

成果证明系统用户操作指南

User's Guide For Academic Publications Retrieval &

Proof Platform, Xiamen University

——文章收录（作者单位含厦大）及期刊证明
——Article Inclusion and Journal Certification
(Author affiliations include Xiamen University)

适用范围

Fits:

委托检索的文章已被 WOS 核心合集(含 SCI、SSCI、CPCI、A&HCI)、EI、CSSCI、CSCD、知网等数据库收录，且文章署名单位含厦门大学。

The articles have been included in Wos (including SCI\SSCI\CPCI\A&HCI.), EI, CSSCI, CSCD, CNKI, etc. and the article's affiliation contains Xiamen University.

（作者单位未含厦门大学的文章，请至人工收引证明模块提交申请；若待证明的多项成果中含有非厦大成果，且需要厦大成果和非厦大成果的收引情况能在一个报告中呈现，也请至人工收引证明模块提交申请）

(For articles whose author affiliations do not include Xiamen University, please submit the application to the manual citation proof module; if the multiple achievements to be proved contain non-Xiamen University achievements and the citations of Xiamen University achievements and non-Xiamen University achievements are required to be presented in one report, please also submit the application to the manual citation proof module.)

报告样例

Sample Report

【文章收录】

【Article Inclusion】

【期刊收录】

【Journal Inclusion】

成果证明报告

委托人: [REDACTED]

委托单位: 厦门大学

委托检索时间范围: 2023-2023 年

检索数据库: 工程索引 (EI)

检索方式: 联机检索

检索结果:

经检索, 委托人黄衍提供的检索目录, 共有 1 篇论文被工程索引 (EI)

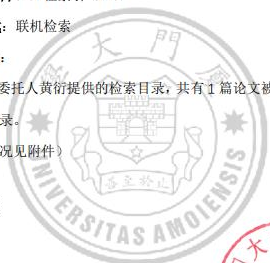
数据库收录:

(详细情况见附件)

特此证明



扫描二维码查看报告



厦门大学图书馆(盖章)

2023年07月24日

(1)

成果证明报告

委托者: [REDACTED]

委托者单位: 厦门大学

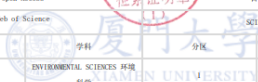
检索数据库: 中科院期刊分区在线平台(升级版)

经检索, 期刊分区信息如下:

刊名	SCIENCE OF THE TOTAL ENVIRONMENT		
年份	2022		
ISSN	0948-9607		
Review	否		
Open Access	否		
Web of Science	SCIE		
学科	环境科学	分区	Top 期刊
小类	ENVIRONMENTAL SCIENCES 环境科学	XIAMEN UNIVERSITY	
大类	环境科学与生态学	1	是



扫描二维码查看报告



厦门大学图书馆(盖章)

2023年11月14日

(1)

操作指南

Operation Guide

一、 登录系统

一、 Login system

访问地址 <https://cgzm.xmu.edu.cn/kycgfwptweb/home>, 选择“校内读者登录”入口, 使用校园统一身份认证账号登录。

Go to the homepage of Academic Publications Retrieval & Proof Platform: <https://cgzm.xmu.edu.cn/kycgfwptweb/home>, selecting the "On-campus Reader Login" portal and log in with your Unified Campus Identity (UCI) account.



二、 选择模块

二、 Select module

选择“自助收引证明”证明入口。

Select the "Self-Help Proof of Citation" proof portal.

