

文章发表后被 SCIE、SSCI 数据库漏收或著录错误怎么办？

一篇文章经历漫长的撰写，投稿，修改终于被 SCI 期刊接收并发表了，但是当作者因成果认定和科研评价需要出具检索报告时，发现被 SCIE、SSCI 数据库漏收；或者收录文章的标题、作者、出版物等信息出现了著录错误。遇到这些问题怎么办？

最快捷的解决方法是向科睿唯安公司反映并提交数据更正申请，而不是联系期刊出版社。现向广大师生介绍申请文章数据更正的具体方法和步骤。

一、登录 Web of Science 核心合集

1. 校园网登录

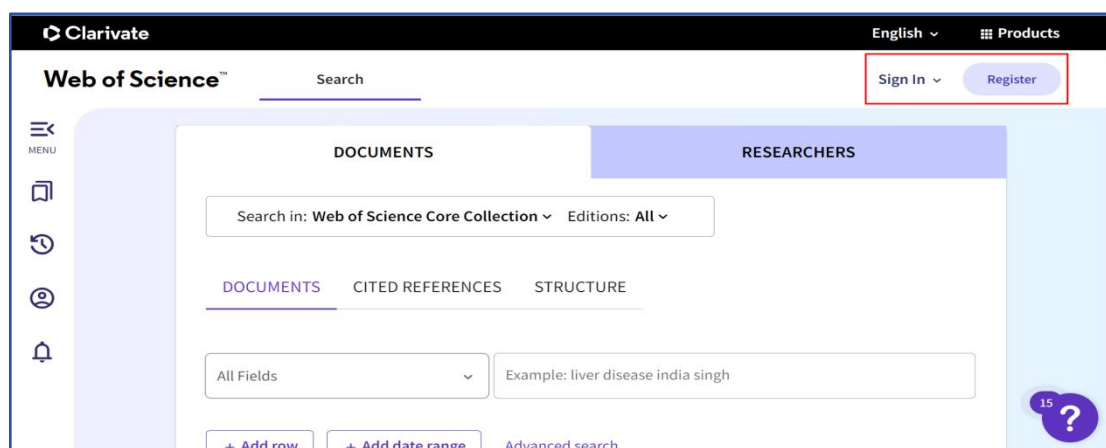
具体路径：哈尔滨医科大学图书馆官网(<https://lib.hrbmu.edu.cn/>)——外文数据库——Web of Science 核心合集

2. 校园网外登录

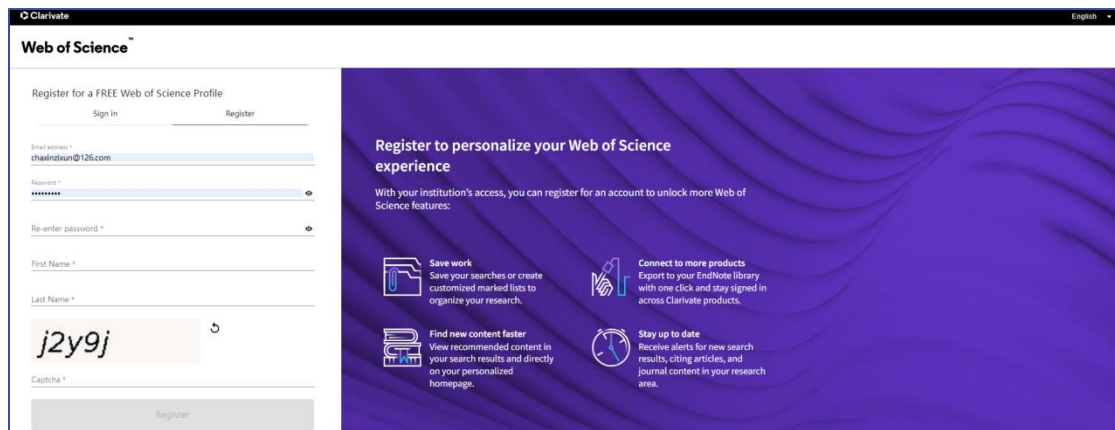
通过 VPN 统一身份认证或 CARS1 企业微信登录，具体方法参见<https://lib.hrbmu.edu.cn/index/xwfwfw.htm>

