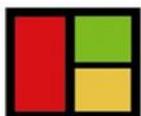




使用指南-使用者版

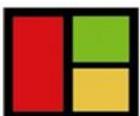


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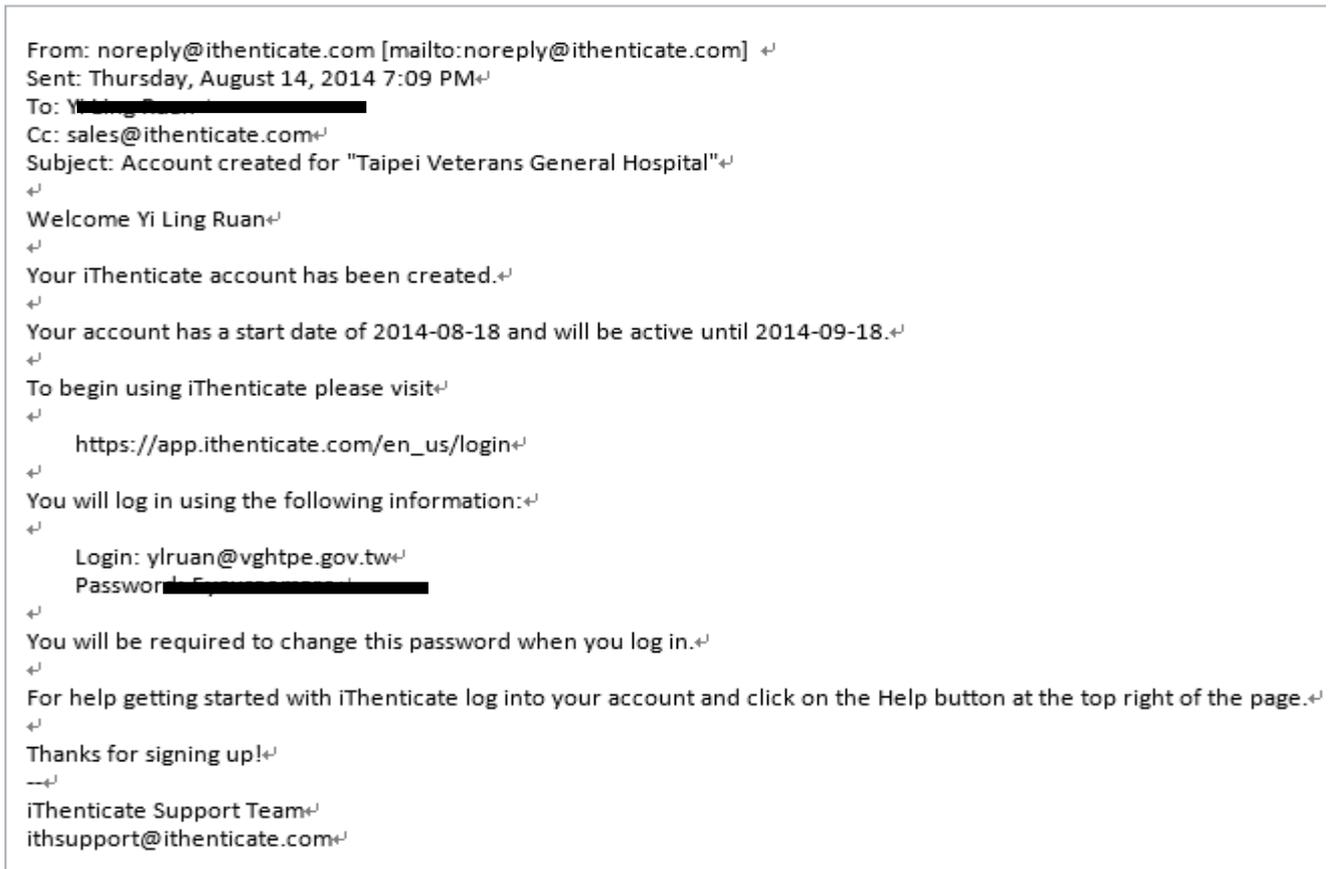
目 錄