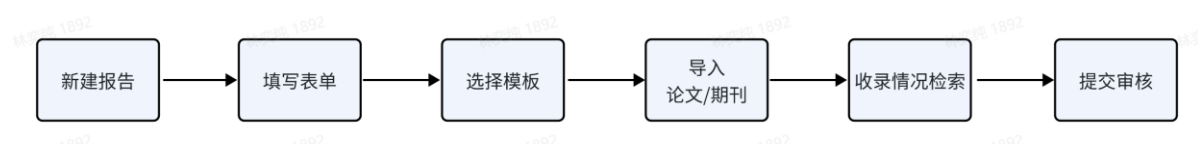


三、 提交申请

三、 Submit applications

(一) 申请步骤

(1) Application steps



(二) 具体操作

(2) Operation details

1、新建报告

1. Create report



2、填写委托表单并选择模板

2. Fill in the commissioning form and select the template

The screenshot shows the '委托书详情' (Commissioning Form Details) page. The form is titled '委托书内容' and contains several fields: '委托者机构' (Commissioning Institution) with '厦门大学' selected; '二级机构' (Secondary Institution) with a text input field; '委托者姓名' (Commissioner Name) with '添加当前作者' and '添加作者' buttons; '手机号' (Mobile Phone Number) and '邮箱' (Email) with text input fields; and '委托者学工号' (Commissioner Student/Staff ID) with '1111' entered. A red box highlights the form fields and a note: '① 填写表单, 备注写明收录类型及篇数' (Fill in the form, and specify the type and number of articles in the remarks). Below the form, there is a '模板分类' (Template Category) section with a table of templates. A red box highlights the table and a note: '② 选择模板' (Select template).

模板分类	报告模板
期刊证明	WOS-JCR模板 中科院期刊(升级版)模板(2019年以后) 中科院期刊模板(2005-2021)
文章证明	WOS核心合集模板 EI模板 CNKI模板 CSSCI模板 CSCD模板 ESI高被引

注: 手机和电子邮箱请如实填写, 方便沟通需求。

备注信息可详细填写所需证明类型, 如 SCI 收录 5 篇、知网收录 3 篇等。

委托者为在校师生(正确填写学工号以便核实身份)。

一次只能制作一种类型的证明(即一次只能选择一个模板), 不同数据库的收录需分次检索提交申请。同一类型模板支持多篇文章检索。

Notes: Please fill in the cell phone and e-mail address truthfully to facilitate communication needs.

The Remarks information can be filled in with details of the type of proof required, e.g. 5 SCI papers, 3 knowledge network papers, etc.

The commissioner should be a current student or faculty member (correctly fill in the student/ faculty number for identity verification).

Only one type of proof can be made at a time (i.e., only one template can be selected at a time), and different databases need to be searched and submitted in separate applications. The same type of template supports multiple article retrieval.

3、导入文献

3. Import papers

点击“论文导入（期刊导入）”，进入论文（期刊）导入页面。

Click to enter the papers import page.



1) 导入论文（期刊证明可跳过该步骤）

1) Import papers

依次选择检索方式、数据库及年度范围，按上方蓝框内的操作提示进行检索，并在检索结果列表中勾选待证明文献，点击右下角进入下一步。若有其他待检索的论文，可重复点击“论文导入”再次导入论文，直到所有论文都正确导入。

Select the search method, database and annual range in turn, search according to the operation tips in the blue box above, and check the documents to be proved in the search result list, click the bottom right corner to enter the next step. If there are other papers that need to be searched, you can click to import papers again until all papers are imported correctly.

注：选择作者+机构作为检索条件时，中文文献请使用中文姓名和机构的中文全称检索；英文文献请使用英文名和机构的英文全称检索，且作者姓名为文章发表时使用的姓名形变。

Note: When authors and institutions are selected as search criteria, Chinese literature should be searched using the Chinese name and the full Chinese name of the institution; English literature should be searched using the English name and the full English name of the institution, and the author's name should be a variant of the name used at the time of publication.

