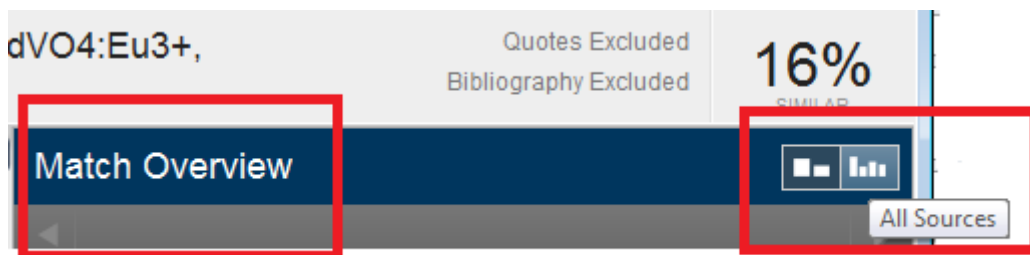




CrossCheck “Tips & Tricks” as Recommended by Elsevier Editors

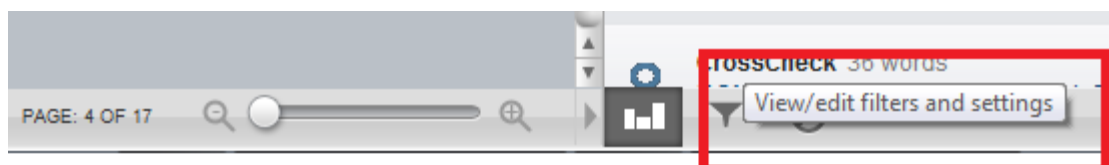
Using CrossCheck within EES

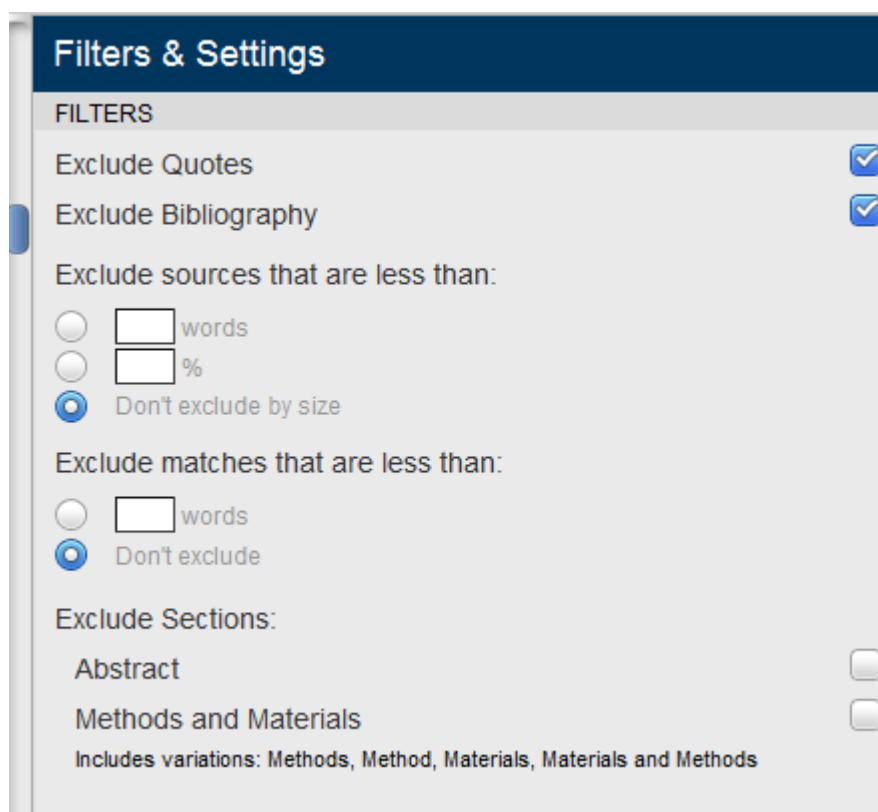
- When you open up a report for the FIRST time, the “Text-Only Report” is the default viewing mode of the CrossCheck report. We recommend that you switch to a newer, more user-friendly viewing mode called “Document Viewer”. Note however, only the “Text-Only Report” allows you to search the full text using your chosen words or phrases using F11 or the “Find on this Page” option on your browser. The next time that you open a (new) report, the most recently used viewing mode will be displayed by default.
- In “Document Viewer”, the default option is the “Match Overview” version. The “Match Overview” only shows the largest matches, while “All Sources” shows a % for all matched sources. We recommend that you switch to “All Sources”, as shown below, because only “All Sources” provides an accurate similarity % for each match. “Match Overview” may show a higher similarity % than the “All Sources” version.



