UNDERSTANDING THE ORIGINALITY REPORT

Turnitin compares papers against an ever expanding database of Internet pages, archived pages that might not be available any more, a subscription repository of periodicals, journals, publications, and a repository of previously submitted papers.

The similarity score is a percentage of the paper's matches to other sources; it is not an assessment of whether the paper includes plagiarized material. The originality report is a tool for instructors and students to easily find matches or similar text within submitted work.

MATCH OVERVIEW
The Match Overview gives you a breakdown of all the matches that have been found in the paper and allows you to clearly view the similarity score. Matches are ordered by highest instance of similarity down to the lowest. Each match has a color and a number attached to it. These color tags will help you to find the match on the paper itself.

1. To view the Match Overview, click on the red, numerical similarity score from the product toolbar.

2. The Match Overview will be displayed within the Match Overview side panel.
3. Having clicked the Match Overview icon, this will also highlight any matches within the paper itself. Each match can be color coded to help you identify them easily.

4. By clicking on one of the sources from the Match Overview side panel, you can discover how many matches have been found for each source. Click the navigation arrows to jump from one match to the next; this will move you through the paper itself.

5. Should you wish to see a match breakdown for each source, click the arrow to the right of the source.

6. You can now see a large list of all the sources concerning this particular match. Click any of these matches to be directed to it on your paper.
1. If you would like to see more information regarding the text that has matched to a source, click on the source number from within the paper.

2. A pop-up box will appear; this will show you further details relating to the source that your writing has been matched with.

3. Should you wish to view the source in more depth, click on the Full Source View icon in the top right-hand corner of the pop-up.

4. The right-hand side panel will change to Full Source Text, which you can scroll through to read in detail.
5. Click the X icon in the top right-hand corner of the side panel to return to the Match Overview.

ALL SOURCES

In the All Sources side panel, all of the sources that have been found are displayed and sorted by highest percentage to lowest percentage match. Clicking on any source will change the navigation bar at the top of the page, displaying how many times that this source has matched in the paper. Clicking the arrows will allow you to see where these have matched on the page. You can further refine this navigation by clicking on an individual page within a source; this will simply show you matches from that specific sub-source.

1. To view All Sources, click on the red graph icon from the similarity toolbar.

2. You can now see a large list of all the sources for this paper. Click any of these matches to be directed to it on your paper.
3. Click the X icon in the top right-hand corner of the side panel to close the full panel.

<table>
<thead>
<tr>
<th>CHANGING FILTERS AND SETTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>You may apply several different filters to your report, should you wish to make any exclusions.</td>
</tr>
</tbody>
</table>

**EXCLUSION BY TEXT TYPE**

1. Click the red Filter icon from the similarity toolbar.

2. From the **Filters and Settings** side panel, use the check boxes to make bibliography and quote exclusions from the similarity report.

3. Click **Apply Changes** to confirm this change. This will regenerate the similarity report to include your exclusions.
## EXCLUSION BY NUMBER

1. Click the red filter icon from the similarity toolbar.

2. From the *Filters and Settings* side panel, use the radio and text boxes to make report exclusions. You may exclude sources that are less than a certain number of words or a certain percentage of words.

   For example, filtering by 10 words will exclude all sources with a cumulative match word count that is less than 10 words.

   - Exclude sources that are less than:
     - 5 words
     - %
     - Don’t exclude by size

## REPORT MULTI-COLOR HIGHLIGHTING

1. To apply multi-color highlighting to the similarity report, click the red Filter icon from the similarity toolbar.

2. From the Filters and Settings side panel, use the Multi-Color Highlighting checkbox to turn multi-color highlighting on and off in the similarity report.
3. To save your filters and/or settings, click the Apply Changes button.

---

**EXCLUDING SOURCES VIA MATCH OVERVIEW**

You may apply several different filters to your report, should you wish to make any exclusions.

1. To exclude sources from the similarity report using the Match Overview side panel, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. All matches will be displayed within the *Match Overview* side panel.

<table>
<thead>
<tr>
<th>Match Overview</th>
<th>43%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. en.wikipedia.org</td>
<td>17%</td>
</tr>
<tr>
<td>2. animals.nationalgeogra...</td>
<td>14%</td>
</tr>
<tr>
<td>3. <a href="http://www.squidoo.com">www.squidoo.com</a></td>
<td>12%</td>
</tr>
<tr>
<td>4. heron2014.manorprima...</td>
<td>5%</td>
</tr>
</tbody>
</table>
3. To access each match in more detail and exclude sources, click the arrow to the right of the relevant similarity percentage.

4. At the bottom of the *Match Breakdown* side panel, click the *Exclude Sources* button.

5. Using the checkboxes, select the source(s) you would like to exclude from the paper's similarity report, and click the red *Exclude* button.

   **Note:** By clicking the *Exclude* (x) button, this will recalculate the similarity score.
**EXCLUDING SOURCES VIA ALL SOURCES**

You may apply several different filters to your report, should you wish to make any exclusions.

1. To exclude sources from the similarity report using the All Sources side panel, click the graph icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. Click the *Exclude Sources* button at the bottom of the All Sources side panel.

   - central.gutenberg.org 26%
   - wiki.healthhaven.com 26%

3. Use the checkboxes to select the sources that you’d like to exclude from the similarity report.

   ![All Sources]

   - www.flu.ofertyseks.kut... 26%
   - www.answers.com 23%
   - schools-wikipedia.org 23%
4. Click the red *Exclude (x)* button at the bottom of the All Sources side panel. The button will provide a count of the number of sources you have chosen to exclude. Alternatively, click the *Cancel* button to clear your selection.

**Note:** By clicking the *Exclude (x)* button, this will recalculate the similarity score.
**VIEWING EXCLUDED SOURCES**

You may apply several different filters to your report, should you wish to make any exclusions.

1. To view sources that have been excluded from the similarity report, click the red *exclude* icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. If you have not excluded any sources from the similarity report, you will simply receive a notification advising *No sources have been excluded for this report.*

3. If you have excluded any sources from the paper’s similarity report, you can find a list of excluded sources in the *Excluded Sources* side panel.
   a. To restore only some of the excluded sources, use the checkboxes to select the relevant sources. Click the *Restore* button to continue.
   b. To restore all of the excluded sources in the list, click the *Restore All* button.

   **Note:** You do not need to refresh the similarity report to see these sources reflected in the similarity score.