二、注册个人账号

在 Web of Science 核心合集首页，点击右上角“Register”。



进入账号注册页面，填写个人相关信息，完成注册并登录，便可在个人账号下提交数据更正申请。

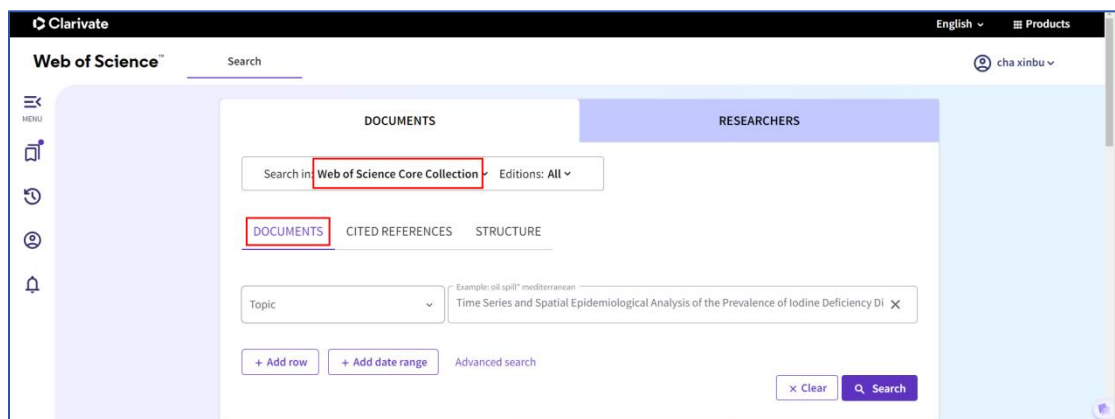


三、提交数据更正申请

科睿唯安公司提供了三种数据更正的方式，作者可根据更正需求进行选择。

1. 文章已被收录，但著录信息有误的数据更正申请

在 Web of Science 核心合集首页登录个人账号，检索需修正的文章。

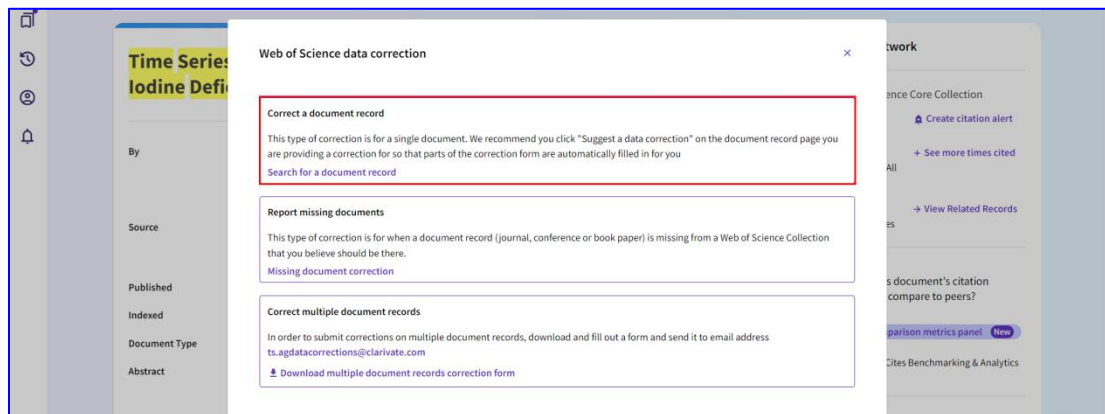


在该文章详情页面，点击右侧“Suggest a correction”。





进入数据更正页面，在数据更正的三个选项中，选择“Correct a document record”点击“Search for a document record”链接。



弹出“Suggest a data correction”页面，确认表格中显示的该文章的 WOS、DOI、Article Title 等信息，核对无误后，点击“Next”，完成“Identity record”步骤。

This screenshot shows the "Suggest a data correction" form. At the top, there is a purple header with the text "Suggest a data correction". Below the header, there is a progress indicator with three steps: "1 Identify record", "2 Provide changes", and "3 Your information". The "Identify record" step is active. The form contains several text input fields: "Web of Science platform accession number (Example: WOS:000359928900019 or BCI:BCI2002200098267. These can be found in the metadata for a record.)" with the value "WOS:000862842800006"; "DOI" with the value "10.3967/bes2022.095"; "Article Title" with the value "Time Series and Spatial Epidemiological Analysis of the Prevalence of Iodine Deficiency Disorders in China"; and "Authors / Inventor / Editor" with the value "Fan, Li Jun ; Gao, Yun Yan ; Meng, Fan Gang ; Liu, Chang ; Liu, Lan Chun ; Du, Yang ; Liu, Li Xiang ; Li, Ming ; Su, Xiao Hui ; Liu, Shou Jun ; Liu, Peng;". A "Next" button is located at the bottom right of the form.

