Guidelines for Reports on Draft Paper

- Prior to assigning reviewers, organizers will need to analyze any matching results over 15%.

- Check if any individual sources have >15% similarity.

- Check that proper citation of the sources is included.

- If the Similarity Report is less than 15% of matched or self-authored content, the Session Organizer may proceed to assign reviewers.

- For similarity indices greater than 15%, the Session Organizer should *review the report carefully* and determine if the matched content reflects plagiarism.

- Reviewers should also analyze the Similarity Report and provide comments in their review

Guidelines for Reports on Final Paper

- If the Similarity Report of the Final Paper is more than 15% of self-duplication, the Session Organizer and Reviewer need to determine if it is justifiable or if it constitutes outright self-plagiarism.

- The Technical Committee Chair should also analyze the Similarity Report of the paper prior to conference acceptance/rejection.

- If plagiarism is determined, Reviewers, Session Chairs and TCCs should confer to decide if the paper should be rejected.

- Additional input from ASME can be requested at Toolboxhelp@asme.org.