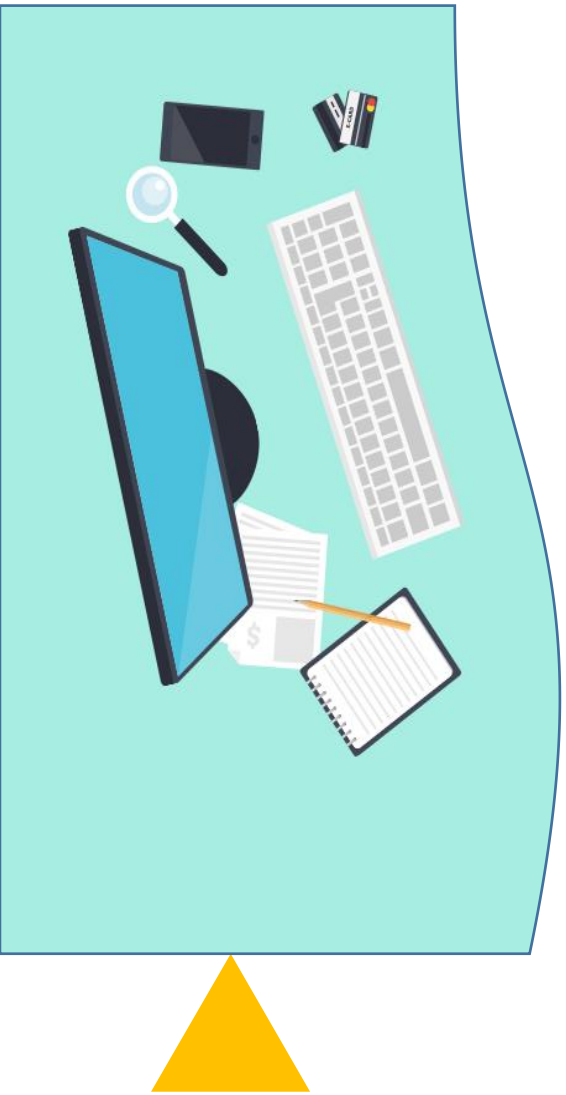


東南大學圖書館
Southeast University Library

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

Southeast University Library

2021.03

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 SCIEor 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.

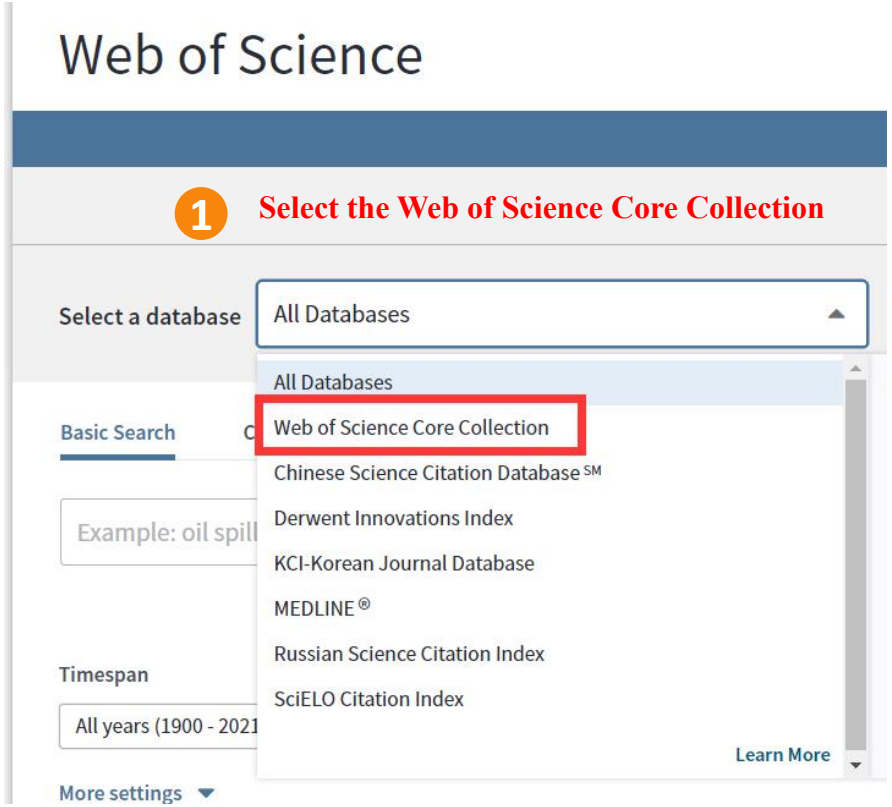
1. Distinguish which index database each paper is indexd in. These databases only include SCIE, SSCI, A&HCI, CPCI-S, CPCI-SSH and EI.

