



User guide of Southeast University's index search and citation search platform —international student Edition

Southeast University Library
2021.8



Directions

1. This service is only available for **doctoral thesis defences and degree applications.**
2. If there are several papers needed to be verified, **all the papers need to be submitted in one application.** Please don't submit those papers separately in different applications.
3. If any paper has not been indexed in SCIE or SSCI or A&HCI at the time of the application for a doctoral thesis defence, but the journal of the paper is indexed in SCIE or SSCI or A&HCI of the year, **a certificate about the journal can be offered.**

4. The certificate about the journal **can't** be submitted separately on the platform and can be processed on-site in the library.

Location: Room 102 of the Sipailou Library

Room 201 of the Dingjiaqiao Library

Room B401 of the Li Wenzheng Library (Jiulonghu Campus).

5. Papers must be **indexed in SCIE/SSCI/A&HCI/ CPCI-S/CPCI-SSH/EI** when applying for the doctoral degree.

Step1: Retrieve and download the paper.

1. Distinguish which index database each paper is indexed in. These databases only include SCIE, SSCI, A&HCI, CPCI-S, CPCI-SSH and EI.
2. The five databases ---SCIE, SSCI, A&HCI, CPCI-S and CPCI-SSH are in Web of Science Core Collection.
3. Each time select one database, retrieve all the required papers and download in accordance with the prescribed format. SCIE, SSCI, A&HCI, CPCI-S, CPCI-SSH download format is TXT, EI download format is TXT too.

Example 1: Retrieve and download the paper from SCIE

Log web of science website “<https://webofknowledge.com/>” within the scope of school IP

The screenshot shows the Web of Science interface. At the top, there are navigation links: "Web of Science™", "Search", "Marked List (459)", "History", and "Alerts". Below this is a purple banner with the text "Discover multidisciplinary content from the world's most trusted".

The search bar contains the text "Search in: Web of Science Core Collection". A dropdown menu is open, showing a list of databases. The "Web of Science Core Collection" is highlighted with a purple bar and a red circle containing the number "1".

Below the search bar, there is a section for "Editions: Science Citation Index Expanded (SCI-EXPANDED)--1900-present". A dropdown menu is open, showing a list of databases. The "Science Citation Index Expanded (SCI-EXPANDED)--1900-present" is checked with a purple bar and a red circle containing the number "2".

Other databases listed in the dropdown include: Arts & Humanities Citation Index (A&HCI)--1975-present, Conference Proceedings Citation Index - Science (CPCI-S)--1990-present, Conference Proceedings Citation Index - Social Science & Humanities (CPCI-SSH)--1990-present, Current Chemical Reactions (CCR-EXPANDED)--1985-present, Emerging Sources Citation Index (ESCI)--2015-present, Index Chemicus (IC)--1993-present, and Social Sciences Citation Index (SSCI)--1900-present.

At the bottom right of the search area, there are buttons for "Clear" and "Search".

