

PLAGIARISM PREVENTION: SAMPLE STUDENT PROCEDURES

SAMPLE INSTRUCTIONS TO HELP STUDENTS USE TURNITIN TO AVOID PLAGIARISM

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PREFACE

The following instructions for students are easy for you to adapt to your teaching preferences. This version is designed for a Turnitin assignment that allows the student to resubmit drafts until the due date, and then turn in the originality report with a print of the final essay.

These procedures refer to "iLearn," San Francisco State's version of the Moodle open-source learning management system

INTRODUCTION

WHY USE SOURCES?

Writers do not compose in a vacuum; we read other authors, getting angry or touched, then write in response. We call on the research and ideas of others to support our ideas. Whether we use authors' exact words or paraphrase their ideas, we need to acknowledge the original writers, to give credit where credit is due and to let our readers track down the original source if they are interested. Failure to do so is plagiarism and will be dealt with as outlined in the syllabus. But even more, citing other writers is a way to give credibility to our work, to let our readers know that ideas are supported by other authors and their studies.

Your teacher will tell you which citation system to follow (for example, MLA or APA) and you will find many online and print resources to guide your formatting. Although this section uses APA formatting, it should give you a general idea of how and why to cite sources no matter which citation system you use.

GIVING CREDIT WITHIN YOUR ESSAY

Whenever you use someone else's ideas, you need to give credit even if you are not copying word-for-word:

Sherman and Haas (1984/1996) report that women tend to talk about intimate subjects more often than men do.

Sometimes your source text will include a quotation that you want to include. It's best to get the original source to make sure of the context, but you may also cite the quotation from the secondary source if you make it clear:

Men seemed to try to win while women seemed to try to help (Leet-Pellegrini, as cited in Tannen, 1997)

You must identify direct quotations (word-for-word copying) by setting them off with quotation marks"

Maynard (1988/1996) notes that, although men and women have different conversational styles, "We are really talking about the same thing" (p. 29).

If the quotation is very long (more than 40 words), display it as free-standing block of text indented 5 spaces from the left margin (doubles spaced as usual). Omit the quotation marks and include the page number in parentheses after the last period. Also, if the quotation is more than one paragraph, indent the first line of the second and any additional paragraphs 5 spaces. For example:

Ramey (1998) reports on a study that suggests a strong correlation between brain structure and literacy:

Using the MRI scans, researchers measured the size of the temporal plane on both sides of the brain, an area believed to play a role in language development. Results indicate reading skill performance is dependent on the relationship between hand preference and the direction of brain asymmetry.

Right-handed students whose left temporal plane was larger than the right demonstrated superior reading skills when they came from an average or high socioeconomic environment. Right-handed children with reversed asymmetry were at risk for reading failure, especially if they came from a poor family (¶5-6).

If you want to incorporate the quoted words right into your own sentence, you use the word “that” instead of a comma and don’t *capitalize* the first word of the quotation:

Ozersky (1991/1995) states that “life outside of that vision *is* ugly and is becoming uglier as ties, familial and societal, dissolve and decay” (p. 175).

INCORPORATING AN AUTHOR’S QUOTE

When including quotes, you can:

- Introduce or in some way lead into the quotation so that readers know whose words are being quoted, or can understand why the quotation is important.
- Insert ellipses (...) wherever you delete any words from the original quotation: “The success in the last few seasons of new, ‘antifamily’ sitcoms ... began a trend that has made waves in television.” Do not use ellipses, though, at the beginning of a quotation.
- Use brackets ([]) to add words or substitute words in the original quotation. You might take this sentence:

“But, as Miller demonstrates, TV has never shown us TV; rather it shows itself to us as a laughable, absurd, and harmless entity, much like the characters on its shows” (Ozersky, 1991/1995, p. 176)

and shorten it to:

“[TV] shows itself to us as a laughable, absurd, and harmless entity, much like the characters on its shows” (Ozersky, 1991/1995, p. 176)

HOW TURNITIN CAN HELP YOU

Turnitin compares your essay to internet sources and a comprehensive database of other papers, creating an originality report identifying which parts of your essay match any of their sources. This report makes it easy for you to make sure that you have cited all your sources and haven’t accidentally picked up another author’s language. You might consider it

a spell check for citations. Like spell check, though, Turnitin can't pick up everything. In the end, you are responsible for tracking your sources and citing them correctly.

