自科类科研成果认定指南

(2024年版)

一、 科技论文认定说明

(一) 中文论文认定

1.科研论文(中文)请使用"论文网推"功能,从中国知网
 (万方)等数据库导入论文信息,无需提交纸质版材料。

2. 对于无法网推,但在知网、万方、维普等数据库中正式发表(正式卷期号)的论文,将查询的论文网址链接粘贴到论文"基本信息"中"备注"栏,无需再提交复印件。

3. 前两种方式无法涵盖的论文,需手工录入科研管理系统, 并提交的论文原件的 PDF 扫描版(期刊封皮、含本论文题目目录 页、论文全文),上传至论文"基本信息"中"附件信息"栏,无 需提交纸质版。

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(1)操作:科研成果——论文成果——论文审核——打开列 表,点击"编辑"进去,点击"知"字小图标(或者备注栏里的 知网、万方对应论文链接,或者附件中论文扫描件信息),科研秘 书核对各项信息,尤其是**作者署名、刊物类型、ISSN号**,第二个 标签页的**作者姓名**等——审核无误后,点击"保存"即可**机构通** 过。

注: 核心期刊输入刊名后, 自动出现下拉刊名列表, 选中刊 名后, 自动勾选刊物级别(显灰色); 一般论文勾选"E类"论文。

(2)要点事项:"网络首发"的文章不审核(知网会标注"网络首发"4个红字,并且无法查证"期"),科研秘书科在科研管理系统中,审核意见写:请填写正确卷期号,网络首发无卷期号。

(二)检索论文认定

1. 涉及 SCI、EI 等收录的外文论文认定需提供原文链接+收录

报告+中科院分区情况。

2. 科研论文检索情况具体步骤参照《SCI 等收录引用查找简 介》,内容下载网址:

https://kyy.btbu.edu.cn/xzzqn/zrkxxz/zkcg/266dd79d3add44eb8cb 188251b155b34.htm

具体操作中不明之处可咨询图书馆参考咨询部(68988701, 81353280)

3. 根据新的业绩文件规定,科研论文分级(A、B类)采用中 科院分区,在论文信息**第四个标签页的填写收录情况(中科院分**区),根据具体分区,勾选确定刊物级别。

中科院分区查询地址: http://www.fenqubiao.com

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注:选择升级版,使用 ISSN 号或者刊名查询,按大类分区。

4. 涉及 SCI、EI 等收录的外文科研论文,需学院对此类论文 基本信息进行初审(可在 WOS 库进行初检,注意选择"核心合集" 再检索),尤其注意刊物类型、发表时间、作者署名、中科院分区、 作者姓名等信息;学院根据论文 WOS 库原文链接和收录报告对论 文信息进行初审,对于收录报告信息**有疑义的**论文导出列表清单 提交学校图书馆确认收录相关情况,无疑义的无需提交图书馆, 学院初审后导出列表清单提交科研院。。

5. 其他正式发表的非检索外文期刊论文,须提交论文原件(如上(一)3 所述)的 PDF 扫描版至科研管理系统"附件信息"。

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(2) 要点事项:论文需具有 wos 入藏号、正式卷期号、正式 出版时间方可入科研管理系统进行认定。

其他要点事项详见《检索科研论文认定一问一答》

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https://kyy.btbu.edu.cn/xzzqn/zrkxxz/zkcg/e61aea3ead0a42f08a642a7744d8d 342.htm

(3) SCI 检索论文审核要点示例:

需要确认是核心合集方可认定为A类、B类论文,下方是WOS 核心合集检索出的SCI原文的链接:

https://webofscience.clarivate.cn/wos/woscc/fullrecord/WOS:001199736100001

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信息,尤其是,__ 类型、授权, 期,第二个标 — 者信息等———



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2. 其他要点:(1)以获奖证书上的日期时间为准;(2)需要单位+个人证书扫描件,建议为一个 PDF 文件。

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(一)科研成果认定依据

参照《北京工商大学自然科学类科研业绩认定办法》(北工商 校发〔2024〕9号)附件6"科研成果分级计分表"执行。文件下 载地址:

https://xb.btbu.edu.cn/xxwj/xfw/137da173cde541ef852d76ec612d362f.htm

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2. 科研论文根据学校教师排名,选择"作者署名"选项。

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