



Faculty Invitation Application System

Journal Article Registration Manual

Contents

(Please select the database and search method that best suits your needs.)

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1. Web of Science

1. Web of Science Search by Author (1/5)

Recommended when uploading a large number of publications.

The screenshot shows the Web of Science search interface. At the top left is the 'Web of Science' logo. To its right are two tabs: 'Smart Search' (with a circled 1) and 'Advanced Search' (highlighted with a red box). Further right is a 'Research Assistant' link. On the far right is a 'Try the new' toggle switch. On the left side of the interface is a vertical 'MENU' with icons for home, documents, researchers, and alerts. The main area has two tabs: 'DOCUMENTS' and 'RESEARCHERS' (highlighted with a red box). Below the 'RESEARCHERS' tab is a 'Name Search' dropdown menu (with a circled 2). Below this are two input fields: 'Last Name*' containing 'Kim' (with a circled 3) and 'First Name' containing 'G' and 'E' (with a circled 4). Below the 'Last Name' field is a '+ Add name variant' button. To the right of the 'First Name' field is a 'Search' button (with a circled 5) and a 'Clear' button.

Note: Web of Science is a subscription-based service accessible only from authorized networks (e.g., on-campus IP, library proxy). **If you do not have access, you must enter your publication records manually.**

Instructions:

Visit the **Web of Science** website (<https://www.webofscience.com>).

① & ② **Select Search Type:** Click **Advanced Search** (or the relevant search tab), then select the **RESEARCHERS** tab. Choose **Name Search** from the dropdown menu.

③ & ④ **Enter Name:** Enter your **Last Name** (③) and **First Name** (④) in English.

⑤ **Search:** Click the **Search** button.

1. Web of Science Search by Author (2/5)

10 results from Web of Science Researchers for:

Q Kim, G (Author name)

Refine results

Quick Filters

- ☐ Includes Web of Science Core Collection... 8
- ☐ Includes peer reviews 1

Claimed Status

- ☐ Unclaimed profiles 7
- ☒ Claimed profiles 3

Authors

- ☐ Kim, GYUTAE 8
- ☐ Gytuae KIM 3
- ☐ Kim, G-T 1
- ☐ Kim, G. -T. 1
- ☐ Kim, G. T. 1

[See all >](#)

Web of Science Categories

0/10 View as combined record Merge Records [How to correct author records](#) Sort by Relevance < 1 of 1 >

1 Kim, Gytuae (Kim, Gytuae)  ①

Korea University

SEOUL, SOUTH KOREA

Web of Science ResearcherID: GPC-4902

Published names: Kim, Gytuae; Kim, GT [more...](#)

Top Journals: APPLIED PHYSICS LETTERS, SOLID-STATE ELECTRONICS, NANOTECHNOLOGY

[Recent publications](#) v

1998-2022
Years
Documents: 250
Peer Reviews: 5

2 Kim, Gytuae

Inha University

INCHEON, SOUTH KOREA

Web of Science ResearcherID: FDK-9376

Top Journals: MEDICAL & BIOLOGICAL ENGINEERING & COMPUTING, SCIENTIFIC REPORTS, BIOMEDICAL ENGINEERING AND COMPUTATIONAL BIOLOGY

[Recent publications](#) v

2007-2025
Years
Documents: 15

① Select Author Profile

- Verify the affiliation and author details in the search results list, then click your **Name** (①) to proceed.

1. Web of Science Search by Author (3/5)

250 Documents

You may also like...

Refine results

Export Refine

Search within results...

Quick Filters

Open Access

21

Enriched Cited References

19

Exclude Refine

Publication Years

Show Final Publication Year

2022

9

2021

10

2020

14

2019

15

2018

13

See all > Exclude Refine

Document Types

Article

214

Proceeding Paper

48

Editorial Material

1

Letter

1

Exclude Refine

2/15

Add To Marked List

Export

Sort by Relevance

< 1 of 5 >

1

Big

Add to Unfiled

Chun, J.; Lee, J.; ...

Aug 2022 | ADVANCED MATERIALS INTERFACES

9(24)

Enriched Cited References

Have been interested among engineering ...

View full text

2 Citations

41 References

Related records

2

Separation of extremely small indium

Kim, D; Cho, H; (...); Kim, ...