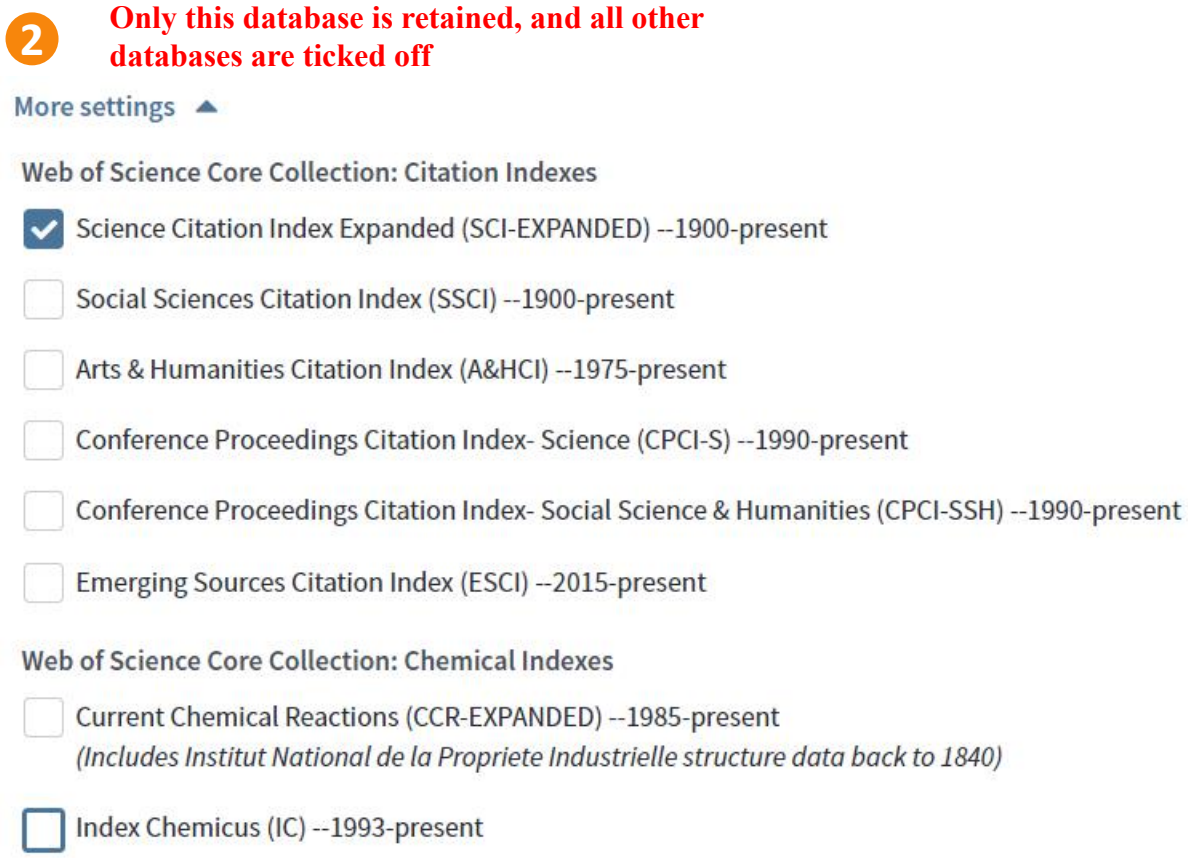
2. The five databases ---SCIE, SSCI, A&HCI, CPCI-S and CPCI-SSH are in Web of Science Core Collection.

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 HTML, EI download format is TXT.

Example 1: Retrieve and download the paper from SCIE

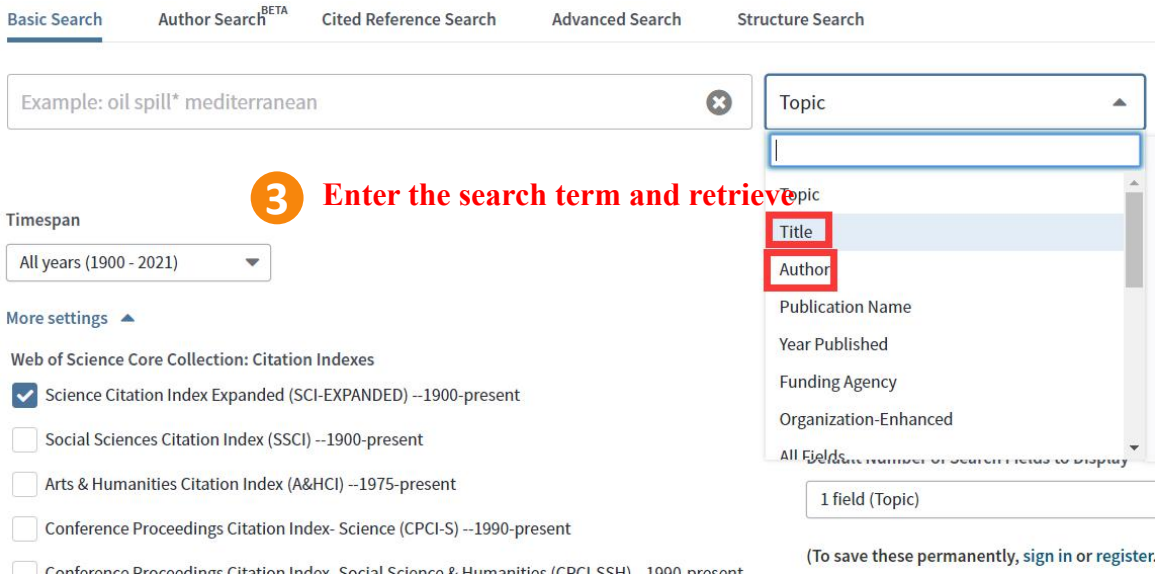
Log web of science website **"https://webofknowledge.com/" within the scope of school IP**