在“Product”下拉框中选择“Web of Science Core Collection”，在“Data type that is incorrect”下拉框中选择文章著录错误的类型，例如 Author Name 等，然后依次填写错误的著录信息和相应的正确信息，点击“Next”，完成“Provide changes”步骤。

The screenshot shows a web form titled "Suggest a data correction" with a progress indicator showing three steps: 1. Identify record, 2. Provide changes (current step), and 3. Your information. The form contains the following fields:

- Accession Number: WOS:000862842800006
- Article Title: Time Series and Spatial Epidemiological Analysis of the Prevalence of Iodine Deficiency Disorders in China
- Tell us about the incorrect data and what the correct data is
- Product: Web of Science Core Collection (dropdown menu)
- Data type that is incorrect(Required): Author Name (dropdown menu)
- Incorrect data (copy/paste it in here)(Required): LJ F,an YY,Gao, Meng, FG Liu, C Liu, LC Du, Y Liu, LX Li, M Su, XH Liu, SJ Liu, P
- Corrected data(Required): Fan, LJ Gao, YY Meng, FG Liu, C Liu, LC Du, Y Liu, LX Li, M Su, XH Liu, SJ Liu, P
- Please provide any additional description that may be helpful for reviewers (text area)
- Next button

填写作者姓名全称、单位、国家和邮箱等相关信息后，点击“Submit data correction”，完成“Your information”步骤，即申请结束。

Suggest a data correction

1 Identify record
2 Provide changes
3 Your information

Please provide your information

Full name(Required)

Company/Institution name (full name, no acronyms please)(Required)

Country/Region(Required)

Email(Required)

Phone Number (optional)

Submit data correction

2.文章确定发表，但被漏收，提交补录的数据更正申请

一般文章正式发表后的 1 至 3 个月可被 Web of Science 核心合集收录。如果超过 3 个月，文章仍检索不到，且确定该期刊同期的文章甚至下一期的文章已被收录。那么文章很可能被漏收了，需提交补录申请。

登录 Web of Science 核心合集后，点击首页底端的“Data Correction”按钮。

Articles

Based on your search history, we thought you might find these interesting

Last updated: Oct 11, 2024, 10:13 AM
Refresh list
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Create Alert

<p style="font-size: x-small;">An improved iterative neural network for high-quality image-domain material decomposition in dual-energy CT</p> <p style="font-size: x-small;">Published: APR 2023 Li, ZP; Long, Y; Chun, I</p> <p style="text-align: center; font-size: x-small;">View Record</p>	<p style="font-size: x-small;">How do Collective Operating Construction Land (COCL) Transactions affect rural residents' property income? Evidence from rural Deqing... County, China</p> <p style="font-size: x-small;">Published: FEB 2022 Jiao, M; Xu, HZ</p> <p style="text-align: center; font-size: x-small;">View Record</p>	<p style="font-size: x-small;">An Analysis of Land-Use Conflict Potential Based on the Perspective of Production-Living-Ecological Function</p> <p style="font-size: x-small;">Published: MAY 2022 Cheng, ZL; Zhang, YJ; Wu, XY</p> <p style="text-align: center; font-size: x-small;">View Record</p>	<p style="font-size: x-small;">Loss of ARID1A Promotes Hepatocellular Carcinoma Progression via Up-regulation of MYC Transcription</p> <p style="font-size: x-small;">Published: JUL-AUG 2021 Xiao, Y; Liu, GD; Zhao, J</p> <p style="text-align: center; font-size: x-small;">View Record</p>	<p style="font-size: x-small;">Carnival Optimizes Revenue and Inventory Across Heterogenous Cruise Line Brands</p> <p style="font-size: x-small;">Published: JAN-FEB 2021 Beck, J; Harvey, J; Mital, P</p> <p style="text-align: center; font-size: x-small;">View Record</p>	<p style="font-size: x-small;">Obstacle Inc and Advant Optimizatio "Production Functions of Space in Jili</p> <p style="font-size: x-small;">Published: API Wei, LY; Zhan</p> <p style="text-align: center; font-size: x-small;">View Record</p>
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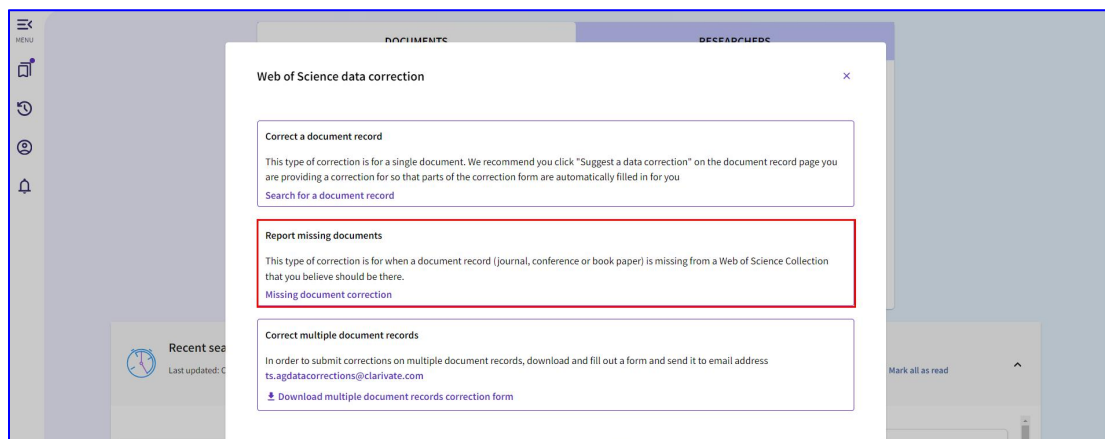
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管理 cookie 首选项
京ICP备20012568号
京公网安备 11010802032525号

