User Guide

Ⅰ Introduction to CNKI

China National Knowledge Infrastructure (CNKI) is a key national information project of China with an aim to realize knowledge sharing in the whole country. Since the starting up in June, 1996, CNKI has been growing in its 10 years long history. As the achievements of the project, CNKI full-text databases have been serving over four hundreds of universities, public libraries, research institutions, enterprises and hospitals from over twenty countries around the world.

Ⅱ Login

Enter your username and password correctly, and then click "Login" to log in. If you are institutional user, please click "IP Login". Visitors are allowed to search for free, but full text is only available for subscribed user. (Figure 1)

Figure 1

Ⅲ Search Conditions Area

Figure 2

1. Logic
★ Click ⊞ to add a row of text box.
★ Click ⊟ to reduce a row of text box.

2. Field
★All fields are shown in the drop-list

3. Frequency
★It means that the search term appears no less than the times specified in the selected field. If you select "Abstract" and "3" for example, the search term must appear at least 3 times in the abstract of the article. The default frequency is 1.

4. Search History
★Click ., then a dialog box pops up, which shows the latest 10 search terms you have run during the current session. Click any of them to enter it into the search box automatically.

5. Extension
★Enter a term then click , a dialog box pops up, which recommends some closely related words to the search term.

★Check ▢ before one word in the dialog box to combine this word with the search term using "AND".

★Check ☐ before several words in the dialog box to combine these words with search terms using "OR".

★Click a recommended word to replace the search term.

6. Date Range

★ALL: all data

★Last Month: data updated in last month

★Last Week: data updated in last week

★3 months: data updated in last 3 months

★Half a year: data updated in last 6 months

7. Range

★All Journals: search in all journals in the database

★EI Journals: search in journals collected by EI only

★SCI Journals: search in journals collected by SCI only

★Core Journal: search in core journals only

8. Matching

★Precise: search results include the exact words as search terms.

★Fuzzy: search results include parts of the search terms.

9. Sort by

★Date: sort results in descending order by the time when the article collected into database

★None: sort results in ascending order by the time when the article collected into database

★Relevance: sort results according to relevance.

10. Records/page

You can select the number of records to be shown in one page.

Ⅳ **Searching**

Basic Search

1. Click "Single Search" and select the database title to start

2. Type in the search term

3. Select search fields and other search conditions like Date Range, Matching, Range and etc

4. Click "Search"

Advanced Search

1. Click the "Advanced Search" tab

2. Enter search terms and select the fields;

3. Select operators;

4. If 3 text boxes are not enough, click ⊞ to add a row (max.5 rows).

Tips: You should pay attention to "Relation" (see figure 3), which is the relation between 2 words in one field. You can choose logic operators (OR, NOT, AND) and proximity operators (Same Sent, Same Para). "Same Sent" means that 2 words appear in one sentence, while "Same Para" means in one paragraph. But fields like Year, Issue, CLC Number and ISSN can not support the relations mentioned above.
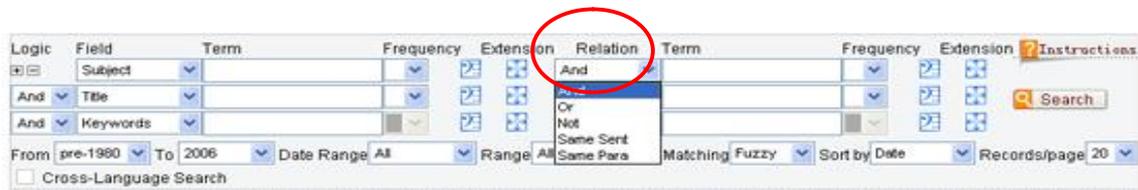
Figure 3

Expert Search

The Expert Search page (see figure 4) enables you to search at will by composing your own search query. This type of search is for expert users who perform complex searches and is not recommended to general users.

1 Set year range and other conditions in the pull-down menus

2 Compose search string

3 Click "Search"

Figure 4

Cross Search

You can search all databases you selected at the same time through Cross Search.

1 After you logged in, you could see the Cross-database Search page (see figure 5)

2 Select the databases you want to search (max. 8 databases).

3 Select the field and other conditions

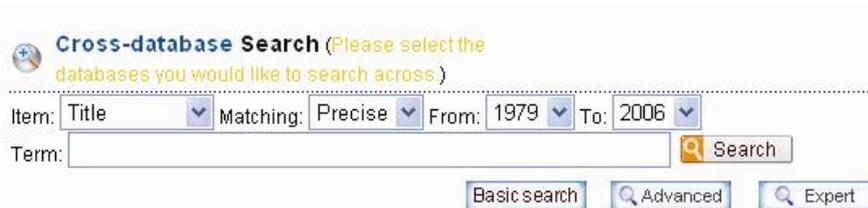4 Enter the search terms in the text box.

5 Click "Search"

Figure 5

Navigation

Through this search model, you can find articles according to the catalog on the left (see figure 6).

