
CopyMonitor

User Guide

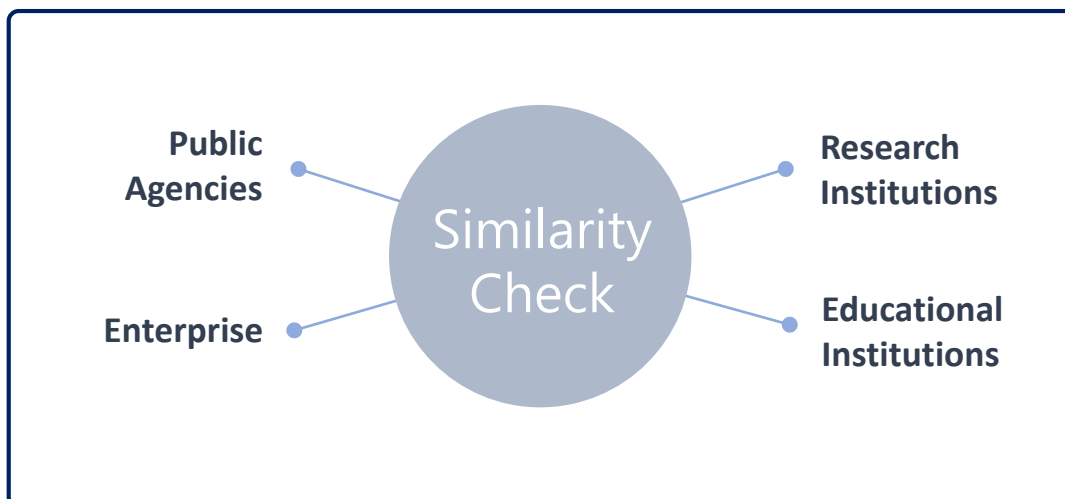


Table of Contents

1. Introduction to CopyMonitor	3
2. Similarity Check – Quick Guide	4
3. Document Upload	6
4. Check Results	8
5. Comparison View	10
6. Reporting Documents	12
7. Additional Customizations	14

Promoting Integrity of Authorship

CopyMonitor protects your work from plagiarism by effectively detecting similarity in text for documents of any field.



For Authors

Writing a thesis, essay or other written assignments?

Compare your working document against research sources as well as our database of published works for a quick and accurate similarity check.

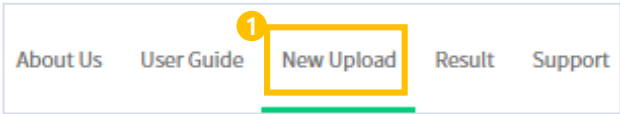
Ensure your work is properly cited and free from unintentional plagiarism before submission.

For Reviewers

Plagiarism prevention is immensely better than catching plagiarists or retracting papers. Detect similarity of text documents compared to previously published content and protect the reputation of your institution by ensuring originality.

2.1 Similarity Check

① From the main menu on the top right corner, click ‘New Upload.’



- ② Enter a title for this set (upload) for your future identification. Please note that the title will be displayed in the downloadable reporting documents.
- ③ For the Purpose of Upload, select 'Target documents' (to be checked for similarity, as opposed to 'Comparison documents,' which are used to check the target document against).
- ④ Alter the Comparison Scope and Settings as desired.
- ✂ Comparison Scope options may vary by institutional membership.

New Upload

?

Help

2

Title

3

Purpose of Upload

Target

4

Comparison Scope

☒ All attached documents

☐ My uploaded documents

☒ CopyMonitor DB

☐ Institution DB

Setting

Quoted/Cited Text

Exclude


TOC./References

Exclude

Attached Documents

Name of Documents	File Size	Status	

2.2 Document Upload

- ① You may upload a document file or directly enter target text to check for similarity.
- ② Once the document/text is checked for any errors, the status will show ‘Ready.’ 
- ③ Click ‘Submit’ to proceed to the similarity check.

