

## What is iThenticate?

iThenticate is a web-based program that allows you to check your written work for similarity to other published works. The program compares text in uploaded documents to an extensive database of web pages and scholarly content.

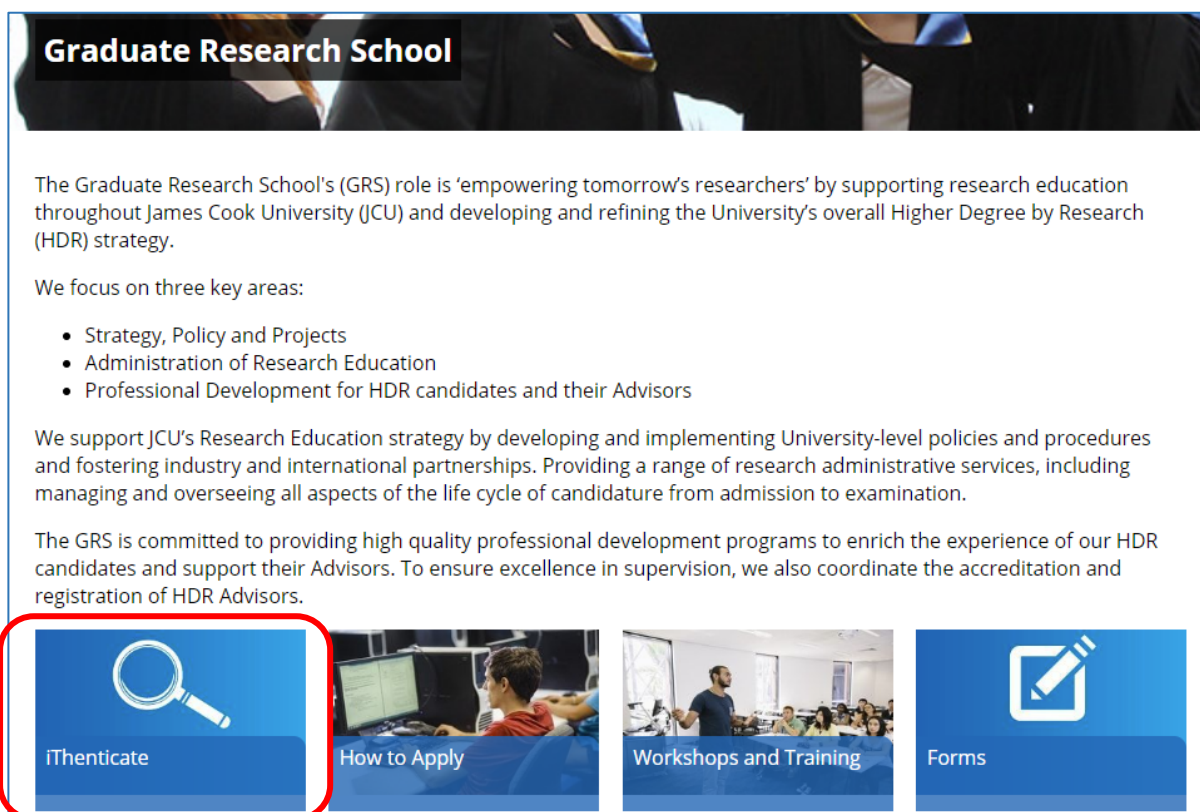
Using iThenticate can help you:

- avoid inadvertent plagiarism
- prevent copyright issues from excessive use of your own or others' text
- comply with the Australian Code for Responsible Conduct of Research (2007)
- to develop your writing and research integrity practices

iThenticate is provided to HDR Candidates and Research Staff at many universities in Australia already, and its use is becoming widely viewed as standard practice for researchers and thesis examiners worldwide.

## Log in to iThenticate

1. Go to: <https://www.jcu.edu.au/graduate-research-school>
2. Scroll down and select the iThenticate button



**Graduate Research School**

The Graduate Research School's (GRS) role is 'empowering tomorrow's researchers' by supporting research education throughout James Cook University (JCU) and developing and refining the University's overall Higher Degree by Research (HDR) strategy.

