similarity Exclusions header above the Overall Similarity score in the Sources panel. The header will contain the number of exclusions currently in the report.

From the Similarity Exclusion panel, select **Include all Preprints** in the Preprints section.

Identifying preprints in the Similarity Report

If your administrator has chosen to 'Label Preprints' or 'Label and Exclude Preprints' then any source that has been found to contain text from a preprint will be labeled. These sources could be in the Sources Overview panel or the Similarity Exclusions panel.

The label will state **Contains Preprint source**. This means that text from a preprint has been found within the source. It does not mean that the entire source is a preprint. If you have the ability to exclude preprint sources, excluding them may not exclude the entire source.