Nov 15 2022 | JOURNAL OF ALLOYS AND COMPOUNDS

921

View full text

4 Citations

50 References

Related records

3

Hidden surface

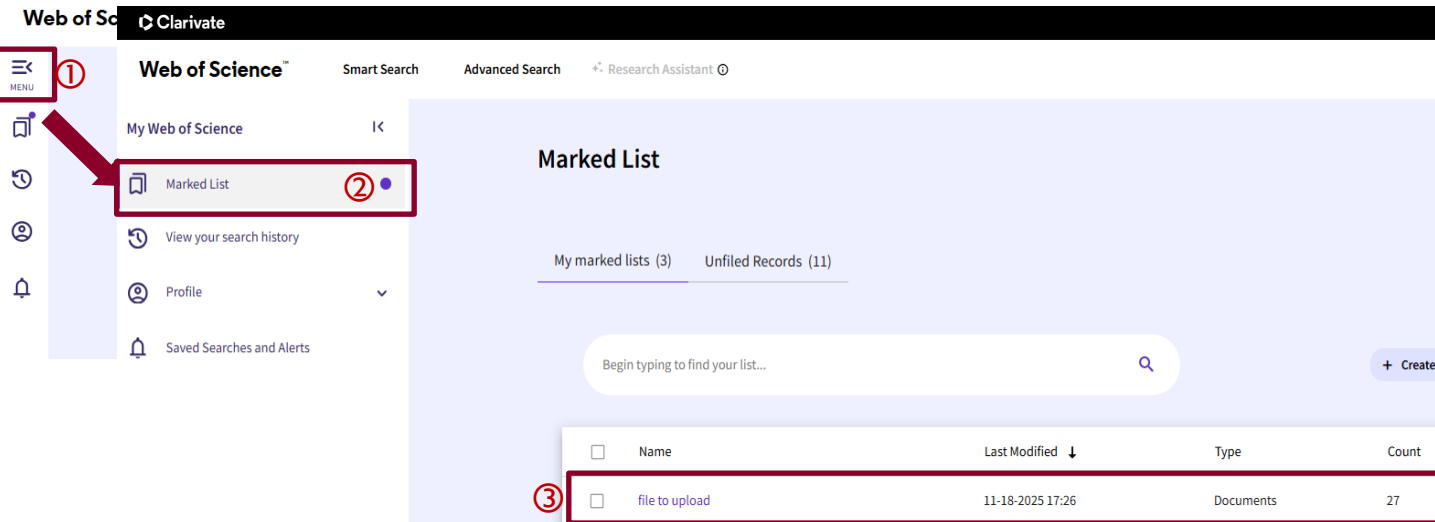
Seo, Y; Kim, S Y; (...); Joo, M K

6 Citations

Select Publications

- Review the search results and check the boxes for the publications you wish to upload.
- ① **Refine Results:** You can filter for specific publications using the **Refine results** panel (e.g., by **Publication Years**, **Document Types**).
- ② & ③ **Add to Marked List:** Click **Add To Marked List** (②), then select **Create new list** (③).
- Create a new list for your upload and add the selected publications to it.

1. Web of Science Search by Author (4/5)



The screenshot displays the Web of Science interface. On the left, a side menu is visible with the 'MENU' icon at the top (labeled 1). Below it, the 'Marked List' option is selected (labeled 2). The main content area shows the 'Marked List' section with a search bar and a table of marked lists. The table has columns for Name, Last Modified, Type, and Count. The first row is 'file to upload' (labeled 3), which is highlighted with a red box.

☐	Name	Last Modified ↓	Type	Count
☐	file to upload	11-18-2025 17:26	Documents	27

- ① **Open Menu** Click the **MENU** icon located at the top left of the screen.
- ② **Select Marked List** Click **Marked List** from the side menu.
- ③ **Select List** Click the specific document list you created for the upload (e.g., **file to upload**).

1. Web of Science Search by Author (5/5)

27 results in Web of Science Core Collection

Analyze Re

The screenshot displays the Web of Science search results page. On the left, the 'Refine results' sidebar includes sections for 'Marked List results' (showing 27 items), 'Quick Filters' (Open Access: 5, Enriched Cited References: 14), and 'Publication Years' (2025: 2, 2022: 8, 2021: 4, 2020: 13). The main results list shows two entries: 'Suppression' and 'New Dynamic Seconds'. A red box labeled ① highlights the checkboxes next to these entries. A red box labeled ② highlights the 'Export' button in the top right of the results list. A red box labeled ③ highlights the 'Tab delimited file' option in the export format dropdown menu. A red box labeled ④ highlights the 'Full Record and Cited References' option in the 'Record Content' dropdown of the 'Export Records to Tab Delimited File' popup window. A red box labeled ⑤ highlights the 'Export' button at the bottom of this popup window.

① **Select Publications:** Verify the papers in the list and click the **checkboxes** (①) to select the publications you wish to export.

② & ③ **Choose Export Format:** Click the **Export** button (②), then select **Tab delimited file** (③) from the dropdown menu.

④ **Configure Record Content:** In the popup window, go to **Record Content** and select **Full Record and Cited References** (④).

⑤ **Download:** Click the **Export** (⑤) to save the file.

1. Web of Science Search by Title (1/4)

Recommended when uploading a small number of publications.

Web of Science™

Smart Search

Advanced Search

+ Research Assistant



MENU



DOCUMENTS

RESEARCHERS

②

Search in: Web of Science Core Collection ▾ Editions: All ▾

FIELDED SEARCH

QUERY BUILDER

CITED REFERENCES

③

Title ▾

④

Example: water consum*

+ Add row

+ Add date range

X Clear

⑤

Q Search

① **Select Search Type:** Click **Advanced Search**.

② **Select Database:** In the **DOCUMENTS** tab, ensure **Web of Science Core Collection** is selected from the dropdown menu.

③ & ④ **Enter Search Criteria:** Select **Title** (③) from the search field list and enter the **Article Title** (④) in the search box.

⑤ **Search:** Click the **Search** button.

1. Web of Science Search by Title (2/4)

1 result from Web of Science Core Collection for:

Suppression of channel migration i

(Title)



Copy query

+ Add Keywords

1 Documents

You may also like...

Analyze Results

Citation Report

Refine results

Export Refine

Search within results...

Quick Filters

☐ Enriched Cited References

1

①



1

②

Add To Marked List ^

Export v

+ Create new list

③

Add to Unfiled

My Lists

file to upload

④

Sort by
Relevance v

<

- ① **Select Publication:** Verify the search result and click the **checkbox** on the left.
- ② & ③ **Add to Marked List:** Click **Add To Marked List** (②), then select **Create new list** (③).
- ④ **Create List & Add:** Create a new list for your upload, then click the specific list name (④) to add the selected paper.

※ **Note:** You can repeat this process to search for other papers by title and add them to the same list.

1. Web of Science Search by Title (3/4)

Web of Science™ Smart Search Advanced Search +. Research Assistant ⓘ

① MENU

Clarivate

Web of Science™ Smart Search Advanced Search +. Research Assistant ⓘ

My Web of Science <

② Marked List

View your search history

Profile ^

My researcher profile EDIT

My records ^

Publications + ADD

Grants + ADD

Marked List

My marked lists (3) Unfiled Records (8)

Begin typing to find your list...

☐	Name	Last Modified ↓	Type	Count
③	file to upload	11-13-2025 16:41	Documents	2

- ① **Open Menu:** Click the **MENU** icon located at the top left of the screen.
- ② **Select Marked List:** Click **Marked List** from the side menu.
- ③ **Select List:** Click the specific document list you created for the upload (e.g., **file to upload**).

1. Web of Science Search by Title (4/4)

2 results in Web of Science Core Collection

Analyze Re

The screenshot displays the Web of Science search results page. On the left, the 'Refine results' sidebar shows 'Web of Science Core Collection' with 2 results. The main results list shows two entries: 'Suppressor' and 'New Dynam Seconds'. The 'Export' button is highlighted with a red box and a circled 2. The 'Export' dropdown menu is open, showing various export formats, with 'Tab delimited file' highlighted by a red box and a circled 3. A popup window titled 'Export Records to Tab Delimited File' is open, showing 'Record Options' and 'Record Content' sections. The 'Record Content' section has 'Full Record and Cited References' selected, highlighted by a red box and a circled 4. The 'Export' button in the popup is highlighted by a red box and a circled 5.