單元一、帳號啟用方式.....	2
單元二、更改帳號密碼.....	3
單元三、上傳比對文稿.....	4
單元四、解讀比對報告-文件檢視模式.....	7
單元五、解讀比對報告-純文字模式.....	10
單元六、常見問題 Q&A.....	11



單元一、帳號啟用方式

當 iThenticate 完成管理者帳號的設定後，您就會收到以下啟用通知信：

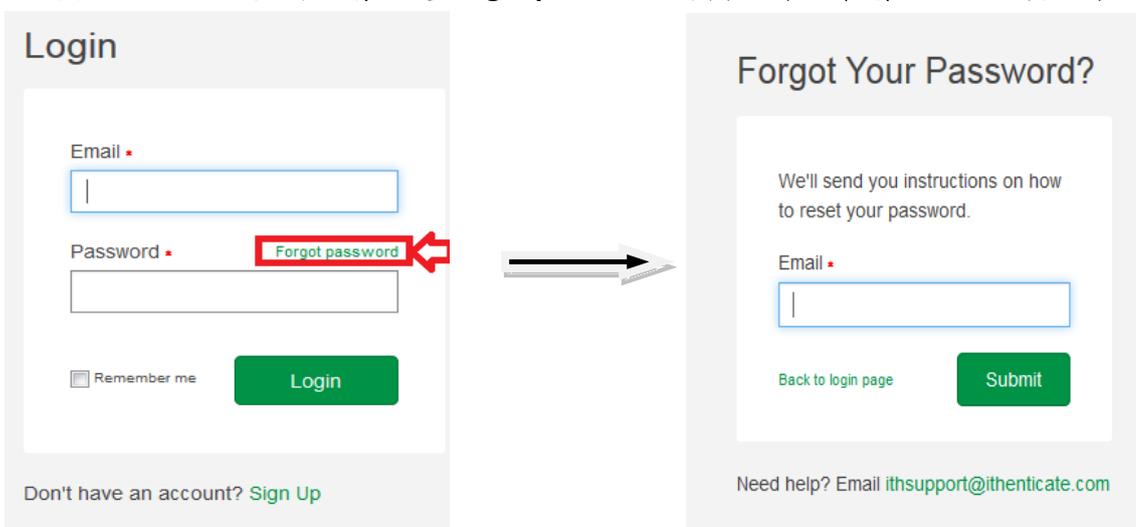


步驟 1: 登入網址: www.ithenticate.com，於右上角點選 Login

步驟 2: 依序輸入 email 和密碼，然後按 Login

步驟 3: 登入後，系統會請您重新設定您的專屬密碼。

***小提醒：**若忘記密碼，請點選 **forget password**，再輸入當初申請 email 信箱，系統將重設密碼給您。



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單元二、更改帳號密碼

1. 登入 iThenticate 後, 在主畫面上方工具列, 請點選『Account Info』



2. 請在下方欄位輸入使用者基本聯絡資訊、目前密碼、欲更改新密碼

新的帳密一旦更改,將立即生效

Account Settings

My Profile

First Name .
 輸入中文名字或是英文名字

Last Name .
 輸入中文姓氏或是英文姓氏

E-Mail .
 輸入電子郵件信箱

Upload a photo
 未選擇檔案

Current Password
 輸入原始密碼

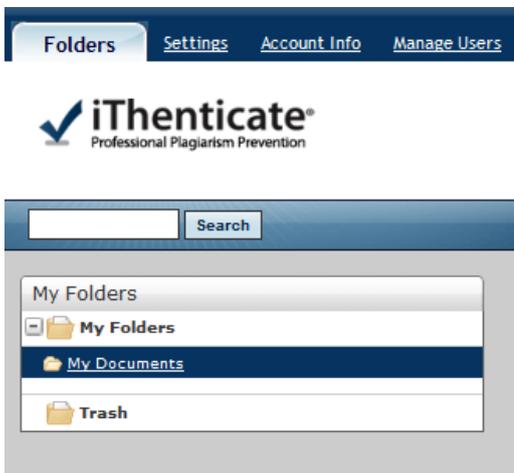
Change Password
 輸入新密碼

Confirm Password
 再次輸入新密碼

