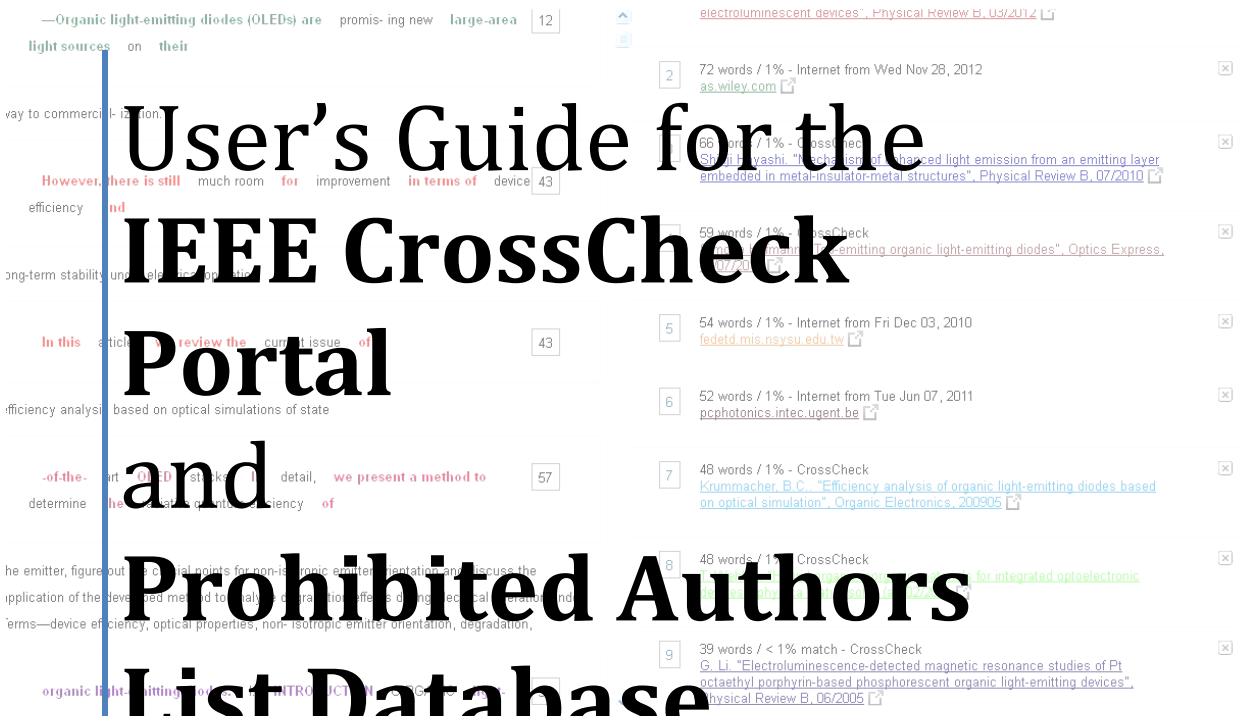


User's Guide for the IEEE CrossCheck Portal and Prohibited Authors List Database

Part 1

Overview of the IEEE CrossCheck Portal

Part 2

Reviewing and Interpreting Similarity Reports

Part 3

Overview of the Prohibited Authors List Database

Part 1. Overview of the IEEE CrossCheck Portal

Introduction

The IEEE Intellectual Property Rights Office is pleased to offer two important quality-control tools to publication volunteers. The CrossCheck Portal and the Prohibited Authors List Database are both available on one site, and can be accessed easily.

**Please note that the CrossCheck portal and all of its functionality are only available when using the Google Chrome browser and enabling pop-ups. Should you attempt to access the portal via another browser; the application will not work as intended.

What Is CrossCheck?

CrossCheck is a plagiarism detection tool that conducts high-speed comparisons of submitted manuscripts against a very large database of published technical papers (as well as over 6 billion web pages), with the result that reports will rate all submissions for similarities to previously published works. The publisher can then follow up to isolate and review the high-scoring papers as necessary.

Plagiarism detection systems are only as effective as the amount and quality of the source content within them. CrossCheck's significant advantage over all other similar services is that it includes the indexed, full-text content of participating CrossCheck member publishers.

What Is the IEEE CrossCheck Portal?

The IEEE CrossCheck Portal is a web tool and service that brings the functionality of the CrossCheck tool together with an IEEE interface made available to IEEE publications volunteers at no charge. Checking your conference and periodical papers with the portal will help to insure that only the best, plagiarism-free papers get published. In addition, you will receive IEEE IPR Office staff support to help you check the integrity of the submitted manuscripts.

Who Should Use the IEEE CrossCheck Portal?

The IEEE CrossCheck Portal is available to **all** IEEE publication volunteers including IEEE periodical editors and IEEE conference organizers whose publications are transferring copyright to IEEE. Publications that will not be transferring copyright to IEEE are not eligible to use the portal.

Where to Find the Portal and How to Sign Up

Volunteers who are interested in using the Portal can contact the IEEE IPR Office through a registration form located on the following web site:

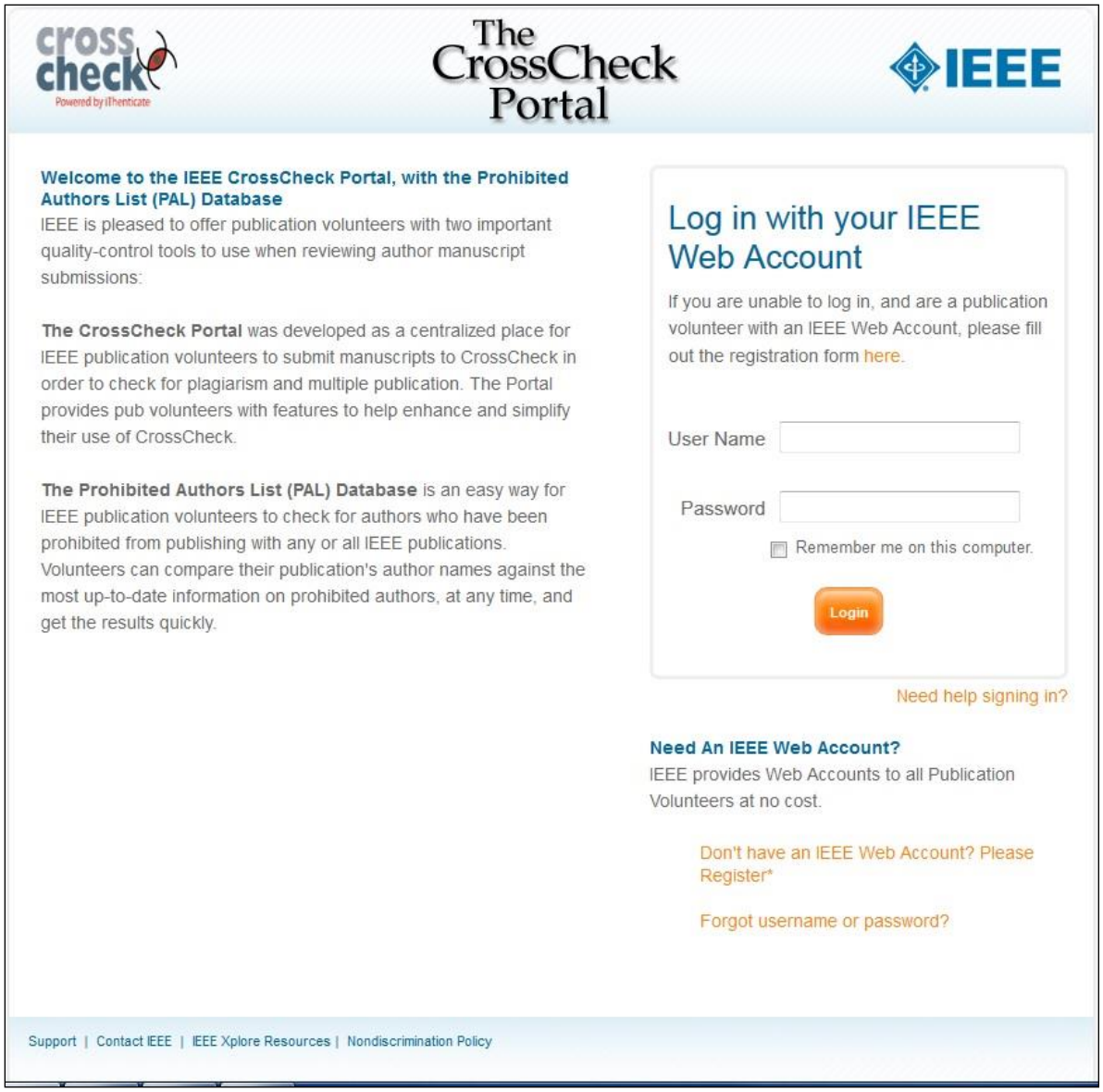
http://www.ieee.org/publications_standards/publications/rights/crosscheckportal.html

Logging into the CrossCheck Portal

You will need to use your IEEE Web Account credentials to log into the Portal. IEEE Web Accounts are available to IEEE members and IEEE Society members. If you are not an IEEE member and do not have an IEEE Web Account, you may register for one at https://www.ieee.org/profile/public/createwebaccount/showRegister.html.

