

PLAGIARISM:

What it is and why you should avoid it



SCHOOL
FOR ADVANCED
STUDIES
LUCCA

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PLAGIARISM: AN INTRODUCTION

What is plagiarism?

The **European Code of Conduct for Research Integrity** defines plagiarism as “using other people’s work and ideas without giving proper credit to the original source, thus violating the rights of the original author(s) to their intellectual outputs.”¹

Usually, plagiarism is described as an intentional act to steal someone else’s work. However, when sources are cited incorrectly or incompletely, you can still incur in plagiarism accusations, even if your actions were unintentional, or the consequence of a simple mistake.

The two main types of plagiarism are verbatim plagiarism and plagiarism of ideas. **Verbatim plagiarism** consists in copying someone else’s work word-for-word. **Patchwork plagiarism** is a sub-category of verbatim plagiarism, and consists in copying bits and pieces of text from multiple sources and mixing them together to disguise their origin.

Plagiarism of ideas is defined as stealing someone else’s original ideas, research theories, data, interpretations, and passing them off as your own. This type of plagiarism occurs also if you describe stolen ideas in your own words.

What happens if I am accused of plagiarism?

Plagiarism accusations can have heavy consequences on your academic career, ranging from “diminished credibility as a researcher” to “article rejections or retractions from journals, and even dismissal from a university or research institution.”² Most journals and academic institutions use plagiarism detection tools - like Turnitin, iThenticate, etc. - to check submissions. The **IMT School’s Code of conduct and ethics** also lists plagiarism as a prohibited behavior.

Plagiarism accusations could not only tarnish your academic reputation, but also lead to legal action against you. This is the case with verbatim plagiarism.

Intellectual property is protected by the **Italian copyright law**, which also regulates the use of citations. Specifically, art. 70 allows the “abridgment, quotation or reproduction of fragments or parts of a work and their communication to the public for the purpose of criticism or discussion,”³ but specifies that

The abridgment, quotation or reproduction must always be accompanied by a mention of the title of the work, and of the names of the author, the publisher and, in the case of a translation, of the translator, whenever such mentions appear on the work that has been reproduced.⁴

¹ ALLEA, *The European Code of Conduct for Research Integrity: Revised edition* (Berlin: ALLEA, 2017), 9, https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

² See, for example: Michaela Panter, *In Your Own Words: Best Practices For Avoiding Plagiarism* (Durham: AJE), accessed April 2, 2020, https://www.aje.com/dist/docs/Avoiding_Plagiarism.pdf

³ Italian Copyright Statute Law for the Protection of Copyright and Neighbouring Rights (Law No. 633 of April 22, 1941, as last amended by Legislative Decree No. 68, of April 9, 2003), trans. WIPO, § 70.1, revised February 2004, <https://www.wipo.int/edocs/lexdocs/laws/en/it/it211en.pdf>. You can find the original Italian version here: <https://www.gazzettaufficiale.it/eli/id/1941/07/16/041U0633/sg>, accessed April 2, 2020.

⁴ Italian Copyright Statute Law, § 70.3.

Attribution is also a defining element of open access licenses, like **Creative Commons** (to know more about licenses, consult our **Copyright guide**).

For all these reasons, it is of absolute importance to cite your sources correctly, by choosing an adequate citation style.

What is self-plagiarism and why should I avoid it?

If you re-use your previously published work without citing it, and present it as new, you are committing self-plagiarism. Self-plagiarism is deeply un-ethical, and it can lead to rejection from journals, and possibly **copyright infringement**.

If you are recycling already published material, it is, in fact, possible that you transferred your rights to the publisher.

Does plagiarism only concern written sources?

No. Plagiarism also occurs when you use pictures, videos or other media without citing their source(s) and, in specific cases, asking the copyright holder for permission (More on images and copyright in our **Copyright guide**).

Remember that 'I found it on the internet' is not a valid excuse to recycle any material without proper referencing, and to avoid verifying its copyright status!

HOW PLAGIARISM CHECKS WORK: TURNITIN®

What is Turnitin?