1 Click one of the series of databases

2 Click subdivisions step by step in Navigation area. Upon reaching the lowest level you want to search, a list of articles in this category will be displayed in the Search Result area.

Ⅴ Special Features

Smart Search

To help you find the most wanted articles effectively and efficiently, the system will not only analyze the correlation between the term and the
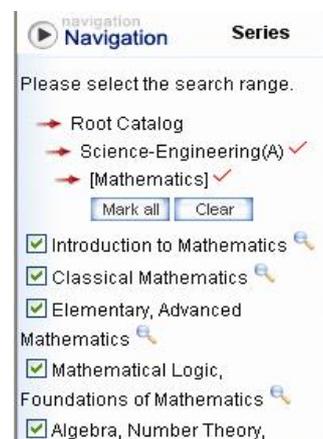
article but also the value of the article itself or importance of the article by criteria of the influence of the author, number of papers that cite the article, the influence of the journal and etc. So the most matching and most valuable articles are presented to you at the top.

Figure 7

Knowledge Network Node

Figure 8

Click the title of an article in the Search Result page to enter the Knowledge Network Node page. The page is called "Node Document" (see figure 8). To improve the search efficiency in massive databases like CNKI, we create a new way of presenting the information using cutting-edge knowledge mining techs. Since many articles are closely related in content or origin, the Knowledge Network Node integrates all those related documents into a single page including knowledge element, citing documents, coupling documents, co-cited documents, similar documents, related institution, related author, navigation by CLC etc (see figure 8). Through this approach, the reader will find the most wanted information in one single page, saving many extra searches.

Browsing by Title

For users who are interested particular titles, they can choose to browse withinthese titles. CNKI offers multiple options of navigating through titles such as AZlist, Subjects, Databases, Periodicity, Locations, Publishers, Century Journals,Core Journals etc.

No.	Title	Author	Journal Title	Year+Issues
☐1	Digital Library is NOT a Library	Chen Yuanzheng	Journal of Academic Libraries	2005/04
☐2	Information Reference Services of Digital Libraries	Han Lifeng	The Journal of The Library Science In China	2005/01
☐3	Thoughts on the Digital Library Development in the Art Academy	Peng Jianbo	Journal of Academic Libraries	2005/04
☐4	数字图书馆发展的新阶段——关于Google、欧洲数字图书馆筹建的评价与对策	黄宗忠	Knowledge of Library and Information Science	2005/05

total:27734 articles   First Prev Next Last 1 /1387 Skip   Mark all Clear Save

Figure 9

Translation Assistant

To help the reader better learn and understand the information, we create this unique way of a Chinese-English bilingual tool. Click En-Cn Dict on the tool bar; enter the word you want to be translated, click Search and the translation and sample sentences will be displayed.

RSS Feeds

Under the model of browsing by title, go to the journal that interests you and then click on RSS Feeds to save the URL to the clipboard. To read articles from this journal through RSS reader, simply add a channel by pasting the URL to the reader.

Ⅵ Search Result

On the Search Result page, click Mark all to select all bibliographic records or check ☐ before the records and then click Save to save the bibliography. If you are not content with what you select before, click Clear to clear them and select again. You can select the format of bibliography such as brief, detail, reference or customize to save. If you select "self", you should specify the fields you want. Click Preview to preview all the bibliographic information, and click Print to print them.

Output Format: ○ Brief ○ Detail ⊙ Reference ○ Customize
Customize : ☐ Title ☐ Author ☐ Keyword ☐ Institution ☐ Abstract ☐ Fund ☐ Journal Title ☐ ISSN ☐ Year ☐ Issue ☐ First Author
Result :   Preview   Print   Clear field

Figure 10

Ⅶ **Download**

Full text is only available for subscribed user. There are 2 approaches to browse and download full text: one is to click ⊞ before the title in the Search Result page, and another is in Knowledge Network Node page where you click 📋 or 📄 to download the full text in respective format.

Ⅷ **FAQ**

1 How can I distinguish subscribed content from unsubscribed?
In the topic list, there are different icons after each topic.
Red Tick=Subscribed and successful login
Yellow Lock=Unsubscribed or not logged in yet
Amplifier=Search for all articles in selected topic

In the search results page, there is a "diskette" icon before every article title.
Blue= Subscribed and successful login
Yellow=Not logged in yet
Gray= Unsubscribed

Figure 11

2 Does "Extension" work for English search terms?
"Extension" feature only works for Chinese search terms and for some of the fields only, including subject, title, keyword, author, institution and full text.

3 Can quotation marks be used to perform exact search in CNKI?
Unlike KNS3.6 the previous version, no quotation marks are required to perform exact search. Simply input the search term while selecting "Precise" matching.

4 How can I use Cross-Language Search?

Cross-Language Search only works under "Precise" matching.

5 What browser is recommended in CNKI?

Because our web system is developed based on IE browser, we recommend you browse all the information in CNKI website using IE browser.