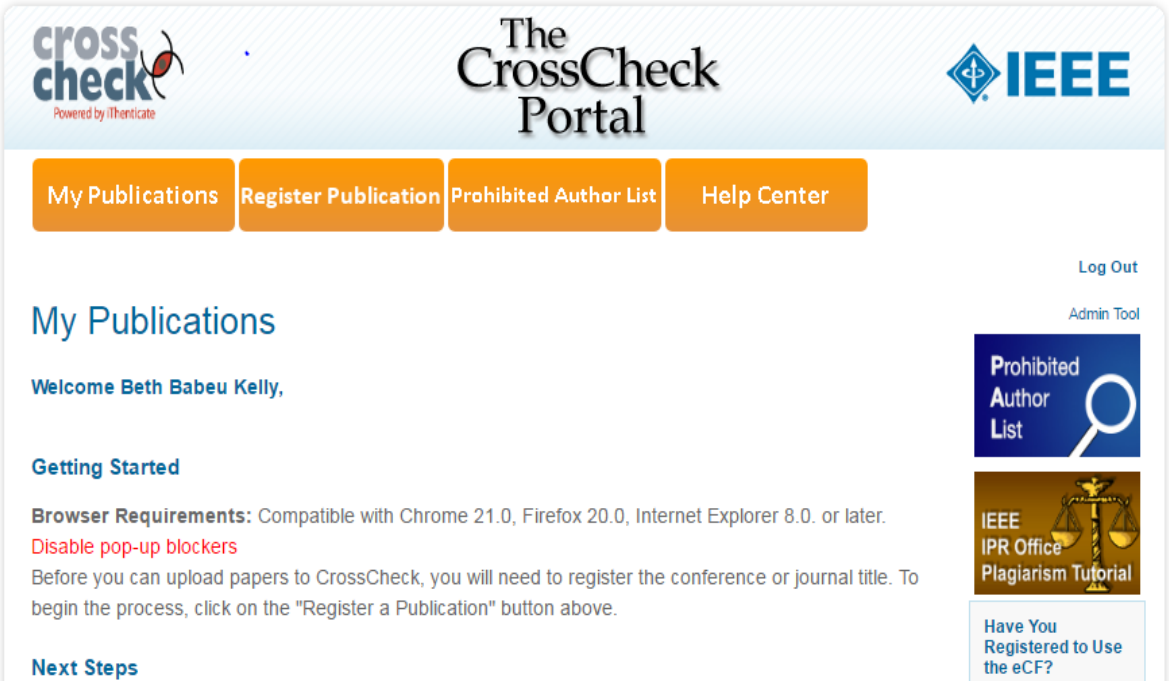
Once you get to the Portal Login page:

- Enter your user name and password
- Click the **Login** button



Once you have logged in, you will arrive at the "My Publications" page. This page will act as your own dedicated and secure page to access publications that you have already registered in the Portal. As a new user, this page will not list any information. You will need to register your publication titles to begin using CrossCheck.

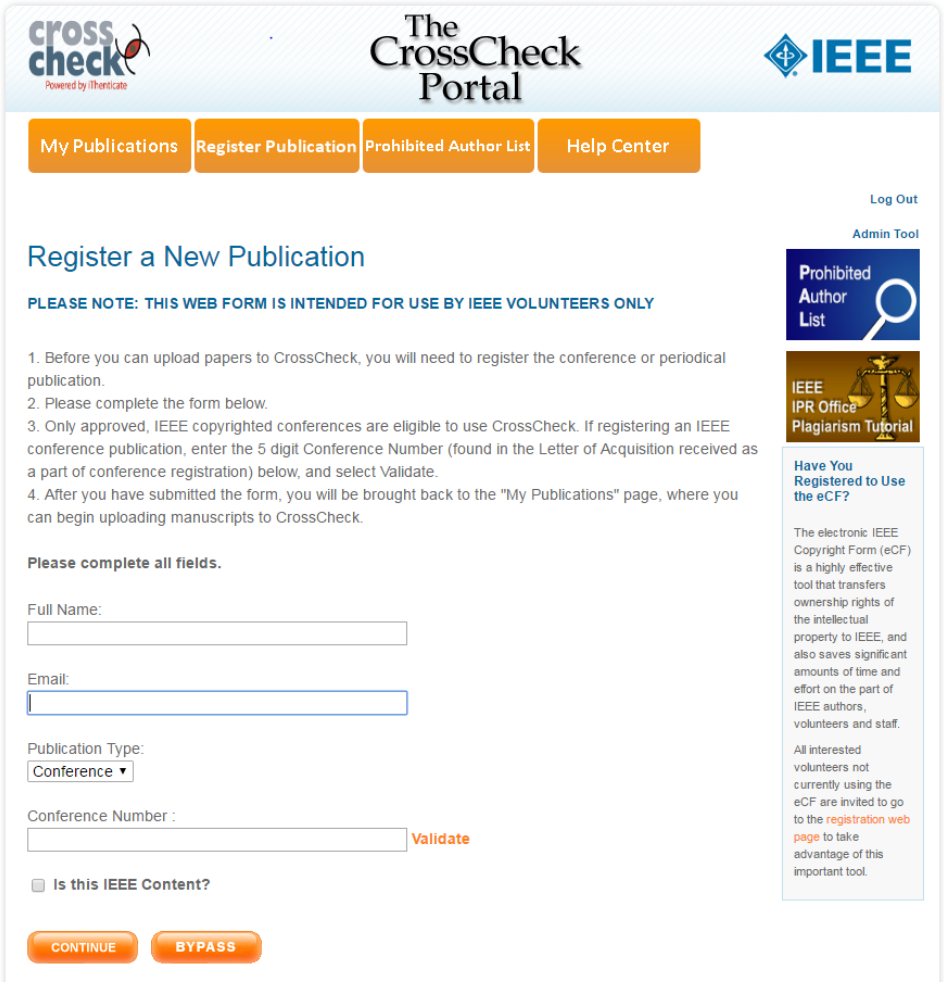
- Click the **Register a Publication** tab at the top of the page to begin the process.


cross check
Powered by iThenticate
The CrossCheck Portal
IEEE
My Publications
Register Publication
Prohibited Author List
Help Center
Log Out
Admin Tool
My Publications
Welcome Beth Babeu Kelly,
Getting Started
Browser Requirements: Compatible with Chrome 21.0, Firefox 20.0, Internet Explorer 8.0. or later.
Disable pop-up blockers
Before you can upload papers to CrossCheck, you will need to register the conference or journal title. To begin the process, click on the "Register a Publication" button above.
Next Steps
Prohibited Author List
IEEE IPR Office Plagiarism Tutorial
Have You Registered to Use the eCF?

Registering a New Conference Publication

On the "Registering a New Publication" page, you will need to complete all the fields to add a new publication title to your list. If you are registering a new Conference Publication, please fill out the following information:

- Full Name
- Email (use the same email address that you logged into the portal with, i.e., IEEE Web account)
- Select Conference in the Publication Type drop down box
- Enter the IEEE Conference Number and click **Validate** [1]
- Check the box "Is this IEEE Content?" to confirm the conference will be copyrighted by IEEE.



Click the **Continue** button to complete the registration.

The new publication title will now appear on the “My Publications” page.

[1] If you know you have the correct IEEE Conference Number, but you receive an error message that the validation cannot be completed, it is likely that the IEEE Conference Publications Form has not yet been submitted to IEEE. If that is the case, you or the publications chair may submit the IEEE Conference Publication form at, http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?appName=Publication .

To be validated within the CrossCheck Portal, a conference must be,

- An “Approved” IEEE Conference
- Releasing copyright to IEEE

Skip the next section and go to: **My Publications Page (for all publication types)**, pg. 7.