① **Select Publications:** Verify the papers in the list and click the **checkboxes** (①) to select the publications you wish to export.

② & ③ **Choose Export Format:** Click the **Export** button (②), then select **Tab delimited file** (③) from the dropdown menu.

④ **Configure Record Content:** In the popup window, go to **Record Content** and select **Full Record and Cited References** (④).

⑤ **Download:** Click the **Export** (⑤) to **save** the file.

1. Uploading Journal Articles (1/3) - Web of Science



The screenshot displays the 'Application for Faculty Invitation' page. On the left is a 'SERVICE MENU' with 'Faculty Pool Management' highlighted. The main navigation bar includes 'Personal Information', 'Education', 'Professional Experience', 'Journal Article' (highlighted with a red box and number 2), 'Academic Book', 'Attachment', 'Application Submit', and 'Desired Department'. Below this, the 'Journal Article' section has 'Article Upload' (highlighted with a red box and number 3) and 'Article Check and Registration'. The 'Article Upload' section shows 'Attachment List' (highlighted with a red box and number 1) and 'File Upload' (highlighted with a red box and number 4). A table below shows columns for 'N', 'Title', 'Journal Name', 'Document Type', 'Submission', 'Publication (YYYYMM)', and 'Volume (Issue)'. A message states '조회된 내역이 없습니다. (Result not Found)'. An 'Article Upload' popup window is open, showing three sections: 'Web of Science Data Upload' with a link to <http://www.webofknowledge.com> and a 'Find' button (highlighted with a red box and number 5); 'SCOPUS Data Upload' with a link to <http://www.scopus.com> and a 'Find' button; and 'KCI Data Upload' with a link to <http://www.kci.go.kr> and a 'Find' button.

Log in: Log in to the Faculty Invitation Application System

(<https://gmsportal.korea.ac.kr/recruit/index.jsp>).

① ~ ③ **Access Upload Menu:** Click **Faculty Pool Management** (①) > **Journal Article** (②) > **Article Upload** (③).

④ **Open Upload Window:** Click the **File Upload** button to open the upload popup.

⑤ **Select File:** In the **Web of Science Data Upload** section, click **Find** to select and upload the file you downloaded.



1. Uploading Journal Articles (2/3) - Web of Science

➤ Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload Article Check and Registration

Article Upload

Attachment List [Total 314 Cases]

	Title	Journal Name	Document T	Submiss	Publication D (YYYYMM)	Volume (Issue)	Applicant	Role
☒	Emerging p-type	Applied Surface Scienc	Article	☒	2026-01	717	Kim	Single Author
☒	Contact-	Journal of the Korean F	Article	☒	2025-01	87(2)	Kim	Collaboration(1st Author)
☒	Gate-Modulated	ACS Applied Electronic	Article	☒	2025-01	7(1)	Kim	Collaboration(Corresponding Author)
☒	New Dynamic	ACS Sensors	Article	☒	2025-01		Kim	Collaboration(Participation)

Selected List [Total 4 Cases]

Title	Journal Name	Representative	Publication D (YYYYMM)	Volume (Issue)	Applicant	Role
Emerging p-type 2D	Applied Surface Science	☐	2026-01	717()	Kim	Single Author
Contact-geometry-	Journal of the Korean Physical	☐	2025-01	87(2)	Kim	Collaboration(1st Author)
Gate-Modulated	ACS Applied Electronic Materials	☒	2025-01	7(1)	Kim	Collaboration(Corresponding Author)
New Dynamic	ACS Sensors	☐	2025-01	()	Kim	Collaboration(Participation)

① **Verify Date:** Double-click to enter YYYYMM if only the year is listed.

⚠ **Important:** Incorrect dates may exclude articles from recent 5-year evaluations.

② **Author Details:** Select your name (**Applicant**) and role (**Role**).

③ & ④ **Save & Select:** Click **Save** (③), then check the boxes (④) to submit.

⑤ **Submit:** Click **Submission of Selected Articles**. (Submitted items appear in the **Selected List** below).

⑥ & ⑦ **Representative Publications:** Check **Representative** (⑥) in the **Selected List** and click **Save** (⑦).

Note: Max. 5 works total (Journals + Books).

1. Uploading Journal Articles (3/3) - Web of Science

Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload ① Article Check and Registration

Article Information [Total 4 Cases]

New ③ Delete **Save** ④ Save and Continue

	Details	Publication (YYYYMM)	Journal Classification	Int'l Journal Classification	Name of Journal	Title	ISSN	Applicant	Role	Number
②	Details	2026-01	International Profes	SCOPUS	Applied Surface Sc	Emerging	0169-	Kim	Single Author	
	Details	2025-01	International Profes	SCIE	Journal of the Kore	Contact-s	0374-	Kim	Collaboration(1	
	Details	2025-01	International Profes	SCIE	ACS Applied Electr	Gate-Mod	2637-	Kim	Collaboration(C	
	Details	2025-01	International Profes	SCIE	ACS Sensors	New Dyna	2379-	Kim	Collaboration(F	

- ① **Verify Uploads:** Click **Article Check and Registration** to review your list of uploaded articles.
- ② **Select for Deletion:** Check the box (②) next to any duplicate or incorrect entries you wish to remove.
- ③ & ④ **Delete & Save:** Click **Delete** (③) to remove the selected items, then click **Save** or **Save and Continue** (④) to finalize the changes.

2. Scopus

2. Scopus Search by Author (1/6)

Recommended when uploading a large number of publications.



Scopus

Search Sou

Start exploring

Documents **Authors** Researcher Discovery Organizations **New** Scopus AI

Search tips

Search authors using: ☒ Author name ☐ ORCID ☐ Keyword

②

Enter last name *
Kim

Enter first name
g

+ Add affiliation

③

Search

Note: Scopus is a subscription-based service accessible only from authorized networks (e.g., on-campus IP, library proxy). **If you do not have access, you must enter your publication records manually.**

Instructions:

Visit the **Scopus** website (<http://scopus.com>).

① **Select Search Type** Select the **Authors** tab.