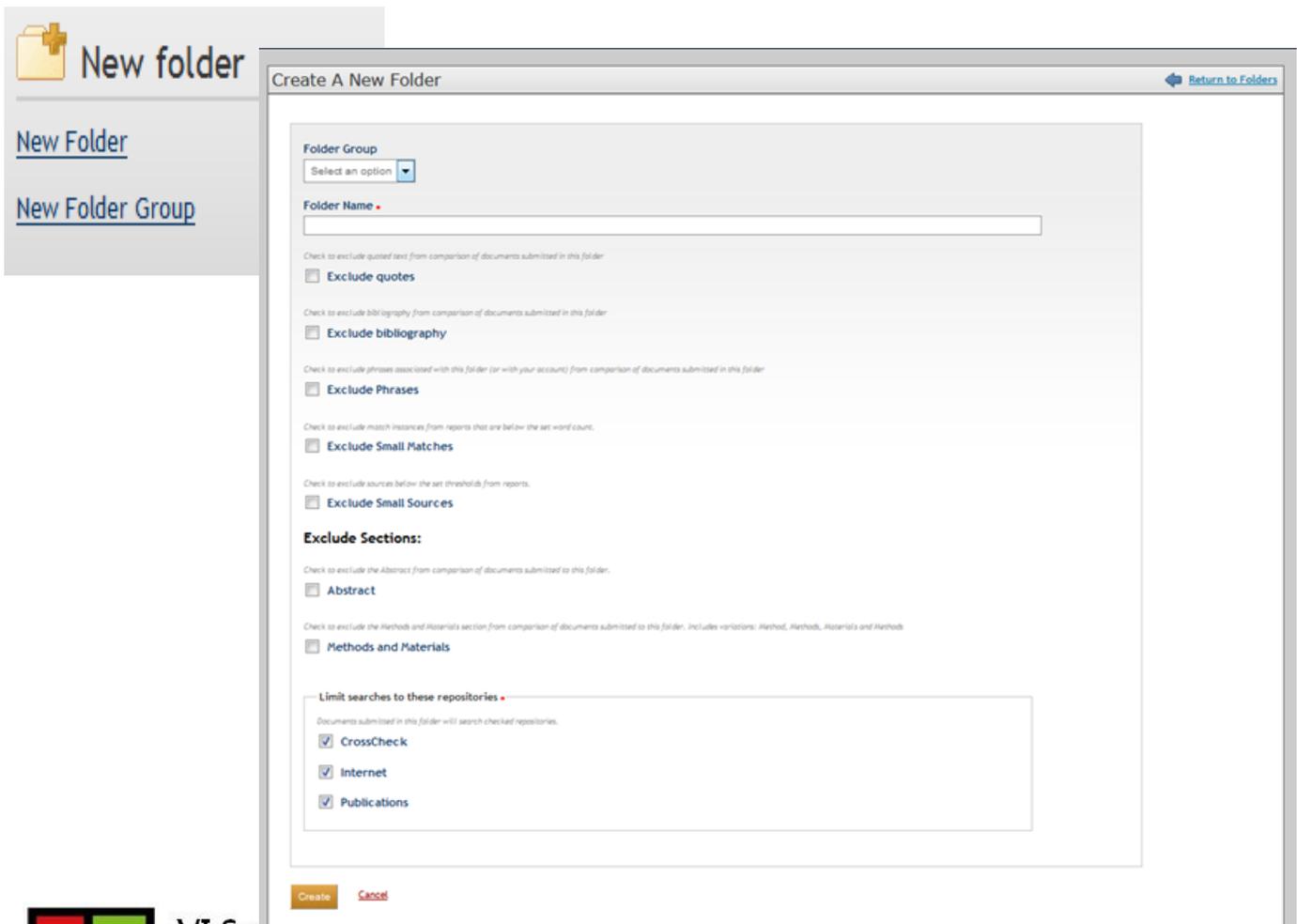


單元三、上傳比對文稿

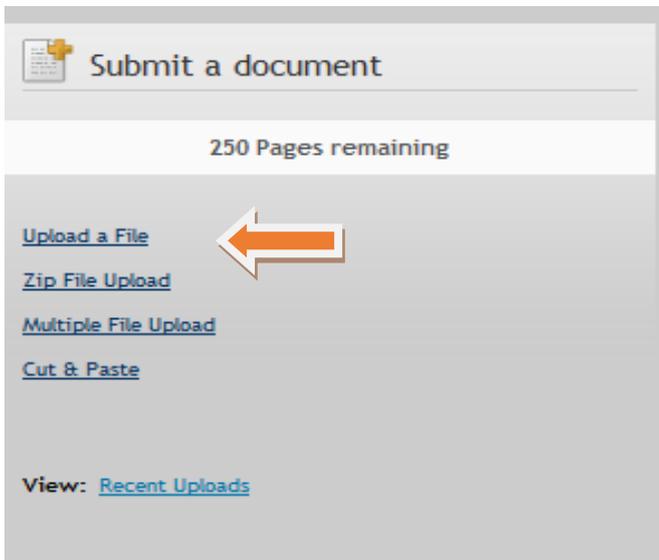
步驟1: 登入後，左側會看到您專屬的文件櫃 **My Folders** 和檔案夾 **My Documents**



步驟 2: 如果您想新增新的文件夾或文件群組，可以在右側下方點選 **New Folder** 及 **New Folder Group** 去命名新增資料夾



步驟 3: 選擇左側 *My Documents* 資料夾後，於右側 *Submit a document* 點選上傳檔案：



1. Upload a File: 逐次上傳單一檔案
2. Zip File Upload: 上傳壓縮檔
3. Multipile File Upload: 多檔案同時上傳
4. Cut & Past: 上傳剪貼的文章

上傳檔案格式限制：

1. 每一檔案需小於 40 MB
2. 文件頁數最多至 400 頁
3. 文字內容至少要有 20 字以上
4. 純文字內容不可超過 2 MB
5. 壓縮檔最多容許 200MB or 1000 檔案

6. 文件支援格式：

Word, Text, PostScript, PDF, HTML, Word
Perfect WPD, OpenOffice ODT, RTF, Hangul HWP

步驟4: 選取文稿上傳方式後，接著於下方

依序輸入文件標題、作者姓名等，夾帶文稿電子檔後，點選『*Upload*』



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Upload a file

Upload to folder
My Folders - My Documents

Upload #1

What is the document title

What is the author's first name 輸入文件標題

What is the author's last name 輸入作者名字

Browse for the file you would like to submit 輸入作者姓氏
 未選擇檔案

[+ Add another file](#)

步驟5：回到文件夾後，在Report 看到百分比，即表示比對報告已產出

My Documents		Documents	Sharing	Settings	Resubmit
Title	Report	Author	Processed		
Pasted Document 1 part - 288 words	0%		03/27/08		
testpaper.doc 1 part - 1,936 words	95%		03/26/08		
test2.doc 1 part - 252 words	99%		03/26/08		



瀏覽比對來源

滑鼠點選左邊視窗有數字符號，會彈跳出一小視窗，可互相對照相似處內容

The screenshot shows the iThenticate interface with a document match on the left and a list of sources on the right. The document match is for 'ken-learn.blogspot.com' with a similarity score of 61%. The list of sources includes various internet sources with their respective word counts and similarity percentages.