To make this work easier, get in the practice of citing sources from the very beginning:

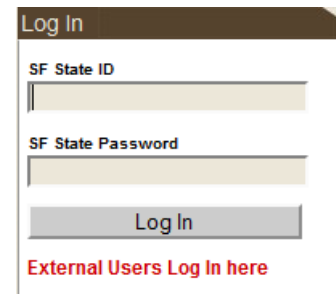
- Use quotation marks around direct quotes in your notes and rough drafts.
- Keep at least a short form of author identification with your notes (e.g. last name, article title or publication year and page number).
- Type in the proper citation form in your rough draft.
- Don't look at the original material while you are trying to paraphrase or summarize.

BEFORE YOU START

- You will need your nine-digit ID and PAC
- You should have the Firefox browser installed. You can download it for free [from Mozilla at http://www.mozilla.com/](http://www.mozilla.com/).
- You should have your essay available, saved in one of the following formats: Microsoft Word (doc, docx), Corel WordPerfect (wpd), Rich Text Format (rtf), Adobe Acrobat (pdf), PostScript (ps, eps), Hypertext Mark-up Language (htm), or plain text (txt).
- These procedures use the term *navigate* to direct you to different parts of a web page. You may navigate using a keyboard, mouse or (with appropriate software), voice commands.

LOGGING INTO ILEARN

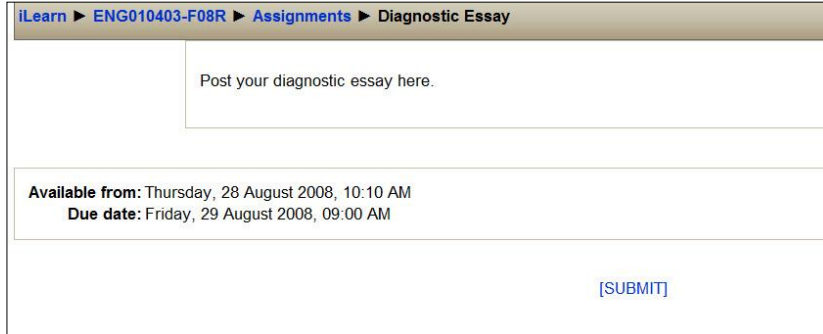
1. Launch Firefox.
2. Key ilearn.sfsu.edu in the location field and press **Enter**.
3. Key your SFSU ID in **SF State ID** and press **Tab**.
4. Key your PAC in **SF State Password** and press **Tab**.
5. Press **Enter** to select **Login**.
6. Navigate to the correct class and press **Enter** or click to select it.



The screenshot shows a login form titled "Log In". It contains two input fields: "SF State ID" and "SF State Password". Below these fields is a "Log In" button. At the bottom of the form, there is a red link that says "External Users Log In here".

SUBMITTING YOUR WORK

1. Go to your course home page following the instructions in "Logging into iLearn" on page 6.
2. Navigate to the correct the assignment name and press **Enter** or click to select it.
3. Read the instructions and select **[SUBMIT]**.



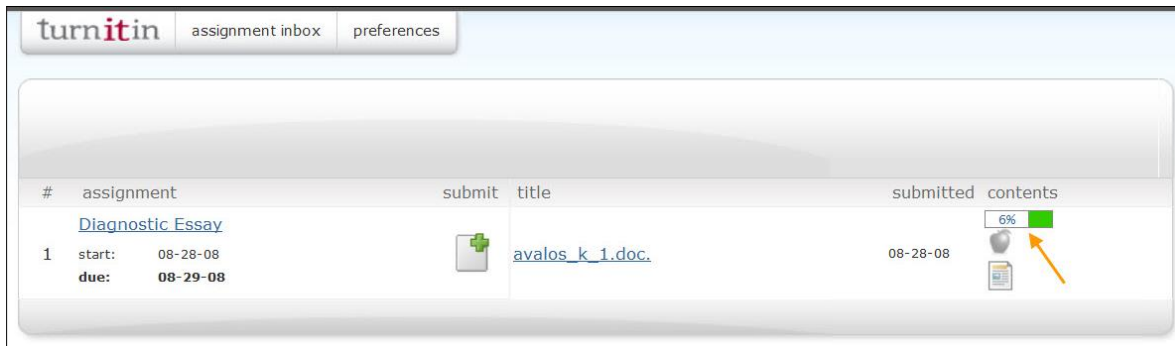
iLearn ► ENG010403-F08R ► Assignments ► Diagnostic Essay

Post your diagnostic essay here.