② & ③ **Enter Name and Search** Enter your **Last Name** and **First Name** (②) in English, then click the **Search** button (③)

2. Scopus Search by Author (2/6)

☐ Show exact matches only

Refine results

Limit to

Exclude

Affiliation

☐ Gyeongsang National University

☐ Korea University

☐ Batten College of Engineering & Technology

☐ Center for Spintronics

☐ Chonnam National University

View more

City

☐ Seoul

☐ Incheon

☐ Jinju

☐ Daejeon

☐ Grenoble

Sort on: [Document count \(high-low\)](#)

☐ All

Show documents

Citation overview

Request to merge authors

Save to author list

	Author	Documents	Affiliation	City	Country/Territory
☐ ①	Kim, [REDACTED] Kim, [REDACTED] Kim, [REDACTED] Kim, [REDACTED]	312	Korea University	Seoul	South Korea
	View last title				
☐ 2	Kim, [REDACTED] Kim, [REDACTED] Kim, [REDACTED] Kim, [REDACTED]	46	Kyung Hee University	Seoul	South Korea
	View last title				
☐ 3	Kim, [REDACTED] Kim, [REDACTED]	13	Inha University Hospital	Incheon	South Korea
	View last title				
☐ 4	Kim, [REDACTED]	4	Chonnam National University	Gwangju	South Korea
	View last title				

① **Select Author Profile:** Verify the affiliation and author details in the results list, then click your **Name ①** to proceed.

2. Scopus Search by Author (3/6)

Kim, G

Korea University, Seoul, South Korea • Scopus ID: 7403064557 • [Connect to ORCID](#)

[Show all information](#)

14,433

Citations by 13,151 documents

312

Documents

44

[h-index](#)

[Set alert](#)

[Save to list](#)

[Edit profile](#)

[More](#)

[Documents \(312\)](#)

[Impact](#)

[Cited by \(13,151\)](#)

[Preprints \(5\)](#)

[Co-authors \(646\)](#)

[Topics \(19\)](#)

[Awarded grants \(0\)](#)

Beta

You can view, sort, and filter all of the documents in [search results format](#).

[Export all](#) [Save all to list](#)

Sort by [Date \(newest\)](#)

Vi

Article

Emerging p-type 2D AsP:

0

Citations

[Cho, H.](#), [Mun, C.](#), [Kim, D.](#), [Ryu, E.](#), [Kim, G.](#)

[Applied Surface Science](#), 2026, 717, 164743

[Show abstract](#)

[Full text](#)

[Related documents](#)

① **Save Documents to List:** Review the list of publications, then click **Save all to list** (①).

2. Scopus Search by Author (4/6)

The image displays two screenshots of the Scopus search interface, illustrating the steps to save a document to a list.

First Screenshot: A dialog box titled "Save to Documents list" is open. It contains the text "Add 1 document to an existing Documents list, or save it to a new list. ⓘ". Below this, there is a text input field with the placeholder "Create new or add to existing Documents list *". The field contains the text "Files to Upload". At the bottom right of the dialog, there is a "Close" button (circled in red with a 1) and a "Create new list" button (highlighted with a red box).

Second Screenshot: The same dialog box is shown, but the "Create new list" button is now disabled. The "Close" button is still circled in red with a 1. A new "Save to list" button (highlighted with a red box and circled in red with a 2) has appeared next to it.

- ① **Create List:** Enter a name for your list (e.g., **Files to Upload**) and click **Create new list** (①).
- ② **Save to List:** Select the created list and click **Save to list** (②).

2. Scopus Search by Author (5/6)

Saved lists

Documents Authors Sources

List name	Documents	Date created
1. Files to Upload	314	12 Nov 2025

All Save to Saved list Delete CSV export Download View cited by

Document title	Authors	Year	Source	Cited by
1 Emerging p-type 2D AsP: [redacted]	[redacted]	202	face Scie	0
View abstract [redacted] View at Publisher Related documents				
2 Suppression of channel migration [redacted]	[redacted]	202	Solids	of 0
View abstract [redacted] View at Publisher Related documents				

SciVal

Lee korea.ac.kr

My Scopus

- Saved lists
- Saved searches
- Alerts
- Exports
- Requests (Dashboard)

My Elsevier

- Privacy center
- Elsevier account

Sign out

- ① & ② **Access Saved Lists:** Click your **Profile Icon** (①) at the top right, then select **Saved lists** (②).
- ③ **Open List:** Click the specific list name (e.g., **Files to Upload** (③)) to verify the documents.
- ④ & ⑤ **Select All & Export:** Check the **All** (④) box to select all documents, then click **CSV export** (⑤).

2. Scopus Search by Author (6/6)

Export document settings 

You have chosen to export 2 documents

Select your method of export

☐ Mendeley ☐ ExLibris RefWorks ☐ SciVal  ☐ RIS Format EndNote, Reference Manager **☒ CSV Excel** ☐ BibTeX ☐ Plain Text ASCII in HTML

1 What information do you want to export?

☒ Citation information	☒ Bibliographical information	☒ Abstract & keywords	☒ Funding details	☒ Other information
☒ Author(s)	☒ Affiliations	☒ Abstract	☒ Number	☒ Tradenames & manufacturers
☒ Author(s) ID	☒ Serial identifiers (e.g. ISSN)	☒ Author keywords	☒ Acronym	☒ Accession numbers & chemicals
☒ Document title	☒ PubMed ID	☒ Index keywords	☒ Sponsor	☒ Conference information
☒ Year	☒ Publisher		☒ Funding text	☒ Include references
☒ EID	☒ Editor(s)			
☒ Source title	☒ Language of original document			
☒ volume, issue, pages	☒ Correspondence address			
☒ Citation count	☒ Abbreviated source title			
☒ Source & document type				
☒ Publication Stage				
☒ DOI				
☒ Open Access				

Cancel **3** Export

① Select Data Fields: Select all data categories (e.g., Citation information, Bibliographic information) to export full details.

② Select Format: Choose [CSV Excel] from the file format options.

③ Download: Click the [Export] button to save the file.

※ Note: Important: If Column Y in the downloaded file is labeled "(Fund Text 1)", you must delete this column and save the file before uploading.

2. Scopus Search by Title (1/5)

Recommended when uploading a small number of publications.