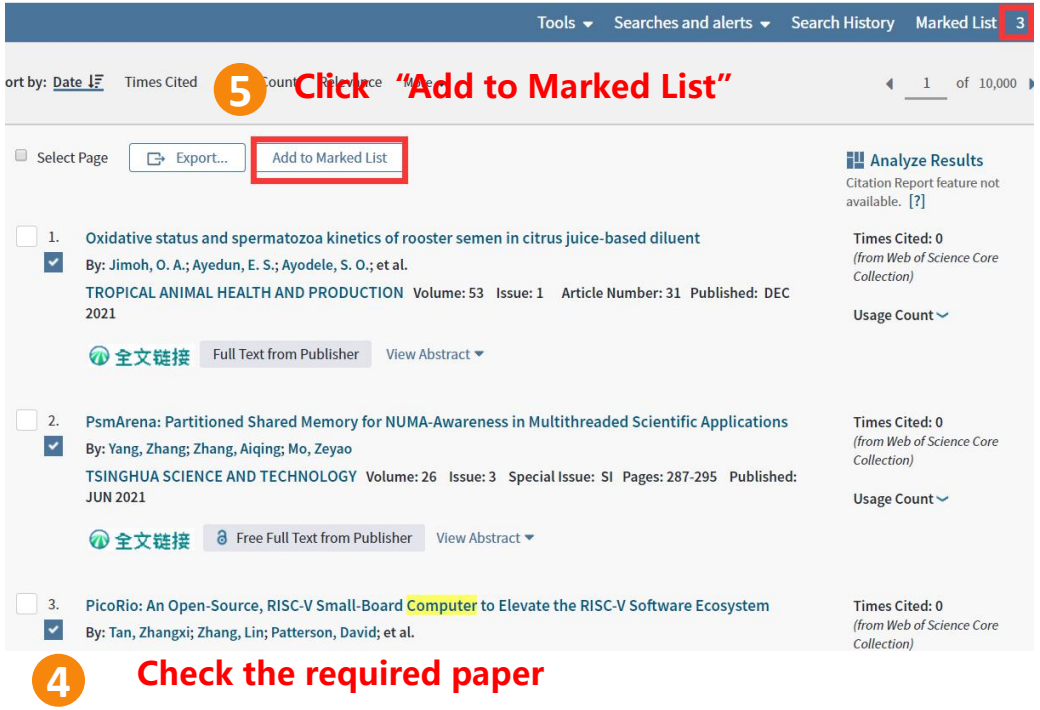




Tips: Please strictly follow steps 1, 2 to set up and then search!

