

GMS Master's and PhD Candidate Guidelines for using Turnitin

All capstone, thesis and dissertation documents must be scanned using Turnitin plagiarism detection software. A final Turnitin report must be approved by your mentor, advisor, first reader (BU faculty) or external committee member(s) depending on the GMS program. A final Similarity Report must be submitted to your program director. This is the student's responsibility. Instructions for using Turnitin [can be found here](#) under the Plagiarism drop-down menu.

Recommended to remove before scanning:

- bibliography/references
- Images and Figures. These cannot be scanned easily by Turnitin. Simply put them back in the document after the Turnitin review is final.
- Published manuscripts, assuming they have already been scanned by Turnitin or similar. If not previously scanned, include for this scan.

Checklist: You must:

- Manually check images and figures for plagiarism and potential copyright violations. You can use up to three images, illustrations, tables, figures, pictures, etc from any one source without permission as long as they are cited properly.
- Include a disclaimer at the beginning of the chapter if you choose to include your published manuscript (or soon to be submitted for publication) as a chapter.
 - *Example:* "Disclaimer: Figures 3-5 and portions of the text in this chapter were originally published as: Costanza, G. and Benes, E. Uromycitisis, a follow up report. *J. Urinary Maladies*, Issue 5: Vol 2; pages, 2018."
- Include unpublished manuscript(s) for the Turnitin scan if they are part of your document
- Reference laboratory methods or protocols if previously published. This can be done immediately before the method, then summarize the methodology as appropriate.
 - *Example:* Circulating antigens in plasma were purified by antibody columns as previously described [12]. Briefly, blood was centrifuged.....
- Re-submit the document after editing for a final check
- Submit the final Turnitin report to your mentor/advisor/first reader as appropriate for approval
- Submit the Turnitin final Similarity Report to your program director (screen shot or print it)

How to interpret a "Turnitin Originality Report"

Turnitin returns: Similarity index, Similarity by Source, Internet Sources, Publications, & Student Papers.

A maximum similarity index of 20% is required; lower is recommended. Note: a low similarity index does not necessarily mean the document is OK! There may be passages that need to be corrected. It is important to look at each identified similarity and determine why it has been flagged.

- A common definition may be acceptable.
- Did it identify matches to publications or text from the internet? These sentences, paragraphs, sections will need to be rewritten.

Once you have made edits it is important to resubmit the document for a final check. Your mentor/advisor or first reader (BU faculty) will approve the final report. Give only the final Similarity Report to your program director who signs off on your capstone/thesis/graduation checklist.

Questions? If you have any questions interpreting the Turnitin report please reach out to your faculty mentors.