6 When I enter into the Knowledge Network Node page, why isn't the page full screen?

The Knowledge Net work Note page isn't full screen because of IE6.0's own defects. You should manually drag the page to full screen size instead of clicking the Maximize button so that IE can remember full screen opening for you. But there is no such a problem in IE7.0.

7 How can I import the research results into Refworks?

"Refworks" in result output page can help you to import your research results into bibliographic manager software: Refworks. Please follow the instructions below:

I Select the articles you want to save by clicking ☐ **and click** "**save**" **(see figure 12)**.

Figure 12

II Click "Refworks" in result output page (see figure 13) to save all the research results in TXT format.
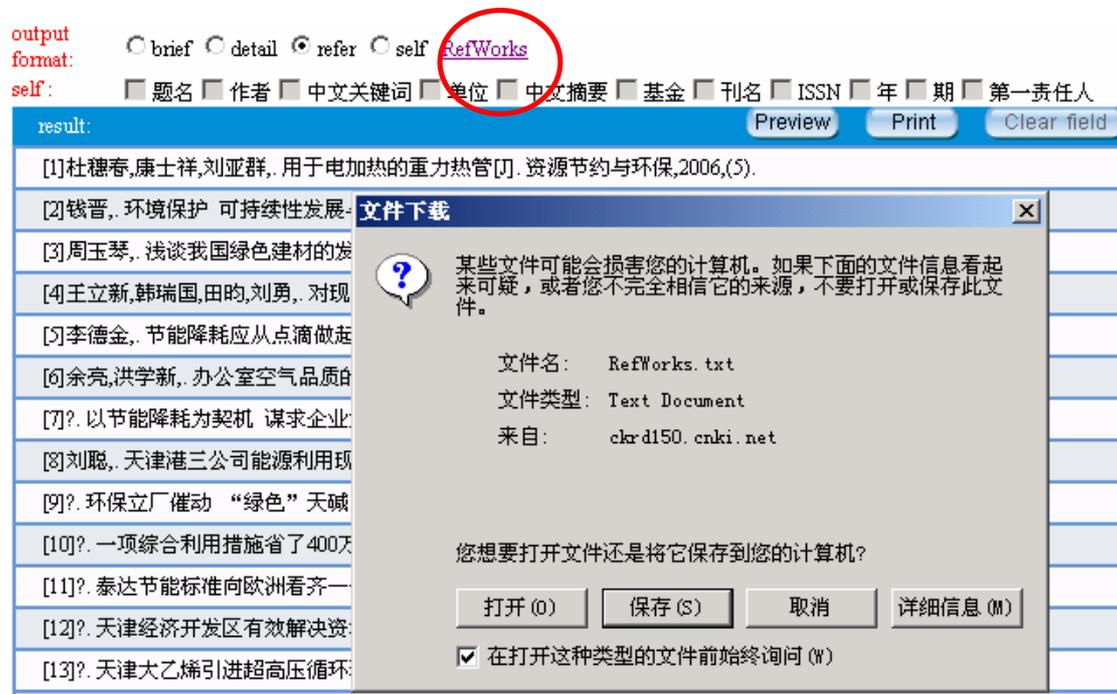
Figure 13

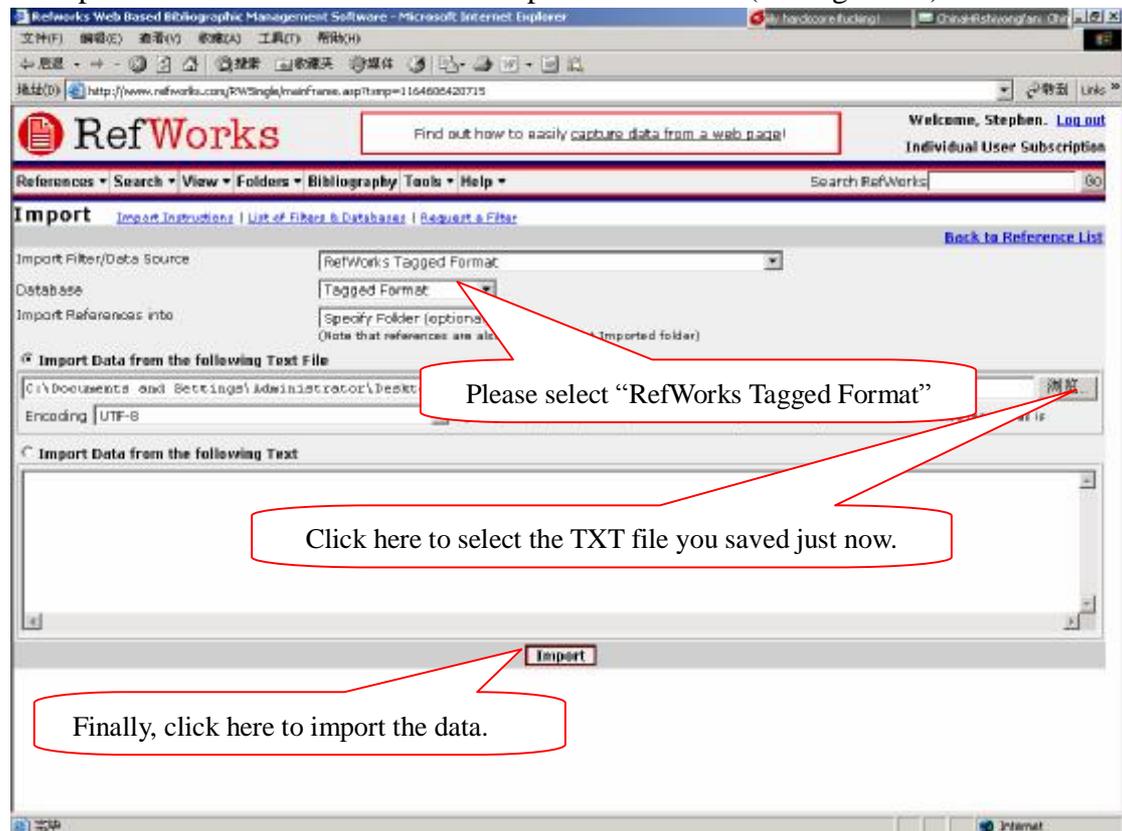**III** Open the Refworks Software and import the TXT file(See figure 14).