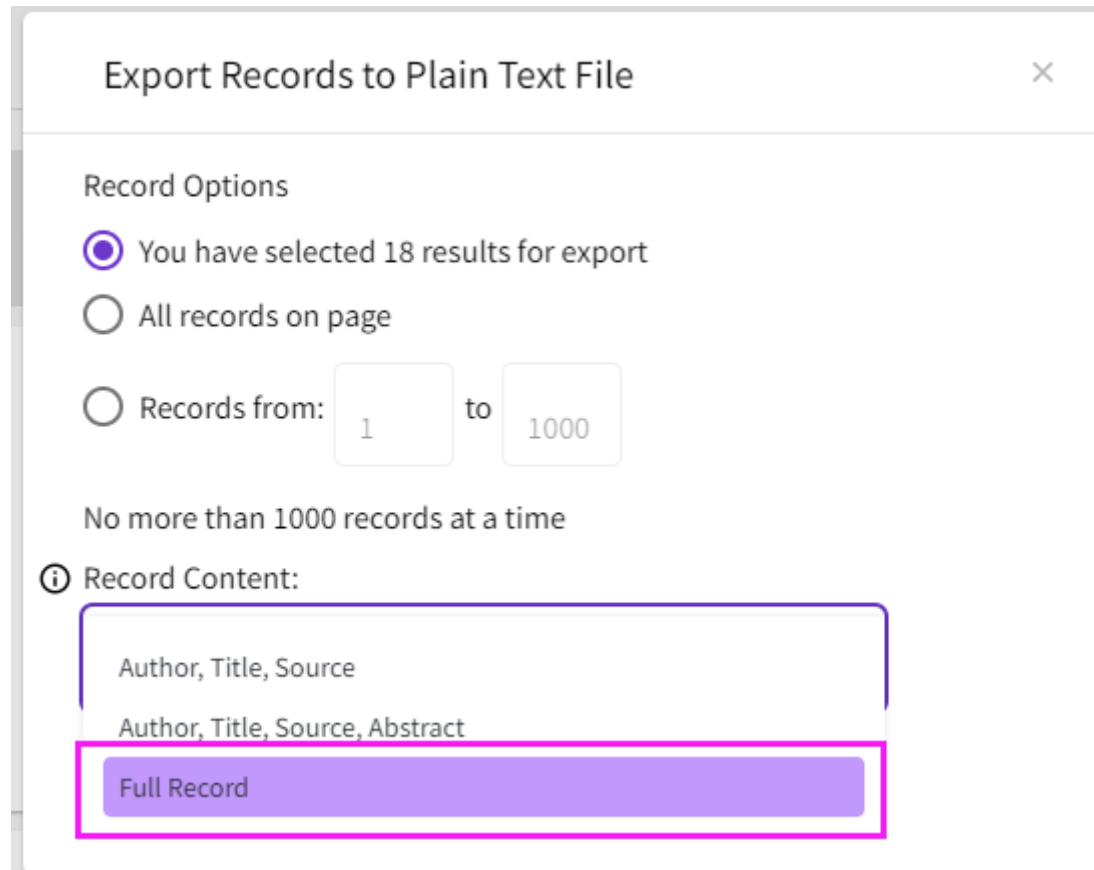
1 Select the Web of Science Core Collection

2 Only this database is retained, and all other databases are ticked off

Tips: Please strictly follow steps 1, 2 to set up and then search!

Example1: Retrieve and download the paper from **SCIE**

6 choose "Full Record" and export



Export Records to Plain Text File

Record Options

You have selected 18 results for export

All records on page

Records from: to

No more than 1000 records at a time

Record Content:

- Author, Title, Source
- Author, Title, Source, Abstract
- Full Record**

The operation of the paper indexed in SSCI or A&HCI or CPCI-S or CPCI-SSH is similar to SCIE, just select the appropriate database in step 2 and the other steps are the same.

Example2: Retrieve and download the paper from EI

Log ei website “<https://www.engineeringvillage.com/>” within the scope of school IP

The screenshot shows the Engineering Village search interface. At the top left is the Engineering Village logo with the Elsevier emblem. The search bar contains the query: `e.g. (artificial intelligence OR intelligent computing) AND {social media}`. A red box highlights the search bar, and a callout bubble with a red '2' says "Enter you artical title, then search". Below the search bar, a dropdown menu is open, showing options: "All fields", "Subject/Title/Abstract", "Abstract", "Title", and "Country of origin". A red box highlights "Subject/Title/Abstract", and a callout bubble with a red '1' says "select this one". The page also features navigation links like "Search", "Search History", "Alerts", and "Selected records".

Standards and COVID-19

Standards development organizations are responding to the COVID-19 pandemic by providing free access to relevant standards, used by engineers, researchers, and manufacturers, such as those for PPE, respirators, medical devices, emergency management, and so forth.

- ASTM standards: <https://www.astm.org/COVID-19/>
- IEEE standards: https://innovate.ieee.org/covid-19_related_research/

Engineering Research Profile NEW FEATURE

Summary of engineering research output for schools and research institutions.