Source	Words	Similarity
Internet	388 words	16%
Internet	378 words	16%
Internet - 5 sources	360 words	15%
Internet - 3 sources	272 words	11%
Internet - 4 sources	271 words	11%
Internet - 6 sources	228 words	10%
Internet	208 words	9%
Internet	145 words	6%

排除設定

1. 排除引句, 參考書目, 或是小型相符結果:

滑鼠點選  , 勾選不含『引用資料』或是『參考書目』或是輸入多少字數以下或是多少%以下小型相符結果, 不列入相似度%計算

The screenshot shows the iThenticate interface with the 'Filters & Settings' panel open. The 'Match Overview' panel shows a list of sources with their respective word counts and similarity percentages. The 'Filters & Settings' panel has several options checked, including 'Exclude Quotes', 'Exclude Bibliography', and 'Exclude matches that are less than: 15 words'.

Match	Source	Words	Similarity
1	Internet	366 words	15%
2	Internet	214 words	9%
3	Internet	110 words	5%
4	Internet	86 words	4%
5	Internet	72 words	3%
6	Internet	64 words	3%
7	Internet	63 words	3%

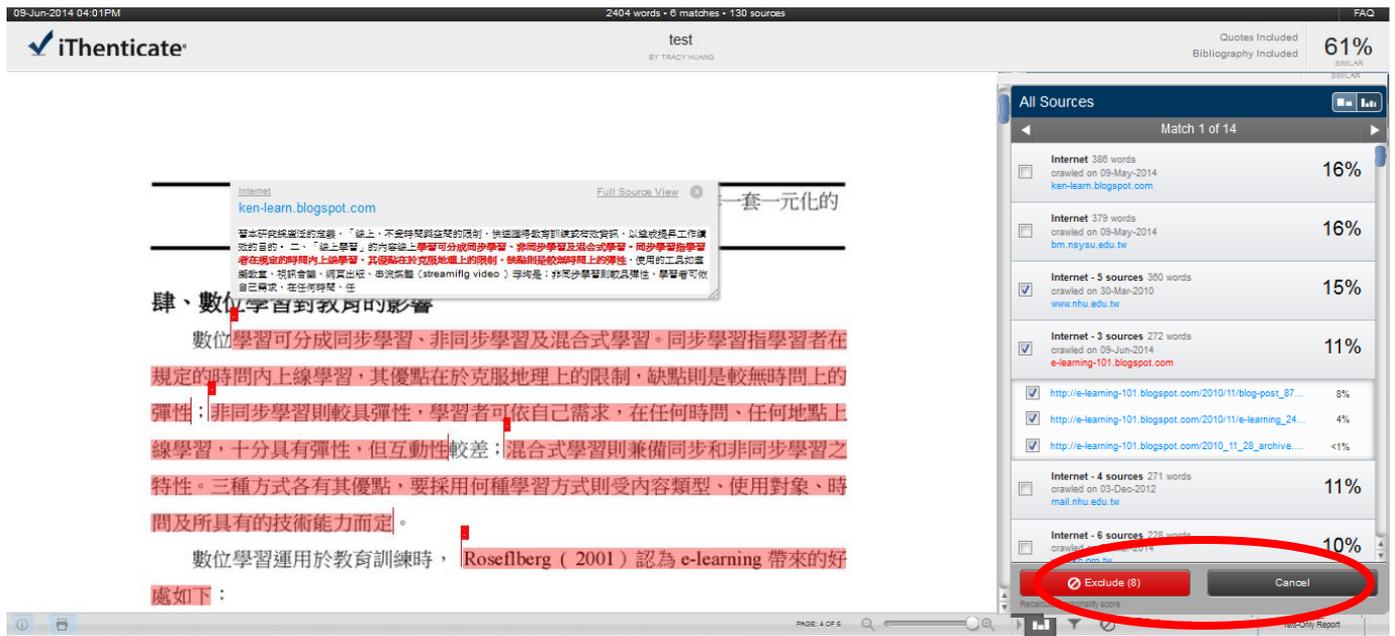