Turnitin is a **plagiarism detection software**, which checks submitted files for unoriginal content. When a thesis is submitted to Turnitin, this software compares the submitted file to text in its database of publications, student papers, websites and other online material, and generates a similarity report.

What is a similarity report and what does it mean?

A Similarity Report is a file containing details about matching or highly similar text discovered by Turnitin. It also contains a similarity score, i.e. "a percentage of a paper's content that matches to Turnitin's databases."⁵

Turnitin parameters are set to exclude bibliography, matches that are less than 20 words long, and publications correctly cited in-text.

However, the software does not always detect these elements. Quotations, and/or part of the bibliography may be flagged, even if you referenced them correctly. This means that Turnitin does not automatically detect plagiarism, but it only singles out text matching against its database, whether it is correctly cited or not.

⁵ "The Similarity Report explained", Turnitin, accessed April 14, 2020, <https://help.turnitin.com/feedback-studio/turnitin-website/instructor/the-similarity-report/the-similarity-report-explained.htm>

Therefore, the similarity score stated on your similarity report may not reflect an accurate percentage of misquoted material or plagiarized sources. Where possible, the library staff will lower the score, by excluding correctly cited sources. These discrepancies between the software-generated similarity score and the 'after library check' score are the reason why the similarity report is always paired with a detailed analysis of its content (more on this file at **p. 4**).

How do I interpret a similarity report?

A similarity report is composed of two sections. The first section consists of the text of the submitted thesis, highlighted in different color and paired with a specific number. Each number identifies a source matched to the highlighted text.

The second section is the **Match Overview**, which gives you "a breakdown of all the matches that have been found on a paper, ranked from highest similarity to lowest."⁶ At the upper-left corner of the page, a total similarity score is written in red. On its right, the figures in black break this percentage down according to the type of source (**fig. 1**).