Please select "RefWorks Tagged Format"

Click here to select the TXT file you saved just now.

Finally, click here to import the data.

Figure 14

8 How can I import the research results into EndNote?

Please follow the instructions below

  I Download the filter from http://www.global.cnki.net/grid20/help/cnki_filter.rar

(See Figure 15) and copy it to the directory: C:\Program Files\EndNote 9\Filters

II - Click "file" on the menu and select "new" to create a reference library; (See Figure16)

- Click "import" and a dialogue box pops up (See Figure 17);

- Click the button "choose file" to select the file you would like to import, and click "import option" to choose CNKI filter. If CNKI filter is not in the list, please click "other filters" to find it. (See figure 18)

- Click "Import" to finish the whole process and you will see that all the references in CNKI's Result page have been imported into Endnote.
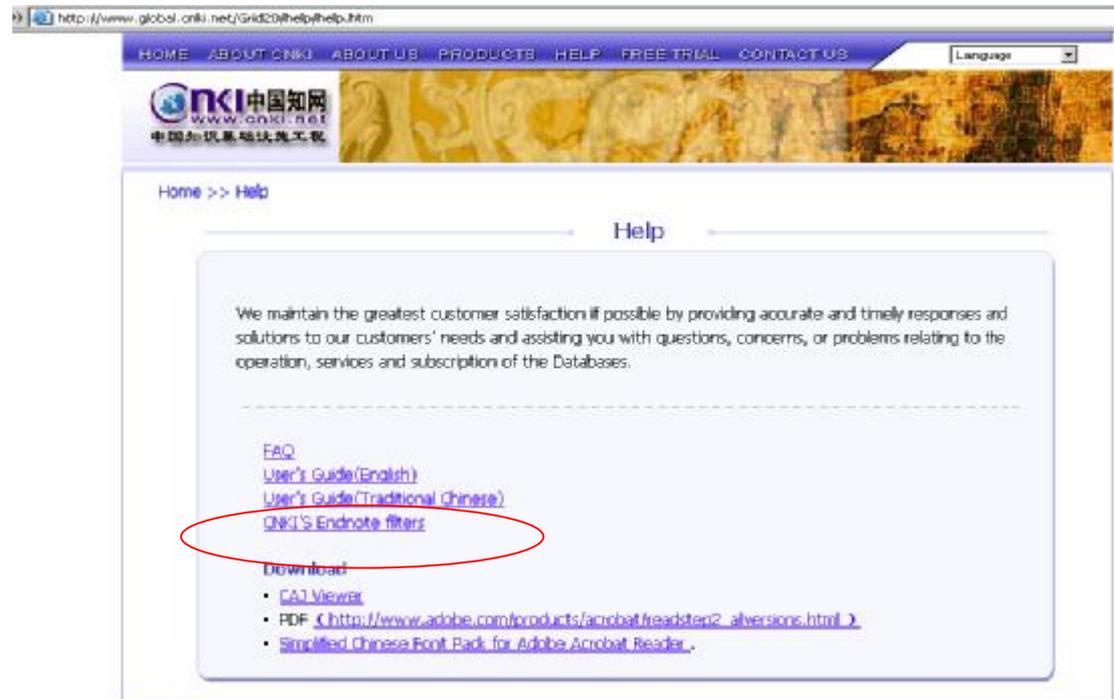
Figure 15
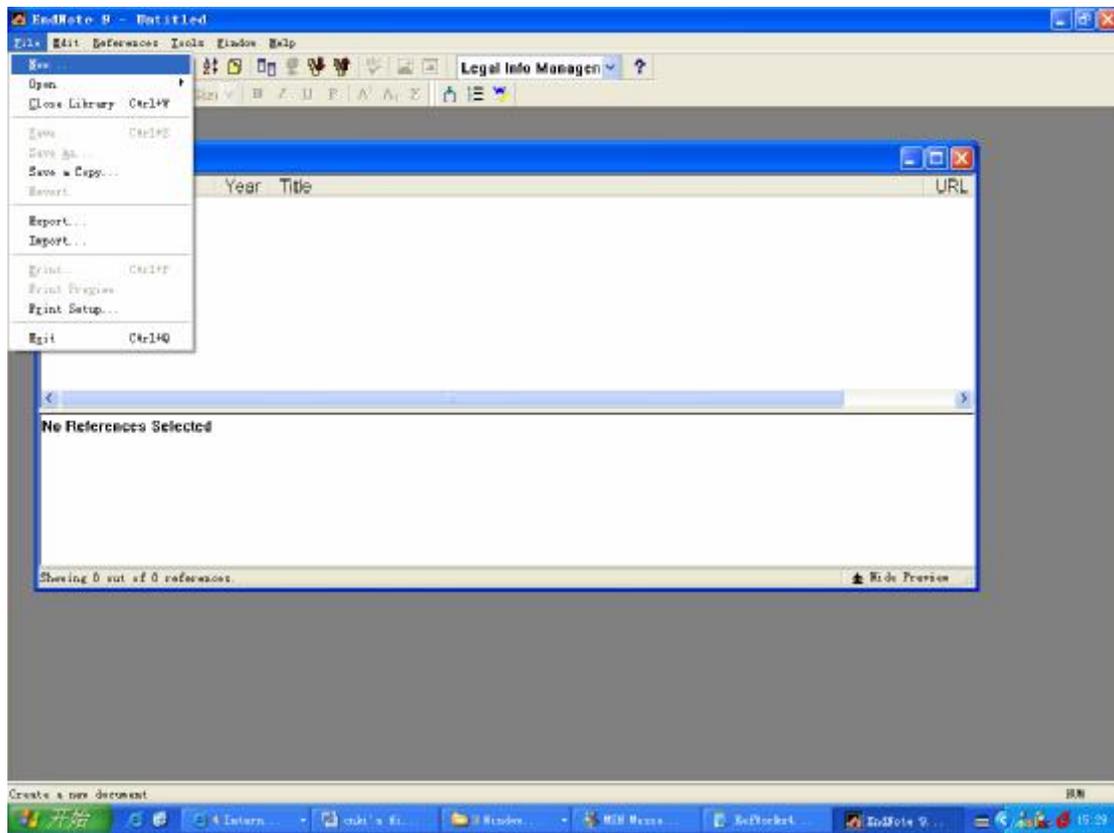
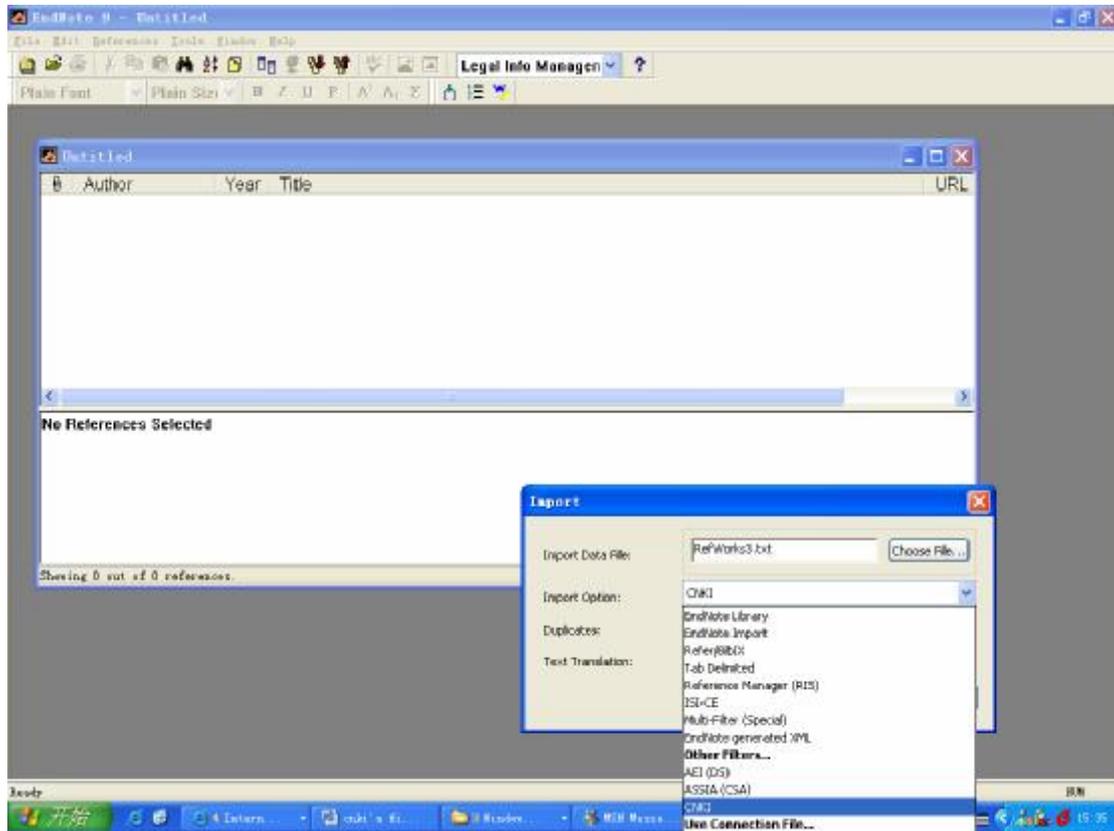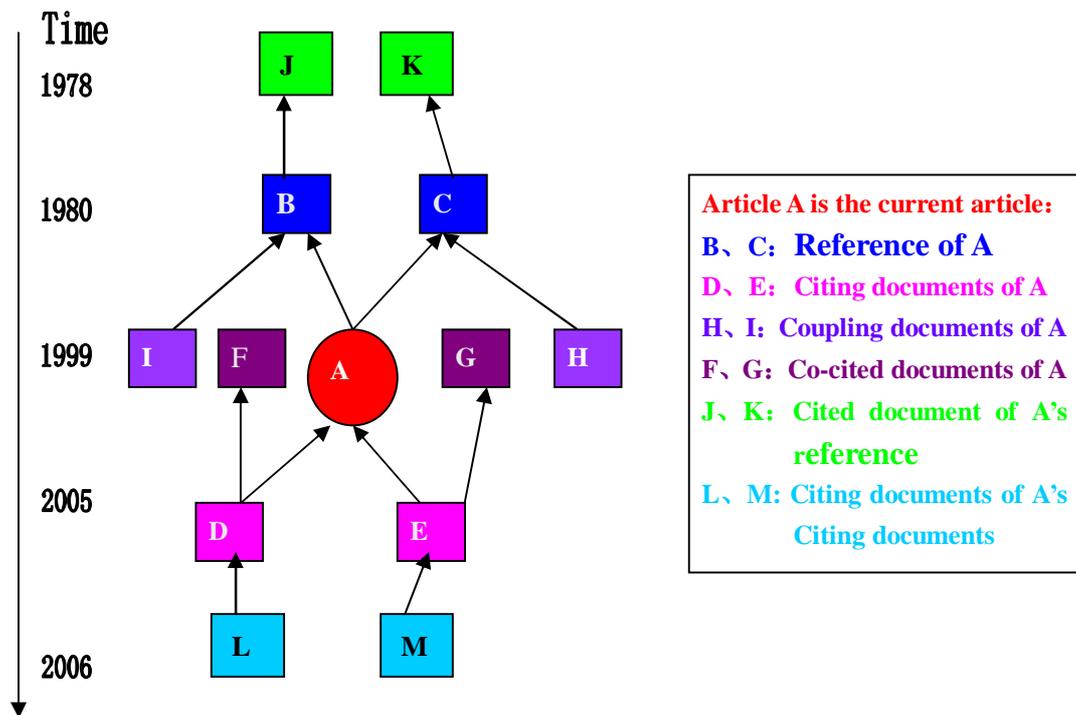**Figure 16**
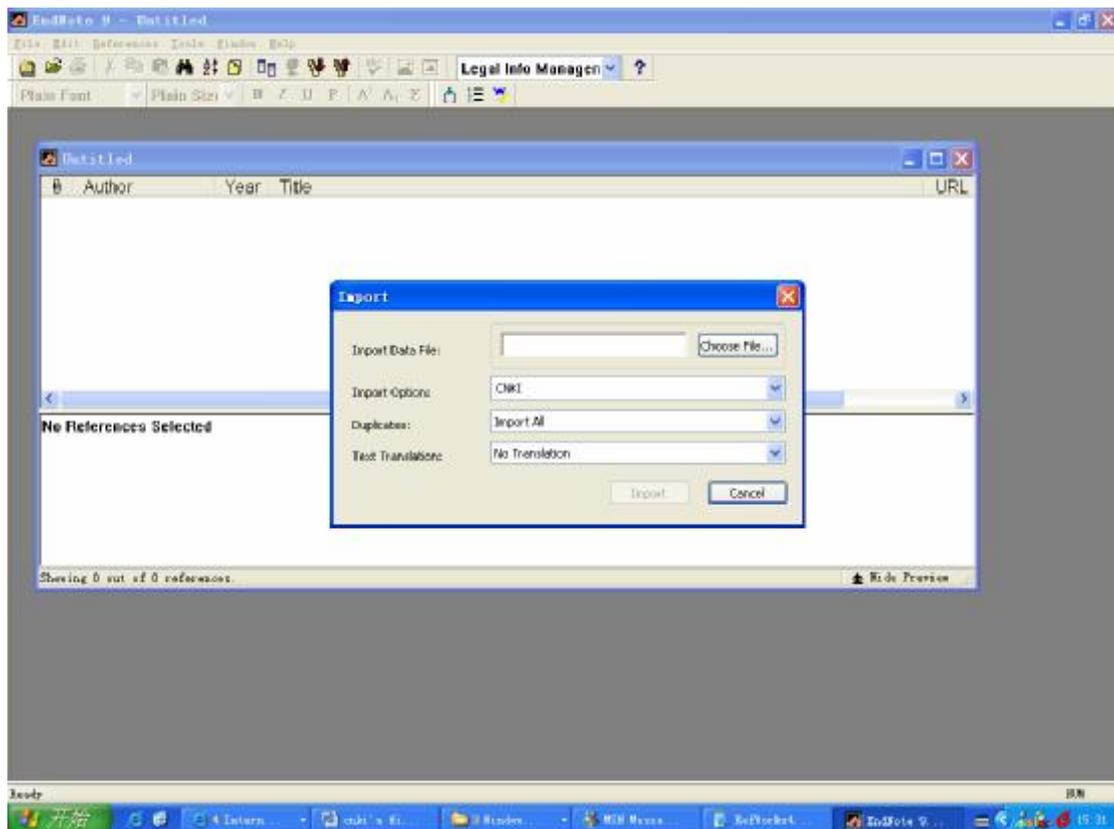
Figure 17

