

## STUDENT NOTES: USING TURNITIN.COM TO SUBMIT PAPERS

A paper copy of every assignment is due to the TA on the due date. In addition, you must submit papers electronically to [www.turnitin.com](http://www.turnitin.com). This website scans submitted papers for cases of plagiarism. Plagiarism is defined as the copying of someone else's words or ideas and presenting them as your own. When you take information from another source like a book, a journal article, or the internet, you must **rewrite the information in your own words and cite the source of that information**. Citation formats are given in your lab manual.

If you plagiarize any of your assignments, you will receive a grade of zero for the assignment, and your name will be forwarded to the University's office of Judicial Affairs. This action places the judicial offence in your student records. In addition, judicial offences must be reported when applying to graduate or professional schools. Additional information regarding UF's honor code and judicial policies is available on the Dean of Students Office website at <http://www.dso.ufl.edu/judicial/>.

### **To register on turnitin.com**

Go to <http://www.turnitin.com>

Click on "Create a User Profile" in the upper right. If you have a profile from last semester (in any class), you can still use it here.

Follow the prompts. You will need the class ID and enrollment password from your TA. Write down the password **you** enter (this is different from the enrollment password) – you will need this to logon.

### **To submit a paper**

Log in using your email address and password that you selected.

Click on the class name.

Find the assignment you wish to submit and click "submit" next to that assignment.

Type in the title of your assignment in "submission title" box

Above your name, you have the option to submit paper by "file upload" or "cut and paste" – select that one that you want to use.

Use browse to locate your paper off your hard drive, or paste your text into the space provided. Click "submit"

Your paper will pop up and the website asks if this is the paper you wish to submit, if it is, then click "yes, submit". The paper should show up in your assignment list.

You will receive an email from turnitin, confirming that they received your paper.

You should also check the originality report (a colored icon) that appears next to the paper name in your assignment list – click on the colored icon. If your paper contains evidence of plagiarism that you wish to address, you may resubmit the paper as long as you have not exceeded the deadline. **For second submissions, there is a 24-hour delay on the generation of an originality report.**