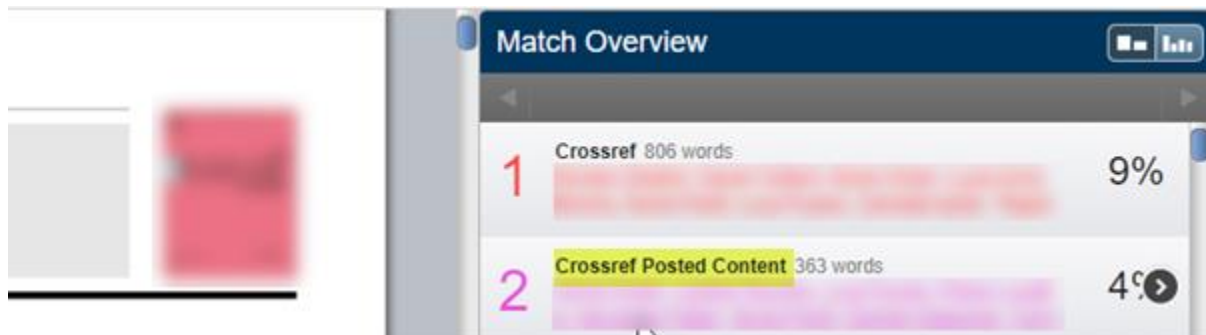


Similarity Check “Tips & Tricks” as Recommended by Elsevier Editors

The Crossref Similarity Check powered by iThenticate compares the full-text of a submission with the published literature.

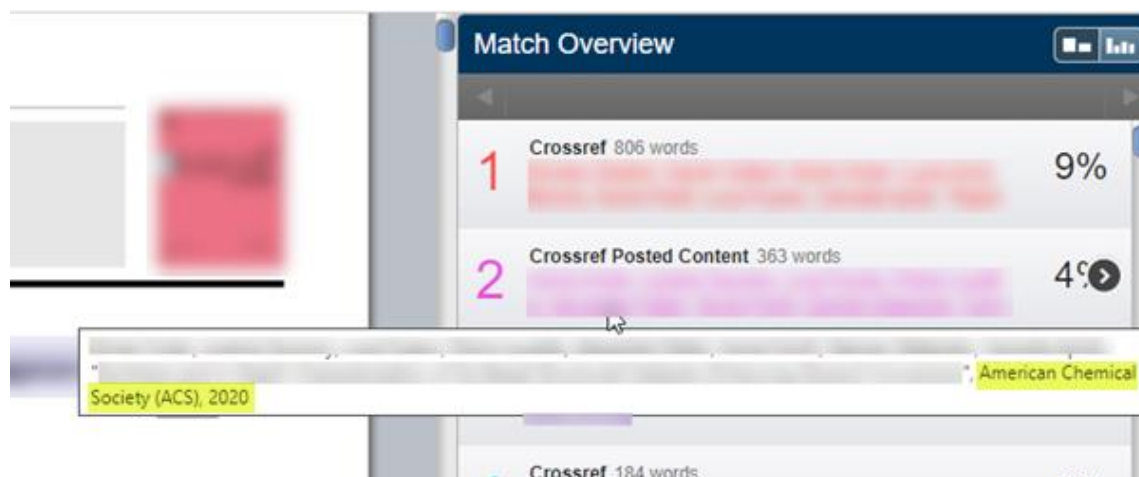
Before getting started, please note:

- The significance of the percentage similarity score should not be overweighed. Please familiarise yourself with this post on [understanding the similarity score](#). It is important to understand the sources of any similarity in evaluating the weight they should be given.
- Elsevier does not view the following uses of a work as prior publication: publication in the form of an abstract; publication as an academic thesis; publication as an electronic preprint. Tips on identifying and handling preprints are as follows:
 - Preprints will appear in matches and would show a high degree of similarity with a submitted manuscript.
 - Content in preprints is often (though not in the case of arXiv) tagged as Crossref Posted Content, for example:



- In some cases the publication source in the match overview (you may need to hover to see the full title and publication source) will clearly reference the repository e.g. arXiv. However, that is not always the case.

ChemRxiv preprints will be listed with the source “ACS”, for example:



BiorXiv preprints will be listed with the source “Cold Spring Harbour Laboratory”, for example:



- A preprint and submitted manuscript should have the same authors. It is important that preprints appear in results because a manuscript and preprint having different authors may highlight a plagiarism case you should investigate further.