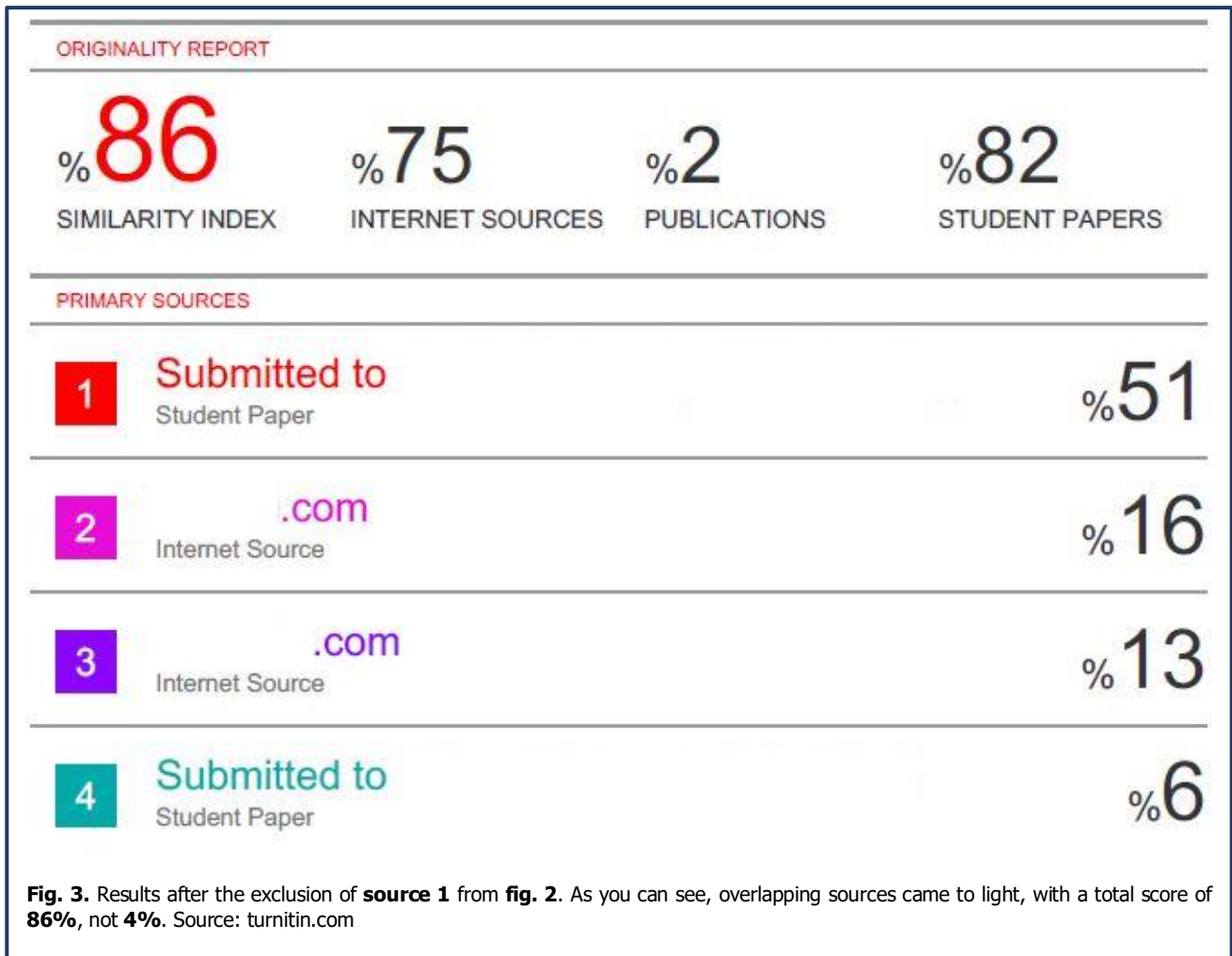


Right below this section, all matching sources are listed, starting from highest similarity match to lowest (**fig. 2**).



Since sources overlap, **the total score** at the upper-left corner of the first section **is not a sum of the scores of single sources**. For example, it is not a given that excluding **source 1**, which has a score of **85%**, will result in a total score of **4%** (**fig. 3**).

⁶ "Viewing a breakdown of your matches," Turnitin, accessed April 14, 2020, <https://help.turnitin.com/feedback-studio/turnitin-website/student/the-similarity-report/viewing-a-breakdown-of-your-matches.htm>



If a source is referenced correctly, the library staff will exclude the source from the final score, where possible. If not, it will be part of the suggested similarity score, and details will be given in the comments section.

Where can I find the suggested similarity score and the comments section?

The suggested similarity score and the comments section can be found in the analysis of the report, a pdf file always paired with a student's Turnitin report. This document is composed of three sections:

1. The first section contains basic data about the PhD student, their thesis, advisors, PhD program, and session.
2. The second section contains Turnitin's similarity score, summarizes the parameters of Turnitin's analysis, and gives a suggested similarity score based on the results of the check conducted by the library staff. Please note that the suggested score may be the same as Turnitin's, and that this may be caused by the impossibility to reduce the score due to limits of Turnitin's features. Always refer to the comments section for details.
3. Details about the suggested similarity score are given in the third section of the document: the comments section. This is the most important part of the file, where (if there are any) citation mistakes or uncited material are pointed out. If no issues are found, the comments section will state 'nothing to report.'

ADAPTING YOUR THESIS ACCORDING TO YOUR TURNITIN® REPORT

What is the maximum similarity score allowed by IMT School? Is there an acceptable percentage?

At the moment, there is no maximum score set by IMT School for Advanced Studies Lucca. The check's purpose is to highlight citation mistakes, or — worst case scenario — single out plagiarized material. **Plagiarism is not acceptable in any percentage.**

Also, average similarity scores may largely vary depending on the discipline. There is no 'magic number:' when writing and revising your thesis, your goal should always be to cite all sources correctly (more on citations at the end of this section).

Do I have to change my thesis according to the comments section and the report?

All changes to the content of your thesis should be discussed with your advisor and co-advisors. After receiving the report, you should always contact them first.

If I decide to adapt my thesis according to the comments section, is there a deadline?

There is no official deadline set by the school. However, once you have discussed the changes you are going to make with your advisor and co-advisors, it would be better to adapt the thesis before sending it to external referees.

HOW TO AVOID PLAGIARISM: CITING YOUR OWN AND SOMEONE ELSE'S WORK

What is a citation style?

