# The Graduate School
## Thesis & Dissertation Services

### Instructions for iThenticate

**Preparing a Document for iThenticate**

Before uploading a student's document to iThenticate, remove the following pages:

1. Preliminary pages (title page, signature page, copyright page, abstract page, acknowledgements, table of contents, list of tables, and list of figures)
2. References
3. Appendices
4. Vita

Because iThenticate reports are typically large in terms of file size, it may be necessary to remove all tables and figures before running the report. Save the document under a different name so you know which document to run through iThenticate.

Follow the steps below to run a report:

1. Log in to iThenticate (https://app.ithenticate.com/en_us/login)
2. Click "Upload a File" (located in the task pane on the right side of the screen) (see Figure 1)
3. Type in the student's name and whether the document is a proposal, thesis, or dissertation
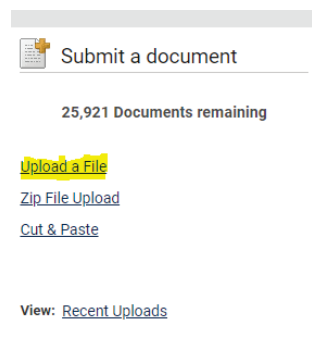4. Select which file you would like to upload
5. Click "Submit"



*Figure 1.* Where to click to upload an iThenticate report.

**Applying Exclusion Criteria**

You can set your iThenticate account to apply automatically certain exclusion criteria to each paper you upload. To apply these criteria, do the following:

1. Log in to your iThenticate account: https://app.ithenticate.com/en_us/login
2. Click the Settings tab (click the tab located in the Documents pane; see Figure 2).
3. Check the boxes next to "Exclude Quotes," "Exclude Small Matches" (enter 9 for the word count), and "Abstract."
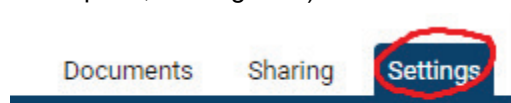4. Click "Update Settings."



*Figure 2.* Location of the Settings tab for applying exclusion criteria.

The settings/exclusions to select are as follows:

Folder Name *

> My Documents

Check to exclude quoted text from comparison of documents submitted in this folder
☑ **Exclude quotes**

Check to exclude bibliography from comparison of documents submitted in this folder
☑ **Exclude bibliography**

Check to exclude phrases associated with this folder (or with your account) from comparison of documents submitted in this folder
☑ **Exclude Phrases**

Check to exclude match instances from reports that are below the set word count.
☑ **Exclude Small Matches**

Set match exclusion threshold:

Exclude all match instances below the set threshold from reports.

Word Count | 9 | words

Check to exclude sources below the set thresholds from reports.
☐ **Exclude Small Sources**

**Exclude Sections:**

Check to exclude the Abstract from comparison of documents submitted to this folder.
☐ **Abstract**

Check to exclude the Methods and Materials section from comparison of documents submitted to this folder. Includes variations: Method, Methods, Materials and Methods
☐ **Methods and Materials**

**Limit searches to these repositories** *

Documents submitted in this folder will search checked repositories.
☑ **Crossref**
☑ **Crossref Posted Content**
☑ **Internet**
☑ **ProQuest**
☑ **Publications**

## Saving the Report as a PDF

If you prefer to submit the report as a PDF or if would like to save a PDF of the report for yourself or the student, follow the steps below.



Figure 3. Where to click to view an iThenticate report.

1. After the report is processed and a similarity score is generated, click the score (see Figure 3).
2. The report will open in a new tab. To save the report as a PDF, click on the small printer icon on the bottom left of the screen (see Figure 4).
3. Depending on your browser, the PDF report may automatically open in a new tab or it may appear as a download at the bottom of the screen. If it appears at the bottom of the screen, click it and it should open in a new tab as a PDF document. Once the PDF is open in a new tab, you should be able to download and save the PDF to your computer.
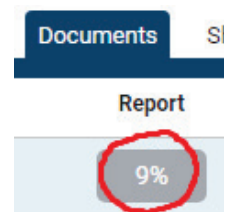


Figure 4. Where to click to save report as a PDF.

**Sharing a Folder with TDS**

iThenticate has a sharing feature that allows TDS access to iThenticate reports run by the advisor. If you would like to share your folder with TDS, follow the steps below.

1. Log in to your iThenticate account: https://app.ithenticate.com/en_us/login
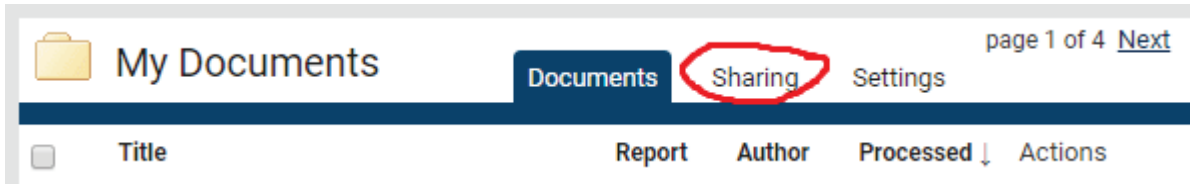2. Click the Sharing tab (see Figure 5)



*Figure 5.* Location of the Sharing tab on the iThenticate home screen.

3. iThenticate should populate a list of all faculty and staff with an iThenticate account associated with the university. Scroll down until you see my name (Karin Thomas) and check the box next to my name.
4. Scroll **all the way down to the bottom of the page** and click the blue button that says "Update Sharing."

Following these steps will give TDS access to all iThenticate reports you run for your students. If you run multiple reports for the same student, TDS will use the most recent version of the iThenticate report unless otherwise notified.

**Accessing Your iThenticate Account**

Most graduate faculty should have an iThenticate account set up already. If you are unsure of whether or not you have an account or if you cannot access your account, please contact the Office of Academic Technology. This office manages the University's accounts with iThenticate. Contact information is below:

Contact Information:
Office of Academic Technology
Email: online@tamuc.edu
Phone: 877.325.7778