

Plagiarism Reports

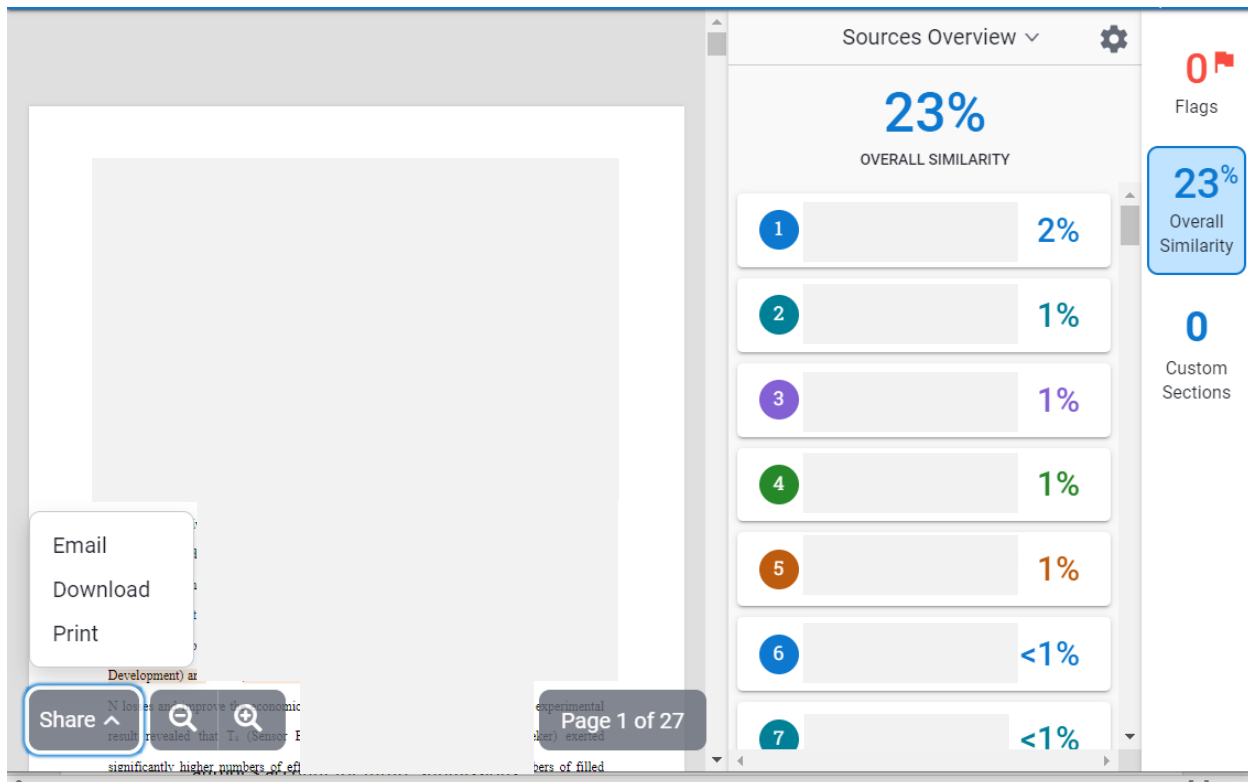
ScholarOne partners with CrossRef's iThenticate software to perform plagiarism checks on every paper that is submitted. You will find an outline of this process below.

General Process

Plagiarism reports are run on all papers as soon as they are submitted. Headquarters staff review the duplication percentages for all papers before they are passed on to the editor, comparing them to the below categories. Papers then receive either a green square "plagiarism passed" flag or a red circle "plagiarism failed" flag.

- <25% duplication: Automatic pass without further review from headquarters staff.
- 25-33% duplication: Headquarters staff will review the full report. If no single source has 5% or more duplication and only one or fewer sources is at 4%, the paper passes.
- >33% duplication: Automatic fail without further review from headquarters staff.

All papers with red flags must be reviewed for plagiarism concerns. All plagiarism concerns must be addressed before a paper enters peer review.



The iThenticate report can be found on the manuscript information tab in the "Plagiarism Check" section. Within the report, you will see a list of any duplicated sources as well as a percentage of

duplication for each source. Duplicated sections are also highlighted in the document, where the color and number can be checked against the listed sources.

There are a few cases where sources can be excluded from the duplication, so long as it is properly noted. Please see our [editorial policies](#) for a full list of exceptions and requirements for exclusion. If you would like to exclude a source, hover over the source and click the eye-shaped exclude icon that appears. You can edit which sources are excluded using the settings in the sidebar.

The sidebar also has a section called flags. This section indicates anything suspicious that could indicate attempts to hide plagiarism, such as hidden text or adding filler words into plagiarized sections.

If you would like to save the report, click the “share” button.

If you decide that duplication is not an issue after further review, please remove the red circle flag and add the green square flag. If plagiarism is an issue, please either unsubmit or reject the paper as needed. A general rule is that if the plagiarism could be easily fixed or is clearly accidental, the paper can be unsubmitted. If the plagiarism would require a larger rewrite or is clearly purposeful, a reject may be more appropriate. In cases of extreme plagiarism, you may also contact headquarters staff to flag the author’s account for future submissions.

If you are not sure if plagiarism is an issue or not, please consult with your managing editor. Please note that plagiarism concerns should all be resolved before a paper enters peer review whenever possible. All papers must have a green square flag before they are accepted.

TE Involvement

In some cases, it may be appropriate to send the paper to the TE before making a final decision regarding plagiarism concerns. If this is the case, please email them the report and let them know that this decision should be made before the paper goes out for review whenever possible. If they see a red flag on a paper that is ready for a decision, they must resolve this issue before making their decision as all papers must have a green square flag before they are accepted.

Sending Reports to Authors

The author may request to see the report to better identify areas of duplication. However, please do not send the report directly to the author. Instead, provide a summary of areas of most concern, such as the main source of duplication. This will help avoid efforts by the author to make small changes just to satisfy the report without addressing the larger issue of duplication.

Re-Running Reports

There may be times when a report needs to be re-run, most often because either the check failed, you want to check the most recent version of the paper, or to compare versions. If this is the case, please email manuscripts@sciencesocieties.org with the manuscript id, which version(s) you need to run the report on, and any files if you need reports run on them. They will then email you the results.