Analysis includes:

- Top authors
- Funding sponsorship
- Research focus
- Publishing trend
- Subject area
- Source titles

Go to Engineering Research Profile Page

Example2: Retrieve and download the paper from EI

Engineering Village™

Search Results

Found in Compendex for 1884-2018: ((20164803057/758 or 20164202917947 or 20171203406/6 or 20162302453558 or 20122513092552) W/N All fields)

Alert Save RSS

Refine

Numeric filter

By category

Limit to Exclude

Add a term

Document type

Conference article (2)

Journal article (2)

Author

Zeng, Yihua (4)

Caspeele, Robby (2)

Taerwe, Luc (2)

Wu, Gang

Feng, Wuqiang

View more

Authors affiliation

1. Experimental study on concrete columns reinforced by hybrid steel-fiber reinforced polymer (FRP) bars
Sun, Zeyang (Southeast University, Key Laboratory of Concrete and Prestressed Concrete Structures of the Ministry of Education, N...
Sources Construction and Building Materials, v 130, p 202-211, January 15, 2017
Database: Compendex
Detailed Show preview Cited in Scopus (4) Full text 全文链接 FULL TEXT LINKS

2. Compressive membrane action in FRP strengthened RC members
Zeng, Yihua (Magnet Laboratory for Concrete Research, Ghent University, Department of Structural Engineering, Technologiepark...
Stijn; Taerwe, Luc Sources Construction and Building Materials, v 126, p 442-452, November 15, 2016
Database: Compendex
Detailed Show preview Cited in Scopus (2) Full text 全文链接 FULL TEXT LINKS

3. Compressive membrane action in FRP-strengthened concrete beams
Zeng, Yihua (Department of Structural Engineering, UGent, Ghent, Belgium); Caspeele, Robby; Taerwe, Luc Sources IABSE Confer...
Conference, Nara 2015: Elegance in Structures - Report
Database: Compendex
Detailed Show preview 全文链接 FULL TEXT LINKS

4. Mechanical properties of steel wire-continuous basalt fiber composite plate (SBFCP) under monotonic
Zeng, Yihua (Key Laboratory of Concrete and Prestressed Concrete Structures of the Ministry of Education, Southeast University, N...

Download record(s)

NOTE: Your selected records (maximum of 500) will be kept until your session ends. To clear selected records:
* Go to the Selected records page and clear records; OR
* End your session

Location:

My PC

Mendeley

RefWorks

Google Drive

Dropbox

Your Folder(s)

Format:

EndNote (RIS, Ref Manager)

BibTeX

Text (ASCII)

CSV

Excel®

PDF add search summary

RTF (Word®)

Output:

Current page view

Citation

Abstract

Detailed record

File name:
Engineering_Village

Remove selected records after download (My PC only)

Save to My Preferences

_detailed_Date/Time.txt

Cancel Download record(s)

3. Check the required paper on the search results page (search process omitted).

4. Click the download symbol (down arrow) to the right of the printer icon above the literature list.

5. Select Text and Detailed Record when downloading files.

Step 2: Submit the application to the index search and citation search platform

1. Log in the index search and citation search platform.
2. Upload the downloaded papers in the form of supplementary literature.
3. Set the search requirements.
4. Fill in the contact information.



查收查引

东南大学图书馆为校内用户提供论文收录引用（“查收查引”）证明服务。根据用户需求，依据委托人提供的文献篇者姓名、作者单位、期刊名称、卷期页码（或会议名称、会议时间、会议地点）、发表时间等信息，查询文献被SCIE、SSA&HCI、CPCI-S、CPCI-SSH、EI、CSCD、CSSCI等数据库收录和引用情况，及ESI高被引论文和热点论文、JCR影响因子等信息，根据检索结果出具检索证明。

服务方式

用户可直接进行网上委托（校内用户需通过信息门户的用户名和密码登录）。系统不能实现的委托证明可至各校区图场办理。收到完成短信后，登录查收查引平台，进入“我的报告”，点击下载“已盖章报告”即可获得报告。

点击前往“查收查引平台”

关于论文收录引用检索服务的声明

使用帮助

用户使用指南

简版说明

English Ver.

