成果证明系统用户操作指南（校内）

User's Guide For Achievement Certification System（on-campus）

<div align="right">

——文章收录（作者单位未含厦大）

——Article Inclusion

(Author affiliations include No-Xiamen University)

</div>

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**，但**文章署名单位未含厦门大学**。

在校师生，文章作者单位含厦门大学的收录证明，请至自助收引证明模块提交申请。

Please conform the articles have been included in WOS Core Collection（including SCI/SSCI/CPCI/A&HCI）, EI, CSSCI, CSCD, CNKI, etc., and the affiliation of the article does not include Xiamen University.

Students and faculty can log in to the Self-Citation Module and submit a request for proof of articles inclusion whose author affiliations include Xiamen University.

报告样例

Sample report

成果收录证明报告

委托人：▇▇▇▇▇

委托人单位：厦门大学

委托检索时间范围：2020-2023 年

检索数据库：Web of Science 核心合集

检索方式：联机检索

检索结果：经检索，委托人▇▇▇▇▇提供的检索目录，共有7篇文章被WOS核心合集数据库收录。

（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 09 月 04 日

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。

Visit https://cgzm.xmu.edu.cn/kycgfwptweb/home, select the "On-Campus Reader Login" portal, and log in with your Unified Campus Identity (UCI) account.
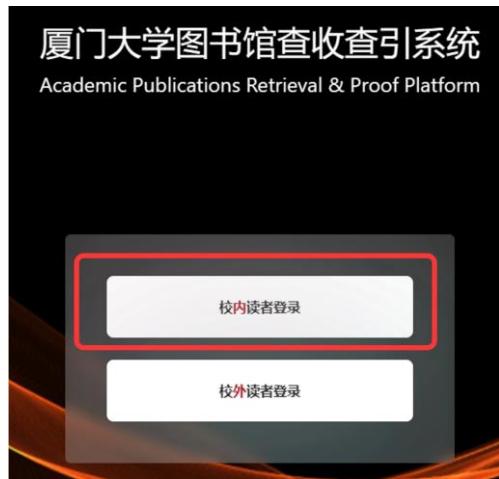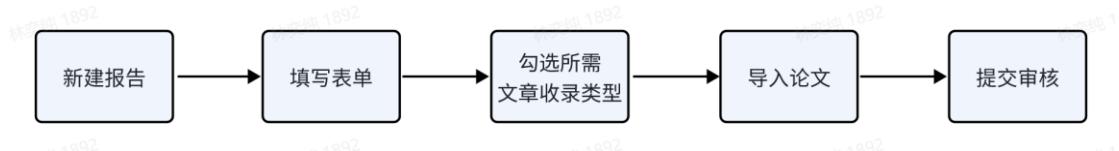
二、 选择模块

二、 Select module

页面左侧选择**"人工收引证明"**证明入口。

Please select the "Manual Proof of Citation " authentication portal on the left side of the page.

三、 提交申请

三、 **Submit application**

（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、勾选协议并进入下一步填制表单

2. Check the agreement and enter the next step to fill out the form

3、填制表单并选择委托内容

3.　Fill out the form and select the commission content

1）填写委托表单

1) Fill out the form

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）且**委托单位为厦门大学，** 用户来源请选择**校内（免费）**，其余情况选择校外（收费）。

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.

If the commissioner is a student or faculty member (please fill in the student number correctly to verify the identity) and the commissioning unit is Xiamen University, please select on-campus (free) as the source of the user, and select off campus (charged) for other situations.

2) **按需求填写/勾选委托内容**

2) Fill out/check the required fields

A. 按需勾选所需检索的数据库收录（一次只能勾选一种数据库）

注：不同数据库的收录需分开提交，即 WOS 核心合集、EI、CSCD、知网的收录一次只能选择其一；文章同时被 WOS 核心合集（含 SCIE、SSCI、A&HCI、CPCI-S、CPCI-SSH）内的多库收录，只需勾选 WOS 核心合集即可一次出具 WOS 核心合集数据库的多库收录报告。

A. Check the databases to be searched (only one database can be checked at a time).

Note: The inclusion of different databases should be submitted separately, i.e., you can only choose one of WOS Core Collection, EI, CSCD and CNKI at one time; if the article is included in multiple databases in WOS Core Collection (including SCIE,

SSCI, A&HCI, CPCI-S and CPCI-SSH) at the same time, you only need to check the box of WOS Core Collection to issue the inclusion report of multiple databases in WOS Core Collection at one time.

B. 导入论文：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。若有其他需要检索的论文，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。

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。

B. Import Essays: 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.

Note: When authors and institutions are selected as search criteria, Chinese essays should be searched using the Chinese name and the full Chinese name of the

institution; English essays 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.

C. 核对待证明的文献数量及题录，确认无误后右上角提交检索，后等待工作人员审核。

C. Please verify the number and the title of essays to be certified, confirm that they are correct, submit them in the upper right corner, and then wait for the staff to review.

Note: The system will make a judgment on the suspected duplicates and prompt "View Similar", click on the "View Similar" button to enter the similar articles comparison page, if you confirm the duplicates, please delete the duplicates.

四、 获取报告

四. Get the report

审核通过后，可登录系统在"人工收引证明"——"我的委托"表单内找到所提交已完成审核（进度栏显示为归档）的申请，下载带电子章和二维码（可查验报告）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 " Artificial 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.

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② 进度显示为归档

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