Registering a New Periodical Publication

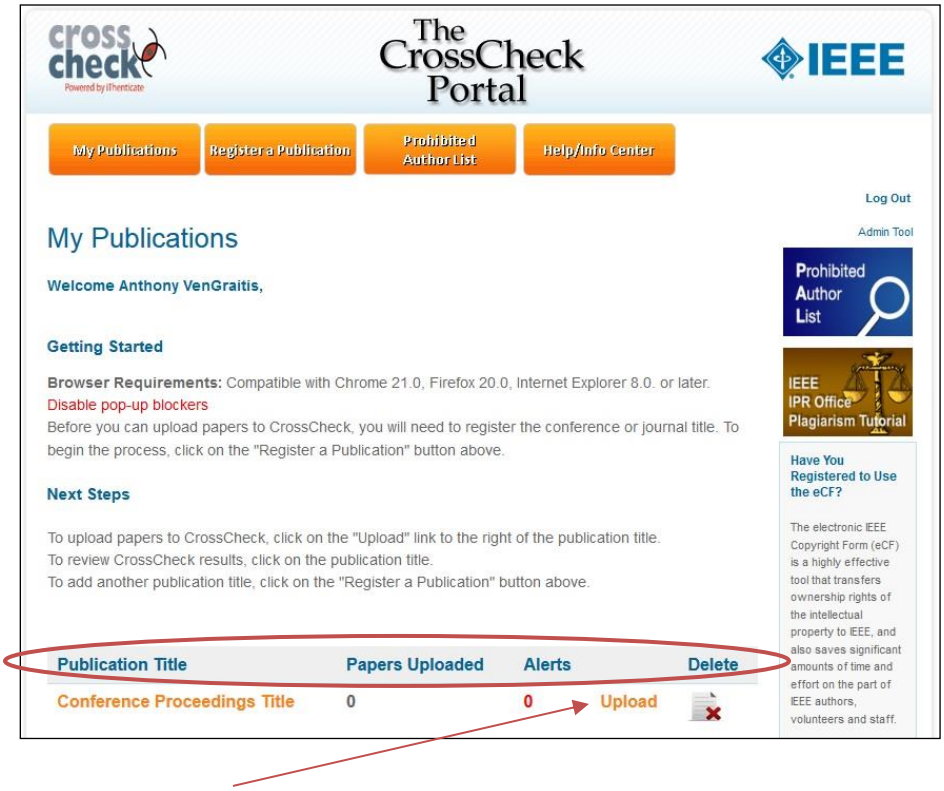
On the "Registering a New Publication" page, you will need to complete all the fields to add a new publication title to your list. If you are registering a new Periodical Publication, please fill out the following information:

- Full Name
- Email (use the same email address that you logged into the portal with, i.e., IEEE Web account)
- Select Periodical in the Publication Type drop down box
- Check the box "Is this IEEE Content?" to confirm the periodical will be copyrighted by IEEE.

My Publications Page (for all publication types)

Your newly registered publication will appear on the page with the following items in the header:

- Publication Title
- Papers Uploaded
- Alerts
- Delete



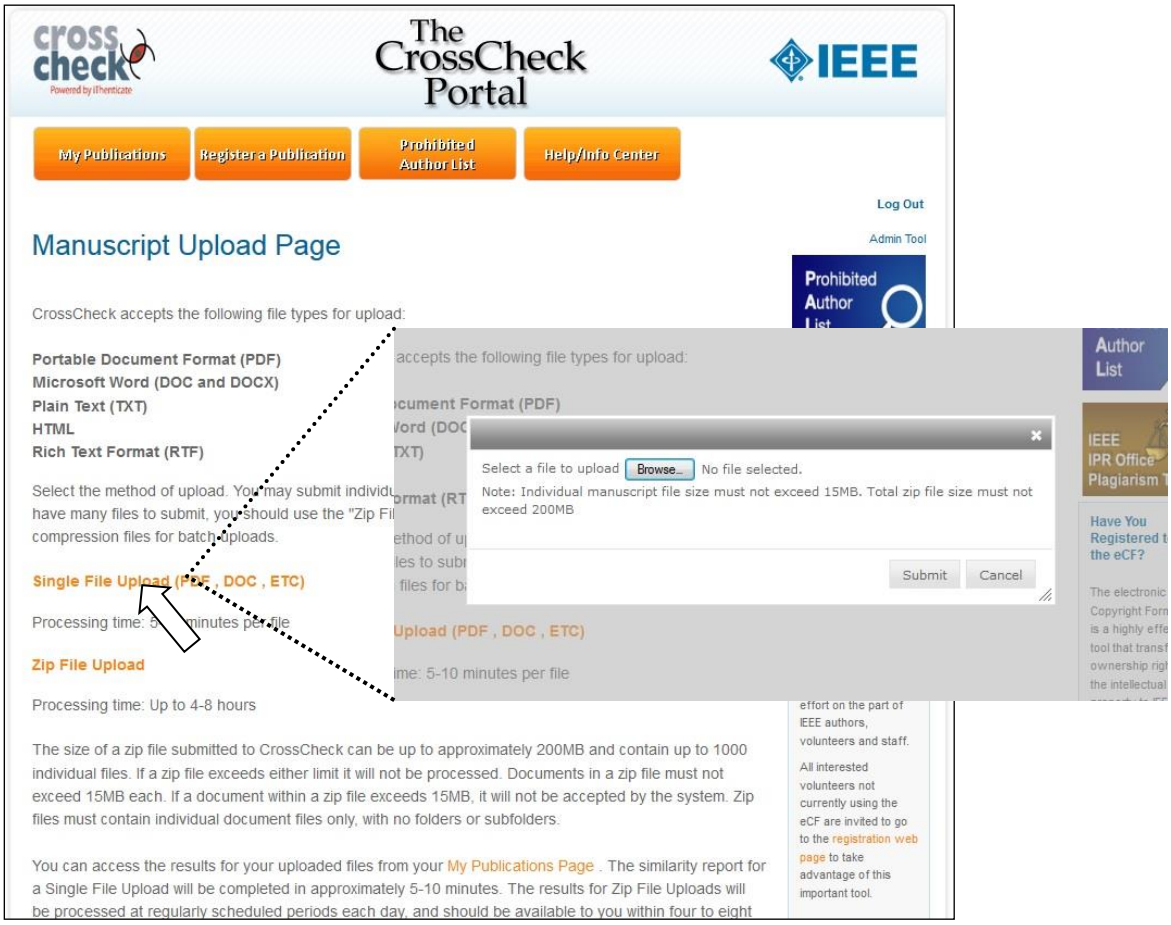
There will also be a link “Upload” at the far right of the table. Clicking this link will bring you to the “Manuscript Upload” page.

Uploading Your Content to CrossCheck

Now that you have your publication registered in the Portal, you can begin uploading papers to CrossCheck. CrossCheck can only accept the following file types for uploading:

- Portable Document Format (PDF)
- Microsoft Word (DOC and DOCX)
- Plain Text (TXT)
- HTML
- Rich Text Format (RTF)

To upload only one manuscript, click on the "**Single File Upload**" link. A search window will appear that will let you browse your computer and select the file.



The Portal also can accept zip files for batch uploads of manuscripts. The zipped file size can be up to 200 MB total and contain up to 1000 individual manuscript files (each manuscript file must be less than 15 MB). Click on the "**Zip File Upload**" link and select the zip file on our computer.

Single file uploads will be processed at once, and should be completed within 5-10 minutes. Zip files will require more time, and so after you have uploaded your manuscripts, you will be sent an email notification once the processing has been completed.

Please Note: Depending on the size of your zip file and traffic from other Portal users, the process could take as much as 8 hours. Please plan accordingly when using the Portal.

Email Notification that Uploaded Files have been Processed

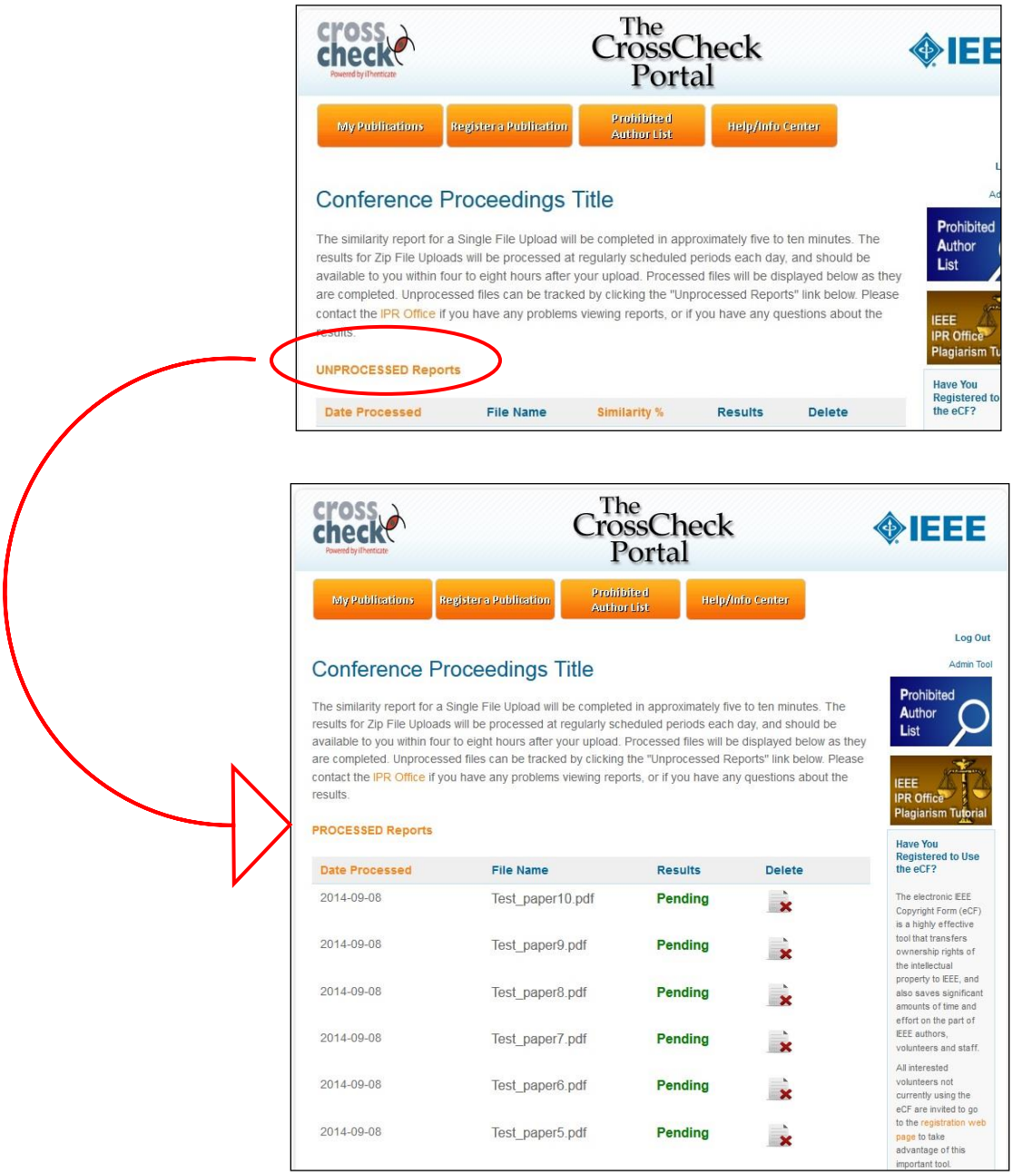
After your zip files have been processed and reports are ready, you will be sent an email with details on accessing the reports (along with the IPR Office staff, who will help to review the results). If there were any problems processing your files, you will be given more information about the types of problems and instructions on how to resolve them. You will then need to correct and resubmit files that were not processed the first time. If you uploaded a large number of manuscript files, or there were many other Portal users uploading files simultaneously, it is possible that some of your files were not yet processed. You will be able to determine which files are still unprocessed by clicking on the conference title.

