

# Submission to Turnitin - Your originality report

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#### Introduction

Whilst Turnitin is used by the university to detect plagiarism, it is also a valuable learning tool for you. As a student, you're still learning the rules and conventions of



referencing, and it is to be expected that sometimes you may make mistakes. Your originality report can point out some of these errors before you submit your assignment and allow you to correct your referencing. In order to use Turnitin to your advantage, you need to know how read and analyse your originality report.

Once you have submitted your assignment to Turnitin, you will usually have access to the originality report for that submission. This may take just a few minutes, or longer if the system is busy. The originality report highlights the similarities between your work and other work found on websites, in books, in previous student submissions (nationally) and e-resource databases.

As a key part of your originality report, Turnitin will provide you with a Similarity Index - an overall figure that represents the percentage of text that Turnitin has matched to other sources. It will also highlight selected words or paragraphs that it has found elsewhere and state where this text originated.

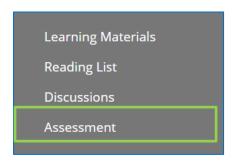
It is important to remember that there is no good or bad Similarity Index; no pass or fail rate. Generally the higher the percentage, the more likely it is that you may have plagiarised, but a 15% matched text may have more plagiarism than one rated 50%. Turnitin only indicates matched text: text that is has identified elsewhere in its system or elsewhere in the locations it searches. It cannot assess whether or not plagiarism has taken place - that requires a human brain.

To access your originality report, you will need to return to the submission area for that assignment and click on the Turnitin link.



## Finding your assignment submission area

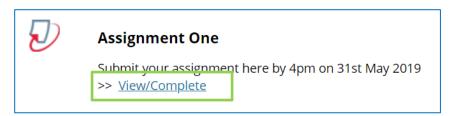
All Blackboard courses should display a link in the course menu that is called either **Assessment** or **Assignments**. This is where you should find all of the assessment information for the module and links to your Turnitin assignment submissions.



Please speak to your tutor(s) if this information or your assignment(s) do not appear here.

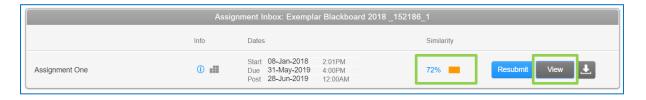
## Accessing the Turnitin submission

From the **Assessment** page, click on the **View/Complete** button - as you did when submitting your assignment.



**Note:** You may see more than one Turnitin submission on the Assessments page – ensure you are selecting the correct one – you may need to scroll down until you see the one you want.

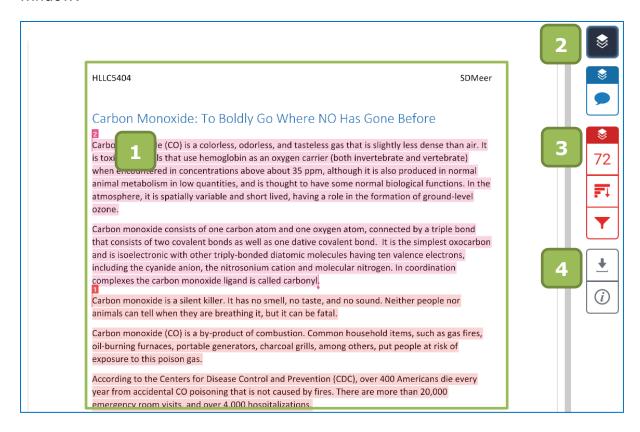
Click on either the **percentage** or the **View** button to view your originality report. The originality report will open in a new **feedback studio** window.





## Your originality report

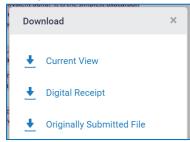
With the feedback studio window open, you should be able to see your submission in "**similarity**" view. There are a number of things to note in this window:



- 1. Your assignment in similarity view.
- 2. Active Layers a toggle switch to **turn similarity on and off** (useful if your submission has opened without similarity highlighted).