The screenshot shows the Scopus search interface. On the left, there is a sidebar with the Scopus logo and options like 'Save search', 'Set search alert', and 'Filters'. The main search area has a 'Search within' dropdown menu (labeled ①) set to 'Article title, Abstract, Keywords'. To its right is the 'Search documents' input field (labeled ②) containing the text 'Suppression of channel migration in'. A 'Search' button (labeled ③) is to the right of the input field. Below the search bar, there are tabs for 'Documents', 'Preprints', and 'Secondary documents'. The results section shows '1 document found'. A table lists the search results with columns for 'Document title', 'Authors', and 'Source'. The first result is 'Suppression of channel migration in : Choi, H.J., Kim, G.-I. Journal of Physics and Chemistry of Solids, 207, 112983'. The table row is highlighted with a red box. Below the table, there are links for 'Show abstract', 'View at Publisher', and 'Related documents'.

Scopus

Search

Advanced query

Save search

Set search alert

Search within
Article title, Abstract, Keywords

Search documents *
Suppression of channel migration in

+ Add search field

Documents Preprints Secondary documents

1 document found

Refine search

Search within results

Filters

Year

Range Individual

Document title Authors Source

1 Suppression of channel migration in : Choi, H.J., Kim, G.-I. Journal of Physics and Chemistry of Solids, 207, 112983

Show abstract View at Publisher Related documents

- ① **Select Search Field:** Set the **Search within** dropdown menu to **Article title, Abstract, Keywords**.
- ② & ③ **Enter Title and Search:** Enter the article title in the **Search documents** field (②), then click **Search** (③).

2. Scopus Search by Title (2/5)

Beta

Documents Preprints Secondary documents

1 document found

All ▾ Export ▾ Download Citation overview **⋮ More** Show all abstracts

	Document title	Authors
1	Article Ultrafast extreme thermal–electrical fabrication of	
	View cited by	Geo, T., Seo, B., Lee, J.,
	View references	.. K
	Email results	documents

Show abstract ▾ Find it @ Korea Univ. View at

- ① **Select Publication:** Verify the search result and click the **checkbox** (①) on the left.
- ② & ③ **Save to List:** Click ... **More** (②), then select **Save to list** (③) from the dropdown menu.

2. Scopus Search by Title (3/5)

The image displays two screenshots of the Scopus search interface, illustrating the steps to create and save to a document list.

Top Screenshot: The 'Save to Documents list' dialog box is open. The text 'Add 1 document to an existing Documents list, or save it to a new list.' is visible. A red box highlights the input field containing 'Files to Upload'. The 'Create new list' button is highlighted with a red circle and the number 1.

Bottom Screenshot: The 'Save to Documents list' dialog box is open. The text 'Add 1 document to an existing Documents list, or save it to a new list.' is visible. A red box highlights the input field containing 'Files to Upload'. The 'Save to list' button is highlighted with a red circle and the number 2.

① **Create List:** Enter a name for your list (e.g., **Files to Upload**) and click **Create new list** (①).

② **Save to List:** To add more papers, search by title, select the list you created, and click **Save to list** (②).

2. Scopus Search by Title (4/5)

Saved lists

SciVal

Lee
korea.ac.kr

My Scopus

Saved lists

Saved searches

Alerts

Exports

Requests (Dashboard)

My Elsevier

Privacy center

Elsevier account

Sign out

Documents Authors Sources

1. Files to Upload 2 12 Nov 2025 Edit Delete

All Save to Saved list Delete CSV export Download View cited by

Document title	Authors	Year	Source	Cited by
1 Ultrafast extreme thermal–electrical fabrication of	Yeo, T.,	2022		13
2 Rational Design for Optimizing Hybrid Thermo-	Seo, B.,	2019		48

View abstract View at Publisher Related documents

- ① & ② **Access Saved Lists:** Click your **Profile Icon** (①) at the top right, then select **Saved lists** (②).
- ③ **Open List:** Click the specific list name (e.g., **Files to Upload** (③)) to verify the documents.
- ④ & ⑤ **Select All & Export:** Check the **All** (④) box to select all documents, then click **CSV export** (⑤).

2. Scopus Search by Title (5/5)

Export document settings

You have chosen to export 2 documents

Select your method of export

☐ MENDELEY ☐ EXLIBRIS
RefWorks ☐ SciVal ☐ RIS Format
EndNote,
Reference Manager ☒ CSV
Excel ☐ BibTeX ☐ Plain Text
ASCII in HTML

What information do you want to export?

☒ Citation information	☒ Bibliographical information	☒ Abstract & keywords	☒ Funding details	☒ Other information
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☒ Author(s) ID	☒ Serial identifiers (e.g. ISSN)	☒ Author keywords	☒ Acronym	☒ Accession numbers & chemicals
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☒ Year	☒ Publisher		☒ Funding text	☒ Include references
☒ EID	☒ Editor(s)			
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☒ volume, issue, pages	☒ Correspondence address			
☒ Citation count	☒ Abbreviated source title			
☒ Source & document type				
☒ Publication Stage				
☒ DOI				
☒ Open Access				

Cancel

Export

- ① **Select Data Fields:** Check all the data categories in the top row (e.g., **Citation information**, **Bibliographical information**) to export all details.
- ② **Select Format:** Choose **CSV Excel** from the export options.
- ③ **Download:** Click the **Export** to save the file.

2. Uploading Journal Articles (1/3) – Scopus



SERVICE MENU

- Faculty Invitation Notice
- Faculty Pool Management
- Application List
- Screening Result
- Postal Mail Receipt Status

SITE LINK

- Faculty Invitation Website
- Korea Univ. Website
- Non-tenure track (Sejong)
- Faculty Invitation Website

Application for Faculty Invitation

- Personal Information
- Education
- Professional Experience
- Journal Article**
- Academic Book
- Attachment
- Application Submit
- Desired Department

Article Upload

Attachment List [Total 0 Cases] [Download Manual](#) [File Upload](#) [Delete](#) [Save](#) [Submission of Selected Articles](#)

N	Title	Journal Name	Document Type	Submission	Publication (YYYYMM)	Volume (Issue)
조회된 내역이 없습니다. (Result not Found)						

Article Upload

Web of Science Data Upload
<http://www.webofknowledge.com>

SCOPUS Data Upload
<http://www.scopus.com>

KCI Data Upload
<http://www.kci.go.kr>

Log in: Log in to the Faculty Invitation Application System

(<https://gmsportal.korea.ac.kr/recruit/index.jsp>).