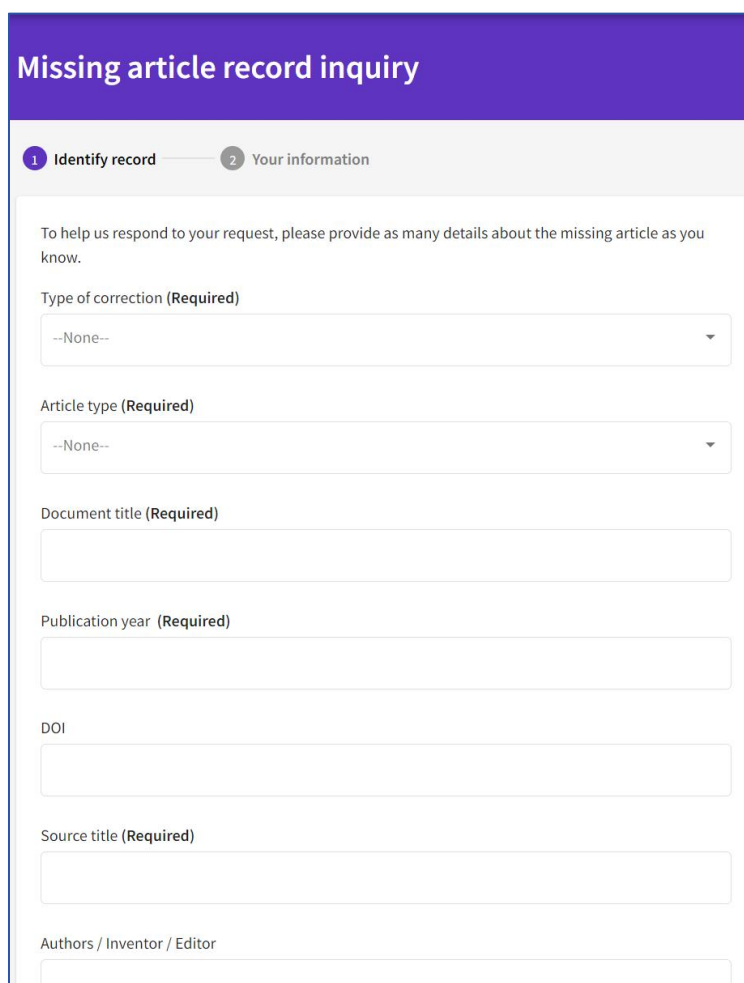
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15 ?

进入数据更正页面，在三个选项中，选择“Report missing documents”点击“Missing document correction”链接。



弹出“Missing article record inquiry”界面，选择漏收文章需修正的内容及文章类型，填写文章标题、出版年、DOI 等信息，点击“Next”。

A screenshot of a web form titled "Missing article record inquiry". The form is divided into two steps: "1 Identify record" and "2 Your information". The "1 Identify record" step is active. The form contains several required fields: "Type of correction (Required)" with a dropdown menu showing "--None--"; "Article type (Required)" with a dropdown menu showing "--None--"; "Document title (Required)" with a text input field; "Publication year (Required)" with a text input field; "DOI" with a text input field; "Source title (Required)" with a text input field; and "Authors / Inventor / Editor" with a text input field. The form is set against a purple header and a light gray background.

