# iThenticate Best Practices

October 2016

## Creating Reports

### Set filters at the Folder Level

* Exclude Quotes – Excludes text within quotations in similarity report.
* Exclude Bibliography – Excludes Bibliography entries, which will keep article or book titles from showing up as similarities in your report.
* Exclude Phrases – Excludes 8 word phrases from your report. Ex: “Submitted to the Office of Graduate Studies of Texas A&M University-Commerce in partial fulfillment of the requirements for the degree of”.
* Exclude Small Matches – Allows you to set a minimum word limit threshold for matches. For example, if your threshold is 4 words, no 3-word matches will be flagged in your report.
* Exclude Small Sources – Allows you to set a minimum word limit threshold for considering a matched source viable. This can be set for a certain number of words, or for a percentage of the overall source material.
* Exclude Sections – Excludes specifically Abstract and/or Methods and Materials sections.
* Limit Searches to the Repositories – Check off each of the places you’d like for iThenticate to search for comparison.

### Upload file into your prepared folder and look at the report overview.

* Match Overview – Gives you a look at similarities with the highest percentage matched.
* All Sources Toggle – Shows all matched sources regardless of match percentage.
* Check similarities by largest percentage to smallest. Hint: If the percentage is 2% or smaller, it’s likely a false flag that you can simply skip.

### Keep In Mind

* Sharing between committee members can happen at the folder level to cut down on e-mailing reports.
* iThenticate should guide student learning about plagiarism and correct citation practices.