Available from: Thursday, 28 August 2008, 10:10 AM
Due date: Friday, 29 August 2008, 09:00 AM

[SUBMIT]

4. If the user agreement is displayed, read it and select **I agree – continue.**
5. Select the submit icon to the right of the assignment name.
6. Key your name in as the file name, select to select the file with your essay, select .
7. If you have loaded the wrong paper, select and return to step 6.
8. If this is the correct paper, select .
9. Do other work while Turnitin searches through its databases, which include billions of web pages, essays and articles.



turnitin assignment inbox preferences

#	assignment	submit	title	submitted	contents
1	Diagnostic Essay start: 08-28-08 due: 08-29-08	<input type="button" value="submit"/>	avalos_k_1.doc	08-28-08	<input type="button" value="6%"/>  

VIEWING AND USING THE ORIGINALITY REPORT

For a more complete description of the Originality Report, you may wish to view Turnitin's training video at http://www.turnitin.com/static/videos/or_vid.html .

1. Go to your course home page following the instructions in "Logging into iLearn" on page 6.
2. Select the assignment name.
3. Select [**SUBMIT**].
4. When the integrity report is complete, Turnitin will provide a link and display a red or green report box.
5. Select the report box/download link.
6. Turnitin offers three display modes. All three modes display your essay, providing both links and color-coding to identify parts that exactly match any of its sources. If you are using a screen reader, you may prefer the **quickview (classic) report**.
7. Whichever mode you prefer, select **exclude bibliography**.
8. Explore the report online first.

Is your bibliography still marked as matching?

If you haven't followed one of the standard citation conventions, Turnitin may not be able to distinguish your bibliography from your essay.

Have you relied too much on the words of others?

Note the percentage of your essay that matches other sources on Turnitin's database. This number is a **rough estimate**. It may be erroneously high because it includes common phrases that are not quotations and bibliographic material that is not properly formatted. It may be artificially low because it excludes quotations that are not yet in Turnitin's records.

Academic essays, even research papers, should be mostly your own writing. I would expect **no more than 15% of any assignment to be direct quotations** and, for some essays, even less. That said, **0% is not necessarily better than 15%**. For many assignments, you will need direct quotations to make your point. It's how you use other people's work to support your own ideas.

If you have too many direct quotations, you will need to **revise your essay substantially**.

9. Select **exclude quoted**.
10. If you still have a lot of material flagged, you may want to print the report before proceeding to make sure that all direct quotations are properly cited.
11. Go to the first text which Turnitin has underlined/colored.
12. Determine if this really a quotation. Turnitin will flag any long stretches of words that match precisely. If it's a common phrase ("the Constitution of the United States of America"), you don't need to do anything.

13. If you intended this as a quotation, make sure that it is set off with double quotation marks (or block quote indentation) and properly cited. **Note:** Use the source in which *you* found the quotation. The Turnitin source is often just another writer citing the same source.
14. If you didn't intend this as a quotation (that is, you unknowingly picked up some language from another writer), decide if you want to make it a quotation or restate it in your own words and correct it accordingly.
15. Repeat this process for every flagged section.
16. If you have made significant changes to your essay, repeat this procedure with your revised draft. You will have to wait 24 hours to get the report on this and subsequent revisions.
17. Submit a print of the Originality Report with your final essay.

FREQUENTLY ASKED QUESTIONS: STUDENTS

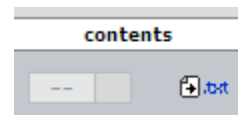
1. I'm following the instructions on iLearn, but when I select [SUBMIT], the bottom half of my screen goes blank and there's no place to submit my assignment.

This problem occurs sometimes with Internet Explorer and Safari. You need to use Firefox.

2. I submitted my essay, but there's no report.

First, check the instructions to make sure you are looking at the correct portion of the screen. Sometimes you might scroll down and lose the relevant display.

If you see a gray box under contents, Turnitin is still generating the report. The first report usually is generated quickly, but may be delayed if the system is busy. If your instructor allows you to resubmit assignments, you need to wait 24 hours for the new reports.



If you don't see a gray box, contact your instructor. The assignment may have been set up to prevent students from seeing reports.

3. I tried to resubmit my essay, but Turnitin says that I have to wait 24 hours or have my instructor delete the current essay.

When you are allowed to submit revisions, the first report usually is generated quickly. You can then revise and resubmit immediately. You then need to wait 24 hours for the report and subsequent resubmission.