Example1: Retrieve and download the paper from SCIE

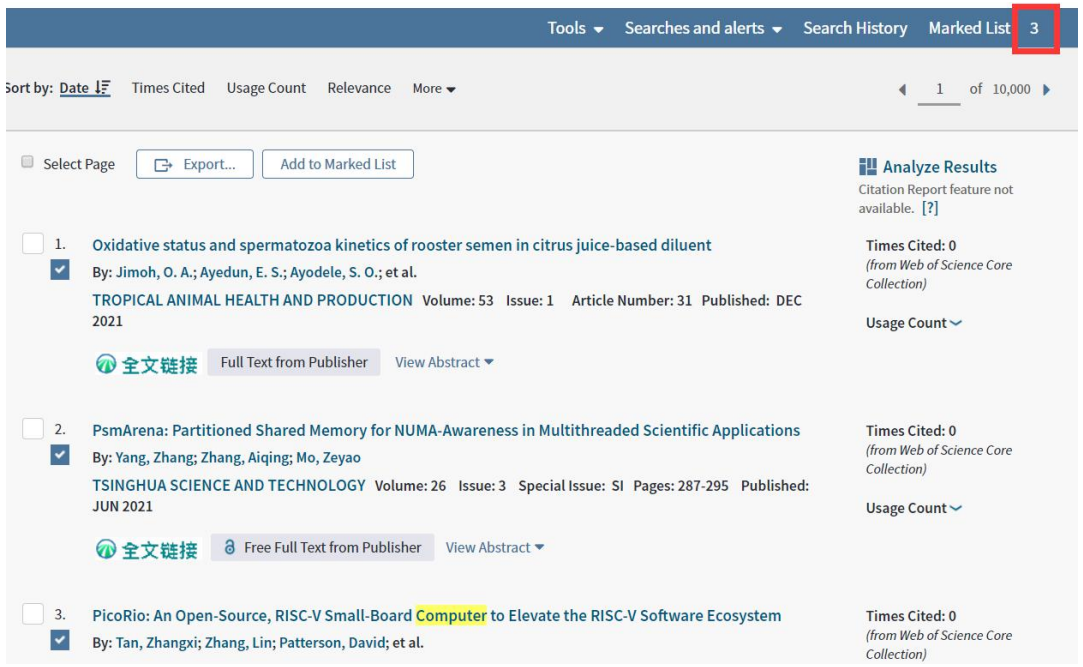


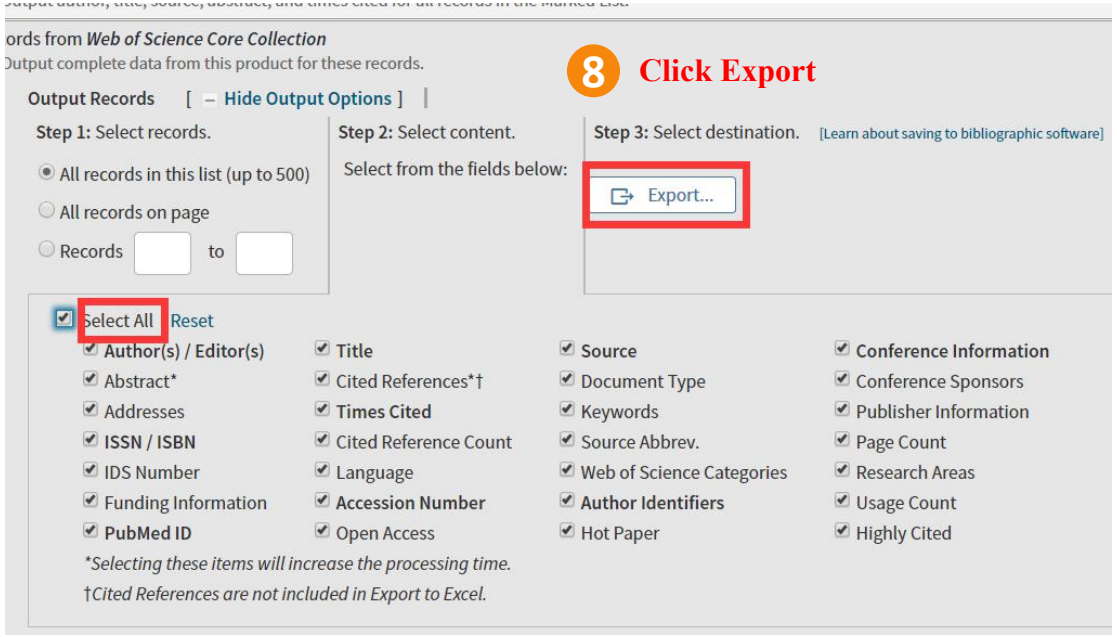


Tips: If you search for multiple papers with the title of the paper, retrieve one paper and add it to the list of markup results, then click "Retrieve" in the upper left corner of the page to return to the basic search page to continue the search for the next paper. Once all the papers have been retrieved, proceed to step 6 on the next page.

Example1: Retrieve and download the paper from SCIE

6 Click here for the number of papers

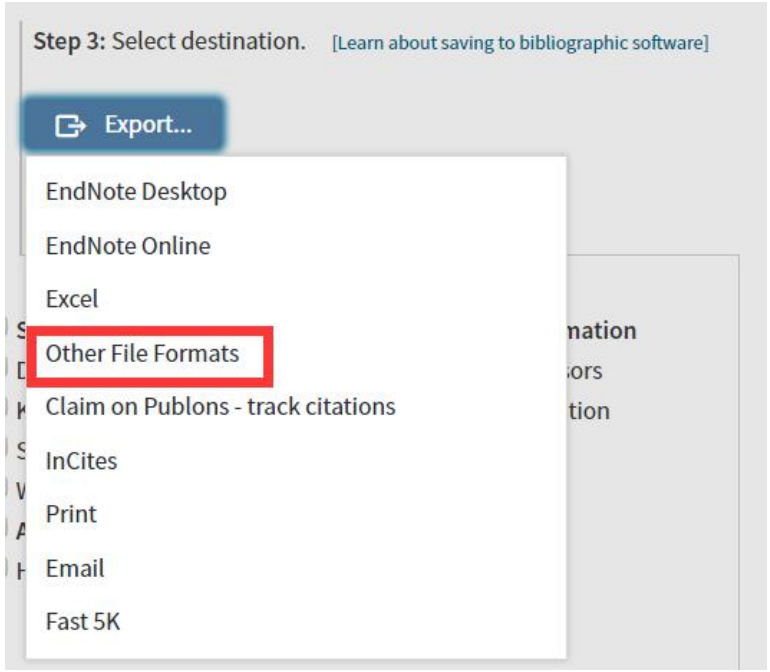




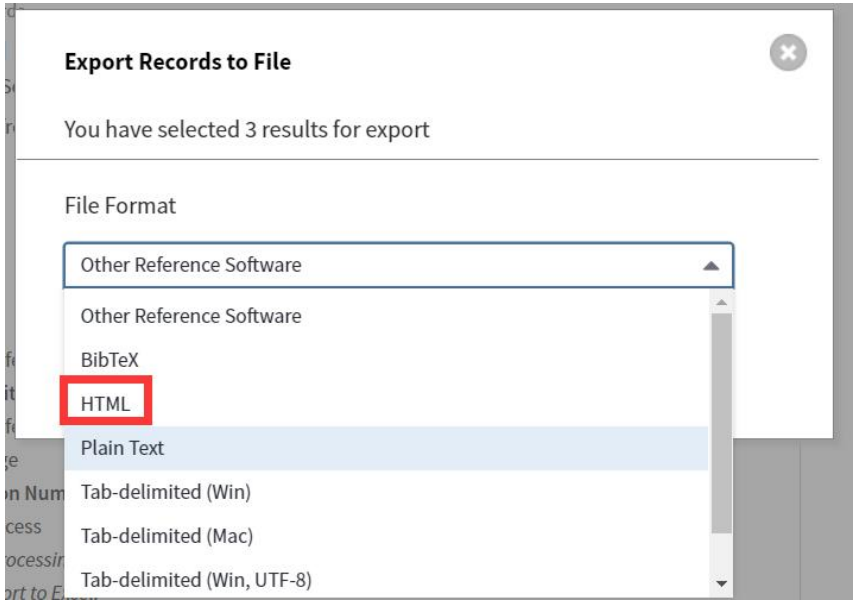
7 Click "Select All"

Example1: Retrieve and download the paper from SCIE

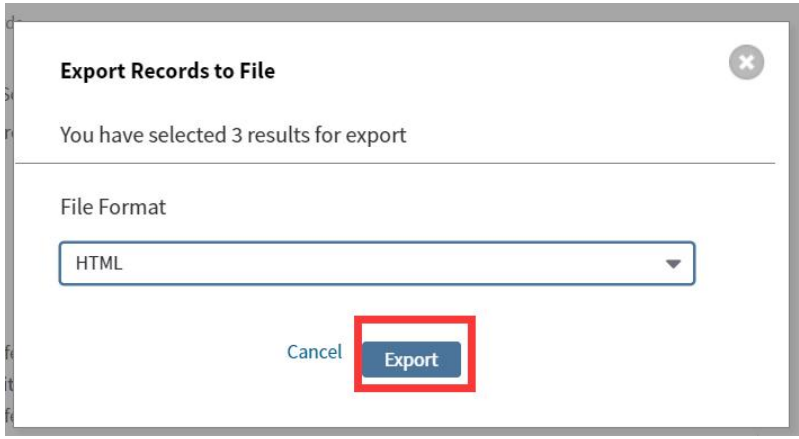
9 Click “Other File Formats”