① ~ ③ **Access Upload Menu:** Click **Faculty Pool Management** (①) > **Journal Article** (②) > **Article Upload** (③).

④ **Open Upload Window:** Click the **File Upload** button to open the upload popup.

⑤ **Select File:** In the **SCOPUS Data Upload** section, click **Find** (⑤) to select and upload the file you downloaded.

2. Uploading Journal Articles (1/3) – Scopus

➤ Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload Article Check and Registration

Article Upload

Attachment List [Total 314 Cases]

	Title	Journal Name	Document Type	Submitted	Publication Date (YYYYMM)	Volume (Issue)	Applicant	Role
☒	Emerging p-type	Applied Surface Science	Article	☒	2026-01	717	Kim	Single Author
☒	Contact-	Journal of the Korean Physical Society	Article	☒	2025-01	87(2)	Kim	Collaboration(1st Author)
☒	Gate-Modulated	ACS Applied Electronic Materials	Article	☒	2025-01	7(1)	Kim	Collaboration(Corresponding Author)
☒	New Dynamic	ACS Sensors	Article	☒	2025-01		Kim	Collaboration(Participation)

Selected List [Total 4 Cases]

Title	Journal Name	Representative	Publication Date (YYYYMM)	Volume (Issue)	Applicant	Role
Emerging p-type 2D	Applied Surface Science	☐	2026-01	717()	Kim	Single Author
Contact-geometry-	Journal of the Korean Physical Society	☐	2025-01	87(2)	Kim	Collaboration(1st Author)
Gate-Modulated	ACS Applied Electronic Materials	☒	2025-01	7(1)	Kim	Collaboration(Corresponding Author)
New Dynamic	ACS Sensors	☐	2025-01	()	Kim	Collaboration(Participation)

① **Verify Date:** Double-click to enter YYYYMM if only the year is listed.

⚠ **Important:** Incorrect dates may exclude articles from recent 5-year evaluations.

② **Author Details:** Select your name (**Applicant**) and role (**Role**).

③ & ④ **Save & Select:** Click **Save** (③), then check the boxes (④) to submit.

⑤ **Submit:** Click **Submission of Selected Articles**. (Submitted items appear in the **Selected List** below).

⑥ & ⑦ **Representative Publications:** Check **Representative** (⑥) in the **Selected List** and click **Save** (⑦).

Note: Max. 5 works total (Journals + Books).

2. Uploading Journal Articles (1/3) – Scopus

Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload **Article Check and Registration**

Article Information [Total 4 Cases]

New Delete Save Save and Continue

	Details	Publication (YYYYMM)	Journal Classification	Int'l Journal Classification	Name of Journal	Title	ISSN	Applicant	Role	Number
☐	Details	2026-01	International Profes	SCOPUS	Applied Surface Sc	Emerging	0169-	Kim	Single Author	
☐	Details	2025-01	International Profes	SCIE	Journal of the Kore	Contact-s	0374-	Kim	Collaboration(1	
☐	Details	2025-01	International Profes	SCIE	ACS Applied Electr	Gate-Mod	2637-	Kim	Collaboration(C	
☐	Details	2025-01	International Profes	SCIE	ACS Sensors	New Dyna	2379-	Kim	Collaboration(F	

- Verify Uploads:** Click **Article Check and Registration** to review your list of uploaded articles.
- Select for Deletion:** Check the box (2) next to any duplicate or incorrect entries you wish to remove.
- & Delete & Save:** Click **Delete** (3) to remove the selected items, then click **Save** or **Save and Continue** (4) to finalize the changes.

3. KCI

3. KCI Article Search (1/3)

The screenshot shows the KCI website interface. At the top left is the KCI logo and text '한국학술지인용색인 Korea Citation Index'. To the right are links for '하위 인용 신고', 'Error Report', 'Login' (circled with 1), 'Sitemap', and 'Korean'. Below this is a blue navigation bar with 'About KCI', 'Articles' (circled with 2), 'Journals', 'Institution Info.', 'Citation Info.', 'Statistics', 'Support', and 'Analytical Info. Service'. On the right of this bar is the breadcrumb 'HOME > Article Search > Article Search'. Below the navigation bar is a dark grey bar with 'Article Search' (highlighted in blue), 'Full Text Search', 'Current Journals', and 'Reference Search'. The main content area is titled 'Article Search'. It features a search box with a dropdown menu set to 'Author' (circled with 3) and the text 'Mike' (circled with 4). To the right of the search box is a green 'Multi-Lang' button. Below the search box are buttons for 'Advanced Search' and 'Add Search Field +'. Further down are filters for 'Subject Category' (Main Category, All), 'KCI Registration' (All, Excellent Accredited Journal, Accredited Journal, Candidate Journal), 'Date' (All, All, ~, All, All), 'Sort by' (Best Match, Descending), and 'Display per page' (50). At the bottom are a blue 'Search' button (circled with 5) and a grey 'Rewitre' button.

① **Access & Login** Visit the **KCI website** (<https://www.kci.go.kr/>) and click **Login** (①).

Note: Free sign-up is available.

② **Select Menu** Click **Articles** (②) on the top menu.

③ ~ ⑤ **Search by Author** Select **Author** (③) from the dropdown menu, enter your name in the search box (④), and click the **Search** button (⑤).

3. KCI Article Search (2/3)

The screenshot displays the KCI Article Search interface. At the top, a navigation bar includes links for About KCI, Articles, Journals, Institution Info., Citation Info., Statistics, Support, and Analytical Info. Service. Below this, the 'Article Search' section features a search bar with 'All' as the selected filter and 'Mike' as the search term. A 'Within Results' checkbox and a search icon are also present. A red circle with the number '1' highlights the left sidebar, which contains three filter categories: 'Subject Category' (Humanities (3), Social Science (4)), 'Journal' (도시인문학연구 (3), 사회과학연구논총 (2), 국정관리연구 (1), 국토연구 (1)), and 'KCI Registration' (Accredited (3), Candidate (1), Etc (3)). A 'Publish Date' filter is also visible, showing years from 2014 to 2010. A red circle with the number '2' highlights the 'Re-Search' button at the bottom of the sidebar. The main content area shows search results for 'Mike Douglass', totaling 7 items. The first result is 'The Future of...' from the 'Ewha Journal of Social Sciences', published in 2013. The second result is 'Globalizing Cities...' from 'Studies in Urban Humanities', published in 2011. The third result is 'Globopolis...' from 'Studies in Urban Humanities', published in 2009. Each result includes a 'Times Cited in KCI' count and a 'KCI Original Text' link.

