How to Interpret Originality Report (Guidelines)

1. Similarity index of the originality report is showing matches of submitted work with internet content. It is not verdict that document with high similarity index is plagiarized.

2. Similarity index is based on percentage of matched text out of total number of words in the document.

3. Instructor/Faculty member has to verify each and every similarity index for potential clue of plagiarism.

4. If similarities in the document are significant then scholar/student may be guided accordingly or case may be reported on the basis of that evidence.

5. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.

6. Bibliography and quoted material may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.

7. Common phrases and proper nouns also appear as similarities in the report, therefore every instructor/faculty member should ignore matches returned from them.

8. Originality report will show similarities from three major sources: internet, periodicals and student repository. Similarities returned from student repository may be ignored if it is author's own same work. Similarities from Student repository helps in detecting collusion in the documents.

9. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with only text.

10. The instructor/faculty member supervising students/scholars can give verdict of plagiarism after interpreting report. The report will be used as evidence of the report.

Guidelines on 'Ethics of Using Turnitin' for Administrators

1. Universities/Institutions need to apprise students/faculty members about the HEC Plagiarism Policy and Turnitin service.

2. The Administrator needs to create accounts of all faculty members of his University/Institution.

3. The Administrator will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.

4. If Instructor/Scholar is involved in screening of papers and of theses of other authors then the Administrator shall report to the University authorities with evidence.

5. In case of any conflict the decision of Plagiarism Standing Committee according to Plagiarism Policy of HEC will be final.

Guidelines on 'Ethics of Using Turnitin' for Instructors

1. Instructors are required to create classes and enroll students in these classes.

2. Students/Scholars should be informed that their work will be checked through anti-plagiarism service, therefore, they must follow proper documenting style in writing report/paper/thesis.

3. References/bibliography and table of contents must be removed from document which is submitted. If these are included then similarity index of the document will be increased.

4. Instructor may allow students to view their reports.

5. Instructor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.

6. If Scholar/Student is involved in checking of papers and of theses of any other person, then Instructor shall report to University authorities about that with valid proof.

7. Originality/Similarity reports generated by the Turnitin provide clues in form of text matches. Proverbs, Universal Truths, phrases etc.

8. Scholars/Students must make sure that document they are submitting is in proper documenting style (i.e. IEEE, Chiacago, MLA, APA etc.) and is free of plagiarism.

9. If the report has similarity index <=19%, then benefit of doubt may be given to the author but, in case, any single source has similarity index >=5% without citation then it needs to be revised.

10. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.

11. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. It is advised that similarities at greater level may be taken care of in the light of the HEC plagiarism policy.