Viewing Results

To view the CrossCheck Similarity Reports for the processed files, you must log into the Portal and go to the "My Publications" page. Click on the title of your publication, and you will be brought to the Reports page. You will see the following columns on the page

- Date Processed (this is the date your file was uploaded and processed)
- File Name (the file name used for each manuscript file uploaded)
- Similarity % (how much of the uploaded manuscript matches previously published material)
- Results (if the similarity percentage is under 30%, the Results column text will say OK. If not, it will say "Review Report")

At the top of the table is a link to “Unprocessed Reports” which will allow you to check if any manuscript files are still being processed by CrossCheck. Clicking the link will bring you to the Unprocessed Results page. Files that are listed in the Unprocessed Reports view will show a “Pending” status in the Results Column. Clicking the line “Processed Reports” will bring you back to the Results Page.



Any unprocessed files should be completed within another 4 to 8 hours. Please contact the IPR Office at crosscheckportal@ieee.org if any files remain unprocessed for over 24 hours.

Once the files have been processed, reports can be sorted by Date Processed or Similarity %. Clicking on the "Results" in the right column will launch a pop-up window **(be sure to deactivate any pop-up blockers on your web browser)** with a detailed Similarity Report from CrossCheck with highlighted text to show the portions of the submitted manuscript that are similar to other sources.

Interpreting the Results

You will be pleased to know that dedicated IEEE IPR Office staff are monitoring the Portal, and will review incoming results for any potential problems. Staff will identify the most problematic issues and will notify you if there is a problem that needs your attention. We encourage you to review the Alerts as well, and to contact Staff if you find anything that you think could be a problem.

Part 2. Reviewing and Interpreting Similarity Reports

Introduction

By now, you have begun using CrossCheck and have found manuscripts with a range of different similarity levels. Now what do you do?

The first thing to understand is that nearly every paper scanned by CrossCheck will detect SOME similarity to another source. This doesn't mean that every paper is suspect. There is only a concern if CrossCheck:

- Detects a substantial amount of text in the paper that has been duplicated from an original source, and
- The text from the original source is not cited in the paper

By following a few simple steps, you can quickly evaluate a large number of submissions and pinpoint any papers that may have problems.

Understanding Similarity Scores

It's important to keep in mind that the percentage level of each similarity report can contain several individual sources (sometimes as many as 20 or more). These individual sources each has its own similarity percentage that is combined into the full report's similarity percentage shown in the Folder View. For example, a paper with a similarity report of 20% may have 20 individual sources, each with only 1% of similar text, which can represent commonly used phrases.

There are three categories for similarity percentage ranges to keep in mind when reviewing a group of submitted manuscripts in CrossCheck:

< 10% Low Percentage = Not Likely to Be an Issue (Disregard) The similarity found in these papers is sporadic matching text or commonly used phrases. Single sources normally only yield 1-3% similarity. These reports may be disregarded.

10-50% Moderate Percentage = Possible Issue (Review Briefly) Papers that fall in this range may contain portions of copied text that are of some concern, but this depends on the percentage of similarity in the individual sources. Opening and briefly reviewing these reports can ensure that no individual source has more than 10% similarity.

> 50% High Percentage = Probable Issue (Review Carefully) At this level, the report percentage is automatically highlighted by CrossCheck in orange. These reports require a more careful review. There is likely to be a high percentage of similarity to one or more source.

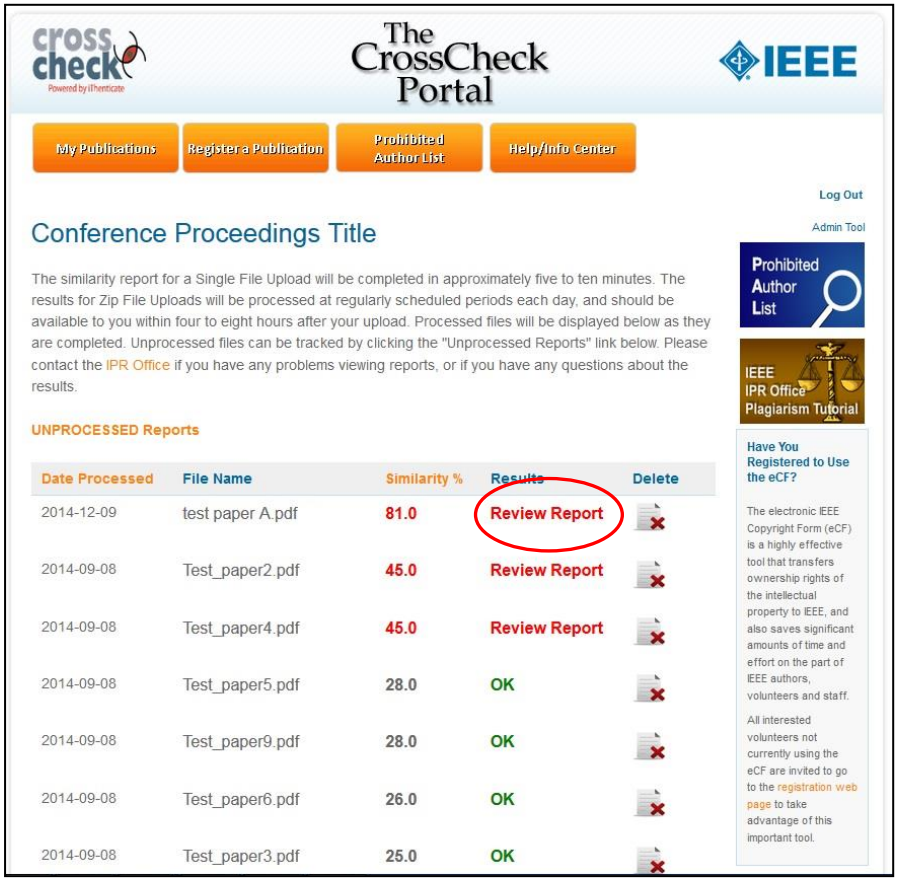
Factors to Keep in Mind when Reviewing Reports

False Alarms--A false alarm paper yields a similarity percentage higher than 30% but shows no sign of plagiarism in the report. The *overall* percentage is high but there are many different sources which all yield 5% or less. These papers need only a brief review.