A citation style is a set of rules about how to cite sources in academic writing. Guidelines, examples and instructions about a specific citation style are usually published in an official handbook.

Which citation style should I use?

Preferred citation styles vary depending on the discipline. **APA** (American Psychological Association) is mostly used in education, psychology and business studies; **MLA** (Modern Language association) in the humanities; **Chicago author-date** in the sciences and social sciences; **Chicago notes and bibliography** in history.

Regardless of which style you choose, the most important thing is homogeneity. Once you have selected a citation style, you should apply it to all parts of your thesis.

What are the differences among styles?

Here is a quick start guide on the most used styles.

APA

Citation guidelines

APA style uses the author–date citation system. The author's last name, year of publication and page number(s) referring to the quotation or paraphrased content should appear in brackets in the main text. A complete reference should be given in the bibliography.

Quotation marks should be used for direct quotations, while they are not necessary for paraphrased content.

If you mention the author's name in the main sentence, only the year of publication will appear in brackets. If not, both elements should appear in parentheses. References for direct quotations should also include page number(s).

For example:

Coymak (2019) found that different learning environments do not affect the students' level of competencies on learning outcomes.

A recent study found that different learning environments do not affect the students' level of competencies on learning outcomes (Coymak, 2019).

A recent study found that "students who took the structured self-learning assignments have the same level of competencies on learning outcomes regardless of the learning environments" (Coymak, 2019, p. 100).

A full reference should be given in the bibliography:

Coymak, A. (2019). An Experimental Study of the Effect of Computer Assisted Learning on Metacognitive Performance Development in Psychology Teaching. *Contemporary Educational Technology*, 10, 94-105. Doi: 10.30935/cet.512539.

Bibliography guidelines

Basic book format

Last Name, Initial. (Year of publication). *Book title*. Place of publication: Publisher.

One author

Nabokov, V. (1955). *Lolita*. New York, NY: Putnam.

Two to seven authors

Macintosh, F., & McConnell, J. (2020). *Performing Epic or Telling Tales*. Oxford: Oxford University Press.

Eight or more authors

List the names of the first six authors, followed by three dots and the last author's name.

Multi-volume work

Dewey, M. *Dewey decimal classification and relative index*. (Vols 1-4). Dublin, OH: OCLC, 2011.

Chapter in a book

Pateman, C. (1989). The civic culture: a philosophic critique. In G.A. Alimond, & S. Verba (Eds.), *The civic culture revisited* (pp. 57-102). Newbury Park: Sage.

Ebook

Gilroy, P. (1993). *The Black Atlantic: modernity and Double Consciousness*. [Kindle version]. Retrieved from <https://www.amazon.com>.

Journal article

Last name, Initial. (Year of publication). Article title. *Journal title*, Volume, page(s).

Online articles should include a DOI after page numbers.

Coymak, A. (2019). An Experimental Study of the Effect of Computer Assisted Learning on Metacognitive Performance Development in Psychology Teaching. *Contemporary Educational Technology*, 10, 94-105. Doi: 10.30935/cet.512539.

Newspaper article

Harlan, J. (2020, January 16). When the past roars into the present. *New York Times*, p. A2.

Online newspaper article

Widmer, T. (2020, April 8). What Will the Next Decade Bring? The 1920s Offer an Answer. *New York Times*. Retrieved from: <https://www.nytimes.com>.

MLA

Citation guidelines

MLA format uses the author-page system, according to which a brief in-text citation identifies the cited work by its author and page number. Quotation marks are used for direct quotations, while they are not necessary for paraphrased content.

The author's last name and the page number(s) referring to the quotation or paraphrased content should appear in brackets. A complete reference should be given in the bibliography.

If you cite the author's name in the sentence, only page number(s) will appear in brackets at the end of the quotation or paraphrase. If not, both elements will appear in parentheses.

For example:

Many descriptions of race in literature "range from the sly, the nuanced, to the pseudo-scientifically 'proven'" (Morrison 3).

Morrison stated that many descriptions of race in literature "range from the sly, the nuanced, to the pseudo-scientifically 'proven'" (3).