① **Select Filters:** Check the desired options in the left sidebar (e.g., **Publish Date**, **Author**, **Affiliation**) to narrow down your results.

② **Refine Search:** Click the **Re-Search** button to apply the selected filters and refine the list.

3. KCI Article Search (3/3)

Article Search

All

Mike

☐ Within Results



HOME > Article Search > Article Search Result

Subject Category

☐ Humanities (3)

☐ Social Science (4)

[Q Refine](#)

Journal

☐ 도시인문학연구 (3)

☐ 사회과학연구논총 (2)

☐ 국정관리연구 (1)

☐ 국토연구 (1)

[Q Refine](#)

KCI Registration

☐ Accredited (3)

☐ Candidate (1)

☐ Etc (3)

[Q Refine](#)

Publish Date

☐ 2014 (1)

☐ 2012 (2)

Search results are for 'Mike Douglass'. Total : 7 Item(s)

Article Search Result (1-1 / 7Item(s))

[데이터셋 추가](#)

[Analyze search results](#)

☒ Select All

[Export](#)

[Print](#)

[Excel](#)

SCORE

Descending

50

[View](#)

1. **The Future of** | 29() | pp.101-149 | 2013.06
Social Science in general
Times Cited in KCI : 0 [KCI Original Text](#)
2. **Globalizing** | 3(2) | pp.9-53 | 2011.10 | Other Humanities
Times Cited in KCI : 3 [KCI Original Text](#)
3. **Globopolis** | 1(2) | pp.67-116 | 2009.10 | Other Humanities
Times Cited in KCI : 3 [KCI Original Text](#)

① **Select Articles:** Verify the search results and click the **checkboxes** (①) for the articles you wish to upload.

② **Download List:** Click the **Excel** (②) button to download the selected articles.

※ **Note:** If you need to search for additional articles, repeat the process. You must **combine** all downloaded data into **a single file** before uploading.

3. Uploading Journal Articles (1/3) – KCI



The screenshot shows the Faculty Invitation Application System interface. On the left is a 'SERVICE MENU' with options like 'Faculty Invitation Notice', 'Faculty Pool Management', 'Application List', 'Screening Result', and 'Postal Mail Receipt Status'. Below this is a 'SITE LINK' section. The main area is titled 'Application for Faculty Invitation' and contains several tabs: 'Personal Information', 'Education', 'Professional Experience', 'Journal Article' (highlighted with a red box and number 2), 'Academic Book', 'Attachment', 'Application Submit', and 'Desired Department'. Under the 'Journal Article' tab, there are sub-tabs: 'Article Upload' (highlighted with a red box and number 3), 'Article Check and Registration', and 'Attachment List' (highlighted with a red box and number 1). The 'Article Upload' sub-tab shows a table with columns: 'N', 'Title', 'Journal Name', 'Document Type', 'Submission', 'Publication (YYYYMM)', and 'Volume (Issue)'. The table is empty, with a message '조회된 내역이 없습니다. (Result not Found)'. Above the table are buttons: 'Download Manual', 'File Upload' (highlighted with a red box and number 4), 'Delete', 'Save', and 'Submission of Selected Articles'. An 'Article Upload' window is open in the foreground, showing three sections: 'Web of Science Data Upload' with a link to <http://www.webofknowledge.com> and a 'Find' button; 'SCOPUS Data Upload' with a link to <http://www.scopus.com> and a 'Find' button; and 'KCI Data Upload' with a link to <http://www.kci.go.kr> and a 'Find' button (highlighted with a red box and number 5). The 'Find' button in the KCI section is also labeled 'KCI Upload'.

Log in: Log in to the Faculty Invitation Application System

(<https://gmsportal.korea.ac.kr/recruit/index.jsp>).

① ~ ③ **Access Upload Menu:** Click **Faculty Pool Management** (①) > **Journal Article** (②) > **Article Upload** (③).

④ **Open Upload Window:** Click the **File Upload** button to open the upload popup.

⑤ **Select File:** In the **KCI Data Upload** section, click **Find** (⑤) to select and upload the file you downloaded.

3. Uploading Journal Articles (2/3) – KCI

Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload Article Check and Registration

Article Upload

Attachment List [Total 5 Cases] Download Manual File Upload Delete Save Submission of Selected Articles

N	Title	Journal	Document	Submission	Publication Date (YYYYMM)	Volume (Issue)	Applicant	Role
☐	The Urban	국정관리	KCI Article	☒	20	9(2)	마이클	Collaboration(1st Author)
☐	Global House	사회과학	KCI Article	☒	20	2(29)	마이클	Collaboration(Corresponding Author)
☐	The Future	사회과학	KCI Article	☒	20	29()	Mike	Collaboration(Participation)
☐	Globopolis	도시인문	KCI Article	☒	20	1(2)	마이클	Single Author
☐	Livable Cities	국토연구	KCI Article	☒	20	59()	마이클	Collaboration(Corresponding Author)

Selected List [Total 4 Cases]

Title	Journal Name	Representative	Publication Date (YYYYMM)	Volume (Issue)	Applicant	Role
Global House	사회	☐	20	2(29)	마이클	Collaboration(Corresponding Author)
The Future of	사회	☐	20	29()	Mike	Collaboration(Participation)
Globopolis or	도시	☐	20	1(2)	마이클	Single Author
Livable Cities	국토	☐	20	59()	마이클	Collaboration(Corresponding Author)

Save

① **Verify Date:** Double-click to enter YYYYMM if only the year is listed.

⚠ **Important:** Incorrect dates may exclude articles from recent 5-year evaluations.