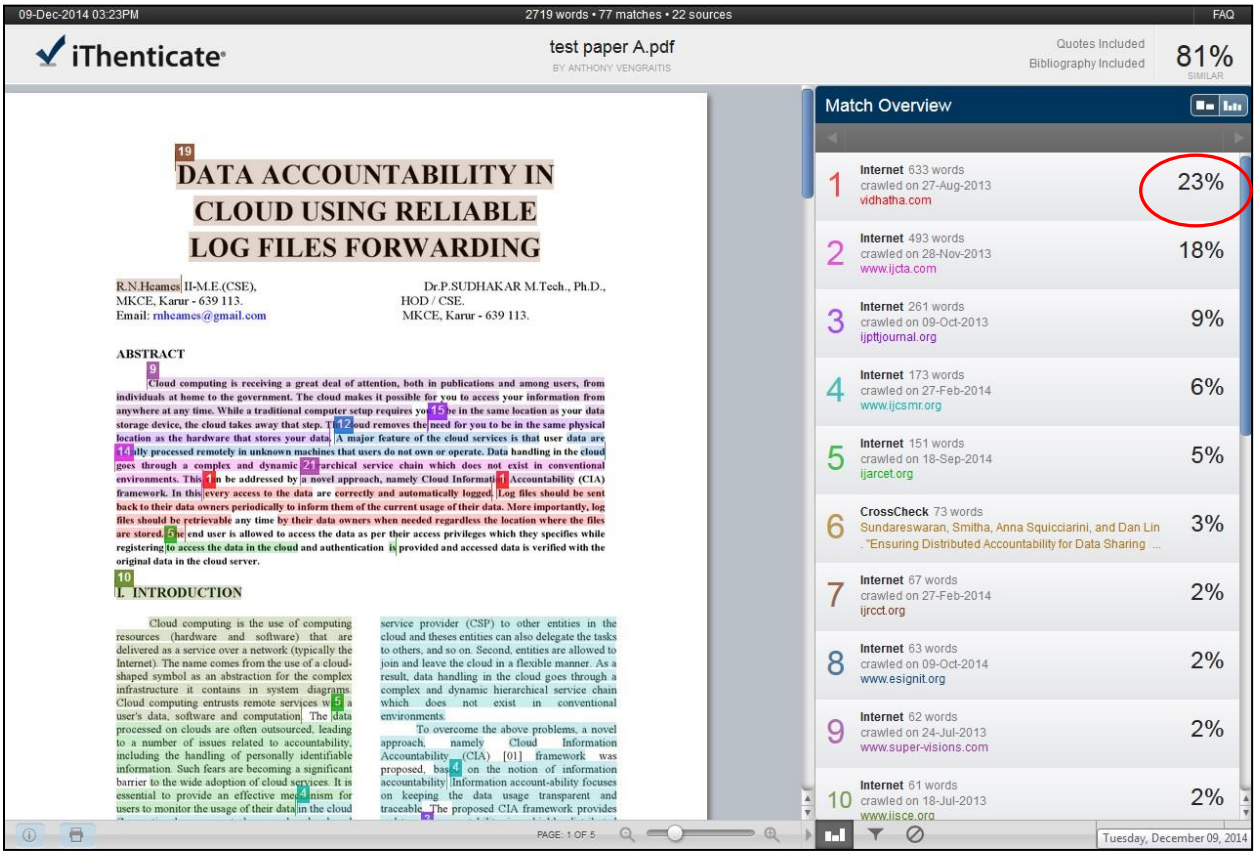
Hidden Problems--Hidden problems are papers that look acceptable on the surface but show possible plagiarism upon review of the report. They generally have a low overall similarity percentage but yield a high percentage from a single source. For example, a paper with a 12% similarity level (which is nearly a negligible amount) may only have two individual sources. One source may have 1% of similar text, while the other source has 11% of similar text (which may include several copied paragraphs of text). These reports should be reviewed carefully.

Reviewing a Similarity Report

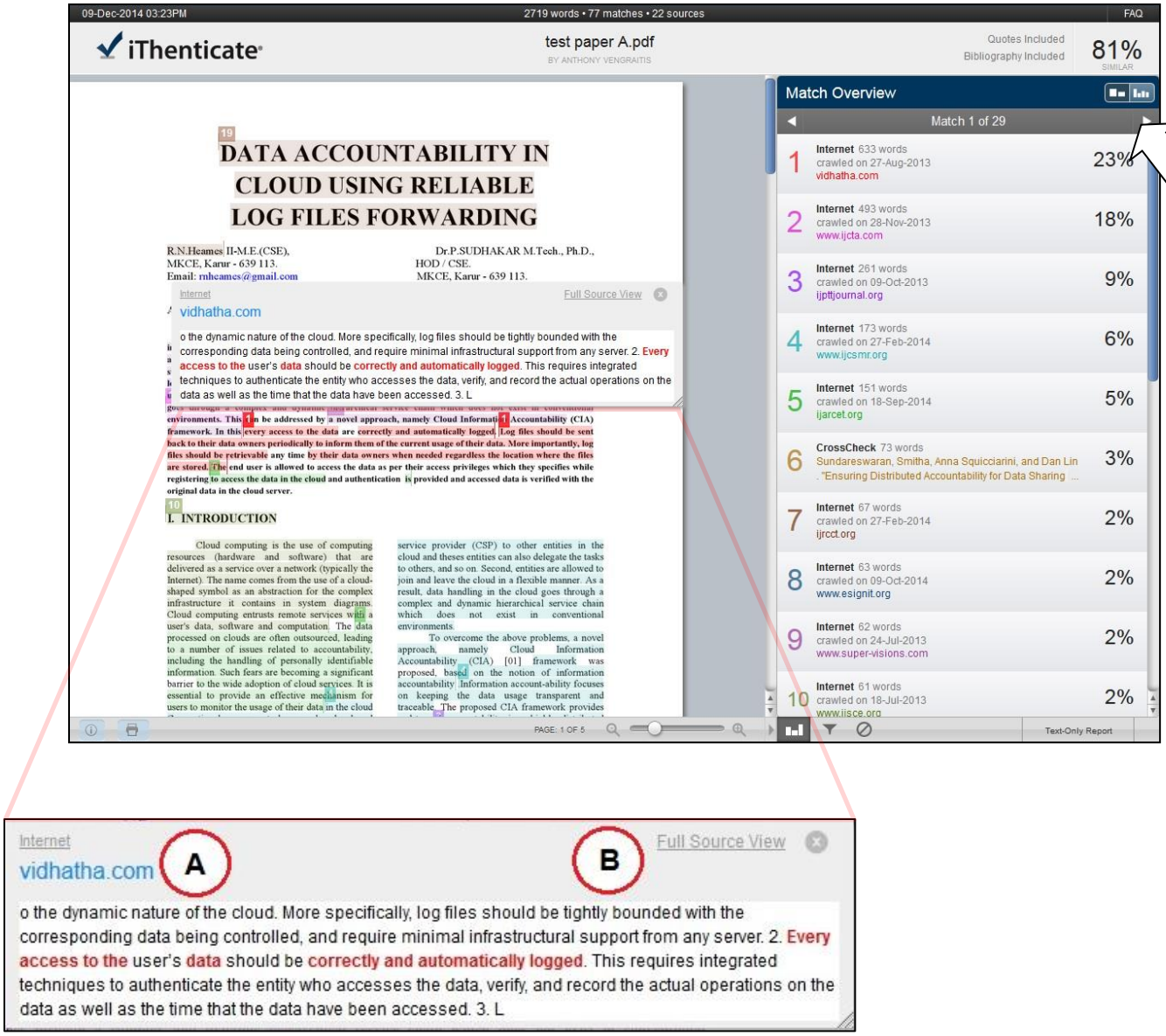
After you have clicked on your publication title, you will arrive on the Results page. Choose a report to open by clicking on the link to the right of the Similarity %. As an example, we have chosen a paper that had a substantial level of similarity (81%).