Figure 18

9 Why cannot CNKI system retrieve any result for some Chinese characters?

In Chinese, some characters don not have any real meaning, such as "的", "地", "得". If your search term only contains this type of characters or is a combination of this type of characters and other real-meaning characters, you will find no results. Please make sure your search terms do have real and complete meaning before searching.

10 What are Knowledge Network Node and its functions?

Knowledge Network Node is a special search-result display page created by CNKI firstly. It is similar to citation links but much more powerful, including not only the bibliography but also extended information such as its Citing Documents, References, Co-cited Documents, Cited Documents by References, Similar Documents and so on. The purposes of it are to improve research efficiency and to make all closely related articles in content available on a single page. Figure 19 will show you its function in detail.

Time

1978

1980

1999

2005

2006

Article A is the current article：
B、C： Reference of A
D、E： Citing documents of A
H、I： Coupling documents of A
F、G： Co-cited documents of A
J、K： Cited document of A's
　　　reference
L、M: Citing documents of A's
　　　Citing documents

| Similar Document | ← | Which articles have the similar research subject with A？ |

| Related Institutes | ← | Which institutions are also studying this subject related to A？ |

| Related Authors | ← | Who are researching in this area besides the author of this article？ |

| Recommended Articles | ← | Which articles are co-downloaded while A is downloaded？ |

Figure 19

11 Why can not I log in again after closing the IE browser?

Clicking "Logout" on the Search page (see figure 20) is recommended instead of closing the web browser directly because the system session will still keep your status as logged in for 15 minutes. If your institution subscribed for a limited number of concurrent users, you or others will have to line up for the login status to be cleared.
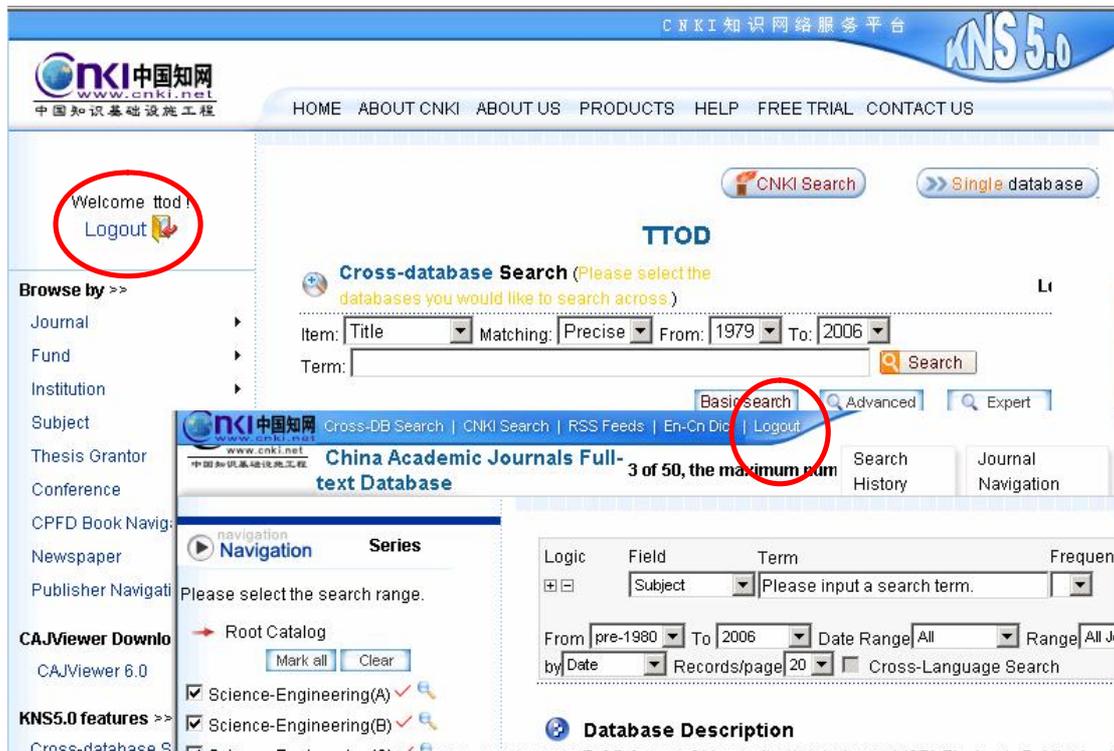
Figure 20

