USER'S GUIDE

The iThenticate program is used **only for** similarity analysis of article/articles, book and book chapters written on behalf of Istinye University.

The **iThenticate account** is open to faculty members with full-time doctoral degrees and above in the staff of our university.

Faculty members who do not have an iThenticate account and have a doctorate degree and above can request to open an account via their corporate e-mails via the address kutuphane@istinye.edu.tr.

Lecturer and research assistant academic staff who do not have an iThenticate account can request an article similarity report via http://istinye.venustats.com/Giris.aspx.

For file upload:

• In the Username field, write your corporate e-mail address with the extension **"@istinye.edu.tr"**.
• In the Password field, type your **account password**.
• Click on "**Paper Support Office-Paper Module**" on the page that opens.
• You can perform your transactions through the "**Plagiarism Report**" option on the page that opens.

If you have problems logging into your Venustats account, you can send an e-mail to venustats@istinye.edu.tr.

1. Login to the System

You can log in to your account with the temporary password in the e-mail with the subject "**Account Created**" via noreply@ithenticate.com. After logging into your account, you can start using the program by renewing your password.

After activating your account, you can log in to the system by typing your corporate e-mail address with the extension "**@istinye.edu.tr**" in the user name section and the password you have determined in the password section with the "Login" option on https://www.ithenticate.com/.
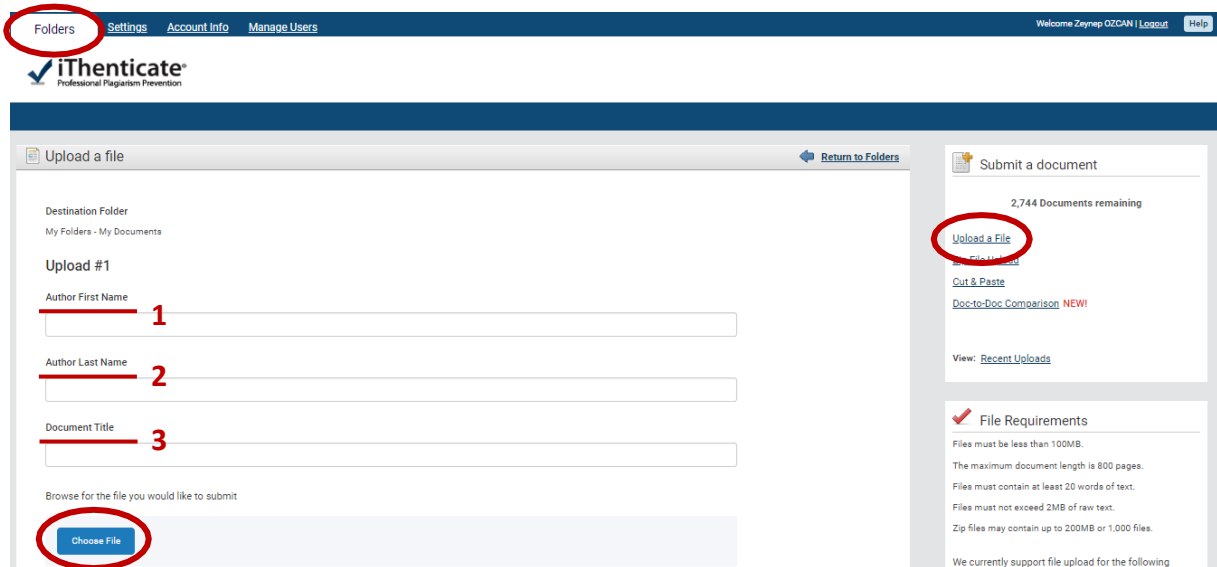

2. Document Upload

After logging into your account, click on the "Folders" tab on the screen that opens.

On the page that opens when you click on the "Upload a File" option in the right menü

1- Author First Name,
2- Author Last Name,
3- Fill in the Document Title sections.

Select the file you will upload to the system with the "**Choose File**" option. After saying "**Upload**", the uploading process of the file of your article to the system will be completed.

3. Similarity Report

Click on "**My Documents**" so that you can view the similarity report of the document. In this section, you can see all your newly uploaded and previously uploaded documents.