A full reference should be given in the bibliography:

Morrison, Toni. *The origin of others*. Cambridge, MA: Harvard University Press, 2017.

Bibliography guidelines

Basic book format

Last Name, First Name. *Book title*. Place of Publication*, Publisher, Year of publication.

*The Place of Publication should only be used if the book was published before 1900, if the publisher has offices in more than one country, or it is not widely known.

One author

Nabokov, Vladimir. *Lolita*. Putnam, 1955.

Two authors

Macintosh, Fiona, and Justine McConnell. *Performing Epic or Telling Tales*. Oxford: Oxford University Press, 2020.

Three or more authors

Garreton, Manuel Antonio, et al. *Latin America in the twenty-first century: toward a new sociopolitical matrix*. North-South Center Press, 2003.

Multi-volume work

Dewey, Melvin. *Dewey decimal classification and relative index*. OCLC, 2011. 4 vols.

Chapter in a book

Pateman, Carol "The civic culture: a philosophic critique." *The civic culture revisited*. Edited by Gabriel A. Alimond and Sidney Verba. Newbury Park: Sage, 1989, pp. 57-102.

Ebook

Gabbin, Joanne Veal. *Shaping memories: reflections of African American women writers*. University Press of Mississippi, 2009. (Ebscohost)

Journal article

Last name, first name. "Article title." *Journal title*, Volume, Issue, Year, page(s).

Gateau, Thierry. "The role of open licences and free music in value co-creation: the case of Misteur Valaire." *International journal of arts management*, Vol. 16, no. 3, 2014, pp. 49-59.

Online articles should include a DOI after pages numbers.

Newspaper article

Harlan, Jennifer. "When the past roars into the present." *New York Times*, 16 January 2020, p. A2.

Online newspaper article

Widmer, Ted. "What Will the Next Decade Bring? The 1920s Offer an Answer." *New York Times*, 8 April 2020. www.nytimes.com/2020/02/08/opinion/what-will-the-next-decade-bring-the-1920s-offer-an-answer.html.

Accessed 10 April 2020.

CHICAGO AUTHOR-DATE

Citation guidelines

According to the Chicago author-date style, the author's last name and year of publication referring to the quotation or paraphrased content should appear in brackets in the main text. A complete reference should be given in the bibliography.

Quotation marks are used for direct quotations, while they are not necessary for paraphrased content.

If you mention the author's name in the main sentence, only the year of publication should appear in brackets with no intervening punctuation. If not, both elements should appear in parentheses. To cite a specific passage, page numbers should be included in the in text citation.

For example:

Anderson (1991) argued that a nation is an imagined political community.

As imagined political communities, nations differ only for the style in which they are imagined (Anderson 1991).

A nation can be defined as “an imagined political community – and imagined as both inherently and sovereign” (Anderson 1991, 6).

A full reference should be given in the bibliography:

Anderson, Benedict. 1991. *Imagined communities: Reflections on the origins and spread of nationalism*. New York: Verso.

Bibliography guidelines

Basic book format

Last Name, First Name. Year of publication. *Book title*. Place of Publication: Publisher.

One to three authors

Anderson, Benedict. 1991. *Imagined communities: Reflections on the origins and spread of nationalism*. London & New York: Verso.

Four to ten authors

If there are four or more authors, list up to ten in the reference list; in the text, only the first should be listed, followed by *et al.* This rule applies to both books and articles.

More than ten authors

For more than ten authors, list the first seven in the reference list, followed by *et al.* This rule applies to both books and articles.

Multi-volume work

Dewey, Melvin. 2011. *Dewey decimal classification and relative index*. 4 vols. Dublin, OH: OCLC.

Chapter in a book

Pateman, Carol. 1989. “The civic culture: a philosophic critique.” In *The civic culture revisited*, edited by Gabriel A. Alimond and Sidney Verba, 57-102. Newbury Park: Sage.

Ebook

Gilroy, Paul. 1993. *The Black Atlantic: modernity and Double Consciousness*. London & New York: Verso. Kindle.

Journal article

Last name, first name. Year of publication. “Article title.” *Journal title* Volume (Issue): page(s).