Attached Documents

Name of Documents	File Size	Status	
-------------------	-----------	--------	--

Size limit per document : 100MB per File, or total 200MB
Supported formats : doc, docx, ppt, pptx, xls, xlsx, pdf

Total upload size : 0Byte/ 200.00MB
Uploaded documents : 0 / 0

1ATTACH FILE

INPUT TEXT

3SUBMIT

2.3 Check Results

It takes an average of 1 minute to complete the similarity check. Click on the ‘Results’ tab which will open the [My Sets] page. Click on the desired set to see detailed check results.

CopyMonitor

About UsUser GuideNew UploadResultsSupport

My Sets

Date ~ Search By

No.	Purpose of Upload	Title	Similarity Rate	Documents	Date	
11	Target	sample english documents CM check	13%	3/3	2020-08-05	

3.1 New Upload

- ① **Title** Enter a title for the set (upload) for your future identification. Please note that the title will be displayed in the downloadable reporting documents.
- ② **Purpose of Upload** Target document - a document for which to check for similarity.
Comparison document - a document with which to compare and check the target document against.
- ③ **Comparison Scope** All attached documents - compare each document against the other documents attached below. My uploaded documents - compare against all or a selection of my previously uploaded documents
CopyMonitor DB - Local and international journals, academic documents and diverse web contents aggregated by CopyMonitor.
- ④ **Target Document Settings** Options to include or exclude specified portions of the target document text (Quotes/Cited Text, Table of Contents/References) in the similarity check. The excluded sections of the document will not affect the resulting similarity rate even though similar text may be detected.

New Upload

1 Title

2 Purpose of Upload

Target

3 Comparison Scope

☒ All attached documents

☐ My uploaded documents

☒ CopyMonitor DB

☐ Institution DB

4 Setting

Quoted/Cited Text

Exclude

TOC./References

Exclude


Attached Documents

Name of Documents	File Size	Status	

i

Please note that your institution may have specified requirements for comparison scope and check settings.

3.2 Target Text

Attach File: Once the document is checked for any errors, the status will show as ‘ready to submit.’ 

Setting

Quoted/Cited Text

Exclude

TOC./References

Exclude

Attached Documents

Name of Documents	File Size	Status	
-------------------	-----------	--------	--

Size limit per document : 100MB per File, or total 200MB

Supported formats : doc, docx, ppt, pptx, xls, xlsx, pdf


Total upload size : 0Byte/ 200.00MB

Uploaded documents : 0 / 0

ATTACH FILE

INPUT TEXT

SUBMIT

OR Input Text : Directly input target text and click ‘Save.’
Once the text is checked for any errors, the status will show as “ready to submit.” 

Setting

Quoted/Cited Text

Exclude

TOC./References

Exclude

Attached Documents

Name of Documents	File Size	Status	
-------------------	-----------	--------	--

Size limit per document : 100MB per File, or total 200MB

Supported formats : doc, docx, ppt, pptx, xls, xlsx, pdf

Total upload size : 0Byte/ 200.00MB

Uploaded documents : 0 / 0

ATTACH FILE

INPUT TEXT

SUBMIT

4.1 Results

- ① Click ‘Results’ on the top right of the main page to see all uploads [My Sets].
- ② Click on the desired set to open [Set Overview] and see details of the check/upload.