视频版说明

Website: <http://libcy.seu.edu.cn/subjects/widgets/cscy/>

Please conduct unified identity authentication



操作视频指南

使用指南PPT版

使用指南PDF版

自行检索操作流程PDF版



欢迎登录东南大学查收查引系统，

请进行[统一身份认证](#)



统一身份认证

用户名

请输入一卡通号 / 别名

Put in your campus card number or your name

密码

请输入密码

Put in your password

[忘记密码?](#)

登录



我的成果



查收查引



我的报告



委托申请单

论文清单

委托人姓名: *

清单来源: 我的成果 他人成果 补充文献

检索要求

文献收录来源	引用范围设置	引用时间设置
<input type="checkbox"/> SCIE	<input type="text" value="选择引用范围"/>	WOS 引用时间: <input type="text" value="1900"/> - <input type="text" value="2018"/> 第二时间段
<input type="checkbox"/> SSCI	<input type="text" value="选择引用范围"/>	SCIE 引用时间: <input type="text" value="1900"/> - <input type="text" value="2018"/> 第二时间段
<input type="checkbox"/> A&HCI	<input type="text" value="选择引用范围"/>	SSCI 引用时间: <input type="text" value="1900"/> - <input type="text" value="2018"/> 第二时间段
<input type="checkbox"/> CPCI-S	<input type="text" value="选择引用范围"/>	A&HCI 引用时间: <input type="text" value="1900"/> - <input type="text" value="2018"/> 第二时间段
<input type="checkbox"/> CPCI-SSH	<input type="text" value="选择引用范围"/>	CPCI-S 引用时间: <input type="text" value="1900"/> - <input type="text" value="2018"/> 第二时间段
<input type="checkbox"/> CSCD	<input type="text" value="选择引用范围"/>	CPCI-SSH 引用时间: <input type="text" value="1900"/> - <input type="text" value="2018"/> 第二时间段
<input type="checkbox"/> EI		CSCD 引用时间: <input type="text" value="1900"/> - <input type="text" value="2018"/> 第二时间段
<input type="checkbox"/> CSSCI		<input type="checkbox"/> 他引: <input type="text" value="选择他引类型"/>
		影响因子: <input type="text" value="请选择展示类型"/> <input type="checkbox"/> JCR <input type="checkbox"/> 中科院

联系人信息

联系人姓名: *

联系电话: *

E-mail: (用户接收阶段性任务完成邮件)

期望完成时间: (*以双方的约定为准)

论文清单

委托人姓名：

*

清单来源：

我的成果

他人成果

补充文献

(!)

Click “supplementary literature”.



补充文献 [关闭]

委托人姓名：

You'll need to enter the author's name or card number here, and then select your department.

补充文献 [关闭]

委托人姓名:

数据来源: SCIE SSCI A&HCI CPCI-S CPCI-SSH CSCD EI CSSCI
(请根据论文收录来源, 选择正确的数据库)

文件上传:

Select the database which the paper is indexed, one at a time. For example, the paper is indexed in SCIE



- 今天 (4)
- savedrecs (1) 修改日期: 2021/8/3 21:11
大小: 73.9 KB
 - savedrecs 修改日期: 2021/8/3 20:05
大小: 11.0 KB
 - savedrecs 修改日期: 2021/8/3 20:04
大小: 4.77 KB
 - savedrecs 修改日期: 2021/8/3 19:58
大小: 263 KB
- 上周 (23)

补充文献 [关闭]

委托人姓名：	<input type="text"/>	检索委托人
数据来源：	<input checked="" type="radio"/> SCIE <input type="radio"/> SSCI <input type="radio"/> A&HCI <input type="radio"/> CPCI-S <input type="radio"/> CPCI-SSH <input type="radio"/> CSCD <input type="radio"/> EI <input type="radio"/> CSSCI (请根据论文收录来源, 选择正确的数据库)	
文件上传：	<input type="text" value="http://58.192.117.61:8081/subjects/"/> 选择文件	保存勾选文献

1、 Wang, YF;Chen, SM;Yao, JM;Impacts of deregulation reform on PM2.5 concentrations: A case study of business registration reform in China;JOURNAL OF CLEANER PRODUCTION;2019



委托申请单

论文清单

委托人姓名：王梅

清单来源： 我的成果 他人成果

文献总数：1 SCIE (1) 全选 批量删除

1.Impacts of deregulation reform on PM2.5
 入藏号：WOS:000482491500095
 作者：Wang, Yanfang;Chen, Shumei;Yao, Jingmin
 刊名：JOURNAL OF CLEANER PRODUCTION
 出版年：2019 卷：235 页码：1138-1152
 来源库：SCIE SSCI

已删除 (0)

信息

本次总共勾选1条数据, 其中0条为已收录, 剩下1条为实际增加数据

确定

Tips: If the paper is indexed in only one database, the upload is over, go to the Set up Search Requirements page.
 If other databases index the paper, continue with the following.