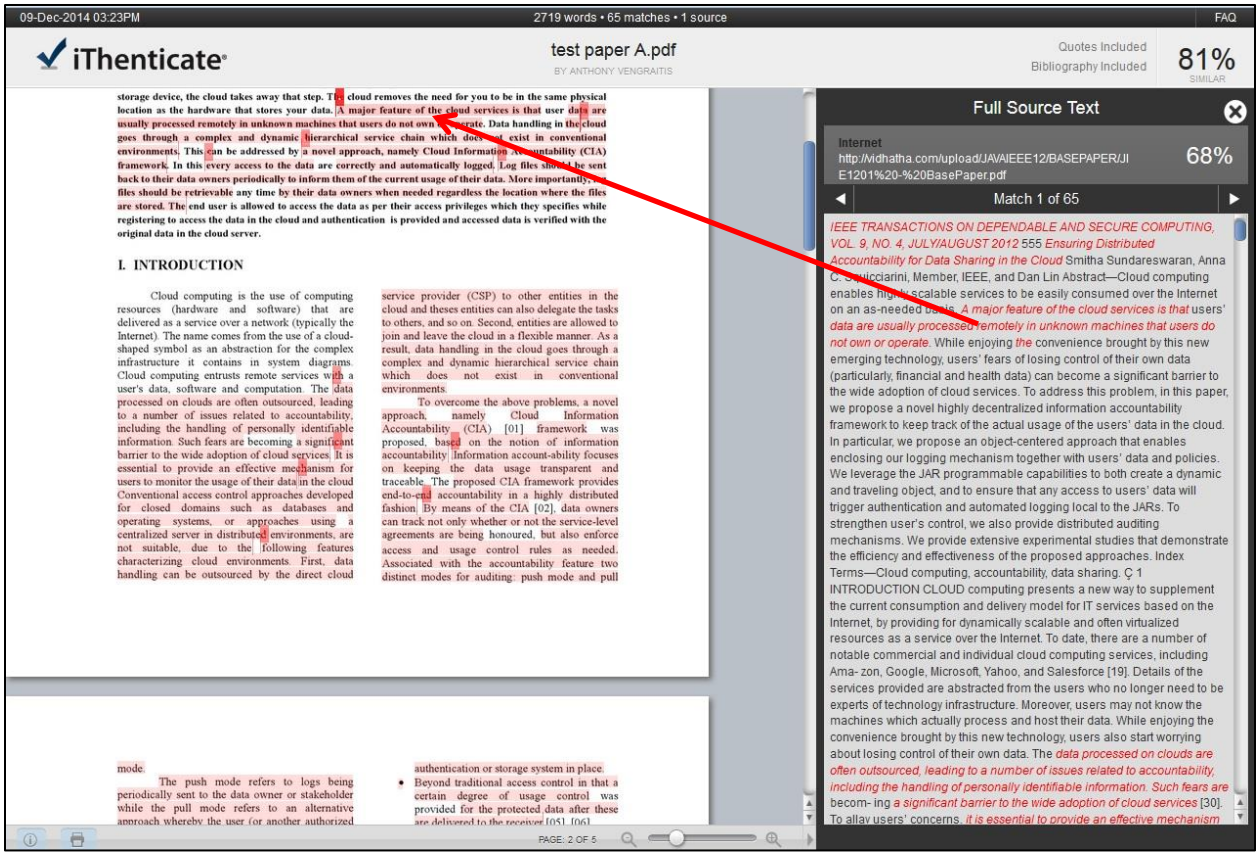
After clicking on the results link, a new page opens to show the full report **(be sure to deactivate any pop-up blockers on your web browser)**. The two-panel report page shows a list of sources on the right side. The first source has a 23% similarity. This is a potential problem that should be checked more carefully.



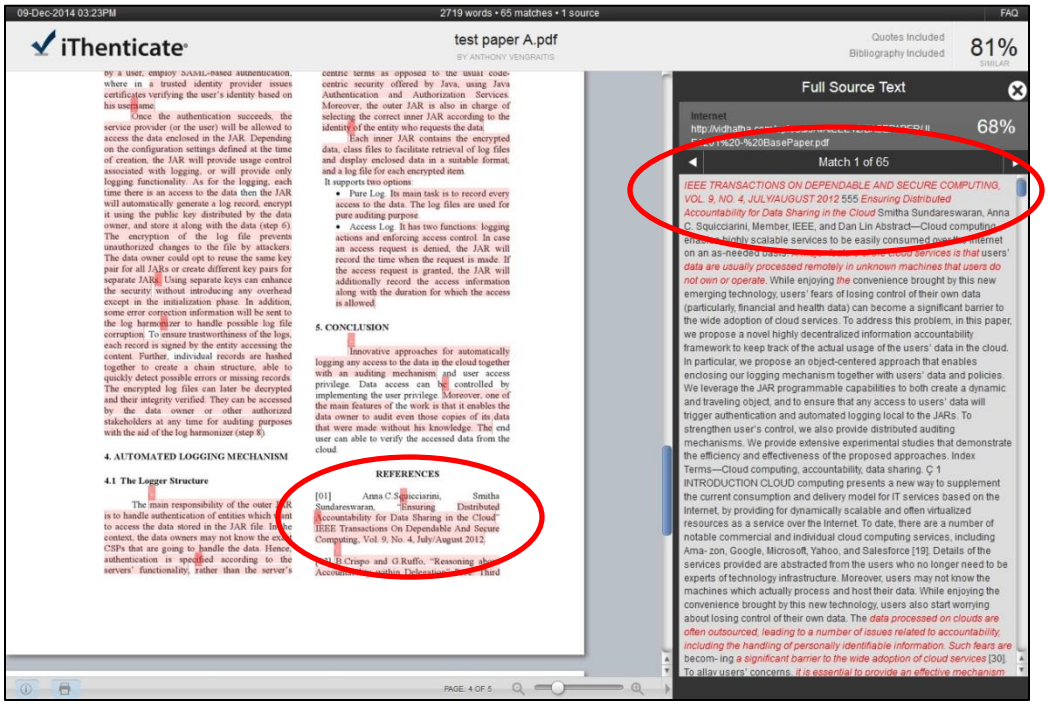
Clicking on the number “1” on the right panel will bring the first instance of similarity in the submitted text to the top of the left panel. A corresponding number “1” can be found on the matching text. The color of the source link (red) will match the color of the similar text in the submission. The bar at the top of the right panel will also show the number of matches for that source in the manuscript.



A pop-up window also will appear when clicking the sources on the right. The pop-up window shows (A) a link to the web site or publisher's digital library with the original content, and (B) a link to view the matching content side-by-side with the submitted manuscript.



By scrolling to the end of the submission and reviewing the references, we see that the matching text was included as a reference. But based on the extent of content that was copied, it would still be inappropriately reused.



Interpreting Matching Percentages of Individual Sources

It may seem that any source of matching text should be a concern, but in fact many matching sources are likely to not be the result of plagiarism. For example:

< 1%-3% match—Occurs with small groups of similar words or a few short phrases. In general, there is little need to review these sources.

4-7% match—These matches can be similar single sentences or a small paragraph. One source at this level may not be an issue, but several sources at this percentage level could signify an overall problem with the submission.

8-15% match—A source in this percentage range usually involves a few matching paragraphs. Similarity at this level could indicate improperly reused material.

15-25% match—This level of similarity in a single source likely involves as much as one full page of matching material, depending on the size of the submission. It is important to check matches carefully against the source.

>25% match—This level of similarity from a single source should raise serious concerns about inappropriate reuse, and should be checked very carefully.

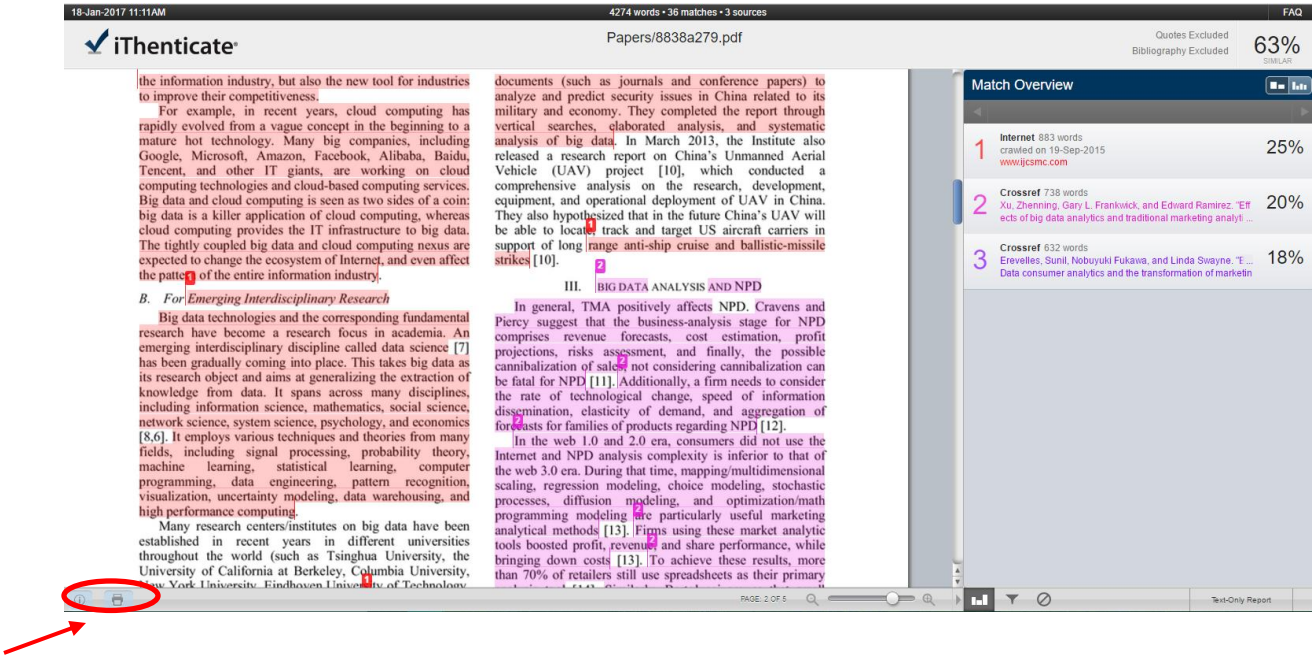
Factors to Keep in Mind when Reviewing Individual Sources

Is the similarity to the authors' own work?
This can often be the case. Authors build upon their own previously published work, and will often reuse portions of text. While this would not be considered plagiarism, it may still indicate a potential problem if the reuse of previously published content is not cited properly.