CopyMonitor

About Us

User Guide

New Upload

Results

Support

My Sets

Date

~

Search By

No.	Purpose of Upload	Title	Similarity Rate	Documents	Date	
11	Target	sample english documents CM check	13%	3/3	2020-08-05	

4.2 Set Overview

Set Overview

7 SET RESULTS OVERVIEW

1 Set Title	sample english documents CM check				
Date	2020.08.05 11:31:54	Status	Check complete		
Comparison Scope	[All attached documents] [CopyMonitor DB]				
Setting	Quoted/Cited Text [Exclude], TOC./References [Exclude]				
2 Average Similarity Rate	5%	3 Highest Similarity Rate	13%		
Uploaded Documents	3	Check Completed	3	Check Failed	0

DOWNLOAD ZIP

No.	Name of Documents	Quoted/Cited Text	TOC./References	Similarity Rate ▲	Check Results	<input type="checkbox"/>
5 1	CM_Flyer_Eng.pdf	Exclude	Exclude	0%		<input type="checkbox"/>
2	CM_FAQ_Eng.docx	Include	Include	3%		<input type="checkbox"/>
3	CM_TOU_Eng.docx	Exclude	Exclude	13%		<input type="checkbox"/>

All Sets
Revise
Recheck

- ① Set Title, Comparison Scope, Check Settings, etc.
- ② Average Rate of Similarity (for all target documents in the case multiple documents are in the set).
- ③ Highest Rate of Similarity (from all target documents in the case multiple documents are in the set).
- ④ Marking appears in the case the result has been revised with altered settings/comparison scope after an initial check.
- ⑤ Click on the Target Document (name) to view details on the [Comparison View] page.
- ⑥ Click on the download icon to download reporting documents
- ⑦ The downloadable Set Results Overview report presents the check settings and similarity rates for each document in the set.

5.1 Check Settings and Matched Similar Text

- From the [Set Overview] page, click on the desired target document to open [Comparison View] page.
- ① Rate of Similarity for the Target Document.
 - ② Number of sentences of the Target Document categorized.
 - ③ Check Settings. You may run the check again after altering settings by clicking the checkbox to include or exclude particular sections of the target document (Quotes/Cited Text, Table of Contents/References). Click apply and view altered results immediately.
 - ④ The portions of sentences marked as similar are shown in green, bold font. The user may click on each sentence under Target Document (left) to see the matched Similar Text/Sources). For Sources of Similar Text which are webpages, the URL links the user to the page on a new tab/window.
- ※ Similar text : **Green, bold font** | Quotes/Cited Text : **Gray, bold font** |

Comparison View

CM_TOU_Eng.docx

13%
Similarity Rate

2

All Sentences52

3

Quoted/Cited Text

TOC./References

Hide matches with 0 % similarity rate or less

Apply

Exact Match(es)0

Similar Sentences24

Quoted/Cited0

REPORTS

Target Document	Similar Text	Source of Similar Text
<div>of the information without prior notice to the Member.</div> <div>Similarity Rate : 57%</div> <div>4The Company will not be liable for any damages caused to the Member due to the measures taken under this section.</div> <div>Similarity Rate : 26%</div> <div>Article 13 Protection of Personal Information 1. The Company shall protect the Member's personal information including the Member's registration information in accordance with the relevant laws and regulations and the Company's Personal Information Protection Policy.</div> <div>Similarity Rate : 27%</div> <div>2. When a Member obtains personal information in connection with the use of this service, the membershall protect it in accordance with the relevant laws and regulations and the Company's personal information protection policy. Article 14</div>	<div>Source: CopyMonitor DB</div> <div>- Comparison Scope : CopyMonitor DB</div> <div>- Name of Document : Mining Law & Regulatory Practice in Indonesia (SULLIVAN, MINING LAW & REGULATORY PRACTICE IN INDONESIA) Draft Guidelines for or Licensing of Metal Mineral and Coal Business Activities Regulation</div> <div>- Author : Sullivan, Bill</div> <div>- Published : 2013</div> <div>use of Infrastructure/public utilities, in accordance with the relevant laws and regulations; i. Cooperate with third parties pro- duction operation activities and in accordance with the relevant laws and regulations; j. Extend Production Operations IUPs tender for former WIUPs/WIUPKs in accordance with the relevant laws and regulations, when the period of validity can no longer be extended in accordance with the relevant laws and regulations. (Continued) 308 Mining Law & Regulatory</div>	

10

© 2020 CopyMonitor Inc. All rights reserved.

