Using iParadigm's Turnitin

Fall 2014 – Student Guide (See Appendices for more information and options)

This course is using software to help prevent and detect academic misconduct in the form of misappropriation of others’ work, especially plagiarism. You have the opportunity to empower and educate yourself about proper referencing practices in your assignment(s) and prevent being investigated for a misconduct offence that you may not even know you have committed. You will be able to check the integrity of your draft and correct it before submitting the final version to the instructor or GTA.

Turnitin maintains a database of billions of documents from many sources, such as the web (active and archived web documents), previously submitted papers, and a subscription database of peer-reviewed journals, periodicals, and other publications. All of these sources can be compared to the document you submit in CourseLink.

Turnitin will do this comparison and then produce an Originality Report that shows all the similarities between the document you submitted and all the databases your instructor has asked to be included. This shows where there are areas in the submitted paper that are similar to other sources. These may be quotations, references, common words and phrases, or problems with paraphrasing and/or copied work.

This Originality Report will indicate areas where there are segments in your paper resembling or matching text in other sources. When you are allowed to see the Originality Report, you can use it to evaluate how well you may have used quotations, references, common words and phrases, and if you have problems with paraphrasing a source in your paper. When the instructor has permitted you to do so, you can resubmit the paper after any corrections. Note: it can take up to 24 hours to generate a new Originality Report, so use appropriate time management in relation to the due date(s).

The Originality Report will give a percentage score (Similarity Index) for your paper to indicate how much content matches other sources. A low number indicates a small number of similarities and a higher number indicates a larger number of similarities. Whether the score is low or high, it is crucial that you check all similarities carefully. This score is not necessarily an indication of plagiarism, but is an indication of where there are portions of text that match or are highly similar to text in other sources. There needs to be some evaluation of these similarities to determine if they are valid or if they may constitute plagiarism. This is an academic judgment. Key things to check concern whether you have given appropriate credit for the ideas in your work that come from sources other than yourself (citing author, date) and/or whether you have given appropriate credit for the exact words in your work that come from sources other than yourself (citing author, date, and using quotation marks and page numbers). Ultimately, if independent work is expected, it is also important that your assignment not match that of another student in the course, though this is not something that can necessarily be checked ahead of time if that other student has not yet checked his or her work through Turnitin. Protect yourself by writing your assignment independently of other students as required by the instructor.

The submission process is the same for any Dropbox folder in CourseLink:

- Login to CourseLink
- Navigate to the Dropbox area
- Click the Dropbox folder (Assignment) you wish to make a submission to
  o Click on Add a File
  o Click on Browse
    ▪ In the window that opens, navigate to the file on your computer you wish to submit
  o Click on Upload
  o Click on Submit
Once the file has been uploaded it will be checked by Turnitin, if the instructor has made this comparison automatic, it will take a few minutes to 24 hours to produce an Originality Report.

Accessing the originality report through Dropbox in CourseLink:

- Login to CourseLink and go to the Dropbox area of your course
- Click on the Dropbox folder (assignment)
- Click on the coloured portion of the icon in the report column to view the Originality Report.

Note: If it says “in-progress,” the report has not been completed yet. This can take up to 24 hours in some cases. The Turnitin Document Viewer will open up in a new window.

The paper will appear on the left and the Similarity report will be on the right. The sources with highest percent matches are listed first and are colour coded and hyperlinked in the paper. If you click on a highlighted segment of “similar” text you will see the source (or possible source) from which the passage was taken. You can click on the highlighted sections for an explanation of the similarity as found by Turnitin. Pay close attention to the 9% Similarity score in the upper right corner as it can change based on the optional use of filters explained later on in this guide.
Appendix I

This quick-start guide and other resources for students, instructors and teaching assistants are located at the CSAHS Turnitin webpage. [http://www.uoguelph.ca/csahs/academics/turnitin]

Appendix II

The highlighted sections of text in the Turnitin originality report can help you check to see if you have any problems with respect to the following features in your paper:

- Quotations
- References
- Common words and phrases
- Paraphrasing of a source (may be too close to exact words of the source)

**Quotation and Referencing** - if you have correctly quoted and referenced a work, it will be included as a match between the body of the paper and the References List/Bibliography at the end. You can exclude the References List/Bibliography from the report, although it can be useful to include them at first to ensure that quotations are referenced properly. The main point here is that “Exclude Quotes” and “Exclude Bibliography” are optional filters that can be turned on temporarily to reduce the amount of “noise”: that is, potentially “false positive” text-matching. This arises because properly quoted text, footnotes and/or references will match to the outside sources, either from other papers or internet sources that are included in the databases that are searched by Turnitin. *Highlighting of appropriate, non-problematic matches may initially cause you to panic when checking your drafts for the first time. Please talk to your instructor if you have trouble distinguishing between a trivial (i.e., acceptable) match and a potentially problematic (possibly unacceptable) match.*