- Once a preprint has been identified, and the authorship has been confirmed to be the same as the submitted manuscript, the preprint can be excluded. Please follow the instructions in the appendix “how to exclude a source” below.

Using Similarity Check within Editorial Manager (EM)

- To view the Similarity Check report for a submission: First, click the “Similarity Check / iThenticate Results” link, shown below, and you will be taken to a landing page. Then, click “Completed” in the “Report Status” column to view the report.

Action	Manuscript Number	Article Type	Article Title	Author Name	Initial Date Submitted	Status Date	Current Status	Editor with Current Responsibility
View Submission Similarity Check/Authenticate Results (17%) Duplicate Submission Check (15%) Details ▾ History Unassign Editor File Inventory Edit Submission Invite Reviewers Set Final Disposition View Related Submissions Similar Articles in MEDLINE PubMed - Title Similar Articles in Scopus Scopus Corresponding Author Search Send E-mail Linked Submissions	COTOX-D-20-				Mar 18,	Mar 18,	With Editor	

• In “Document Viewer”, there are different views offering different benefits. Users can switch between these two views with a single click.

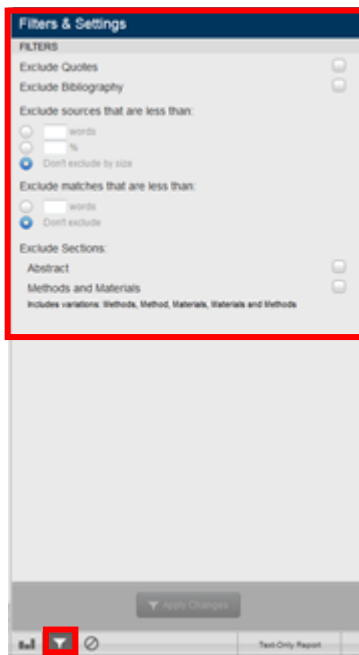
• **“Match Overview” (default view) shows the proportion of the paper that is similar to other sources.** Sources are arranged from highest to lowest percentage match, but a particular piece of text will only be attributed to one source. This is the best view to detect mosaic plagiarism cases i.e. where a paper is built up of many “small” matches.

• **“All Sources” contains a full list of all matches found, and the percentage similarity with each source, source by source.** This is the best view to investigate an allegation of plagiarism of a particular paper, or to detect a case where the overall match might appear on the lower side, but the most of that match comes from a single source.

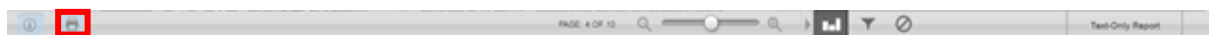


Note: In the “Text-Only Report”, the “Match Overview” report is known as the “Similarity Report”, while “All Sources” is known as “Content Tracking”.

• Please take a moment to explore “View/edit filters and settings”, shown below. You can tweak the settings to exclude certain sections (including Quotes, the Bibliography, the Abstract and Methods and Materials) or smaller strings of text, which helps to reduce “noise” in the results. Note that tweaking these parameters will affect the overall percentage of similarity, though not always in the direction expected.



- Only the “Text-Only Report” allows you to search the full text using your chosen words or phrases using the “Find on this Page” option on your browser.
- You can download a PDF report to share with others by clicking on the printer logo on the bottom left of the screen, shown below.



