

成果证明系统用户操作指南（校内）

User's Guide For Achievement Certification System

(on-campus)

——未收录已在线的文章刊源证明

——Publication Proof of Uncollected Online Articles

适用范围

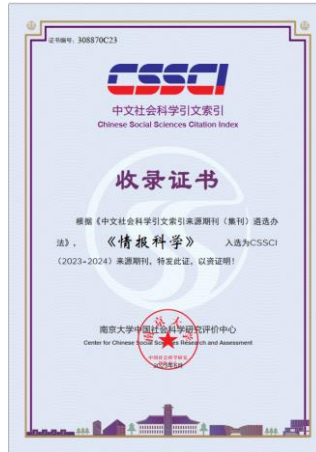
Fits:

校内师生已在线发表(online)的文章,其所在期刊为 SCIE、SSCI、A&HCI、EI 来源刊,但因收录滞后尚未在 WOS、EI 数据库中检索到,可开具刊源证明。

注: **CSSCI** 因南京大学中国社会科学研究评价中心已不对外公布期刊目录,现图书馆已**不再出具 CSSCI 刊源证明**,请直接至自助模板做文章知网收录证明,另可以找出**出版商**索要期刊证明(样式参考下图)作为辅助证明材料。

You can make a certification if the articles are published online, and whose journals are SCIE, SSCI, A&HCI, and EI, but have not yet been searched in WOS and EI databases due to the lag in inclusion.

Note: We no longer provide the CSSCI certification for the reason that the Evaluation Center for Chinese Social Science Research at Nanjing University no longer publishes journal catalogs. If necessary, please go directly to the self-service template to do the CNKI inclusion proof. Further, you can find the publisher to ask for proof of the journal (style reference to the following chart) as a supporting material.



报告样例

Sample report

编号: 2023-11-0000

成果证明报告

委托人: [REDACTED]
委托人单位: 厦门大学
检索结果: 经检索, 委托人提供的 1 篇文献已在在线发表, 其在期刊 [REDACTED] (ISSN=0100-0092) 为 SCIE 收录源刊。文献详情如下:

Journal & Magazine > IEEE Transactions on Geoscience and Remote Sensing > Volume 61

Full Text View

Abstract

Document Sections

1. Introduction

2. Related Work

3. Method

4. Experiments and Results

5. Conclusion

Authors

Figures

References

Keywords

Metrics

Footnotes

Published in: IEEE Transactions on Geoscience and Remote Sensing (Volume 61)

Article Sequence: [REDACTED] **DOI:** [REDACTED]

Date of Publication: 23 October 2023 **Publisher:** IEEE

ISSN Information:
Print ISSN: 0196-2892
Electronic ISSN: 1558-0544

扫描二维码查看报告

厦门大学图书馆 (盖章)
2023年11月16日
检索证明单
(1)

地址: 厦门市思明区思明南路 422 号厦门大学图书馆 电话: 2185190 检索邮箱: check@xmu.edu.cn

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.

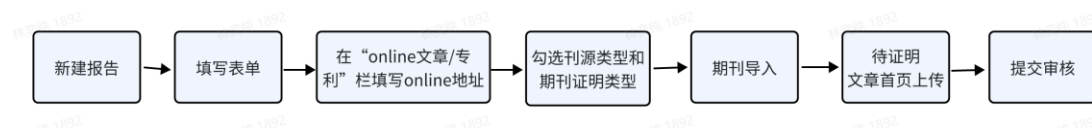


三、 提交申请

三. Submit application

(一) 申请步骤

(一) Application steps



(二) 具体操作

(二) 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 in the form

① 备注栏填写刊源证明类型及篇数

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刊源证明类型及篇数，如 SCI 刊源证明 2 篇、EI 刊源证明 5 篇等。

委托者为在校师生（需填写正确学工号以便核实身份），且委托单位为厦门大学，用户来源选择校内（免费），暂不接受文章在线证明的校外委托。

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. 2 SCI papers, 5 EI 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. online/专利首页栏内填写文章在线地址，多条记录以回车分隔；

A. Fill in the article's online address in the online/patent homepage column, with multiple records separated by a carriage return.