Depending on your preferences, you can just decide to assess the originality of your draft in its totality, that is, including the quotations and references. You then just need to check to make sure that highlighted text is highlighted for an acceptable reason (e.g., because it is a properly acknowledged entry in the References List that matches appropriate sources appearing in the Turnitin databases).

**Your student access to Turnitin allows you to use the “Exclude Quotes” and “Exclude Bibliography” filters one at a time if you like, but this is not required.** Use of the filters can help alert you to a number of concerns if you compare the originality reports generated when you use and don’t use the filters.

Comparing originality reports with and without “Exclude Quotes” can help you figure out if you have forgotten to use quotation marks around quoted material or to have properly indented a block quotation. This approach can also be helpful in identifying typos in your quotation. Too, it can assist you to see when your paper consists mostly of the properly quoted and referenced words and ideas of other people. This does not mean that you have committed plagiarism; it just means that there is little original work in the paper in terms of the ideas included and written expression used. For instance, an initial overall Similarity index of 35% without use of the “Exclude Quotes” filter may drop to 4% once your properly executed quotations are excluded from the text-matching run. This will help you see that you have been a chronic direct quoter in the paper, rather than a relatively original author. You won’t have committed misconduct in this case, but will probably get a low
grade for not having done the original thinking and writing expected as part of writing the assignment.

Regarding references, it can be very helpful for you to filter out them out of a text-matching run and compare originality reports with and without "Exclude Bibliography." When you don't use that filter, trivial (acceptable) matches and high similarity will occur with a properly done Bibliography or References List. Eliminating the bibliography temporarily can remove distracting acceptable matches and make it much easier for you to find material in the paper that is not properly referenced or given appropriate credit.

To filter either quotations or the bibliography from the report, click on the funnel icon at the bottom right of the originality report:

Then check “Exclude Quotes” and/or “Exclude Bibliography”:

Please note that use of the filters is entirely optional. However, if you would like to know more about excluding quotations and references, further information is provided below.

Student Reusing Work - If you submit a finished assignment previously via Turnitin this will be flagged in the originality report. In the pilot, this form of flag can identify situations in which a student has self-plagiarized or self-copied. As described in the 2014/15 Undergraduate Calendar, the offence of copying can involve not only one or more students copying the work of another student, but also a single student who submits the same paper or papers with similar or identical segments in more than one course (at one or more institutions). A student is permitted to submit in one course a paper that has been evaluated in a previous course only with prior written permission of the instructors of record for the relevant courses.

Paraphrasing - Poor paraphrasing will be flagged as too similar to another published work. Here is an opportunity to rewrite by synthesizing the material and using more of your own words.

In all the cases listed above, you can use the originality report to help you determine if the match is a proper use in the submission or if it is inappropriate copying. The matches will be indicated in the report, and on the right there will be a list of the matches.

Again, it is important to remember that the originality report is just indicating where matches exist in a paper. It does not indicate if these matches are plagiarized or valid copies, such as mentioned above. A reminder: The originality report, including the Overall Similarity index, is a tool to alert you to possible areas of concern. Close inspection of each part of your draft paper is required. A low percent Similarity reported might be all plagiarized while a high percent
reported might be fine because you have a very long References List. CHECK EVERYTHING TO RULE OUT A POSSIBLE PROBLEM.

The information and examples below further demonstrate and explain the optional use of the "Exclude Quotes" and "Exclude Bibliography" filters.

When you select the "Exclude Quotes" filter, the Document Viewer will exclude quotations that have been properly formatted, that is, either enclosed by quotation marks in the body of the paper or indented and set off in the form of a block quotation as shown below. The previous example from page 3 is shown again here after use of the "Exclude Quotes" filter. Page 1 of the paper is shown.
The Document Viewer above shows the effect of the "Exclude Quotes" filter on quotations. Note that the block quotation near the bottom of the page (beginning with "Each art...") is no longer highlighted as it was on page 3 but that cited footnote material remains highlighted because it is not quotation material. Note also that the Similarity report now indicates 4% similar matches instead of 9% as under the default parameters.