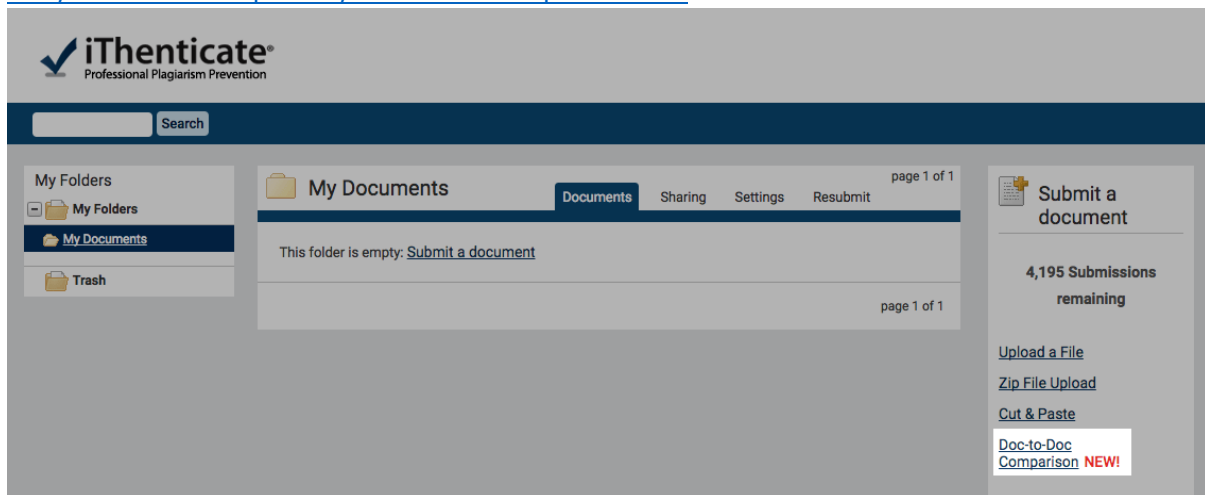
- To save time, you can perform your initial quality/scope check for a submission at the same time as viewing the Similarity Check report. However, please note the reviewer PDF is used to generate the Similarity Check report so some elements, such as the Declaration of Interests statement, may not be present.
- If the Similarity Check report is not available in EM, it is typically for one of the following reasons:
 - The link is not available in the EM folder being viewed. Tip: If the link is not present in the Action menu of a folder, it should be on the Manuscript Details page.
 - Reports will not be generated for files over 100MB.
 - Similarity Check is not enabled for the Article Type of the submission.

Using a Similarity Check account outside EM

- Username or password reminders can be requested here: https://app.ithenticate.com/en_us/login/reminder.
- Before you start, run Similarity Checks for some of your own articles to benchmark the percentage similarity that appears in non-plagiarizing articles.



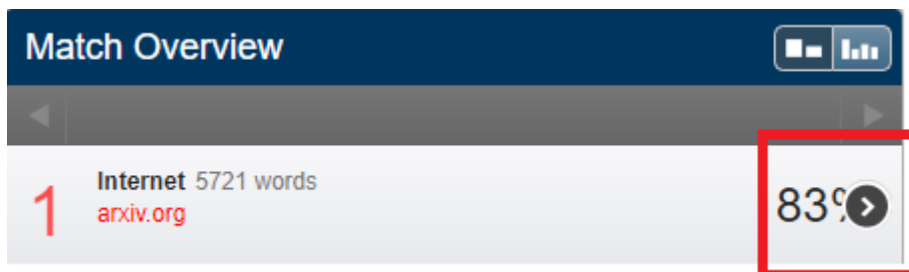
- To upload multiple documents, zip the PDFs and/or DOCs into one zip file and follow the “Upload zip file” on the “Control Panel” page.
- The report parameters can be tweaked from the “Settings” tab under “My Documents”.
- When running a Similarity Check on a published article, the article itself will already be in the Similarity Check database and will appear in the results.
- When accessing Similarity Check outside EM, “Doc-to-Doc Comparison” is available. This allows you to upload one primary document to compare against a maximum of five comparison documents. You can access this feature from the “Submit a document” menu through the folders page. Detailed instructions are provided here: <https://help.turnitin.com/ithenticate/ithenticate-user/document-comparison/doc-to-doc-comparison.htm>.



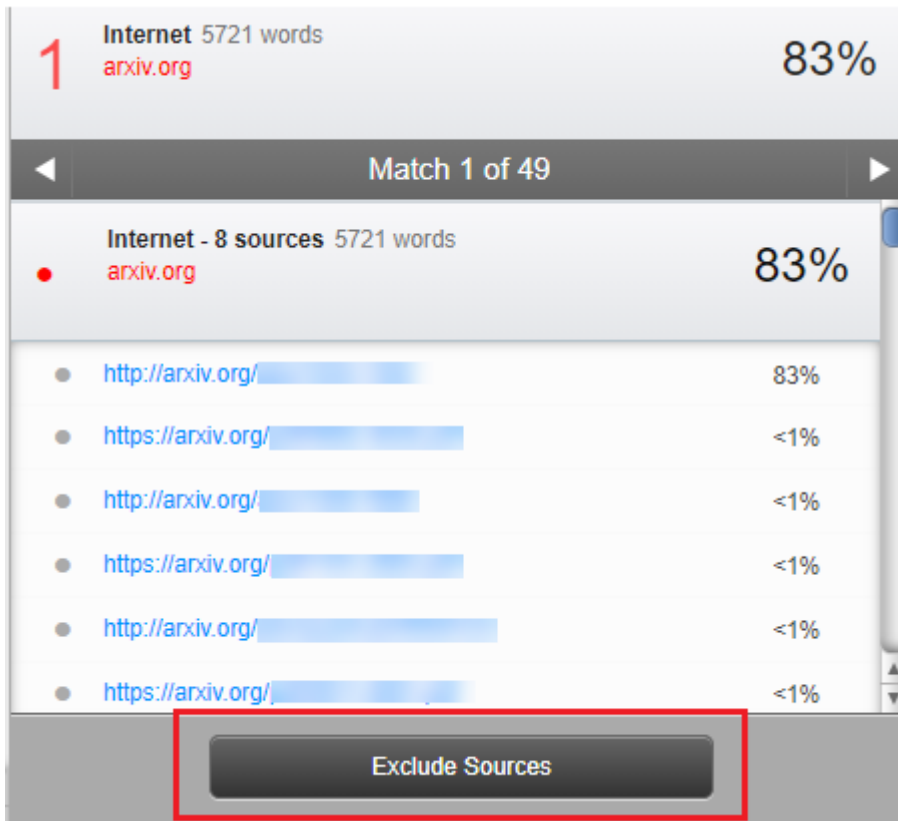
- For further detailed feature descriptions, please visit the user manual: <https://help.turnitin.com/ithenticate/ithenticate-user/ithenticate-user.htm>