Gateau, Thierry. 2014. “The role of open licences and free music in value co-creation: the case of Misteur Valaire.” *International journal of arts management* 16 (3): 49-59.

Online articles should include a DOI after pages numbers.

Newspaper article

Harlan, Jennifer. 2020. “When the past roars into the present.” *New York Times*, January 16, A2.

Online newspaper article

Widmer, Ted. 2020. “What Will the Next Decade Bring? The 1920s Offer an Answer.” *New York Times*, April 8. www.nytimes.com/2020/02/08/opinion/what-will-the-next-decade-bring-the-1920s-offer-an-answer.html.

CHICAGO NOTES AND BIBLIOGRAPHY

Citation guidelines

According to the Chicago Notes and Bibliography style, sources should be referenced by using footnotes or endnotes, and by providing a bibliography entry for each. Quotation marks are used for run-in quotations, while they are not necessary for paraphrased content. If a direct quotation is 100 words or more in length, you should use block quotations.

Notes and Bibliography guidelines

Basic book format

Note: First Name, Last Name, *Book title* (Place of publication: Publisher, Year of publication), page(s).

Shortened note: Last Name, *Shortened title*, page(s).

Bibliography entry: Last Name, First Name. *Book title*. Place of Publication: Publisher, Year of publication.

One author

Note: Benedict Anderson, *Imagined communities: Reflections on the origins and spread of nationalism* (London & New York: Verso, 1991), 6.

Shortened note: Anderson, *Imagined communities*, 6.

Bibliography entry: Anderson, Benedict. *Imagined communities: Reflections on the origins and spread of nationalism*. London & New York: Verso, 1991.

Two to three authors

Note: Fiona Macintosh and Justine McConnell, *Performing Epic or Telling Tales* (Oxford: Oxford University Press, 2020), 56-57.

Shortened note: Macintosh and McConnell, *Performing Epic*, 56-57.

Bibliography entry: Macintosh, Fiona, and Justine McConnell. *Performing Epic or Telling Tales*. Oxford: Oxford University Press, 2020.

More than three authors

For a book with more than three authors, all authors should be listed in the bibliography. In the notes, only the first-listed author should be cited, followed by *et al.*

Multi-volume work

You should cite only a specific volume in the note: Melvin Dewey, *Dewey decimal classification and relative index* (Dublin, OH: OCLC, 2011), 1:1-12.

Bibliography entry: Dewey, Melvin. *Dewey decimal classification and relative index*. 4 vols. Dublin, OH: OCLC, 2011.

Chapter in a book

Note: Carol Pateman, "The civic culture: a philosophic critique," in *The civic culture revisited*, ed. Gabriel A. Alimond and Sidney Verba (Newbury Park: Sage, 1989), 57-59.

Shortened note: Pateman, "The civic culture," 57-59.

Bibliography entry: Pateman, Carol. "The civic culture: a philosophic critique." In *The civic culture revisited*, edited by Gabriel A. Alimond and Sidney Verba, 57-102. Newbury Park: Sage, 1989.

Ebook

Note: Paul Gilroy, *The Black Atlantic: modernity and Double Consciousness* (London & New York: Verso, 1993), 25-26, Kindle.

Shortened note: Gilroy, " *The Black Atlantic*," 25-26.

Bibliography entry: Gilroy, Paul. *The Black Atlantic: modernity and Double Consciousness*. London & New York: Verso, 1993. Kindle.

Journal article: basic format

Note: First name, Last name, "Article title," *Journal title* Volume, Issue (Date of publication): page(s).

Shortened note: Last name, "shortened title," page(s).

Bibliography entry: Last name, first name. "Article title." *Journal title* Volume, Issue (Date of publication): page(s).

Journal article example

Note: Thierry Gateau, "The role of open licences and free music in value co-creation: the case of Misteur Valaire," *International journal of arts management* 16, no. 3 (2014): 49-52.

Shortened note: Gateau, "The role of open licences," 49-52.

Bibliography entry: Gateau, Thierry. "The role of open licences and free music in value co-creation: the case of Misteur Valaire." *International journal of arts management* 16, no. 3 (2014): 49-59.

Online articles should include a DOI after pages numbers.

