

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/ithenticate>
2. Scroll down and select the Log into iThenticate button
- 3.

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How do I get access to iThenticate?

Access is automatically maintained via the JCU Central Authentication Service. Every HDR candidate with a current enrolment will be able to use the iThenticate program.

If you are a HDR Advisor you can request access to iThenticate by emailing grs@jcu.edu.au


Need help?

The [iThenticate User Guide](#) will help you to navigate the program. If you can't find what you are looking for please don't hesitate to contact the Graduate Research School at grs@jcu.edu.au

[Log into iThenticate](#)

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.

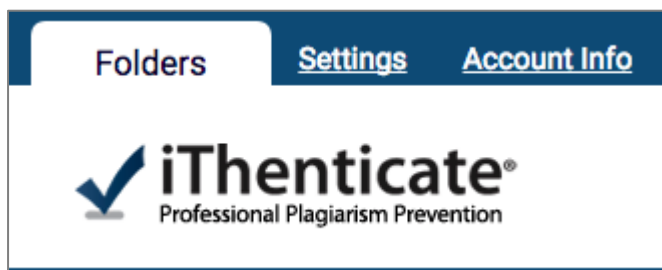
As a security precaution and to log out of all applications, please **Exit your web browser** when you have finished accessing services that require authentication.



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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

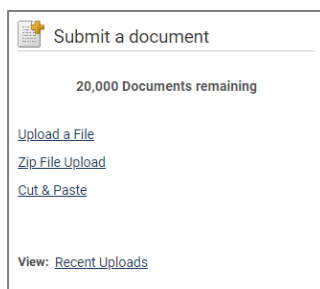
The account information page contains the user profile and account usage. From here you can manage your own account. For more information please go to [Account Information](#)

Upload a Document in iThenticate

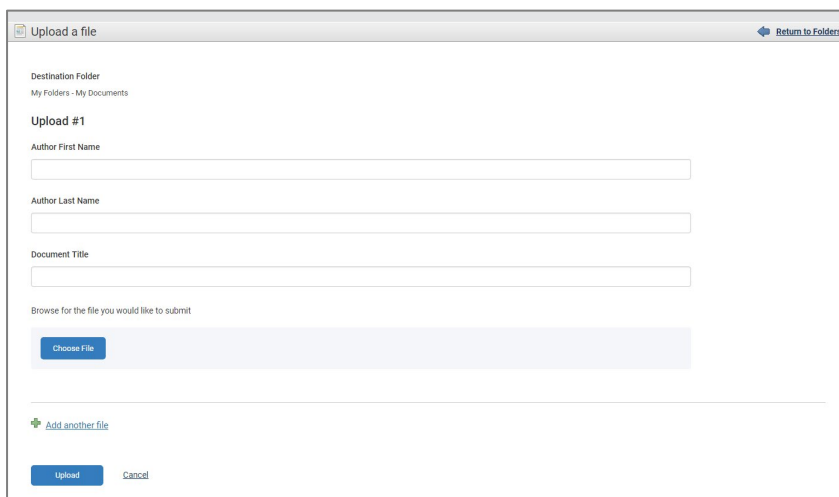
1. iThenticate will provide you with a folder group My Folders and a folder within that group titled My Documents.
2. Select **My Documents**



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

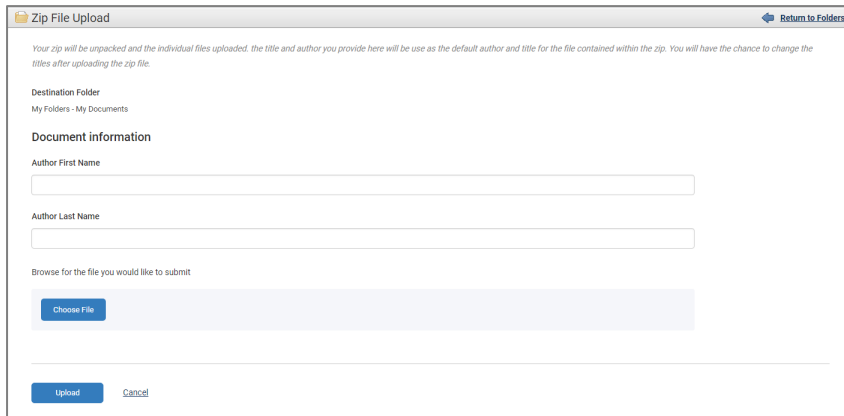


4. Upload File:
 - a. **Author First Name and Author Last Name** and the **Document title**
 - b. Select **Choose File**
 - c. Select the **Add another file** link to add another file. You can add up to ten files before submitting.
 - d. Select **Upload** to upload the document(s).

