UNIVERSITÄTSBIBLIOTHEK

UNIVERSITÄT HEIDELBERG
ZUKUNFT SEIT 1386

INSTRUCTION MANUAL FOR TURNITIN SIMILARITY

1. Application for account-ID

Please send a message from your university address (name@ ... uni-heidelberg.de) to Dr. Martin Nissen (nissen@ub.uni-heidelberg.de), who is responsible for the Turnitin Similarity plagiarism detection system at Heidelberg University Library. You will receive an email from the provider to set up the account. All authorized examiners at the university are permitted to use it. Students and doctoral candidates are not permitted.

2. Accepting the terms of use

Click on the link "Set up my Account" given in the email.

Choose a username (e.g. your university email address) and a password. The password must consist of at least 8 characters and contain at least one letter and one number.

Read section B for users within the European Union and select "I agree to the terms and conditions". The terms of use conform to the European data protection guideline General Data Protection Regulation (GDPR) of May 25, 2018.

3. Uploading and checking a text

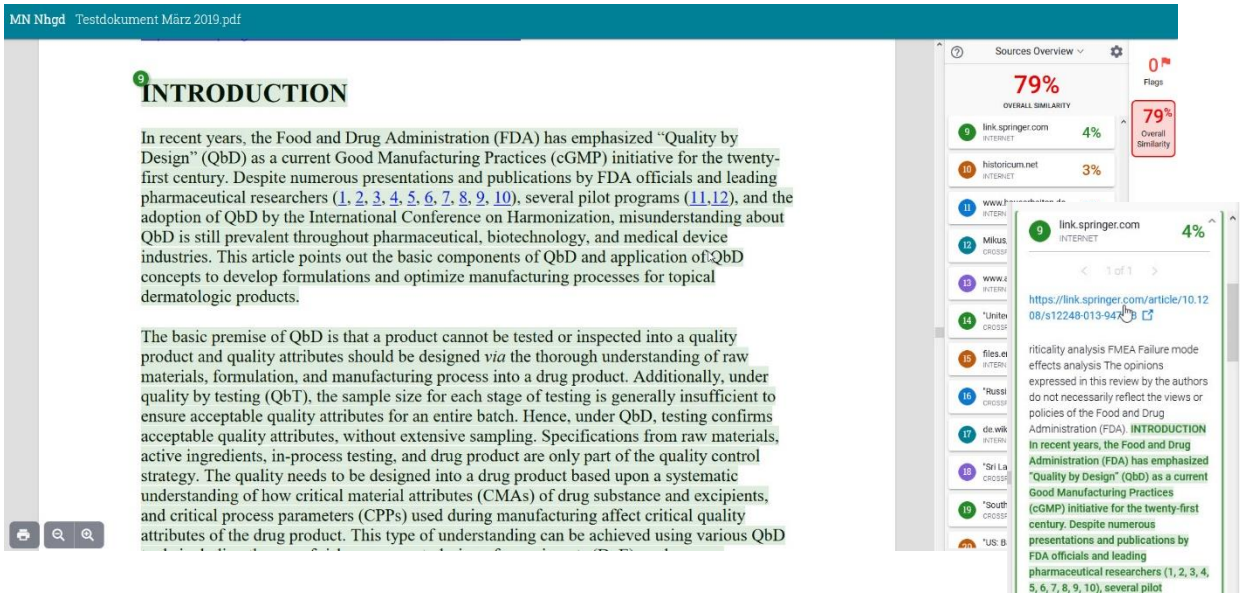
After clicking on "Launch", you can start uploading documents. To do this, it is advisable to create folders for the files to be checked. When creating a folder, you can select the option "Files uploaded to this folder will be used for similarity comparison" to store the documents in the internal document server (institutional repository). This enables you to compare texts to be checked against the texts stored on the internal document server at a later point in time.

Via "Upload" you can select documents to be checked either by "Drag and Drop" or by "Select Files". Make sure that all pages with personal data (e.g. name, email address, student number) have been removed beforehand.

A new window with a data mask opens. Fill in the fields “Title”, “Author First Name” and “Author Last Name” with pseudonymised names that allow you to assign the document again later.

4. Accessing results

After a short while (usually within minutes), the results are ready to be accessed (Login via: https://uni-heidelberg.turnitin.com/home/sign-in). The result is displayed as a percentage in the column “similarity”.



Please note: The percentage shown is only an indicator of the extent of the matches with searched internet sources. It does not provide any information about whether the submitted text is plagiarism or not! The software also displays correct quotations, common idioms, and random matches. Only you can judge by carefully reading the report whether the document to be checked actually contains plagiarism.

You will find further assistance from the provider on the following webpage: https://help.turnitin.com/integrity.htm