Newspaper article

Note: Jennifer Harlan, "When the past roars into the present," *New York Times*, January 16, 2020, A2.

Shortened note: Harlan, "When the past roars," A2.

Bibliography entry: Harlan, Jennifer. "When the past roars into the present." *New York Times*, January 16, 2020.

Online newspaper article

Note: Ted Widmer, "What Will the Next Decade Bring? The 1920s Offer an Answer," *New York Times*, April 8, 2020, www.nytimes.com/2020/02/08/opinion/what-will-the-next-decade-bring-the-1920s-offer-an-answer.html.

Shortened note: Widmer, "What Will the Next Decade Bring?"

Bibliography entry: Widmer, Ted. "What Will the Next Decade Bring? The 1920s Offer an Answer." *New York Times*, April 8, 2020. www.nytimes.com/2020/02/08/opinion/what-will-the-next-decade-bring-the-1920s-offer-an-answer.html.

Are there any tools I can use to manage citations?

Yes. There are many citation management programs and web tools, which allow you to import and manage bibliographic information according to different citation styles.

Some of them are:

- **Mendeley:** it is both a management tool for bibliographic information and a social network for research. Mendeley consists of an online version and a desktop version. The two versions are synchronized.
- **Zotero:** an open source software, which collects and organizes citations. It also creates bibliographies according to different citation styles.
- **EndNote basic:** a web tool to manage bibliographic citations. Registration is required.

USEFUL LINKS

IMT School's code of conduct and ethics

The Chicago manual of style online (complete access through IMT network)

The European Code of Conduct for Research Integrity

GLOSSARY

Anti-plagiarism software: a computer program used to check submitted files for duplicate textual content.

Author-date system: a citation system in which the author's name and year of publication are referenced in brackets in the main text.

Author-page system: a citation system in which the author's name and page number(s) are referenced in brackets in the main text.

Citation: a reference to or quotation from a source.

Citation management software: a computer program used to organize bibliographic information according to different citation styles.

Citation style: a set of rules on how to cite sources in academic writing.

DOI (digital object identifier): a persistent link, which identifies a published digital object uniquely.

Notes and bibliography system: a citation system in which sources are referenced through the use of footnotes or endnotes, and a bibliography.

Patchwork plagiarism: the act of copying text word-for-word from multiple sources, and editing it together to pass it off as one's own.

Plagiarism of ideas: the act of stealing someone else's original ideas, research theories, data, interpretations, and passing them off as one's own.

Self-plagiarism: the act of recycling one's own previously published work without referencing it, and presenting it as new.

Similarity Report: a file containing details about matching or highly similar text discovered by Turnitin.

Similarity score: the percentage of text matching Turnitin's database.

Source: something from which you obtain information. In academic writing, it identifies a document, media, person quoted from or referred to.

Turnitin: a plagiarism detection software.

To exclude a source: the act of eliminating the source from Turnitin's final score.

Verbatim plagiarism: the act of copying someone else's work word-for-word.

BIBLIOGRAPHY

ALLEA, *The European Code of Conduct for Research Integrity: Revised edition*. Berlin: ALLEA, 2017. https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

Italian Copyright Statute Law for the Protection of Copyright and Neighbouring Rights (Law No. 633 of April 22, 1941, as last amended by Legislative Decree No. 68, of April 9, 2003). Translated by WIPO. Revised February 2004. <https://www.wipo.int/edocs/lexdocs/laws/en/it/it211en.pdf>.

Panter, Michaela. *In Your Own Words: Best Practices For Avoiding Plagiarism*. Durham: AJE. Accessed April 2, 2020. https://www.aje.com/dist/docs/Avoiding_Plagiarism.pdf

"The Similarity Report explained," Turnitin. Accessed April 14, 2020. <https://help.turnitin.com/feedback-studio/turnitin-website/instructor/the-similarity-report/the-similarity-report-explained.htm>

"Viewing a breakdown of your matches," Turnitin. Accessed April 14, 2020. <https://help.turnitin.com/feedback-studio/turnitin-website/student/the-similarity-report/viewing-a-breakdown-of-your-matches.htm>



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