5.2 Source of Similar Text

- ① The ‘Source of Similar Text’ tab on the right side displays a full list of the comparison sources of documents matched as similar text.
- ② To see ‘Source Information’ (bibliographical details), click the source bar and the document name. (There may be multiple documents under one source).
- ③ To exclude certain documents from the comparison pool for this check, click on the checkbox on the right side of the document/source name to deselect. Click the ‘Apply’ button on the upper right side of the page. The resulting rate of similarity will be adjusted to reflect exclusion of the deselected content from the scope of comparison.
- ※ Downloaded reports will display the adjusted similarity rate, however, content which has been excluded from the scope of comparison will still be listed and marked as ‘Excluded.’

Comparison View

CM_TOU_Eng.docx

13%
Similarity Rate

All Sentences 52	Exact Match(es) 0	Similar Sentences 24	Quoted/Cited 0	REPORTS
---------------------	----------------------	-------------------------	-------------------	---------

☐ Quoted/Cited Text ☐ TOC./References Hide matches with % similarity rate or less

Apply

Target Document

Similar Text

Source of Similar Text

Similarity Rate : 0%

Terms of Use Article 1 Purpose These Terms of Use (hereinafter referred to as the "TOU") define the matters to be complied with by users who use <CopyMonitor, COPYMONITOR> (hereinafter referred to as the "Service"), an online service provided by <CopyMonitor> (hereinafter referred to as "the Company").

Similarity Rate : 30%

It is for the purpose of stipulating all matters related to subscription, use and other needs between users (hereinafter referred to as the "Member") and the Company.

Similarity Rate : 0%

Article 2 Effective TOU 1. Members must read and agree to this TOU before using the Service. 2. The Company may change this TOU in the event of a reasonable event.

Similarity Rate : 20%

If the Company changes this TOU, the Company shall notify the Member through the Service together with the current agreement, specifying the date of

13% CopyMonitor DB [83]

> 1% Mining Law & Regulatory Practice in Indonesia (...)

> 1% Food Safety Law of the People's Republic of China

> 1% The Quest of the Missing Witnesses

> 1% Assumption of Risk

> 1% Assumption of Risk

more

☒

☐

☐


☐

☐

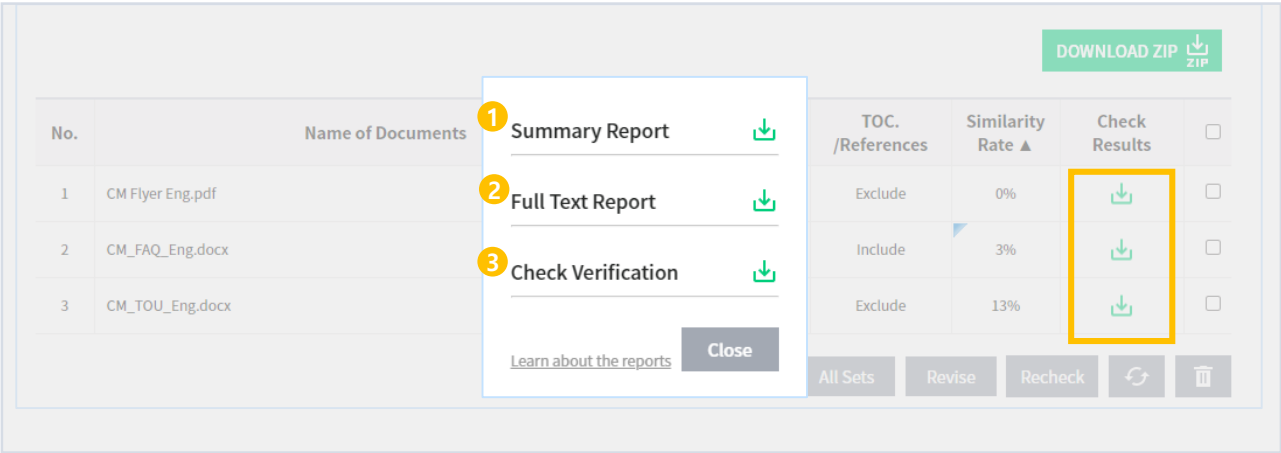
☐

More detailed instructions on excluding comparison sources are in section 7, Additional Customizations

6.1 Target Check Reports

From the [Set Overview] page which presents checked target documents in the selected set, click on the download icon  to save desired reporting documents in PDF format.