12 Why can't I open the article after I have installed Adobe Reader (English Version)?

Installation of Chinese font pack is required for Adobe Reader. Please go to http://www.global.cnki.net/Grid20/help/help.htm to download "Simplified Chinese Font Pack for Adobe Acrobat Reader" and install it on your computer, then you can read Chinese PDF files in Adobe Reader (English Version).(see figure 21)
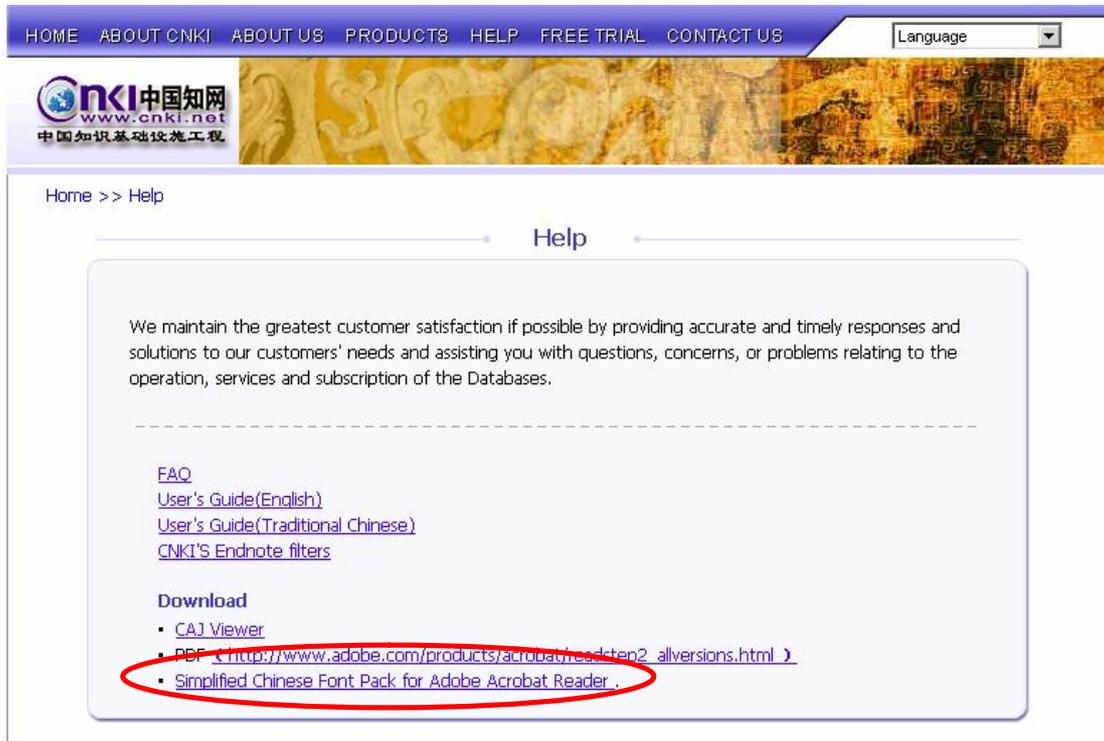
Figure 21

13 Why Economics and Management has been split from Economics/Politics/Law in Journal Navigation?

Because there are more and more economics and management journals in the database, we draw them out from "Economics/Politics/Law" to make it clearer for users. (See Figure 22)

Figure 22

14 How can I switch between English and Simplified Chinese interface in CNKI ?

Simply click "Simplified Chinese" on the Search page of CNKI for Chinese interface, or "英文界面" on Chinese interface for English version vice versa.

Figure 23

IX Contacts

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E-mail: beijing@cnki.net

North America
URL: http://china.eastview.com
Company: East View Information Services
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Tel: 001-763-550-0961 ext. 235
Fax: 001-763-559-2931

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URL: http://cnki.csis.com.tw
Company: Chin Shan Information Services

Email: rita@csis.com.tw
Tel: 00886-2-8226-3123
Fax: 00886-2-8226-3188
Japan
URL: http://cnki.toho-shoten.co.jp
Company: Toho-Shoten
Email: jokada@toho-shoten.co.jp
Tel: 0081-3-3294-1001

Fax: 0081-3-3294-1003
Korea
URL: http://cnki.shinwon.co.kr
Company: Shinwon Datanet Inc.
Email: jennifer@shinwon.co.kr
Tel: 0082-2-326-3535 ext. 208
Fax: 0082-2-326-0219