Is the similarity to work that has been properly cited in the submission?
As shown in the example in Section 3, checking the submission's reference list can determine if the similar text was reused with an appropriate attribution to the source. It is also possible that the similarity between the two papers is because both authors (submitting author and source author) have used the same portion of text taken from another source.

Sharing Similarity Reports with Others
During the peer review process, you may need to share the similarity reports with other members of your technical committee or editors. Simply click on the printer icon on the lower

left to download a color coded PDF of the similarity report, which you can then attach and email to other reviewers.

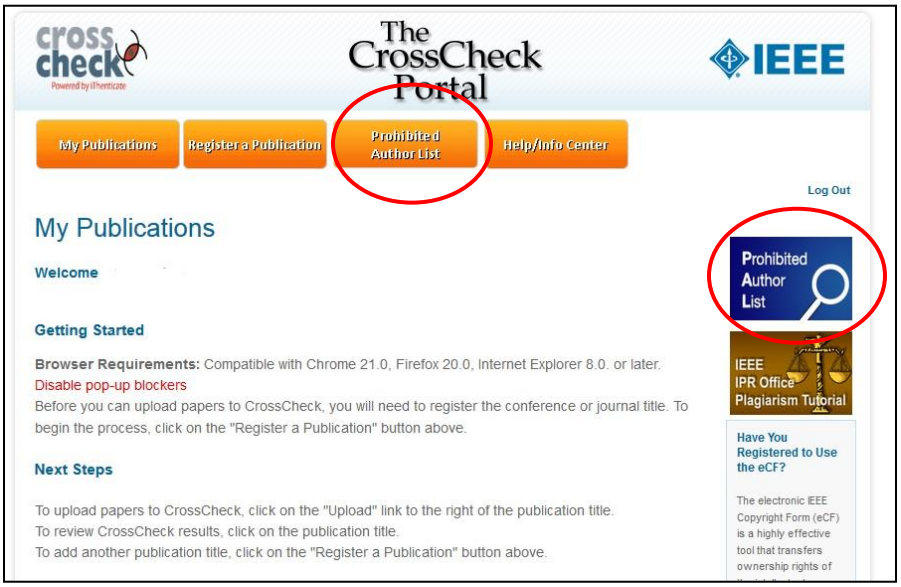


Part 3. Overview of the IEEE Prohibited Authors List Database

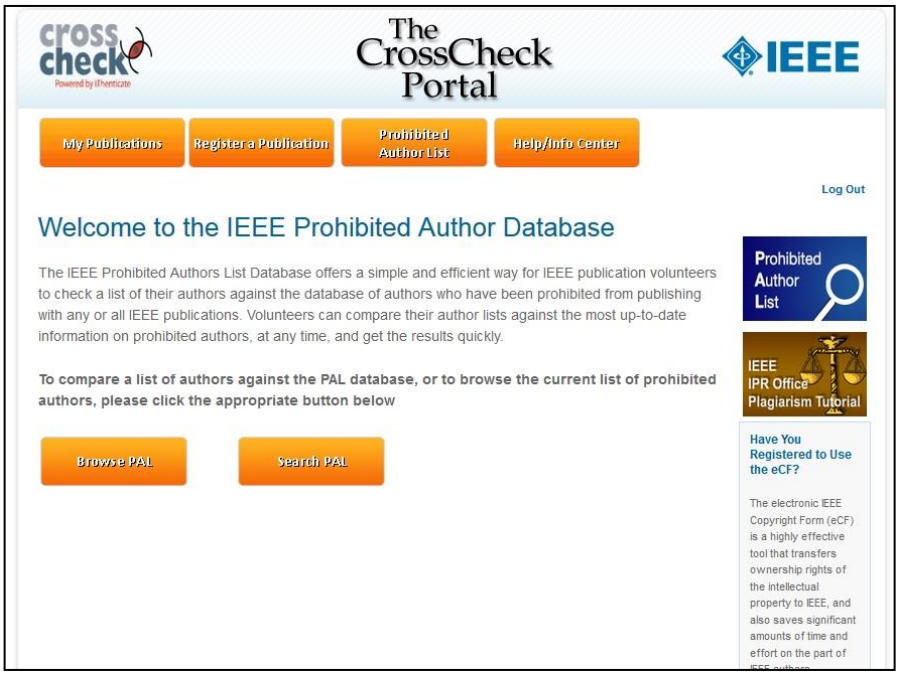
An important tool in ensuring the high quality of IEEE's publications is the Prohibited Authors List (PAL). This list contains the names of authors who have been banned from publishing in IEEE's journals and conferences because they were found to have violated IEEE's publishing conduct guidelines – usually because of significant plagiarism. To make this tool easier to use, the Intellectual Property Rights Office introduced the online database version of the PAL.

The PAL Database includes an automated tool that compares a spreadsheet of author names and email addresses against the database of prohibited authors, and presents the results on screen (or in a downloadable file). The Database also allows users to input an individual author's name or email address for quick comparison against PAL metadata, or to browse the names alphabetically.

Finding the PAL Database in the CrossCheck Portal



There are two links to the PAL Database tool from the main page of the CrossCheck Portal. Either the second tab at the top of the page, or the blue graphic on the right side of the page can be clicked to bring us to the PAL Database landing page.



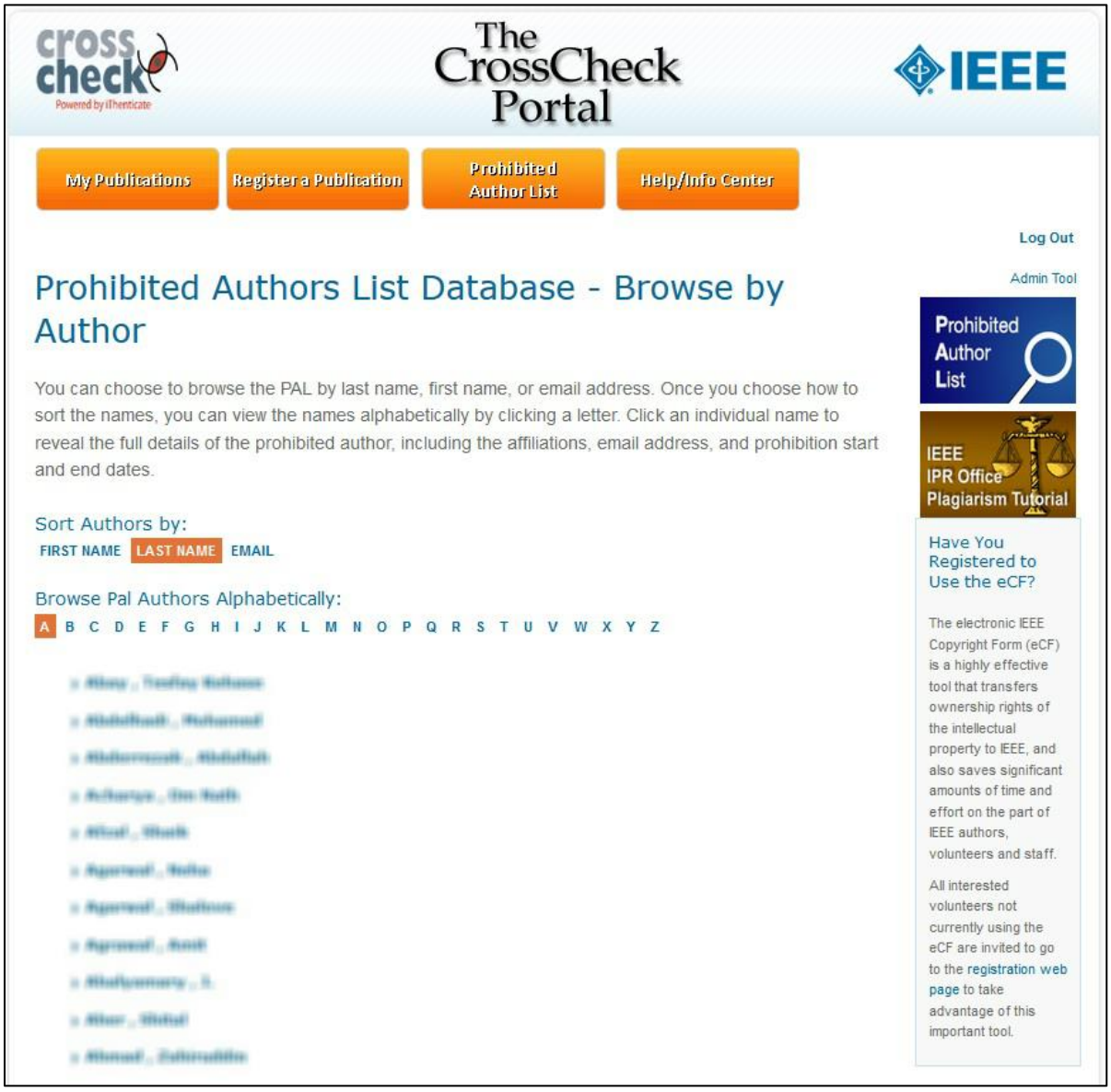
From the landing page, users will have two options.