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排除某特定相似來源

排除特定相似來源：滑鼠點選右邊相似處來源 ，勾選欲排除的特定來源選項即可

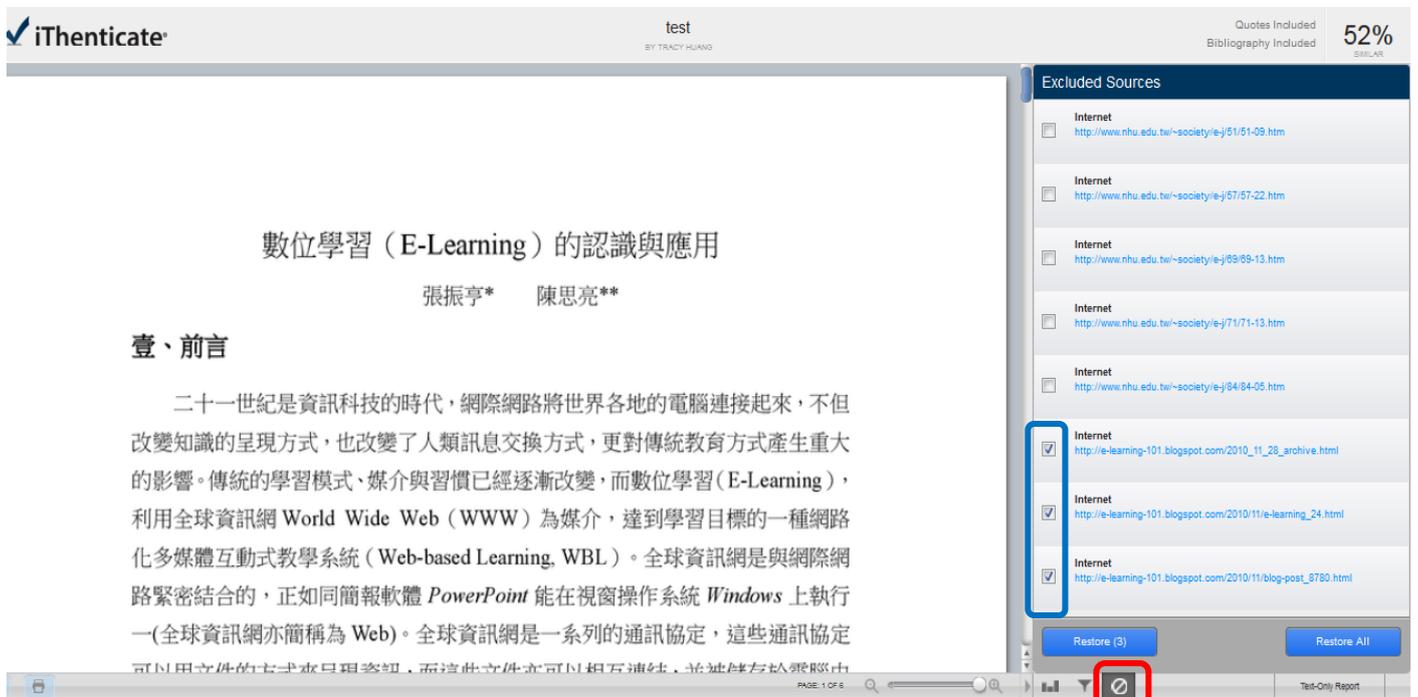


The screenshot shows the iThenticate interface. The main document area displays a text snippet with several lines highlighted in red. The sidebar on the right, titled "All Sources", lists various sources with their respective word counts and percentages. A red circle highlights the "Exclude (8)" button at the bottom of the sidebar.

Source	Words	Percentage
Internet	398	16%
Internet	379	16%
Internet - 5 sources	360	15%
Internet - 3 sources	272	11%
Internet - 4 sources	271	11%
Internet - 6 sources	233	10%

還原排除設定

滑鼠點選右下角 , 勾選欲還原之前排除來源選項, 即可還原回來之前排除選項



The screenshot shows the iThenticate interface. The main document area displays a text snippet with several lines highlighted in red. The sidebar on the right, titled "Excluded Sources", lists various sources that have been excluded. A red circle highlights the "Restore (3)" button at the bottom of the sidebar.

