I Completed My Assignment -- Now What?

Once you have completed writing your assignment, here are the steps to follow to complete the submission process. These are general guidelines: if you are unsure your paper needs minor revisions, please contact your instructor with specific questions to receive feedback.

1. Submit your written assignment to Turnitin®, and review the originality report. A general guideline is to look for a similarity index of less than 15% overall and individual matches of no greater than 2%

2. If the similarity index is above 15% overall, and/or any given area has a match of greater than 2% and you determine your paper needs revision, here are additional guidelines:

   • check that the reference list and quotations are excluded from the Turnitin® originality report.
   • be sure quotation marks are used around direct quotes
   • paraphrase when possible and always cite the source
   • re-write the section as necessary.

3. If you need assistance because your Turnitin® match still remains above 15% overall and greater than 2% to a single resource, contact your course instructor for feedback prior to the due date of the assignment.

4. Resubmit your written assignment to Turnitin® (there is a 24-hour waiting period between re-submissions). When the similarity index is acceptable, submit your paper to the course assignment drop box for grading.

Visit the Excelsior College Library to review the many resources and tutorials provided to help you avoid unintentional plagiarism in your writing. Also, take advantage of the Excelsior College Online Writing Lab (OWL), Grammar Check, and the Smarthinking tutorial service offered FREE through Excelsior College. Your APA Manual is also a great resource.

Understanding My Turnitin® Report:

• Turnitin® does not email your report to you. Generally, your report will be available to you at your Turnitin® home page within minutes, although there are busy times when it will take a bit longer. • Turnitin® will NOT correct your paper. It is up to you to identify and correct errors in citation and formatting direct quotations. • Common words and phrases related to your topic and also common headings used by other students in this course will come up as matches; this often cannot be helped. Always try, though, to put as much of the paper as possible in your own words. Use direct quotations sparingly to highlight important points. Your instructors want to see that you have researched the topic, but they also want to see that you have analyzed the material and drawn your own conclusions. • Matches to other student papers count even if you have never, ever looked at another student’s paper.
If words on the report are in color, someone else has written them before you put them in your paper. The highlighted match means that you each have used the same source and you must be sure you have properly cited that source and used quotation marks if it is a direct quote. • When reviewing your report, make sure that any quotations you use are properly cited and that you have used quotation marks for direct quotes. Use your APA Manual to be sure you are properly citing your sources and properly formatting all direct quotations. • Review the Excelsior College policies on Academic Honesty and Plagiarism. Plagiarism is a serious offense that has consequences.

If you have questions about using Turnitin, please contact your instructor.