ALL INDIA INSTITUTE OF SPEECH AND HEARING
LIBRARY AND INFORMATION CENTRE

SH/LIC/Turnitin/2013-14   17.09.13

CIRCULAR

With the objective of promoting academic integrity, the Institute has implemented a plagiarism prevention mechanism based on Turnitin, the world's most popular originality verification software on trial basis. It is decided henceforth to adopt it as a routine procedure and the following guidelines/ rules/ procedures must be followed in this regard.

Turnitin Account

1. All the faculty and staff members involved in research activities must have a Turnitin account. The application form for account creation has been made available for downloading at www.aiish.ac.in under the link Plagiarism Detection Service for those who have not yet taken the account. The password issued should not be shared with outsiders.

Practical Orientation

2. Practical orientation on the use of the software will be provided by the Library and Information Centre upon receiving request, in a batch of 10 staff members at a time. The interested staff may enrol for the orientation program, by giving an online request at www.aiish.ac.in under the link Plagiarism Detection Service.

Materials to be Screened

3. It is mandatory to screen through Turnitin the ARF project reports, postgraduate dissertations, doctoral/post doctoral theses carried out at the institute, and the research papers to institute publications such as JAIISH and Student Research at AIISH, before submission.

4. The faculty, staff and students are also encouraged to screen all the research papers they prepare to communicate to national and international journals and research proposals/ reports to different agencies.

5. The faculty members may opt submission of class assignments by the second year M.Sc. students through Turnitin as we have taken Turnitin Student License for them. Training for the students will be given by the Library and Information Centre.

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Software Settings

6. While creating an Assignment in Turnitin, the following optional settings may invariably be set to reduce the percentage of matching.

> Exclude Quotations: **Yes**
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> Exclude Bibliography: **Yes**
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> Exclude Small Matches: **Yes (By five word counts).** This is to exclude the matching of common phrases and established facts related to the topic which may come across the documents. (**No percentage wise exclusion is permitted.**)

7. The No Repository optional settings must be set while screening the draft reports in order to avoid 100 percent matching when submitting the final report later.

8. The title of the paper, name of the institute, department, name of the author etc. may be excluded from screening to reduce the percentage of matching.

Originality Report-Facts

9. Originality Report, the report generated by the software upon submission of a paper for screening, only displays what percentage of the paper submitted is similar to or matching with the information sources included in the Turnitin database.

10. The matching text may not always be plagiarized. Matching can happen if the relevant parts of the submitted paper are not paraphrased or quoted properly. (There were instances wherein properly quoted portions also displayed as matching). Also, the presence of common phrases and established facts with more than five words (when the exclusion of small matches is set as five words as mentioned at Serial No. 6 above) can also result in matching. The presence of common phrases and established facts are unavoidable in any submission.

11. A high matching percentage does not automatically mean that plagiarism has occurred and a low percentage does not mean that it has not occurred.

12. In other words, the originality report cannot be taken for granted and human judgement is needed to determine whether the matching text is plagiarised and it can be done only by cross checking the individual matching portions of the submitted paper with the corresponding sources.

Originality Report- Guidelines

13. An acceptable percentage of matching will not be defined in advance. The incidence of plagiarism will be determined after careful analysis of Originality Report and the individual matching sources.

14. However, as a general rule, a submitted paper having an overall similarity index of more than 20% will be considered as plagiarised and hence rejected.

15. A paper with an overall similarity index of more than 20% will also be accepted provided it is formed by cumulating more number of unintentional individual matches constituted of common phrases and professional jargons/terminology of not more than two lines of continuous text.

16. Similarly, a submission with an overall similarity index of less than 20% will also considered as plagiarised and hence liable to be rejected if there are instances of continuous blocks of matching text of two or more lines not constituted of common phrases and professional jargons/terminology.

17. Also, if matching with a particular source, even though small, occurs across the length of a submitted paper it could be an attempt to hide plagiarism and hence will not be allowed.

Best Practices

18. The concerned postgraduate/doctoral and postdoctoral research students and supervisors, and the principal investigators of the ARF projects may make sure that the reports did not contain any plagiarised text by screening the draft a number of times over Turnitin.

19. The draft reports/papers/ chapters as appropriate depending upon the level of progress of research may be screened over Turnitin, analysed individual sources of matching and corrected the potential instances of plagiarism before screening the final report.

20. The final accepted report may be uploaded to the Standard Repository of the Turnitin database.

21. While drafting research papers, proper methods of quotation and referencing such as block quote, short quote and paraphrasing with in-text citation may be used.

Contact

22. For queries relating to the use of Turnitin, the staff may contact the Library and Information Officer on extn 2150 or email lio@aiishmysore.in.

Sanitu. S.A.

Director