10 Click “HTML”



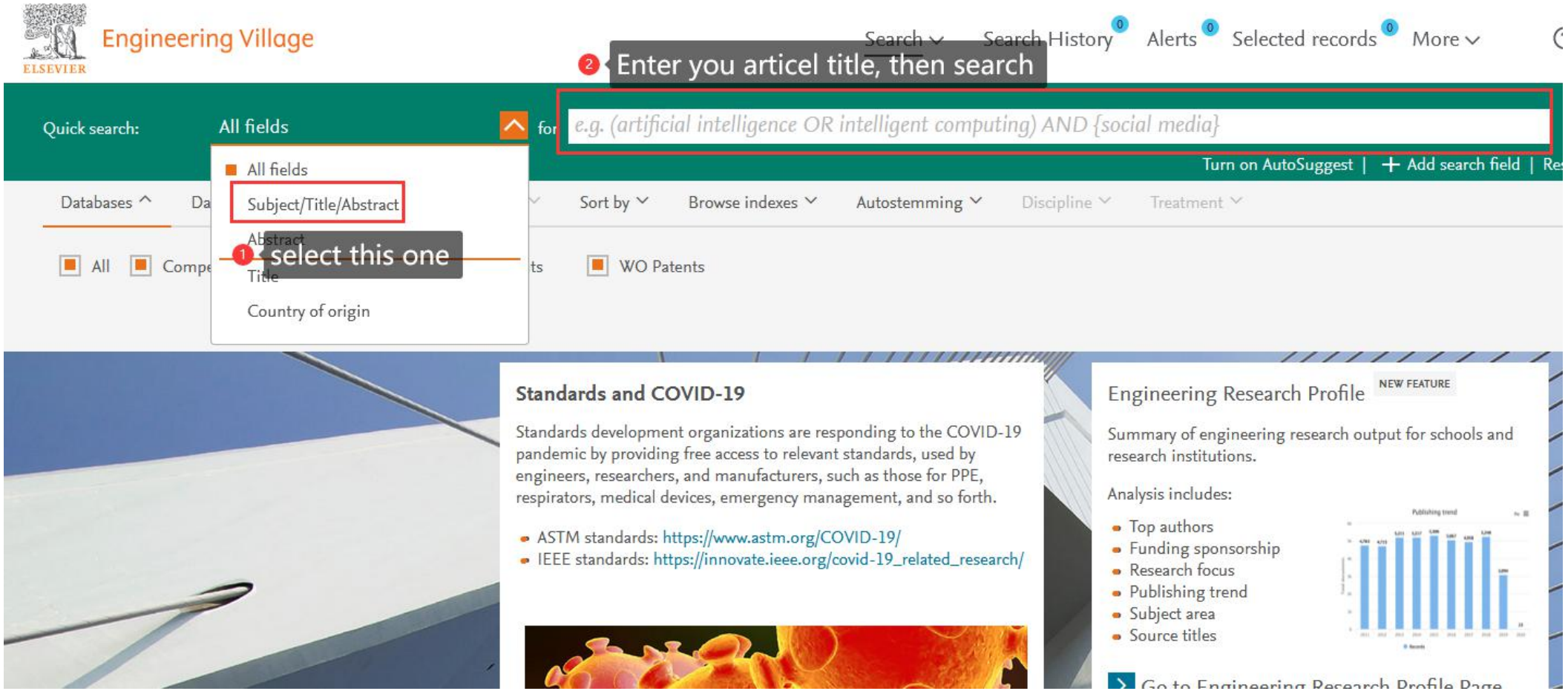
11 Click “Export”



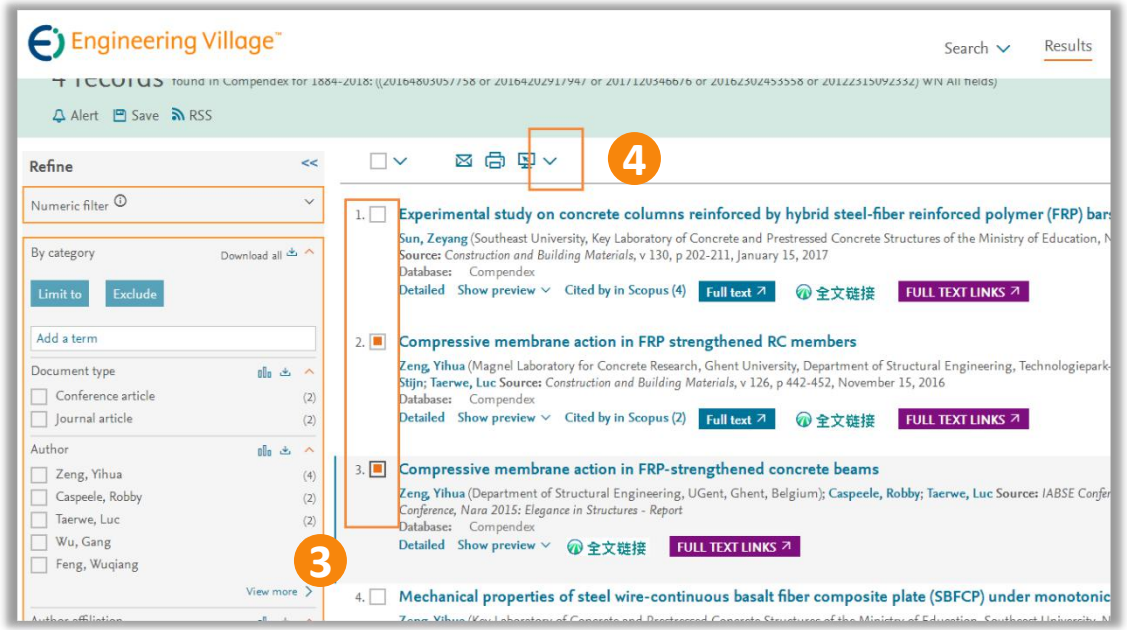
The operation of the paper indexed in SSCI or A&HCI or CPCI-S or CPCI-SSH is similar to SCIE, just select the appropriate database in step 2 and the other steps are the same.