Below is the second page of the example paper before “Exclude Quotes” is used.

The Turnitin Document Viewer shows the default setting (i.e., with no filters switched on) and the same 9% Similarity report (see top right hand corner of the screen). On the Viewer, the bottom right funnel icon is where you activate the optional filters.

Below, you will see the Document Viewer showing the “Filters and Settings” options and the “Exclude Quotes” filter selected.
Here are the steps to take:

Click on the funnel-shaped filter icon button at the bottom right of the Viewer:

Then under “Filters” select “Exclude Quotes”: 
Finally, click on the “Apply Changes” button:

The report will be now different than before the use of the “Exclude Quotes” filter. Only those similarities not involving quotations are displayed, resulting in a drop of the Similarities index from 9% to 4% below:

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With this, Greenberg set the stage for his argument that the main difference between realistic, illusionist art and modern art is how each painter dealt with the space of the canvas and paints. He argues that the former tried to hide or remove attention from the medium and creates an illusionistic space that was to draw the reader/viewer into the space defined on the canvas. Modernist painters on the other hand, wanted to call attention to the medium up front before any internal space could be created. Steinberg calls into question this dichotomy that was created by Greenberg and even gives another quote from Greenberg that seems to contradict it all together: In modernist paintings “one is made aware of the flatness of their pictures before, instead of after, being made aware of what the flatness contains”, thus implying that the Old Masters were not trying to hide the flatness but to make it a secondary feature. Steinberg goes on to suggest that because of this, it is not a distinction between illusion and flatness that is the crux of the difference between Old Masters and modernists, as argued by Greenberg, it is the order in which the flatness is perceived.

Illusionary space seems to capture Greenberg and not let him see any further in an Old Masters’ painting, furthering the idea of inside and outside. For Greenberg, the creation of illusion on the canvas created an inner space that the viewer was drawn as if in a physical sense “one could imagine oneself walking” in the illusionistic space. However, it seems in relation to the Old Masters, the argument

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4 Ibid.
5 Steinberg, 12
6 Ibid.
7 Ibid., 13
8 Greenberg, 758
Above, you can see how the quotation starting with “In modernist paintings...” in the body of the paper is no longer highlighted as it was on page 6. The quotation is no longer included in the now filtered text-matching run, meaning that a match with other sources is no longer captured.

The process is a parallel one when the “Exclude Bibliography” filter is selected instead. Use of the “Exclude Bibliography” option specifically filters out the Bibliography or References list at the end of the paper from the text-matching run. Therefore, Bibliography-related text matches are no longer counted in the Similarity report.

See two highlighted sources listed in the Bibliography below before the “Exclude Bibliography” filter is selected. Highlighting shows that these sources are accounted for and contribute to the Similarity report.

Click on the relevant button under “Filters” in order to select “Exclude Bibliography”:

<table>
<thead>
<tr>
<th>FILTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclude Quotes</td>
</tr>
<tr>
<td>Exclude Bibliography</td>
</tr>
</tbody>
</table>

Once the “Exclude Bibliography” filter is activated, the sources in the Bibliography or References List are excluded from the Similarity report and are no longer highlighted:

Bibliography


In the example below, the Document Viewer shows a drop in the Similarity score from 9% to 7% as a result of excluding the Bibliography material from the text-matching run. As you can see from the highlighted material at the bottom of the page, citations in footnotes and endnotes are not excluded from the text-matching run and hence are included in the Similarity report.
Both Clement Greenberg and Leo Steinberg discuss the idea of space and how it is represented and dealt with in painting, from the Old Masters to modernist painters. It is interesting that both seem to have a similar concept on how space was used by the Old Masters and the modernists in relation to the creation of space, the recognition of space and the two-dimensionality of the canvas. However, Steinberg does criticize Greenberg's seemingly reductionist view. I will attempt to explore this navigation of the different spaces as seen by both Greenberg and Steinberg, exploring two works, one by Michelangelo (Sistine Chapel Ceiling) and the other Rauschenberg's Bed, 1955, to help illustrate my understanding of spaces in art in the context of Greenberg's and Steinberg's comments.

Greenberg hints at an idea of different spaces when he suggests that Modernism criticizes from inside as opposed to a more traditional view of criticism that is from the outside. Here, the use of space is suggested in the terms inside and outside, implying that art has a space that can be separated from an other. He furthers this idea of separate space by suggesting that an internal Kantian criticism was needed to actually develop a separation (space) from other forms of art and ultimately entertainment. He writes:

3 Ibid.