Source	Words	Percentage
Internet	398	16%
Internet	379	16%
Internet - 5 sources	360	15%
Internet - 3 sources	272	11%
Internet - 4 sources	271	11%
Internet - 6 sources	233	10%



單元五、解讀比對報告-純文字模式(Text-Only Report)

The screenshot displays the iThenticate Professional Plagiarism Prevention interface. The document being checked is 'Headnote.doc', with a similarity score of 23% as of Mon Mar 11, 2013 01:17pm CST. The document contains 7,848 words, 106 matches, and 52 sources. The interface is divided into a document viewer on the left and a source list on the right. The document viewer shows a snippet of text: 'Headnote Executive Summary Background Hypoglycaemia, a common complication of diabetes drug therapy, has been reported to influence therapy adherence and the quality of life of people with diabetes mellitus. No systematic reviews on the experience of hypoglycaemia have been undertaken. The extant literature has taken a medical model perspective focusing on the causes, prevalence, and impact of hypoglycaemia. To understand the meaningfulness of hypoglycaemia and how this condition impacts on a person with diabetes mellitus, a systematic review was undertaken exploring the experiences of hypoglycaemia in community-dwelling people with diabetes mellitus. Objective This review aimed to synthesise evidence on the'. The source list on the right shows five sources, with the second source highlighted: 'Barbara Paterson, "Expert decision making in relation to unanticipated blood glucose levels", Research in Nursing & Health, 04/2000'. The interface includes a 'Document Viewer' button, a 'Mode' dropdown set to 'Similarity Report', and filter options like 'Exclude Quotes', 'Exclude Bibliography', 'Exclude small sources', and 'Exclude small matches'. A 'Download' icon is also visible.

純文字檢視模式畫面說明(左欄為上傳文稿原文，右欄為相似來源清單)：

(1) 原創性比對結果，數字越大表示相似度越高(亦即原創性越低)，

數值來自下方比對資源的加總(偶有小誤差係因小數位進位)；

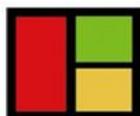
(2) 框內數字1 至5 代表抄襲比例排序，可按右側X 忽略掉該來源，系統將自動重新整理抄襲比例；

(3) 可排除引文/書目資源/小型相符結果/重複比對 所佔的比例；

(4) 切換成文件檢視工具模式；

(5) 提供4 種純文字呈現的形式；

(6) 可下載html 格式的原創性報告。



單元六、常見問題 Q&A

1. iThenticate 可以幫我做什麼事?

A: iThenticate 可以幫您的論文與各類電子資源(如：期刊、資料庫、電子書與開放網域..等)進行原創性比對，讓您在論文發表前可以再確認一次文獻回顧清單是否有遺漏，提高論文的公信力。

2. 系統是否支援繁體中文?

A: 可以，介面可切換繁體中文，也可以上傳中文資料進行比對，雖然目前中文比對資源不若西文資源豐富，但持續新增中。

3. 目前 CrossRef.org 有多少資源在比對資料庫中?

A: iThenticate 與 CrossRef.org 有合作的關係，其旗下所有的電子出版品均在比對資料庫中，可至下列網址查詢。

<http://www.ithenticate.com/content>

在此網頁最下方,可輸入期刊名查找是否有合作關係

4. 如果我忘記密碼或一直無法登入怎麼辦?

A: 如果您忘記密碼或一直無法登入，請點選「**forget password**」，輸入您的 e-mail 信箱，系統同樣會直接將重設的密碼提示信寄至您的信箱，請 24 小時內啟動。

5. 上傳文稿後，回到文件匣卻沒有出現原創性比對的比例出來，請問是什麼原因呢?

A: 這表示系統正在進行比對動作，過幾分鐘後，重新整理畫面就可以看到比對結果了。或是因為網路連線延遲關係,請先暫時登出後再晚一點登入查看結果。

如果操作上有疑問或系統出現異常訊息，要煩請您將**畫面(含連結網址 URL)**提供給我們：

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