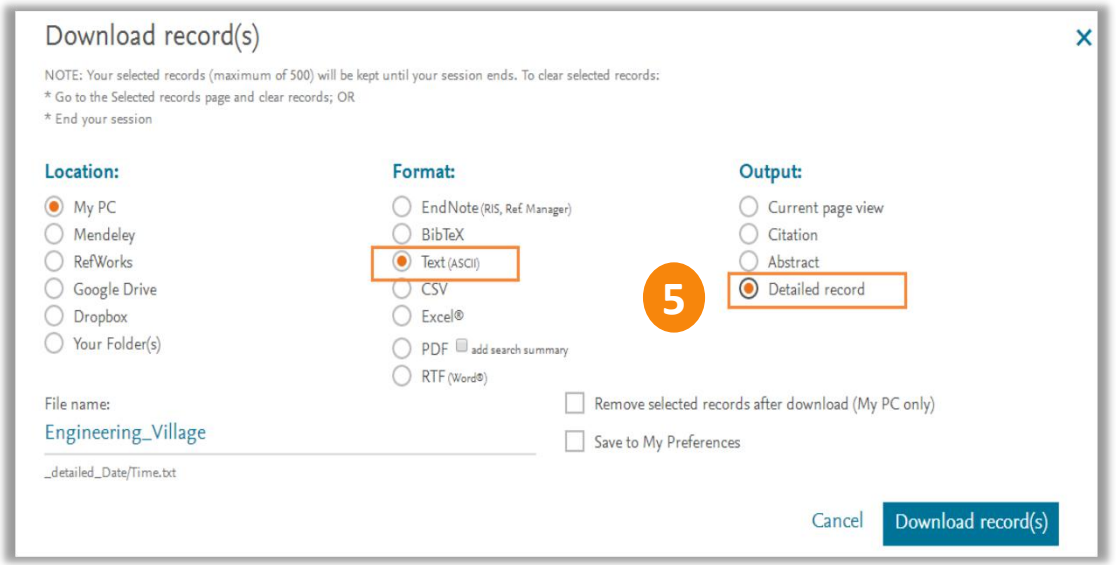
Example2: Retrieve and download the paper from EI

Log ei website **"https://www.engineeringvillage.com/" within the scope of school IP**



Example2: Retrieve and download the paper from EI





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.

1 Login

Website: http://58.192.117.61:8081/subjects/widgets/cscy/

Please conduct unified identity authentication

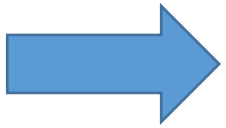
Put in your campus card number or your name

Put in your password

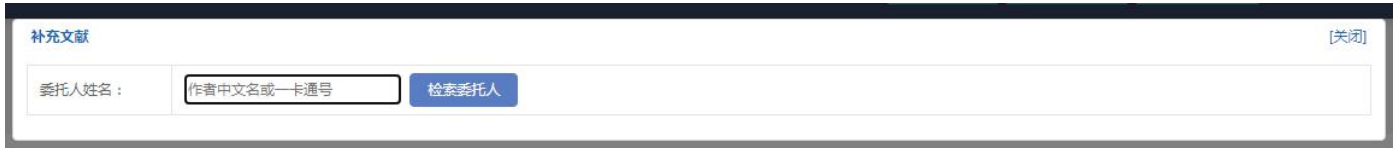
2 Upload

学科服务
Subject Service

我的成果　查收查引　我的报告

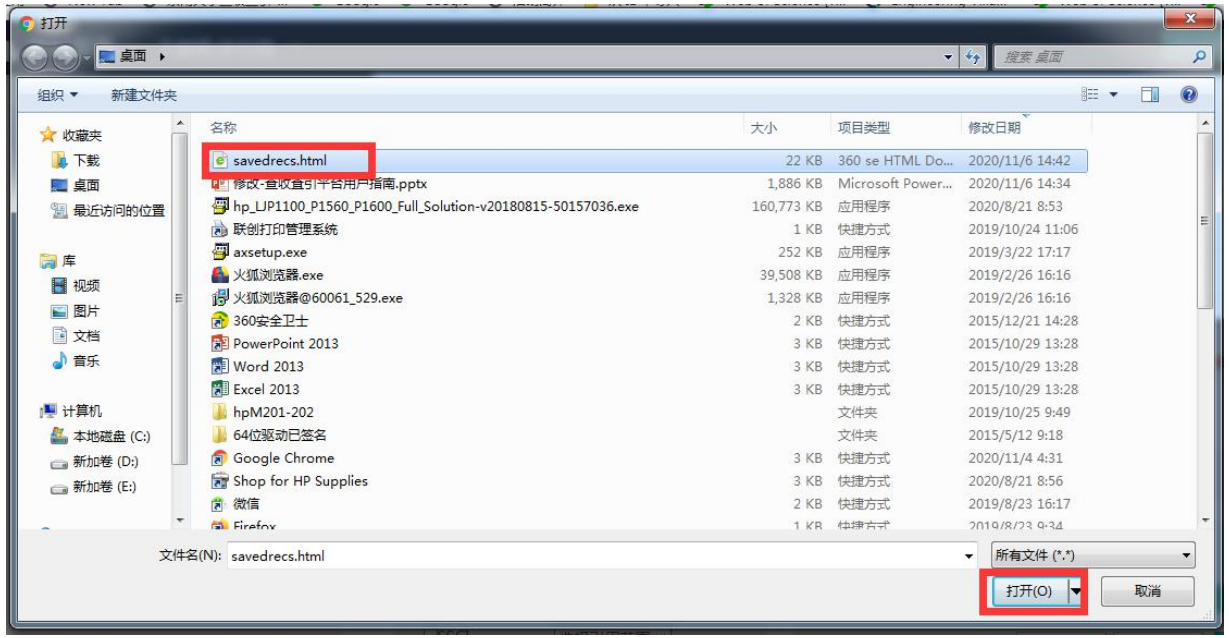


Click “supplementary literature”.