B. 在收录栏勾选待证明刊源类型，如所发表期刊为 SCI 刊源，勾选 SCI 收录即可；

B. Check the type of journal source to be certified in the "Inclusion" column, e.g., if the published journal is a SCI source, just check SCI inclusion;

C. (EI 刊源证明可忽略此步骤) SCI、SSCI 和 A&HCI 期刊刊源证明请同时在页面右侧勾选“期刊证明检索”，明确需要的分区类型（限 JCR 分区或中科院升级版分区），并在所需期刊分区类型下方的选项中选择最新年。未选择则默认提供中科院升级版分区。

C. (EI source proof can ignore this step) If you'd like to make the SCI, SSCI, and A&HCI journal source proof, please check "Journal Proof Search" on the right side of the page, specify the required partition type (limited to JCR partition or upgraded version partition of the Chinese Academy of Sciences), and select the latest year from the options below the required journal partition type. If not selected, the upgraded partition of the Chinese Academy of Sciences will be provided by default.



D. 页面右上角“导入论文”进入下一步。

D. Click on "Import Paper" in the upper right corner of the page to proceed to the next step.

E. (限 SCI、SSCI 和 A&HCI 期刊刊源证明，EI 刊源证明可忽略此步)

导入期刊，选择期刊导入标签，进入期刊导入步骤；若无期刊导入选项，请退回上一步确认是否勾选了“期刊证明检索”。

E. (Limited to SCI, SSCI, and A&HCI journal source certification, EI source certification can ignore this step)

Import journals, select the journal import label, and enter the journal import step; If there is no journal import option, please go back to the previous step to confirm if "Journal Certificate Retrieval" has been selected

选择期刊名称或 ISSN 检索，保留默认的最新年份，填写完成进入下一步。

注：不同文章相同期刊仅需一份期刊证明。

Select journal name or ISSN search, keep the default latest year, finish filling in and go to the next step.

Note: Only one journal certificate is required for different articles of the same journal.



F. 点击“自制报告上传”键，上传文章 pdf 首页（可一次上传多篇文章）。

注：请确保待检索的文章在期刊主页或会议官方网站可以查询到且有 DOI 号，上传的文章首页需要含有期刊名、文章题名、作者、作者单位、DOI 号等信息

F. Click "Upload Self-made Report" to upload the first page of the article pdf (multiple articles can be uploaded at one time).

Note: Please make sure that the article to be searched can be found on the homepage of the journal or the official website of the conference and has a DOI number, and the first page of the uploaded article should contain the journal name, title, author, author's organization, DOI number and other information.



G. 上传完毕，“自制报告上传”标识右上角会提示出现上传数量，确认无误后提交检索，等待审核。

G. After uploading, the number of uploads will be prompted in the upper right corner of the "Self-Produced Report Upload" logo, you only need to confirmed and submitted for retrieval, pending review.

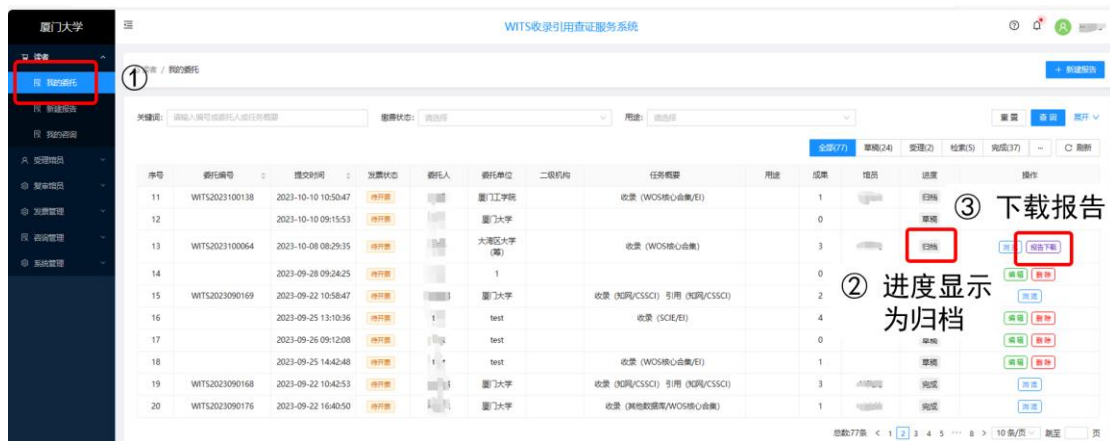


四、 获取报告

四. Get 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 "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.



报告下载

X

序号	报告名称	更新时间	② 操作
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6	WITS2023090401	2023-07-31 16:42:03	无需发票	蔡舜	厦门大学	编辑
7	WITS2023100345	2023-10-17 10:54:51	无需发票	test	厦门大学	① 报告下载