

# **TURNITIN: How to submit Research Paper**

Step by Step Guide

Follow the following steps to submit papers to check plagiarism.

# Step 1

Go to <u>www.turnitin.com</u> and click on the login button on extreme left of the homepage (Fig. 1).



#### Step 2

Click on the class name for further necessary action. (Fig. 2)

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Step 3

You can make submissions by clicking on the "**Submit**" option in the assignment's "**More actions**" menu. (Fig. 3)

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Fig 3: Click the Submit Paper button to upload a paper

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# Step 4

Fill the from as mentioned in Fig. 4. Please use your original name and proper title of your research work. Select the file from your system and click on upload button. You also have option to upload multiple files at one time.

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Fig 4: Enter the paper's title and its author's first and last names

TURNITIN accepts submissions in followoing formats:

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• MS Word, WordPerfect, RTF, PDF, PostScript, HTML, plain text (.txt)
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#### Step 5

The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *confirm* button. (Fig. 5)

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Fig 5: Make sure you selected the correct paper; click "confirm" to finalize your submission

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### Step 6

After you submit a paper, our system will begin processing the paper and will generate an Originality Report within minutes. To view the report, click the inbox button on submission confirmation page. Your assignment inbox will open. (Fig. 6)

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Go to assignment inbox Submit another file		

Fig 6: Opens your assignment inbox containing submissions and Originality Reports

### Step 7

Please note that you can also open your assignment inbox from your class homepage by clicking on the *percentage* link in the *Similarity* column next to the paper assignment. (Fig. 7)

If the percentage area could be off or disable. The reason is that, report requires some time to compile. After 8 or 10 minutes, refresh internet explorer. The percentage with green color is acceptable, others needs to modify.



Fig 7: Click on the Originality Report icon to view the Originality Report



#### Step 8

This is the plagiarism report view in detail. The following points explain more. (Fig. 8)

- 1. Exclude Quoted: Click on "exclude quoted" to get report view without quoted contents.
- 2. Exclude bibliography: Click on "exclude bibliography" to get report view without bibliography.
- 3. Exclude small matches: Click on "exclude small matches" to get report view without small matches.
- 4. Download Report: This extreme right icon is to download report on your system.



Fig 8: View the Originality Report

For any query and further assistance, please access library.ciitlahore.edu.pk

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