委托申请单

论文清单

委托人姓名：


* Click “supplementary literature” again.

清单来源：

(暂无馆员审核成果或成果不全请选择补充文献添加论文，补

文献总数：1 SCIE (1) 全选 批量删除

已剔除 (0)

1.Impacts of deregulation reform on PM2.5 concentrations: A case study of business registration reform in China 

入藏号：WOS:000482491500095

作者：Wang, Yanfang;Chen, Shumei;Yao, Jingmin

刊名：JOURNAL OF CLEANER PRODUCTION

出版年：2019 卷：235 页码：1138-1152

来源库：SCIE,SSCI

地址：[Wang, Yanfang] Southeast Univ, Sch Econ & Management, Nanjing 211189, Jiangsu, Peoples R China. [Chen, Shumei] Shanghai Int Studies Univ, Sch Econ & Finance, Shanghai 200083, Peoples R China. [Yao, Jingmin] Peoples Bank China, Urumqi Cent Subbranch, Urumqi 830002, Xinjiang Uygur, Peoples R



补充文献

[关闭]

委托人姓名：

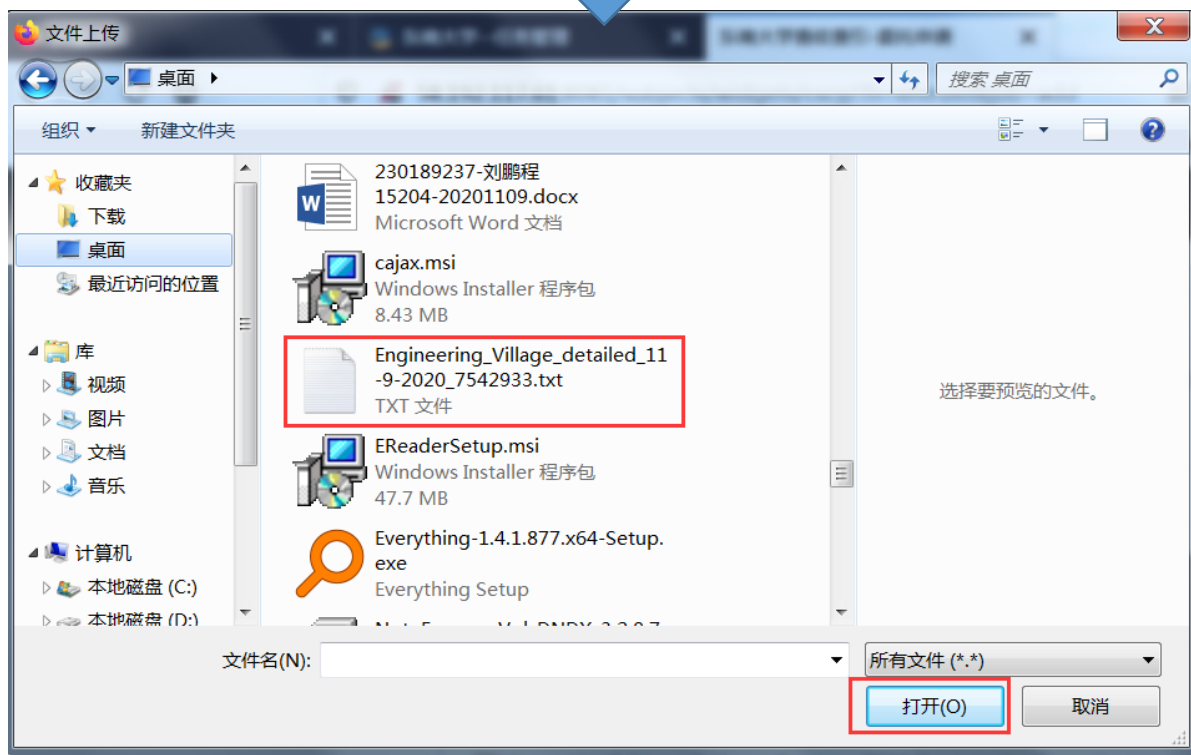
补充文献 [关闭]