Browse PAL: Allows users to view all prohibited authors alphabetically, either by first name, last name, or email address.

Search PAL: Provides an automated tool to compare a spreadsheet of author names and email addresses against the database of prohibited authors. Results are presented on screen or in a downloadable file. Also allows users to input an individual author's name or email address for quick comparison against PAL metadata.

Browse PAL Page

From this page, users can click on the "Sort Authors by" choice of either First Name, Last Name, or Email Address. Once selected, the user can click on the desired letter of the alphabet to see all prohibited authors that are listed under that letter.

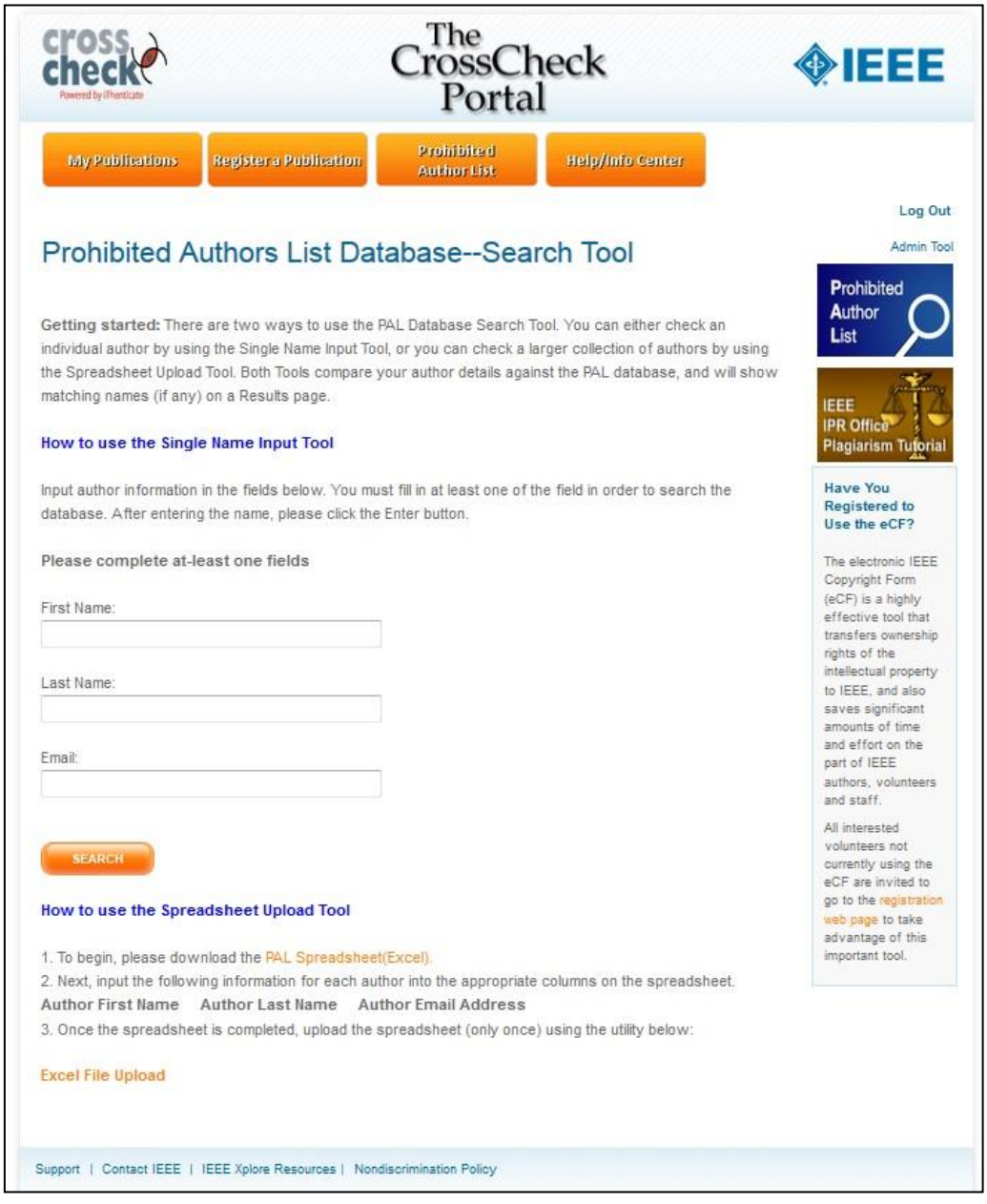


Search PAL

From this page, users can input the data of their author(s) and have the PAL Database Tool compare this data against the database of prohibited authors, and any matching authors will be displayed on a results page. Users have two options for searching. For a small number of authors (or just a single author), users may find the Single Name Input Tool to be the easiest option. For a large number of authors, users will likely want to use the spreadsheet upload feature.

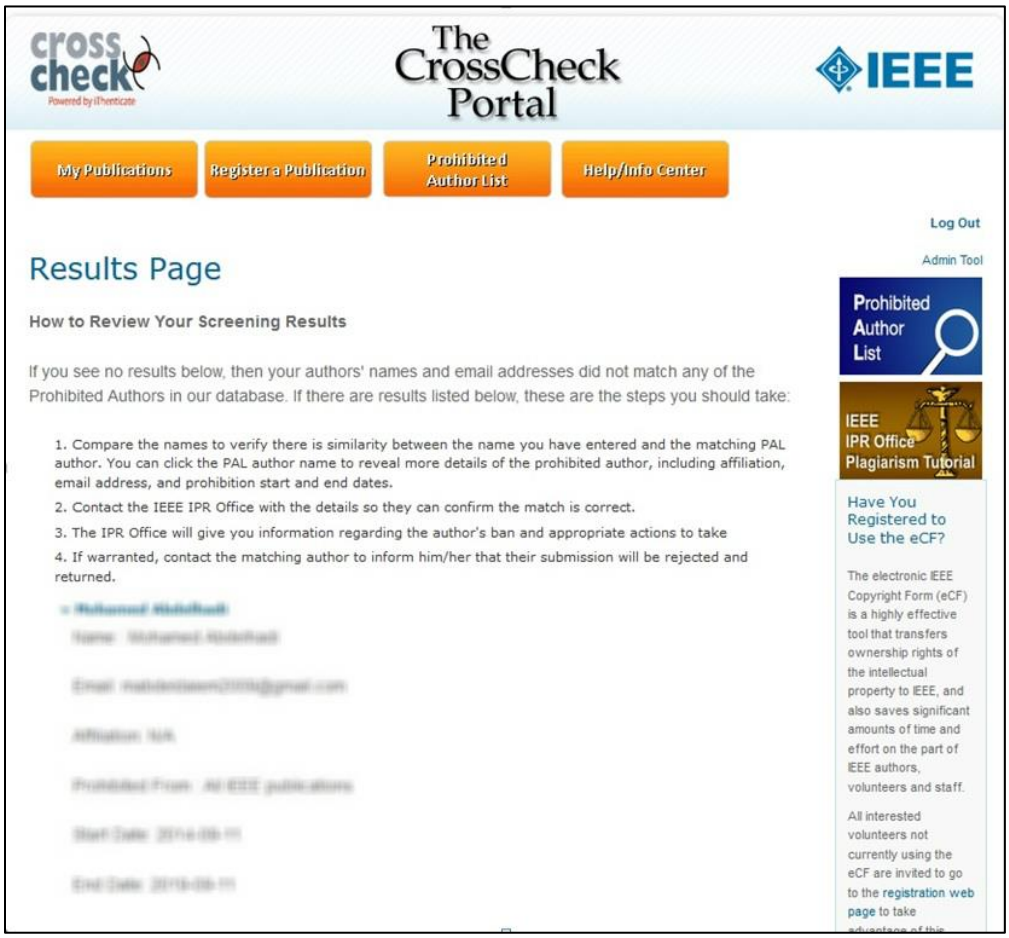
Single Name Input Tool: Users can simply add the first name, last name, and email address of any author and then click “Search” to have the PAL Database compare the name instantly to all prohibited authors. The results will be displayed online, along with all relevant details of the prohibited author.

Spreadsheet Upload Tool: Users will need to first download the blank spreadsheet from the site. The link to the spreadsheet is highlighted in the directions on the page. Once the data has been added to the spreadsheet, the user can click on the Excel File Upload link to launch the upload tool. After uploading the spreadsheet, the user will be brought to a results page to see any matching author names.



Results Page

Once users have submitted their author data to the PAL Database for comparison, they will be brought to a results page. From here, users can see how closely their authors matched any prohibited authors.



It is important that publication volunteers **contact the IPR Office if there are any strong matches** to the PAL Database. IPR Office staff can review the records of the prohibited author against the data users have to confirm any match **before any decision is reached** on what actions to take.