弹出该文章所在数据库，点击“Do you still want to report for other collections?”旁边的按钮，在“Collections List”下拉框中选择需要补录的数据库“Web of Science Core Collection”，点击“Next”，完成“Identify record”步骤。

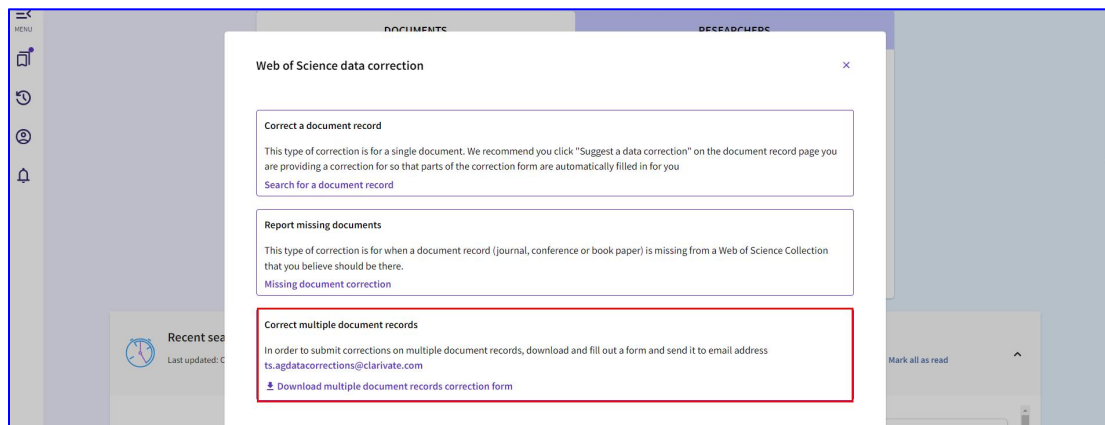
The screenshot shows the 'Missing article record inquiry' form at the 'Identify record' step. The progress indicator shows '1 Identify record' and '2 Your information'. The text reads: 'This item MIEN1 on the 17q12 amplicon facilitates the malignant behaviors of gastric cancer via activating IL-6/JAK2/STAT3 pathway. is indexed in' followed by a bullet point: '• MEDLINE® collection.' Below this is a toggle switch for 'Do you still want to report for other collections?' which is turned on, and a dropdown menu for 'Web of Science Core Collection'. The main form area contains three required fields: 'Type of correction (Required)' with a dropdown menu showing 'Missing Article', 'Article type (Required)' with a dropdown menu showing 'Journal paper', and 'Document title (Required)' with a text input field containing the article title: 'MIEN1 on the 17q12 amplicon facilitates the malignant behaviors of gastric cancer via activating IL-6/JAK2/STAT3 pathway'.

进入“Your information”步骤，填写作者个人相关信息后，点击“Submit data correction”，即完成申请。

The screenshot shows the 'Missing article record inquiry' form at the 'Your information' step. The progress indicator shows '1 Identify record' and '2 Your information'. The text reads: 'Please provide your information'. The form contains five fields: 'Full name(Required)' with a text input field containing 'cha xinbu', 'Company/Institution name (full name, no acronyms please)(Required)' with an empty text input field, 'Country/Region(Required)' with a dropdown menu showing '--None--', 'Email(Required)' with a text input field containing 'chaxinzixun@126.com', and 'Phone Number (optional)' with an empty text input field.

3.一次提交多篇文章的数据更正申请

如果提交对多篇文章的数据更正,在数据更正申请页面选择"Correct multiple document records".