We focus on three key areas:

- Strategy, Policy and Projects
- Administration of Research Education
- Professional Development for HDR candidates and their Advisors

We support JCU's Research Education strategy by developing and implementing University-level policies and procedures and fostering industry and international partnerships. Providing a range of research administrative services, including managing and overseeing all aspects of the life cycle of candidature from admission to examination.

The GRS is committed to providing high quality professional development programs to enrich the experience of our HDR candidates and support their Advisors. To ensure excellence in supervision, we also coordinate the accreditation and registration of HDR Advisors.

**iThenticate**

**How to Apply**

**Workshops and Training**


**Forms**

3. In the next page, click the iThenticate button on the right

## iThenticate


**What is iThenticate?**

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A blue rectangular button with rounded corners, outlined in red. It features a magnifying glass icon at the top and the text "Log in to iThenticate" below it.

4. You will be taken to the JCU Central Authentication Service page
5. Enter your JCU Login ID (**jc number**) and Password

## Central Authentication Service



**Enter your Login ID and Password**


Login ID:

Password:

Warn me before logging me into other sites.

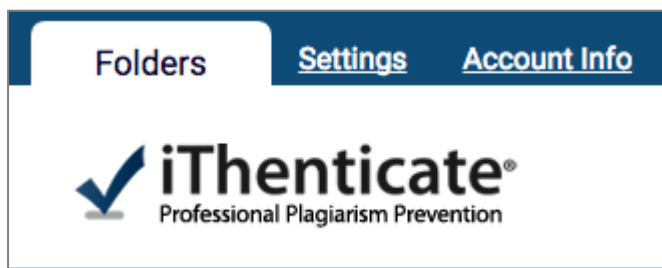
clear

As a security precaution and to log out of all applications, please **Exit your web browser** when you have finished accessing services that require authentication.

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## Basic Navigation in iThenticate

The main navigation bar at the top of the screen has three tabs. Upon logging in, you will automatically land on the folders page.



### Folders

This is the main area of iThenticate. From the folders page, you will be able to upload, manage and view documents.

For more information please go to [Folders](#)

### Settings

The settings page contains configuration options for the iThenticate interface.

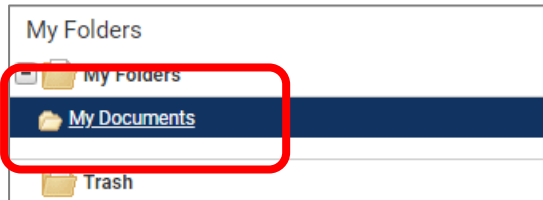
For more information please go to [Settings](#)

### Account Info

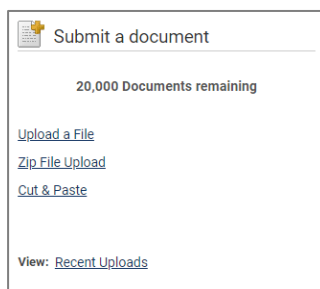
The account information page contains the user profile and account usage. From here you can manage your own account. For more information please go to [Account Information](#)

## Upload a Document in iThenticate

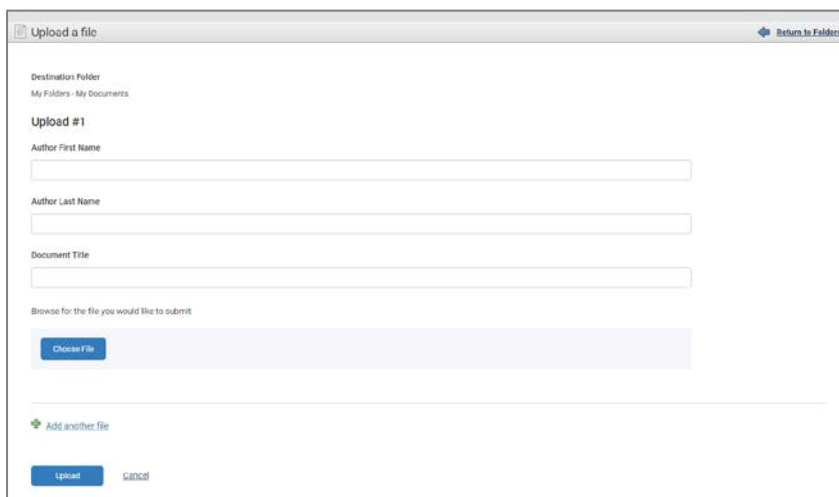
1. iThenticate will provide you with a folder group My Folders and a folder within that group titled My Documents.
2. Select **My Documents**