委托人姓名: 王梅

数据来源: SCIE SSCI A&HCI CPCI-S CPCI-SSH CSCD EI CSSCI
(请根据论文收录来源, 选择正确的数据库)

文件上传:

Select the database which the paper is indexed, such as EI



补充文献 [关闭]

委托人姓名: 王梅

数据来源: SCIE SSCI A&HCI CPCI-S CPCI-SSH CSCD EI CSSCI
(请根据论文收录来源, 选择正确的数据库)

文件上传:

1、 Wang, Rui;Discussion of "Experimental characterizations of contact movement in two-dimensional rod assembly subjected to direct shearing" by Q. Yuan, Y. H.Wang, P. O. Tam, X. Li, and Y. Gao;International Journal of Geomechanics;2018

2、 Green, Itzhak;Discussion: "a multi-objective optimization approach on spiral grooves for gas mechanical seals" (Wang, X., Shi, L., Huang, W., and Wang, X., 2018, ASME J. Tribol., 140(4), p. 041701);Journal of Tribology;2019



论文清单

委托人姓名: 王梅

清单来源:

文献总数: 3 SCIE (1) EI (2)

1.Impacts of deregulation reform on PM2.5
 入藏号: WOS:000482491500095
 作者: Wang, Yanfang;Chen, Shumei;Yao, Jingmin
 刊名: JOURNAL OF CLEANER PRODUCTION
 出版年: 2019 卷: 235 页码: 1138-1152
 来源库: SCIE,SSCI
 地址: [Wang, Yanfang] Southeast Univ. Sch Econ & Management, Nanjing 211189, Jiangsu, Peoples R China. [Chen, Shumei] Shanghai Int Studies Univ.

已删除 (0)

信息

本次总共勾选2条数据, 其中0条为已收录, 剩下2条为实际增加数据

Tips: If there is a third or more database, click "Supplementary Literature" again to do so.

Set search requirements

检索要求

文献收录来源	引用范围设置
<input type="checkbox"/> SCIE	选择引用范围 ▾
<input type="checkbox"/> SSCI	选择引用范围 ▾
<input type="checkbox"/> A&HCI	选择引用范围 ▾
<input type="checkbox"/> CPCI-S	选择引用范围 ▾
<input type="checkbox"/> CPCI-SSH	选择引用范围 ▾
<input type="checkbox"/> CSCD	选择引用范围 ▾
<input type="checkbox"/> EI	
<input type="checkbox"/> CSSCI	

引用时间设置	
WOS	引用时间： 1900 — 2022 第二时间段
SCIE	引用时间： 1900 — 2022 第二时间段
SSCI	引用时间： 1900 — 2022 第二时间段
A&HCI	引用时间： 1900 — 2022 第二时间段
CPCI-S	引用时间： 1900 — 2022 第二时间段
CPCI-SSH	引用时间： 1900 — 2022 第二时间段
CSCD	引用时间： 1900 — 2022 第二时间段
<input type="checkbox"/> 他引：	被除作者和合作者以外其他的人引用 ▾
影响因子和分区：	请选择展示类型 <input type="checkbox"/> JCR

If you need impact factors and partitions, click this small box

Fill in the contact information

联系人信息

联系人姓名:

Your name(required field)*

联系电话:

Your phone number(required field) 用于接收短信进度通知

E-mail:

期望完成时间:

2023-11-09

(*以双方的约定为宜)

查询目的:

备注:

付款方式:



转账



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发票抬头:

领取报告方式:



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统计第一作者和



是



否

通讯作者:



Congratulations! the Commission is over. Please wait patiently!