Note that in the “Text-Only Report”, the “Match Overview” report is known as the “Similarity Report”, while “All Sources” is known as “Content Tracking”.

- Please take a moment to explore “View/edit filters and settings”, shown below. You can tweak the settings to exclude certain sections or smaller strings of text, which helps to reduce “noise” in the results. Clearly defined Quotes and Bibliography texts are already excluded by default. Note that tweaking these parameters will affect the overall percentage of similarity.



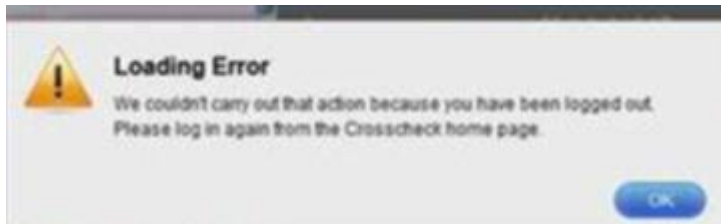


- You can download a pdf report to share with others by clicking on the printer logo on the bottom left of the screen, see below.



- iThenticate can only compare submissions against the CrossCheck database and other published material, it does not compare submissions against other papers still in the editorial process.
- For your initial quality/scope check of new submissions, you can quickly perform several checks at once by opening the paper from “View CrossCheck Report” instead of “View Submission” as you used to.
- If the CrossCheck report is not appearing in EES, it is typically for one of the following reasons:
 - The manuscript has been submitted to the journal earlier than the automated implementation of CrossCheck in EES.
 - The “View CrossCheck Report” link is not included in the visited EES folder. A list of all folders where the “View CrossCheck Report” link is available in EES can be found below in the APPENDIX I.
 - Reports will not be generated for files over 40MB. If a file this large is submitted, the report will not be generated and the link will not be available on EES.
 - CrossCheck is not enabled for that Article Type.

- Revised submissions do not generate a new CrossCheck report, only new submission PDFs are automatically uploaded to iThenticate. If you regularly wish to check revised submissions or published articles and do not already have an iThenticate/CrossCheck account outside EES, please contact your Publisher to request one.
- Editors viewing the CrossCheck report may encounter a 'Loading Error' after 20 minutes of browser inactivity. This is caused by a 20-minute expiration on the similarity results page. You can return to EES by clicking the Main Menu link.



Using a CrossCheck account outside of EES

- Forgot your username or password? Go to the following link to request a reminder: https://app.ithenticate.com/en_us/login/reminder.
- Before you start, run some of your own articles through iThenticate to get an understanding of how Crosscheck works. This will provide a good benchmark for the % of similarity that appears in non-plagiarized articles.
- To upload multiple documents, please zip the PDFs and/or DOCs into one zip file and follow the "upload zip file" on the "Control Panel" page.
- The report parameters can be tweaked from the "settings" tab under "my documents".
- When submitting a published article for an originality check, please note that the result might only list this very same article because it is already in the CrossCheck database. To see the complete list of related articles, go to the "Content Tracking" view.

For very detailed feature descriptions, please visit the user manual:
http://pages.turnitin.com/rs/ijparadigms/images/iThenticate_Manual.pdf

APPENDIX I

The 'View CrossCheck Report' link will be available as an Action in the following EES folders:

- Submission Search Results page
- New Submissions page
- Revised Submissions page
- New Submissions Requiring Assignments page
- Revised Submissions Requiring Assignments page
- New Assignments page
- Submissions with Required Reviews Complete page
- All Submissions with Editor's Decision page
- All Submissions with Final Disposition page
- All Submissions with Final Disposition Accept page
- All Submissions with Final Disposition Reject page
- All Submissions with Final Disposition Withdrawn page
- My Assignments with Decision page
- My Assignments with Final Disposition page
- Completed Conference Submissions page
- Withdrawn Conference Submissions page
- My Submissions with Pending Commentaries
- View All Submissions with Pending Commentaries
- My Submissions with No Pending Commentaries
- View All Submissions with No Pending Commentaries.