文章被SCI核心库漏收录
该怎么办?

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一篇文章经历漫长的修改，投稿，终于被 SCI 杂志顺利接受并发表了，本以为总算大功告成，但是单位还要求文章被科睿唯安的 Web of Science SCI 核心库收录检索到才能算入考核，那这个文章什么时候会被收录呢？

一般文章正式发表后，大概需要 1 个半月到 2 个月的时间才会被 Web of Science 核心合集收录检索。如果超过 2 个月，文章仍未被收录，而且还发现同期的文章，甚至下一期的文章已被收录。那么这篇文章很有可能是被漏掉了，遇到这种情况该怎么办呢？

一般大家会想到直接联系杂志社，但有时候杂志社的回应并不及时也无法直接解决问题，因为 Web of Science 是科睿唯安的系统，杂志社也需要和科睿唯安沟通才能处理，所以大家可以直接在科睿唯安系统反应并提交文章补录请求。

首先进入链接：https://support.clarivate.com/ScientificandAcademicResearch/s/datachanges?language=en_US，在 "DATA CHANGE & MISSING ARTICLE/JOURNAL ISSUE REQUEST" 板块填写基本信息（图 1）。

接下来在 "PLEASE PROVIDE DETAILS OF THE REQUIRED DATA CHANGE" 部分填写数据

详细信息，我们的问题是文章漏收录，所以 "Type of change" 处选择 "Missing article"，"Article type" 处选择 "Journal article"（图 2）。

然后继续将文章发表的杂志名，文章题目，期卷号，页码，发表时间，文章链接，DOI 号等都填写进去（图 3）。

最后在下图 "Change Requested" 框填写详细说明，然后点击 "Submit" 完成提交（图 4）。

"Change Requested" 框需求的信件内容可以参考如下：

Dear Clarivate Support Team,

I hope this email finds you well.

I am writing to bring to your attention a matter regarding the indexing status of a manuscript recently published in XXX（杂志名）. The manuscript in question is titled "XXXX（文章题目）" published on XXX（发表时间）, in Issue XXX（期卷号）, DOI: XXXX (DOI 号).

Upon review, I found that manuscripts from Issues 42 and 43 do not appear to be indexed in SCI (Web of Science), while those from Issue 44 have been included.

I kindly request your assistance in investigating this matter and providing insights into why our manuscript may not have been indexed in SCI. Your

DATA CHANGE & MISSING ARTICLE/JOURNAL ISSUE REQUEST

PLEASE ENTER YOUR CONTACT INFORMATION

* First Name

* Last Name

* Company/Institution Name (full name, no acronyms please)

* City

* Country/Region

--None-- ▼

* Email

* Confirm E-mail

Phone

图1

PLEASE PROVIDE DETAILS OF THE REQUIRED DATA CHANGE

Business Line

--None-- ▼

Product

--None-- ▼

* Type of Change

Missing Article ▼

Please fill in the Multiple Request Template for data corrections (>10 changes) in respective worksheet with details and attach it at the bottom of the page

* Article Type

Journal paper ▼

Accession (AN)/Patent Number

图2

【医学写作与发表】

* Journal, Book, Conference or Patent Title

Article Title

Volume

Issue Number

Page Range/Article Number

Publication Year

UT

DOI

图3

* Change Requested

Description

Upload Attachment

⬆ Upload Files   Or drop files

No File Selected..

Submit

图4

guidance and support in this matter are invaluable to us, as inclusion in SCI significantly contributes to the broader dissemination and impact of our research.

Thank you for your time and attention to this inquiry. I look forward to your response.

Best regards,

XXX（联系人姓名）

一般来说，文章补录请求提交后会很快收到科睿唯安的反馈邮件，回复会安排处理（图5）。

此类问题大概2周左右会处理好，所以可以在等待2周左右后再次查询收录结果。如果还是检索不到，可以回复上次的邮件再次询问进展，对方一般会持续跟进并在文章补录好了之后回信告知。美捷登某次在帮客户处理一篇稿件时，2周后还是检索不到，就再次去信询问，对方回复会转告 Data changes team，再4天后收到对方答复文章已经补

Dear ▮▮▮

Thank you for contacting Clarivate. We received your query and have opened case number
▮▮▮▮▮▮▮▮ on your behalf. A member of our Data Changes Team will contact you
once your request has been fulfilled. For more information on the expected resolution time, please refer to our data changes request FAQ.
You can use case number ▮▮▮▮▮▮▮ for future reference about this inquiry.

Sincerely,
Your Clarivate support team
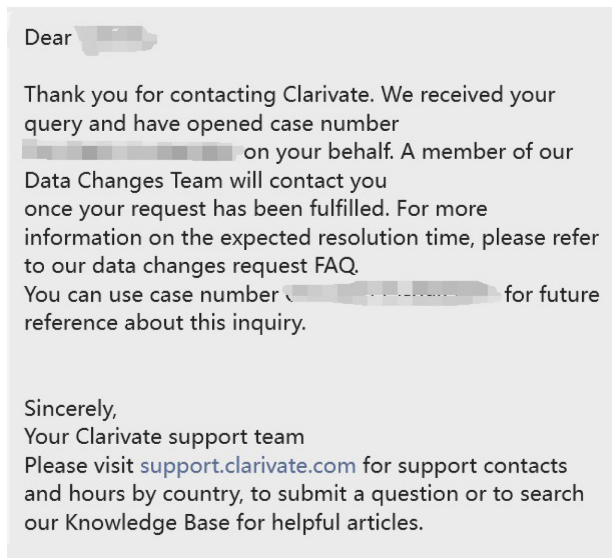Please visit support.clarivate.com for support contacts and hours by country, to submit a question or to search our Knowledge Base for helpful articles.

图5

录进去了。至此，文稿就已经成功被 Web of Science SCI 核心库收录了。