

iThenticate Instructions

STEP 1: Setting up an account

STEP 1A: Go to <http://www.ithenticate.com/>



STEP 1B: Click on the BUY CREDITS link

STEP 1C: Click on Purchase option 1

Submission of a single manuscript up to 25, 000 words.

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There is the option of payment by credit card or Paypal and the payment is automatically converted to pounds.

STEP 1D: Follow the online instructions to set up an account.

STEP 2: Uploading and reviewing documents

This package enables you to upload your three case studies AND essay as one document in word format.

The package allows FIVE revisions of the submitted document, enabling you to finalise your work after viewing the iThenticate report.

STEP 2A: UPLOADING FOR THE FIRST TIME

Click on the “Upload a file” on the right side of the screen.

(It is advisable to have all the case studies and essay completed in one document before the first upload to ensure you can utilise the revision slots).



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This takes you to the page opposite.

Complete the details fields as follows:

Document Title: Case Studies and Essay

Author First Name: GCRAB

Author's Last Name: Insert your 8-digit applicant number

(This is to ensure anonymity when you submit the iThenticate report the GCRAB Administrator).

and click on "Browse" to locate the file for uploading.

While the document is being analysed, you will see the word "pending" in the report column next to the title of your document. Results are usually delivered within a few minutes.

When results are ready, you will see a percentage in the grey square.

Once the document is uploaded:

STEP 2B: Click on the GREY SQUARE (example opposite) to review the report.

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STEP 2C: REVISION UPLOADS

Revision uploads must contain at least 60% of the content of the previous upload, so it is advisable to have all the case studies and essay completed in one document before the first upload.

To upload a revised document click on the BLUE ARROW (example opposite) and browse to select your document.



This takes you to the page opposite – the document details fields will have been retained. So just click “Browse” and locate and select your revised document.

A screenshot of the 'Upload a New Revision' form. It includes a note about similarity to the original submit, a 'For document:' field with 'SCIENTIFIC STUDIES', and a 'Document Information' section with fields for 'What is the document title', 'What is the author's first name', and 'What is the author's last name'. At the bottom, there is a 'Browse for the file you would like to submit' button.

Once the document is uploaded: Repeat **STEP 2B** to view the report

Repeat **STEP 2C** to upload any further revisions.



SETTINGS – do not adjust the default settings

A summary of the account settings are recorded at the bottom of each report.

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Step 3: Downloading Report

Once you have upload the FINAL version of your document, click on the GREY SQUARE to view the report.

Select MATCH OVERVIEW option on *top right* of screen



Then

Click on the PRINT icon on *bottom left* of screen to download a PDF copy of the report. File and save PDF.



If your report has ~ 25-30% similarity, this is not unusual, and is often accounted for by the reference lists at the end of your cases studies and essay. But please do check CAREFULLY through your report, to see whether there are any virtually full sentences, full sentences, or segments of text that have been highlighted. These are highlighted by iThenticate because they are exactly similar to pieces of text the software has found on the internet. On the right hand side, you can see what the source of the text found by iThenticate is. Look at the number and colour of the highlighted piece of text, and match this by number and colour to the identified source in the panel on the right hand side. Links are supplied to the source, so you can look at exactly where the text has been matched to. You MUST change / paraphrase these segments appropriately before you submit your final version. Please check the GCRAB guidelines on plagiarism in Appendix 4 of the Applicant Guidelines (027_DOC).

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NB. If you are submitting a published paper as your essay, only the reflective summary on implications for practice requires to go through iThenticate.

The PDF report should be submitted (as a separate document) with your portfolio and be an EXACT match of your submitted case studies and essay.

HELP AND SUPPORT

- THERE IS A VERY GOOD AND RESPONSIVE HELP DESK FACILITY AVAILABLE WITHIN iThenticate. IF YOU REQUIRE ASSISTANCE SUBMIT A DESCRIPTION OF THE PROBLEM BY CLICKING ON THE HELP ICON LOCATED AT THE TOP RIGHT OF THE SCREEN.
- ADVICE AND SUPPORT CAN ALSO BE SOUGHT FROM THE GCRAB BY CONTACTING THE GCRAB ADMINISTRATOR at enquiries@gcrab.org.

Please Note: If you have any of your work deferred following assessment, it will be necessary to re-submit an iThenticate report with your revised work. It should be possible to use any **unused REVISION slots** for this if you keep the revised work in the same document as the original case studies/essay and the document still contains at least 60% of the content of the previous upload . If this does not work, you will need to purchase another slot.

iThenticate accounts expire after one year from the date of purchasing a submission slot. Help can be requested from the iThenticate support team at

ithsupport@ithenticate.com.

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