- ① Target Check Summary Report
- ② Target Check Full Text Report



	Summary Report	Full Text Report
Similarity Rate	O	O
Comparison Scope	O	O
Check Settings	O	O
Comparison Sources	O	O
Target Document Text	△ (Similar text only)	O
Comparison Source Text (Similar text only)	O	O

③ The Similarity Check Verification document is provided as proof that a similarity check has been conducted on the target document. It provides information on the target document, comparison scope and check settings.

Target Check Reports may also be downloaded from the dropdown menu at the top right of the [Comparison View] page.

Comparison View

CM_TOU_Eng.docx

13%

Similarity Rate

All Sentences 52	Exact Match(es) 0	Similar Sentences 24	Quoted/Cited 0
---------------------	----------------------	-------------------------	-------------------

☐ Quoted/Cited Text ☐ TOC./References Hide matches with % similarity rate or less

Target Document

Similar Text

Source

REPORTS

Summary Report

Full Text Report

Check Verification

6.2 Set Results Overview

The **Set Results Overview** report provides information on all target documents included in one set. It presents the comparison scope, check settings and the similarity rate for each target document included in the set.

Set Overview

SET RESULTS OVERVIEW

Set Title	sample english documents CM check		
Date	2020.08.05 11:31:54	Status	Check complete
Comparison Scope	[All attached documents] [CopyMonitor DB]		

7.1 Custom 1 : 1 or 1 : N Document Comparison

Run a specified 1 : 1 or 1 : N similarity check of your target document against your own uploaded comparison documents. Please see instructions below to upload comparison documents and run a similarity check with a customized comparison scope.

[New Upload] Comparison Documents: select ‘Comparison document’ as the ‘Purpose of Upload’ and attach the file(s)/enter text with which to compare your target document against. Click Submit.

New Upload

Help

Title

Purpose of Upload

Comparison

Attached Documents

Name of Documents	File Size	Status
-------------------	-----------	--------

Size limit per document : 100MB per File, or total 200MB
Supported formats : doc, docx, ppt, pptx, xls,xlsx, pdf

Total upload size : 0Byte/200.00MB
Uploaded documents : 0 / 0

ATTACH FILE

INPUT TEXT

UPLOAD

- ② [New Upload] Target Document: select ‘Target document’ as the ‘Purpose of Upload.’
- ③ Scope of Comparison: Select ‘My uploaded documents’ and manually select the previously uploaded comparison document(s)/sets for this custom 1 : 1 or 1 : N similarity check. Click Done.
- ✂ If specific documents are not manually selected, the comparison will be made against all of your previously uploaded sets.
- ④ Attach your target document/enter text then click Submit.

New Upload

?

Help

Title

Purpose of Upload

Target

Comparison Scope

☒ All attached documents

☒ My uploaded documents (All Selected) [Select](#)

☒ CopyMonitor DB

☐ Institution DB

Setting

Quoted/Cited Text

Exclude

TOC./References

Exclude

Attached Documents

Name of Documents	File Size	Status	
-------------------	-----------	--------	--

Size limit per document : 100MB per File, or total 200MB

Supported formats : doc, docx, ppt, pptx, xls, xlsx, pdf

Total upload size : 0Byte/ 200.00MB

Uploaded documents : 0 / 0

ATTACH FILE

INPUT TEXT

SUBMIT

View results for your 1 : 1 or 1 : N similarity check :

Click ‘Results’ from the main menu at the top right corner. From [My Sets], click on desired set to open [Set Overview] page. Click the target document name to open [Comparison View] and see detailed comparison results.