集成检索

操作提示
收录号检索支持WOS的收录号, EIC...
收录号前面带上相应的标记, 收录号...
WOS:000679931700003
EI:20211210114801
CSCD:6901155
SCOPUS:2-s2.0-8515614374
MEDLINE:32931254

收录号 WOS:001069049400001

数据库: 全部 Web of Science EI Scopus PubMed CSCD CSSCI MEDLINE

年度范围: 1990 -- 2025

共返回 1 条

序号	文献详情
1	The role of HIF-1 α -mediated autophagy in ionizing radiation-induced testicular injury 作者: Xu, RF (Xu, Renfeng); Shen, ST (Shen, Siting); Wang, DF (Wang, Defan); Ye, JQ (Ye, Jianqing); Song, ST (Song, Shiting); Wang, Z... (Wang, Zhengchao); Yue, ZC (Yue, Zhicao) 来源: JOURNAL OF MOLECULAR HISTOLOGY 2023年 54卷 5期 439-451页 文献类型: Article DOI:10.1007/s10735-023-10153-6 Web of Science:001069049400001

下一步

① 依次选择检索方式、数据库和检索年度范围，并按蓝色框内操作提示进行检索。

② 勾选所需证明文献（或期刊），点击页面右下角进入下一步。

2) 导入期刊（文章证明可跳过该步骤）

2) import Journal

选择期刊名称或 ISSN 检索，并确认所需检索期刊年份（通常为文献发表当年或最新年），填写完成进入下一步。

First, you should select the journal name or ISSN search, and then confirm the year of the required search journal (usually the publication year or the latest year), fill out the form and go to the next step.

期刊导入

操作提示
期刊名称和ISSN号任选一项进行填写!
两者都填写检索结果更准确!

③ 选择所需证明期刊年份

请输入期刊名称 或 1567-2379

2022
请选择检索年份

nature 或 请输入ISSN号

2021
请选择检索年份

① 可利用加号一次性检索多本期刊

② 任选期刊名称或ISSN号进行检索

取消 下一步

④ 进入下一步

注：当选择 ISSN 导入时，下一步中期刊来源会显示为“????”，此时可忽略并进入下一步。

Note: The journal source will be displayed as "???? " in the next step when ISSN import is selected. which can be ignored and proceed to the next step.



4、论文处理（以文章证明为例，期刊证明检索方式类似）

4. Process papers

核对待证明文献列表，确认无误后，点击右上方开始检索，系统将根据模板选择情况，在相应数据库中检索所选文献（或期刊）的收录情况。

Please check the the list of papers to be certified, confirm that there is no error, click on the upper right to start searching, and the system will search the selected papers (or journals) for inclusion in the corresponding databases according to the template selection.

注：①开始检索前，请核对待证明文献数量及文献信息，“查看相似”功能可提示重复文献（如下图所示），确认重复应删除重复文献；

Notes:1. Before starting the search, please check the numbers and information of essays. The function of "View Similarities" can suggest duplicates (as shown in the figure below), and confirm that duplicates should be deleted;

②请耐心等待检索结果，进度条满格为检索完成；

2.Please be patient, the search will be completed when the progress bar is full.

③检索结果栏的状态标识为有颜色，则代表所在数据库已收录，无颜色则表示无收录（如下图所示），数据库暂未收录的文献若已在线发表请至人工模板提交申请。

3. The status mark of the search result column is in color, which indicates the database has been included, and no color indicates non-inclusion (as shown in the figure below). If the essay is not included in the database for the time being, please go to the manual template to submit the application if it has been published online.



5、提交审核

预览报告并确认无误提交审核；若报告有误则返回修改。审核时间为 1-2 个工作日。

5. Submit for review

Preview the report and confirm that it is correct before submitting it for review; if the report is incorrect, we will return it to you for correction. Our review time is 1-2 business days.



四、 获取报告

四. Get the report

审核通过后，可登录系统在“自助收引证明”——“我的委托”表单内找到所提交已完成审核的申请，下载带电子章和二维码（可查验真伪）的报告。原则上不再提供纸质报告。

After the audit is passed, you can log into the system and find the submitted application that has completed the audit in the "Self-service Proof Collection" - "My Delegation" form, and download the report with the electronic seal and QR code (you can check the authenticity of the report). In principle, paper reports are no longer available.