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

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



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： 王梅 *

清单来源： 我的成果 | 他人成果 | 补充文献 （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

Click “supplementary literature” again.

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 补

入藏号：WOS:000482491500095

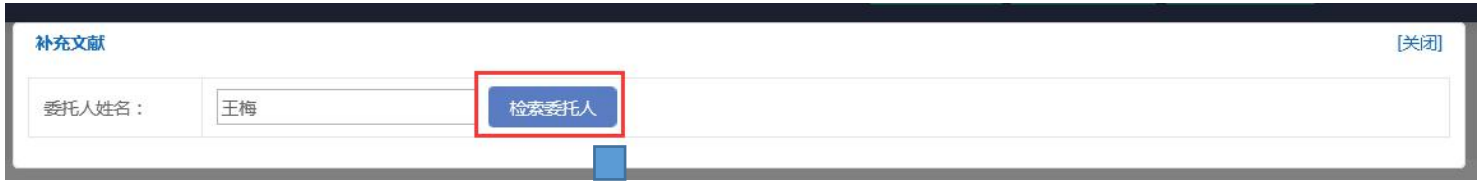
作者：Wang, Yanfang;Chen, Shumei;Yao, Jingmin

刊名：JOURNAL OF CLEANER PRODUCTION

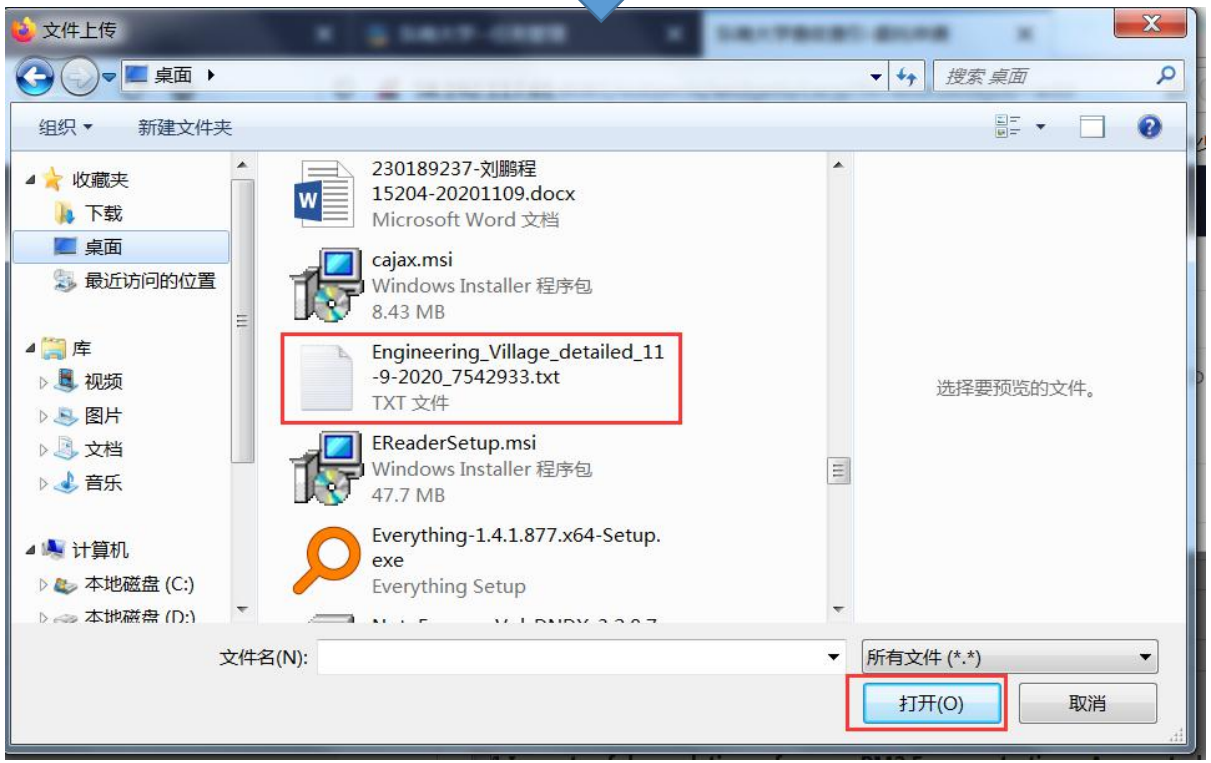