A screenshot of the 'Upload a file' form in iThenticate. The form has a title bar that says 'Upload a file' and a 'Return to Folders' link. Below the title bar, it says 'Destination Folder: My Folders - My Documents'. There is a section for 'Upload #1' with three input fields: 'Author First Name', 'Author Last Name', and 'Document Title'. Below these fields, there is a 'Browse for the file you would like to submit' section with a 'Choose File' button. At the bottom, there is an 'Add another file' link and two buttons: 'Upload' and 'Cancel'.

5. Zip File Upload:

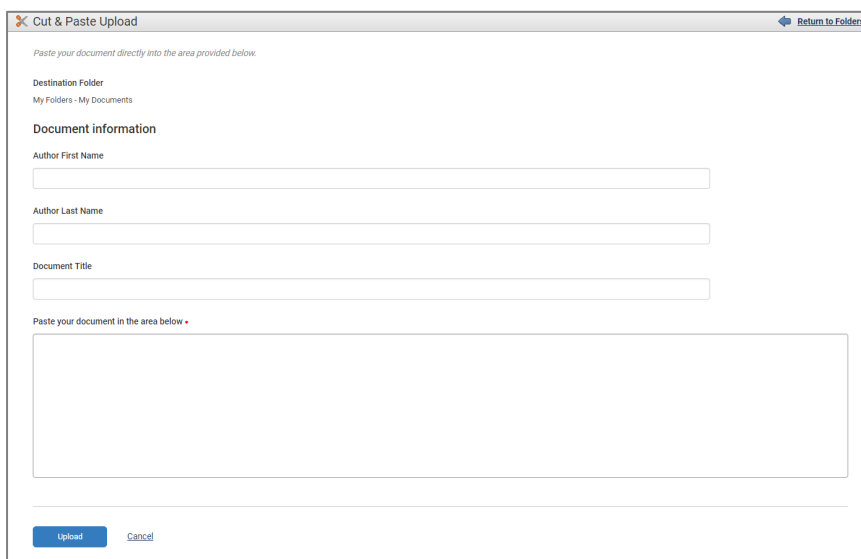
- a. Enter **Author First Name and Author Last Name**
- b. Select **Choose File**
- c. Select **Upload**



The screenshot shows a web interface titled "Zip File Upload" with a "Return to Folders" link. 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 titles after uploading the zip file." Below this, the "Destination Folder" is set to "My Folders - My Documents". Under "Document information", there are input fields for "Author First Name" and "Author Last Name". A "Choose File" button is present, and at the bottom, there are "Upload" and "Cancel" buttons.

6. Cut & Paste:

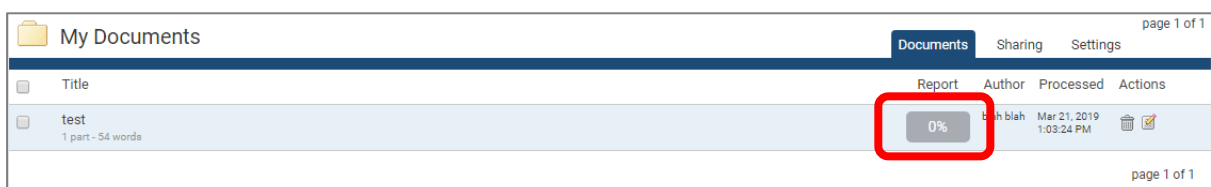
- a. Enter **Author First Name and Author Last Name** and the **Document title**
- b. **Highlight** the selection you wish to check in your document
- c. **Copy** the selection
- d. **Paste** in the Paste your document field
- e. Select **Upload**





The screenshot shows a web interface titled "Cut & Paste Upload" with a "Return to Folders" link. A note states: "Paste your document directly into the area provided below." Below this, the "Destination Folder" is set to "My Folders - My Documents". Under "Document information", there are input fields for "Author First Name", "Author Last Name", and "Document Title". A large text area is provided for pasting the document content. 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 with a table of documents. The "Report" column is highlighted with a red box, showing a "0%" similarity percentage. The table has columns for "Title", "Report", "Author", "Processed", and "Actions".

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

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	11-Jul-2010	www.cosmosandhistory.org	2%
2	Internet	96 words	12-Aug-2017	eprints.qut.edu.au	1%
3	Internet	90 words	28-Oct-2017	digitalcommons.usu.edu	1%
4	Internet	80 words	02-Nov-2010	theoryandscience.icaap.org	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