The percentage (%) field just below the "**Report**" section on the page that opens shows the similarity rate of the document. When you click on this area, you can view the detailed report.
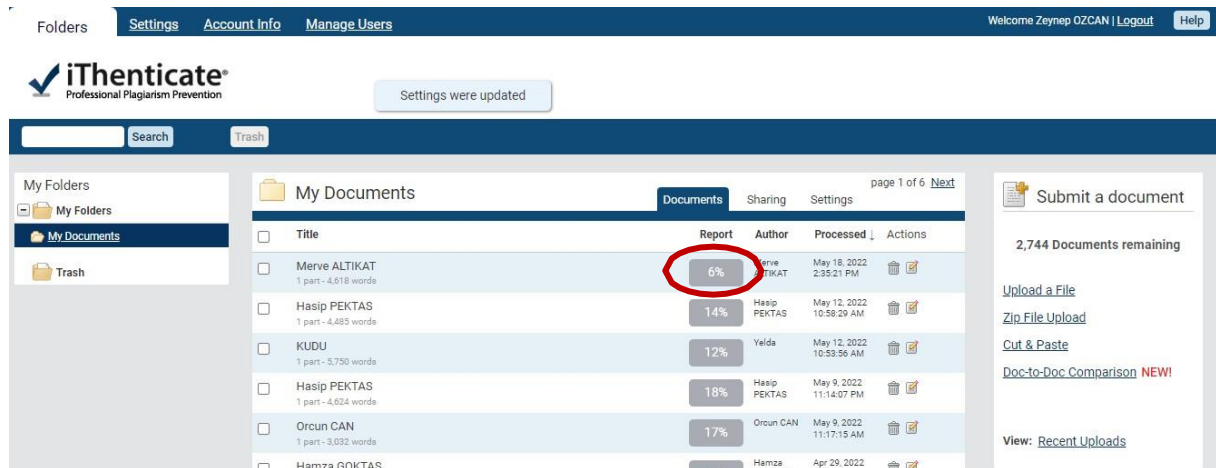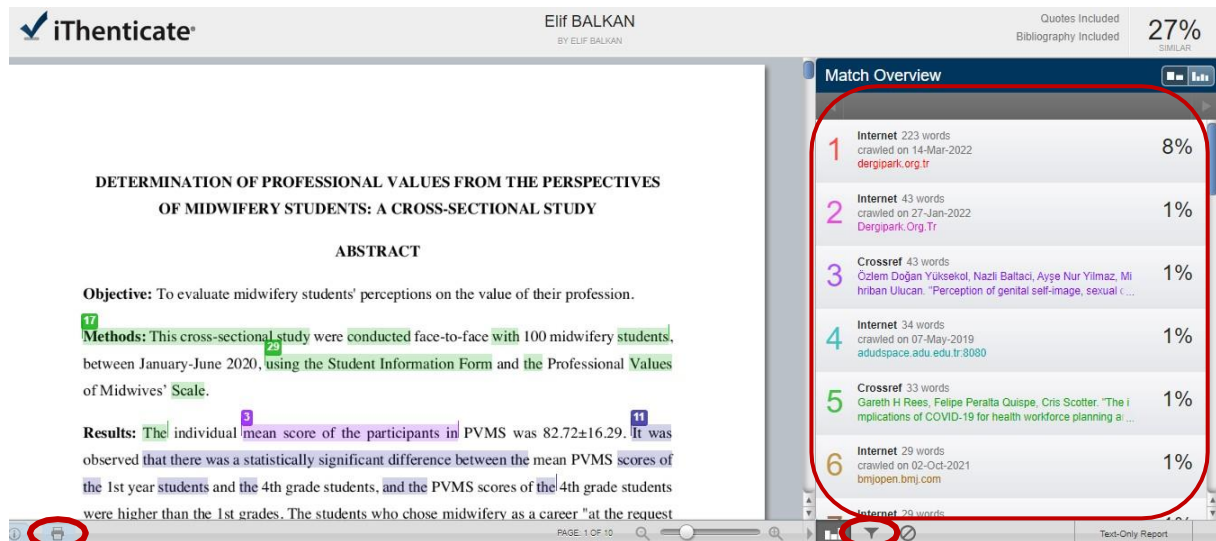

4. Filtering and Outputting Reports

On the detailed report screen that opens, you can see the studies that your document is similar to in the right corner.

You can regenerate your similarity report with filtering options.

You can download the iThenticate similarity report in PDF format by clicking the printer icon at the bottom left of the screen.

With this option, you can download your similarity report.   You can do your filtering with this option.

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YOU CAN CONTACT US!

For your questions, requests and suggestions, you can reach us via the e-mail address kutuphane@istinye.edu.tr.

You can fill out the Training Request Form to get detailed information about the iThenticate program. You can send your request to the library by filling out the form with the date, time and place information you have specified.

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