7.2 Exclude Documents from Comparison Pool

CopyMonitor's comparison database is regularly updated with published content, including local and international academic articles, web databases, blogs and news articles. The more your target document matches content included in the comparison scope, the higher the resulting rate of similarity. You may manually exclude certain content or documents from the scope of comparison by following the steps below.

- ① [Comparison View] scroll to the matching/similar text that you would like to exclude from the comparison scope.
- ② Click the 'Source of Similar Text' tab on the right side of the screen and click the checkbox to deselect the document from the comparison pool.

1 Comparison View

sample target file.docx



19%
Similarity Rate

All Sentences 74	Exact Match(es) 3	Similar Sentences 26	Quoted/Cited 9	DOWNLOAD REPORT
---------------------	----------------------	-------------------------	-------------------	---

☐ Quoted/Cited Text
 ☐ TOC./References
 Hide matches with % similarity rate or less
 [Apply](#)

Target Document

Similar Text

2 Source of Similar Text

Similarity Rate : 100%

メダカはダツ目の小型の淡水魚で、日本にはミナミメダカとキタノメダカの2種が生息する 1).いずれの種も環境省により絶滅危惧II類(VU)に指定されている 2).その

Similarity Rate : 33%

発明の効果[0026] これまで利用していたサービスやページが表示されなくなった場合、SSLのバージョンや証明書の種類に対応していないOSやブラウザの可能性があり

Similarity Rate : 0%

本発明の照明装置、及び、この照明装置が取り付けられてなる船舶によれば、演奏曲を聞きながら臨場感豊かな音源で観劇などの鑑賞を楽しみたいという

Similarity Rate : 0%

WindowsXPは提供元のMicrosoft社でもサポートを終了しており、セキュリティ面で脆弱性などが発見されても対応は行われません。将来環境の重要性、社会の多様性。

Similarity Rate : 0%

創造性、超自然的技術などによってインターネットサービス側でセキュリティ対応策などが実施された場合、WindowsXPでは対応できないためインターネットの利用に支障をきたすことがあります。よく見てMashが正しいオブジェクトを見つけるのを助けてください!

Similarity Rate : 0%

▼ 15% CopyMonitor DB [29]

- > 5% 地方公共団体の個人情報保護制度の調整に当たってのい...
- > 4% ミナミメダカ受胎卵の乾燥耐性
- > 1% ja コカタン・カस्ता戦争のインディオ指導者の書簡
- > 1% ja 日中独居要介護者の家族への記述ケア-訪問看護にお...
- > 1% ja インドにおける宗教的暴力ーヒンドゥー教徒とイスラ...

more

▼ 8% ameblo.jp [23]

- > 2% ブログURLが変更になりつつあるのでしょうか？ロジェ...
- > 1% あなたの心の中にしまい込んだ宝物 あなたのこころとが...
- > 1% 命のボタン Ehon-de-Tea
- > 1% 列王記 第一 18章 ゆあおいの時空旅行
- > 1% 愛しあふ理想以上の恋愛・結婚を引き寄せる宇宙の法則

more

▼ 3% blogs.yahoo.co.jp [4]

- > 2% ブログURLが変更になりつつあるのでしょうか？ロジェ...

CopyMonitor

✖ Downloaded reports will display the adjusted similarity rate, however, content which has been excluded from the scope of comparison will still be listed, marked as 'Excluded.'

© 2020 CopyMonitor Inc. All rights reserved.

Promoting Integrity of Authorship! CopyMonitor

✉ E-MAIL contact@copymonitor.jp

This document is an intellectual property of CopyMonitor Inc. and cannot be used arbitrarily for any other purpose without a written approval from CopyMonitor Inc..