3. Select upload type:
  - a. Upload a file
  - b. Zip File upload
  - c. Cut & Paste

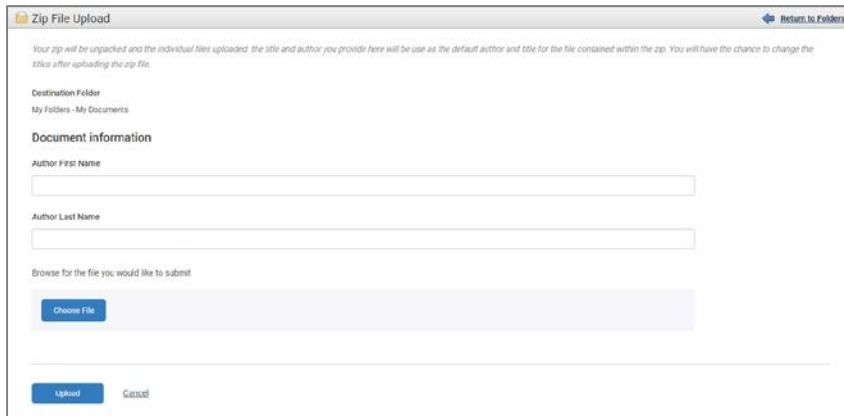


4. Upload File:
  - a. **Author First Name and Author Last Name** and the **Document title**
  - b. Select **Choose File**
  - c. Select the **Add another file** link to add another file. You can add up to ten files before submitting.
  - d. Select **Upload** to upload the document(s).

A screenshot of the iThenticate 'Upload a file' form. The form is titled 'Upload a file' and has a 'Return to Folders' link. It shows the destination folder as 'My Folders - My Documents'. Under 'Upload #1', there are three input fields: 'Author First Name', 'Author Last Name', and 'Document Title'. Below these is a 'Choose File' button. At the bottom, there is an 'Add another file' link and 'Upload' and 'Cancel' buttons.

## 5. Zip File Upload:

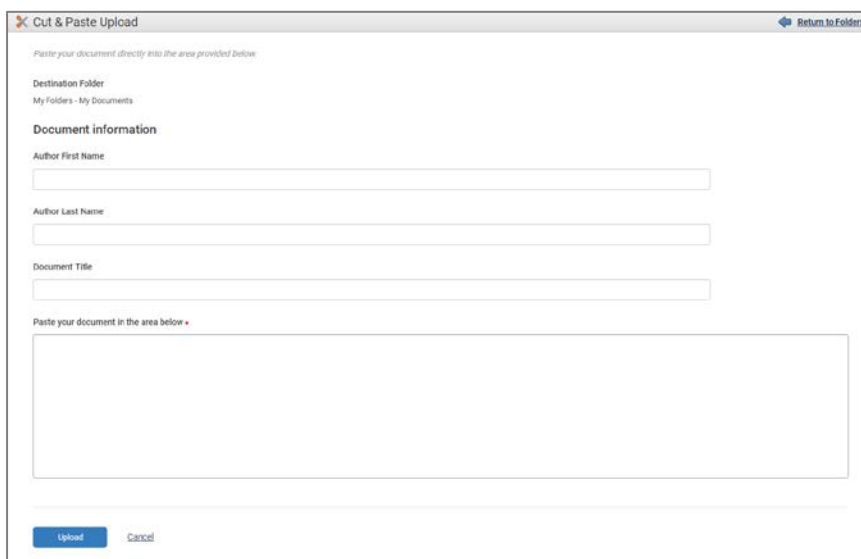
- a. Enter **Author First Name and Author Last Name**
- b. Select **Choose File**
- c. Select **Upload**