出版年：2019 卷：235 页码：1138-1152

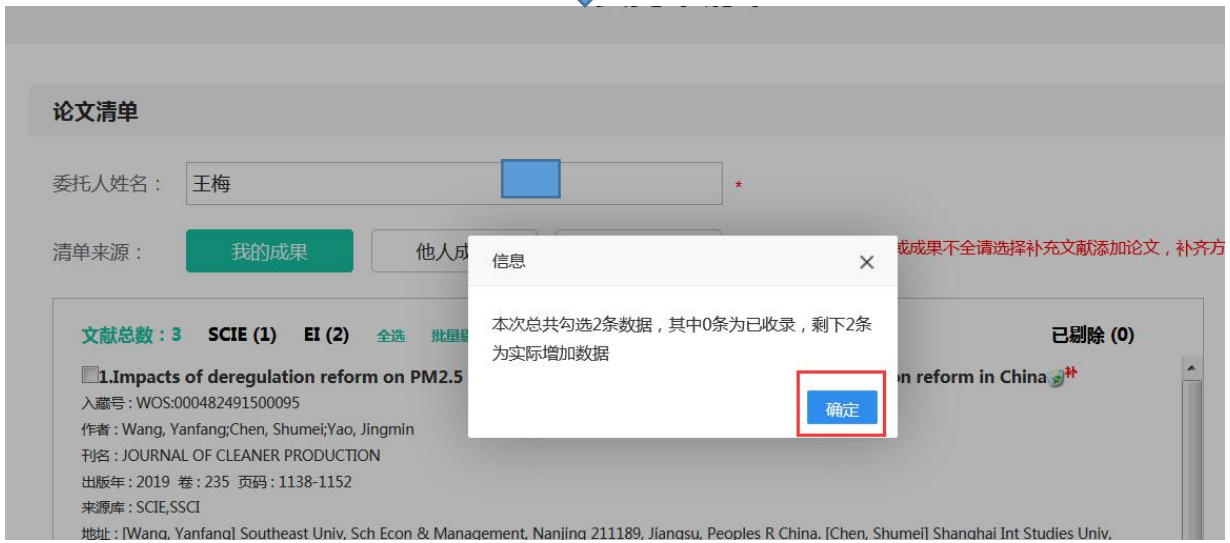
来源库：SCIE,SSCI

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



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





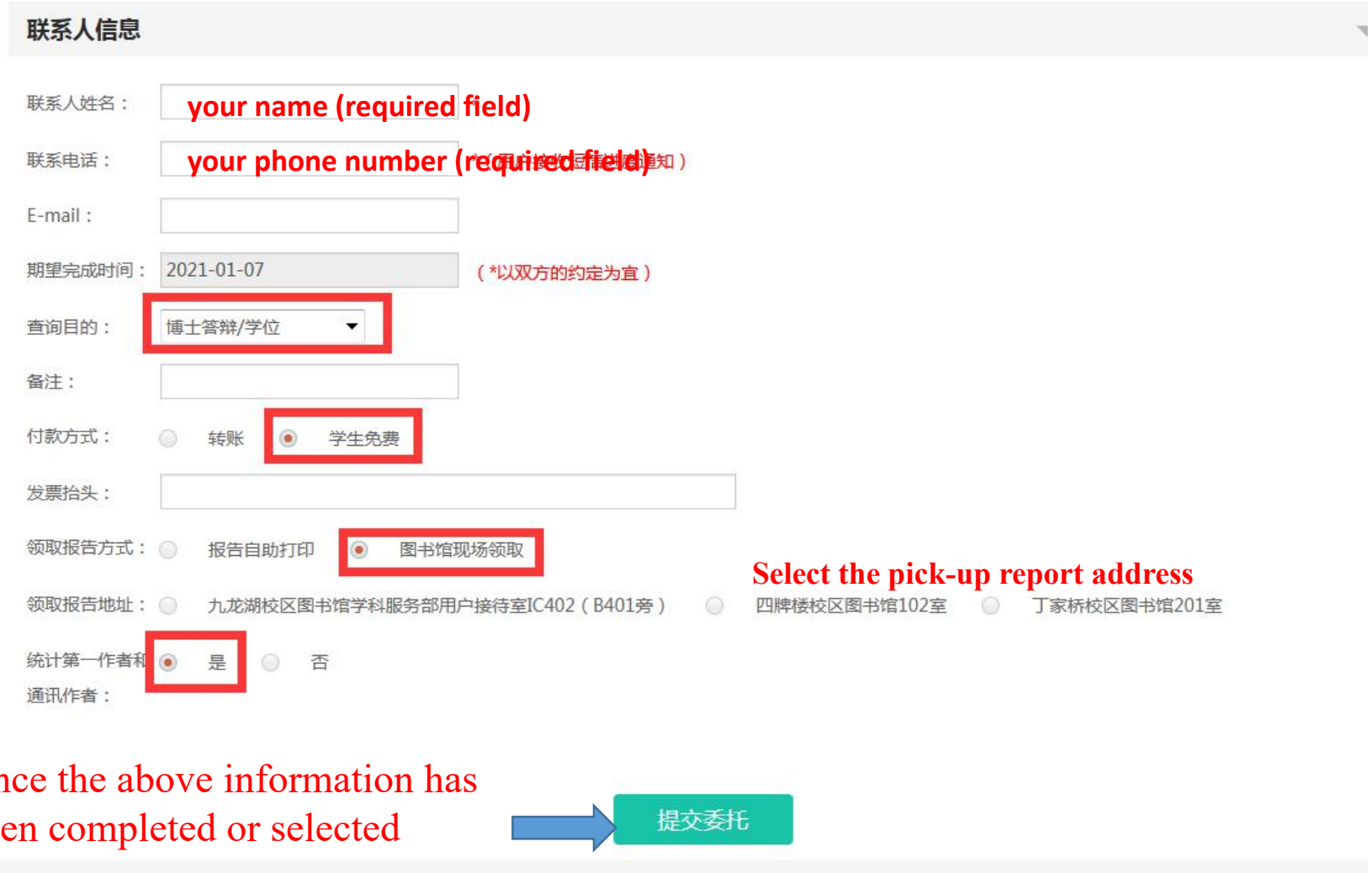
Tips:If there is a third or more database, click "Supplementary Literature" again to do so.

3

Set search requirements

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

4 Fill in the contact information



Congratulations! the Commission is over. Please wait patiently!