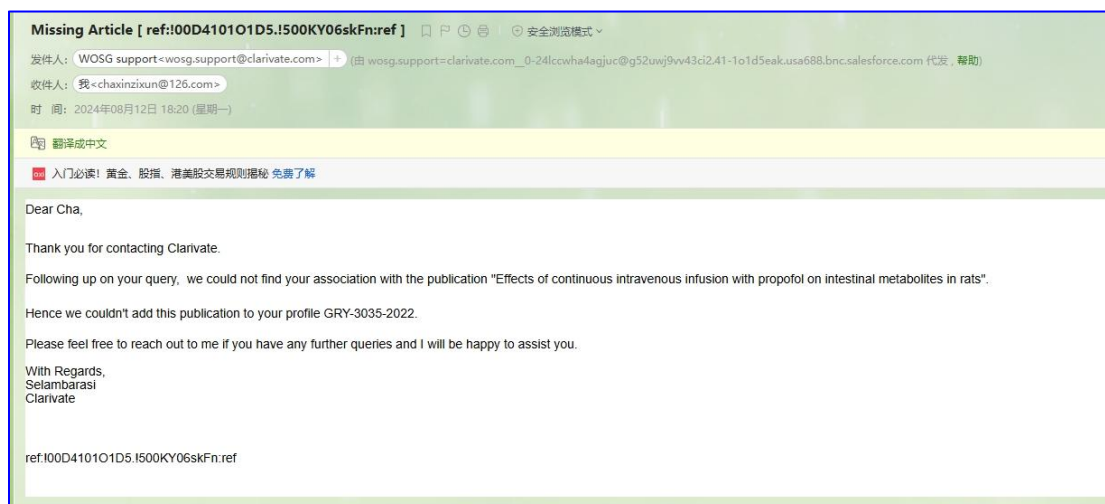


点击“Download multiple document records correction form”下载 Excel 文件 (MultipleRequestTemplateResource.xls),按照文件中的示例填写文章标题、DOI 号、出版物等信息,将填写好的文件发送到公司客服邮箱 ts.agdatacorrections@clarivate.com 即可。

AP	AG	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN		
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5	1084-8467	1753-706X		J DEV ENTU J	Dev. Ent.	MAR		2022	27	1						225004	10.1142/S1		0	MAR 2023		24	Business		Emerging S	Business & BWWEI
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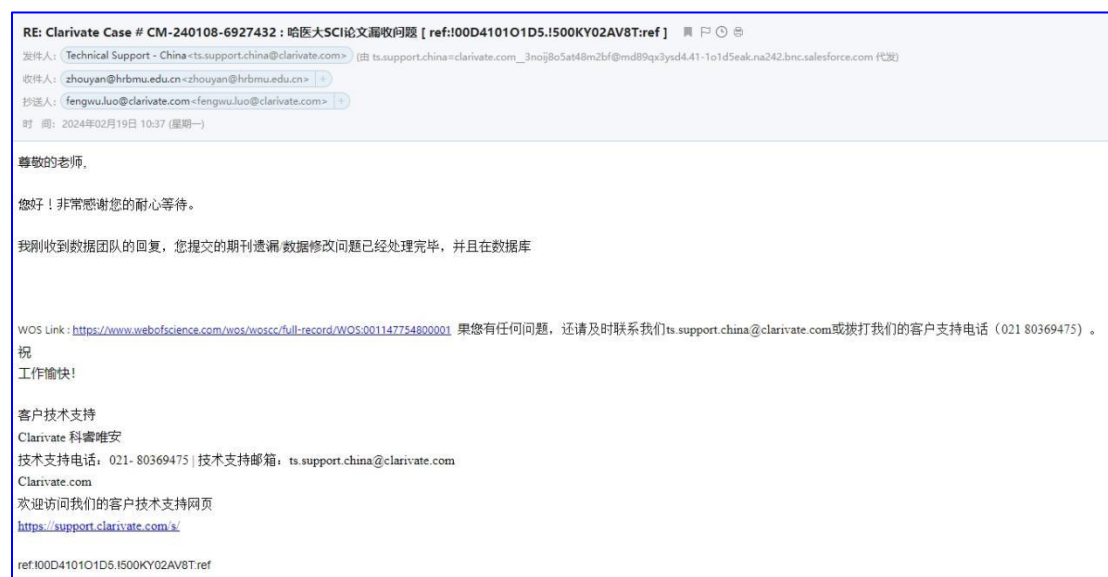
四、提交数据更正申请后的回复邮件

提交数据更正申请后,科睿唯安公司会发送一个邮件告知申请已受理,并且提供一个案件受理号,告知用户耐心等待。



五、数据更正完成后的回复邮件

科睿唯安公司完成数据更正后，会发送邮件进行告知。通常文章补录会在两个月以内解决，文章著录错误的数据修改需要两周时间。



如果还是检索不到,可以回复“[提交数据更正申请后的回复邮件](#)”询问进展,但不要重复提交同样的更正请求,科睿唯安公司一般会持续跟进并在更正完成后回邮件告知。

数据更正规则说明: <http://ips.clarivate.com/support/faq/datachanges/chinese/>

提交申请中,如仍有疑问,可联系公司技术支持团队。

邮箱: ts.support.china@clarivate.com

电话: 021 80369475 (工作日 9:00-17:00)