The screenshot shows a web interface titled "Zip File Upload". At the top right, there is a "Return to Folders" link. Below the title, a note states: "Your zip will be unpacked and the individual files uploaded; the title and author you provide here will be used as the default author and title for the file contained within the zip. You will have the chance to change the title after uploading the zip file." The interface includes a "Destination Folder" section with the text "My Folders - My Documents". Below this is a "Document information" section with two input fields: "Author First Name" and "Author Last Name". A "Browse for the file you would like to submit" section contains a "Choose File" button. At the bottom, there are "Upload" and "Cancel" buttons.

## 6. Cut & Paste:

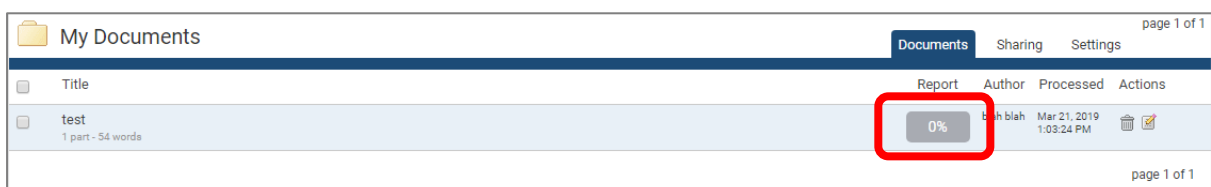
- a. Enter **Author First Name and Author Last Name** and the **Document title**
- b. **Highlight** the selection you wish to check in your document
- c. **Copy** the selection
- d. **Paste** in the Paste your document field
- e. Select **Upload**





The screenshot shows a web interface titled "Cut & Paste Upload". At the top right, there is a "Return to Folders" link. Below the title, a note states: "Paste your document directly into the area provided below." The interface includes a "Destination Folder" section with the text "My Folders - My Documents". Below this is a "Document information" section with three input fields: "Author First Name", "Author Last Name", and "Document Title". A large text area is provided for pasting the document content, with the instruction "Paste your document in the area below". At the bottom, there are "Upload" and "Cancel" buttons.

## View the Similarity Report in iThenticate

### 1. Select the Percentage Button



The screenshot shows the iThenticate interface. At the top, there are tabs for "Documents", "Sharing", and "Settings". Below the tabs, there is a table with the following columns: "Title", "Report", "Author", "Processed", and "Actions". The table contains one row with the following data:

Title	Report	Author	Processed	Actions
test 1 part - 54 words	0%	blablah	Mar 21, 2019 1:03:24 PM	 

The "0%" button in the "Report" column is highlighted with a red box. At the bottom right, there is a "page 1 of 1" indicator.

2. iThenticate Document viewer screen will open. The Match Overview can be viewed on the right hand side of the screen.



Rank	Source	Words	Crawl Date	URL	Similarity
1	Internet	109 words	crawled on 11-Jul-2010	<a href="http://www.cosmosandhistory.org">www.cosmosandhistory.org</a>	2%
2	Internet	96 words	crawled on 12-Aug-2017	<a href="http://eprints.qut.edu.au">eprints.qut.edu.au</a>	1%
3	Internet	90 words	crawled on 28-Oct-2017	<a href="http://digitalcommons.usu.edu">digitalcommons.usu.edu</a>	1%
4	Internet	80 words	crawled on 02-Nov-2010	<a href="http://theoryandscience.icaap.org">theoryandscience.icaap.org</a>	1%

[Read this article](#) for more information about the Similarity Report.

More information can be found on the turnitin webpage:

<https://help.turnitin.com/ithenticate/ithenticate-user/ithenticate-user.htm#Folders>

If you experience access issues please contact the Graduate Research School at [grs@jcu.edu.au](mailto:grs@jcu.edu.au)