Appendix – how to exclude a source

1. Click on the circular button containing the “>”.



2. Click the “Exclude Sources” button.



1 Internet 5721 words 83%
arxiv.org

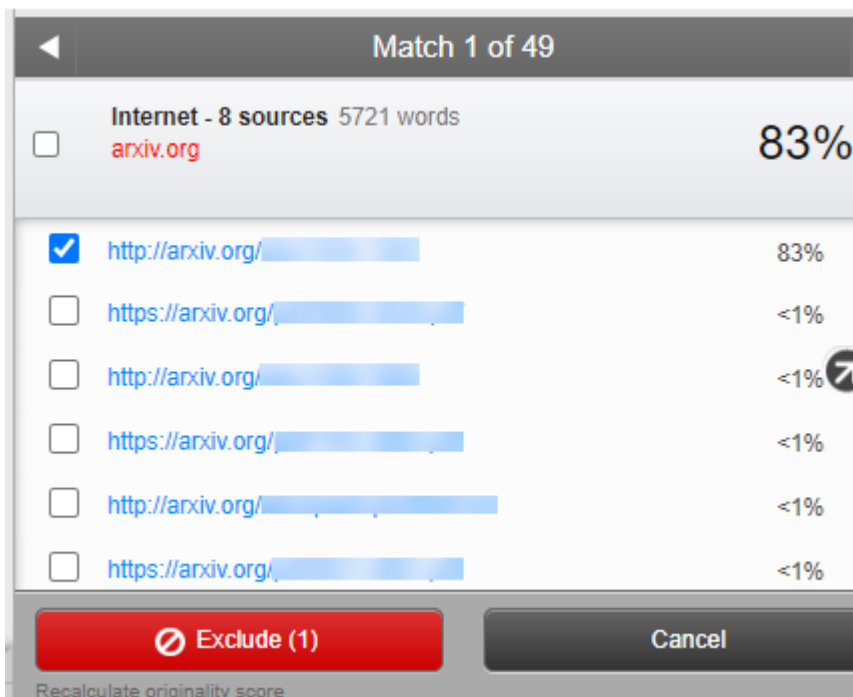
Match 1 of 49

Internet - 8 sources 5721 words 83%
arxiv.org

<input type="checkbox"/>	http://arxiv.org/	83%
<input type="checkbox"/>	https://arxiv.org/	<1%
<input type="checkbox"/>	http://arxiv.org/	<1%
<input type="checkbox"/>	https://arxiv.org/	<1%
<input type="checkbox"/>	http://arxiv.org/	<1%
<input type="checkbox"/>	https://arxiv.org/	<1%

Exclude Sources

3. Tick the box against the source you wish to exclude, then click the “Exclude” button to confirm.



Match 1 of 49

Internet - 8 sources 5721 words 83%
arxiv.org

<input checked="" type="checkbox"/>	http://arxiv.org/	83%
<input type="checkbox"/>	https://arxiv.org/	<1%
<input type="checkbox"/>	http://arxiv.org/	<1%
<input type="checkbox"/>	https://arxiv.org/	<1%
<input type="checkbox"/>	http://arxiv.org/	<1%
<input type="checkbox"/>	https://arxiv.org/	<1%

Exclude (1) Cancel

Recalculate originality score