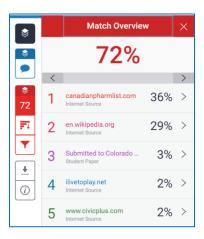
- 3. Similarity index and Match Overview (this is where Turnitin has most recently found the exact same words you have used in your assignment). See below for more detail.
- **4. Download** a copy of your assignment in the current view (with similarity highlighted) or get a copy of your digital receipt (from when you submitted the work).



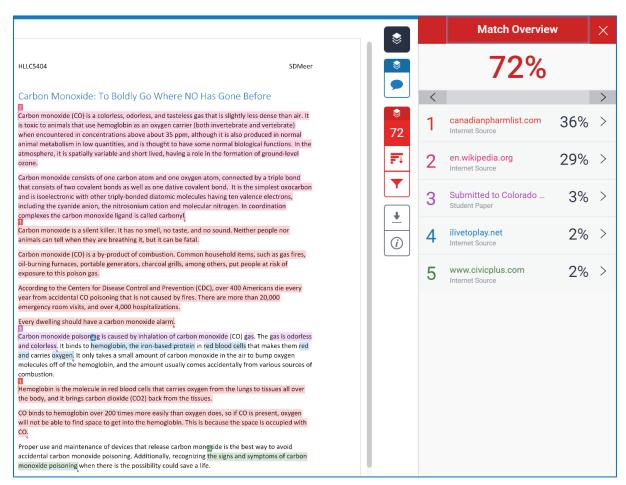


#### Match Overview

Clicking on the Match Overview button will open a sidebar that shows you the details of the matches that Turnitin has found for text in other locations:



Your assignment is shown on the left side of the screen and the source of the matched text on the right. **Note that the numbers in your text correlate** with the numbered sources on the right of the screen.

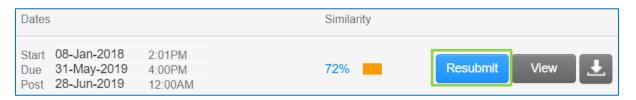


With this information, you can now correct any errors in your work. This may mean rewriting sections or simply fixing some references that you have missed.



See <u>Referencing</u>, <u>plagiarism and Turnitin</u> for more information about citing the work of others.

Once you have made any changes, you can return to the assignment submission area and where permitted, resubmit your assignment. If the Resubmit button is greyed-out, your tutor has only allowed a single submission or you have missed the assignment submission deadline (see **Important things to consider** – below).



## Important things to consider

- 1. It is important to remember that if you do review and amend your work, you need to allow at least **24 hours for Turnitin to give you a new originality report**. You should note, therefore, when your submission deadline is and allow plenty of time for using Turnitin.
- 2. The similarity index is based on the overall word count and, therefore, needs to be taken into account: so, a high percentage of a small word count may be insignificant, or a small percentage of a large word count may indicate a case of plagiarism. What is important is that, whatever the figure, you should check your originality report in detail to see what you can change.
- **3.** Always acknowledge the words, ideas or images of other people. Your tutor will be looking for you to demonstrate that you have read widely and understood the work of authors.
- **4. Avoid using too many quotations** and, if you do use one or two, ensure you reference them accurately.
- **5.** Be sure to **paraphrase effectively**; don't just tweak the odd word. You need to find a way to express your ideas, backed up, of course by the evidence.
- **6.** It is not just how high the percentage is that should concern you, but rather what Turnitin is actually telling you. If your percentage is very low, it may well be that you have not incorporated enough references into your essay.
- 7. Your assignment may only allow a single submission. You may want to check this with your course tutor because if you upload an assessment that needs more work on the referencing, you may not be able to replace it with the corrected version. You can use the **Turnitin Test**Area to see your originality report, prior to uploading to your module submission area.
- 8. **If you are working from a university supplied template** i.e. a form to complete, then everyone will be submitting some of the same words (the words that appear in the template itself). This is OK and will be expected by your tutors.
- 9. **Cite them right**. Acknowledging your sources of evidence is simply good academic practice. Ignorance is no defence. It is down to you to know how to reference. You should always use Cite them right as a guide to referencing. You can borrow a copy from the university library or access it online at <a href="http://www.citethemrightonline.com/">http://www.citethemrightonline.com/</a>.