② **Author Details:** Select your name (**Applicant**) and role (**Role**).

③ & ④ **Save & Select:** Click **Save** (③), then check the boxes (④) to submit.

⑤ **Submit:** Click **Submission of Selected Articles**. (Submitted items appear in the **Selected List** below).

⑥ & ⑦ **Representative Publications:** Check **Representative** (⑥) in the **Selected List** and click **Save** (⑦).

Note: Max. 5 works total (Journals + Books).

3. Uploading Journal Articles (3/3) – KCI

Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload ① Article Check and Registration

Article Information [Total 4 Cases]

New ③ Delete ④ Save Save and Continue

	Details	Publicat (YYYYMM)	Journal Classifi	Int'l Journal Cla	Name of Journal	Title	ISSN	Applicant	Role	Nun
②	Details	2013-12	Domestic Professic		사회: [redacted]	Global [redacted]		마이 [redacted]	Collaboration(C	
	Details	2013-06	Domestic Professic		사회: [redacted]	The Ful [redacted]		Mike [redacted]	Collaboration(F	
	Details	2009-10	Domestic General		도시 [redacted]	Globop [redacted]		마이 [redacted]	Single Author	
	Details	2008-12	Domestic Profes		국토 [redacted]	Livable [redacted]		마이 [redacted]	Collaboration(C	

- ① **Verify Uploads:** Click **Article Check and Registration** to review your list of uploaded articles.
- ② **Select for Deletion:** Check the box (②) next to any duplicate or incorrect entries you wish to remove.
- ③ & ④ **Delete & Save:** Click **Delete** (③) to remove the selected items, then click **Save** or **Save and Continue** (④) to finalize the changes.

4. Manual Entry

4. Manual Entry (1/4)

※ When Manual Entry is Required:

- Publications **not indexed** in international databases (Scopus, Web of Science).
- If you **do not have access** to international academic databases.
- **Accepted papers** or **recently published papers** that are not yet indexed in international databases.

The screenshot shows the 'Faculty Invitation Application System' interface. On the left is a 'SERVICE MENU' with options like 'Faculty Invitation Notice', 'Faculty Pool Management' (annotated with ①), 'Application List', 'Screening Result', and 'Postal Mail Receipt Status'. The main area is titled 'Application for Faculty Invitation' and contains several tabs: 'Personal Information', 'Education', 'Professional Experience', 'Journal Article' (annotated with ②), 'Academic Book', 'Attachment', 'Application Submit', and 'Desired Department'. Under the 'Journal Article' tab, there is an 'Article Upload' section with a sub-tab 'Article Check and Registration' (annotated with ③). Below this is an 'Article Information' table with columns for 'Details', 'Publicatic (YYYYMM)', 'Journal Classifi', 'Int'l Journal Cla', 'Name of Journal', 'Title', 'ISSN', 'Applicant', 'Role', and 'Num'. A 'New' button (annotated with ④) is visible next to the 'Delete' button. The table has a row with a 'Details' sub-tab and a 'Title' input field.

Log in: Log in to the Faculty Invitation Application System

(<https://gmsportal.korea.ac.kr/recruit/index.jsp>).

① ~ ③ **Access Entry Menu:** Click **Faculty Pool Management** (①) > **Journal Article** (②) > **Article Check and Registration** (③).

④ **Create New Entry:** Click the **New** button to start a manual entry.

4. Manual Entry (2/4)

Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload Article Check and Registration

Article Information [Total 0 Cases]

New Delete Save Save and Continue

N	Details	Publication Date (YYYYMM)	Journal Classification	Int'l Journal Classification	Name of Journal	Title	ISSN
N	Details		- International Professional Journal - International General Journal - Domestic Professional Journal - Domestic General Journal - Other Domestic Journal - Other International Journal				

① Publication Date (YYYYMM)

- **Double-click** the field to enter the publication date in **YYYYMM** format (e.g., 202603).
- **Accepted Papers:** Enter the **confirmed** publication date (If undetermined, enter the expected date.)

② Journal Classification Select the appropriate category from the dropdown menu:

- **International Professional Journal:** Journals indexed in **SCI, SCIE, SSCI, A&HCI, Scopus, ERI, or PubMed**.
- **International General Journal:** Regular international academic journals **with an ISSN** that are **not indexed** in the databases listed above.
- **Other International Journal:** Publications that do not meet the criteria for standard academic journals (e.g., magazines, proceedings, or journals without an ISSN)
- **Domestic Professional Journal:** Journals published in Korea and indexed in **KCI** (including KCI Candidate).
- **Domestic General Journal:** Regular domestic academic journals **with an ISSN** that are **not indexed** in KCI.
- **Other Domestic Journal:** Domestic publications not classified as standard academic journals (e.g., magazines, university bulletins, etc.).

4. Manual Entry (3/4)

Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload Article Check and Registration

Article Information (3) [Total 0 Cases] (4) New Delete Save (5) Save and Continue (6)

Journal Classification	Name of Journal	Title	ISSN	Applicant	Role	Number of	Volume	Issue
Int'l Journal Classification A&HCI SSCI SCI SCIE ERI PUBMED SCOPUS				Single Author Collaboration(1st Author) Collaboration(Corresponding Author) Collaboration(Participation)				

③ Int'l Journal Classification

- Select the specific index (e.g., SSCI, SCIE) from the dropdown.
- **Note:** Leave this field **blank** for "International General", "Domestic", or "Other" journals.

④ Journal Details (⚠ Important: Double-click each cell to edit)

- **Name of Journal / Title:** Enter the full journal name and article title.
- **ISSN:** Enter the 8-digit alphanumeric code only (numbers/letters). **Do not use hyphens (-)** (e.g., 15605601).
- **Applicant:** Enter your name as it appears in the author list.

- ## ⑤ Role
- Select your specific authorship role (e.g., Single Author, 1st Author, Corresponding Author).

⑥ Publication Details

- **Number of Authors:** Enter the total number of authors (e.g., 5).
- **Volume / Issue / Page:** Enter details if applicable (leave blank if N/A).

4. Manual Entry (4/4)

> Application for Faculty Invitation

Personal Information Education Professional Experience **Journal Article** Academic Book Attachment Application Submit Desired Department

Article Upload ① Article Check and Registration

Article Information [Total 4 Cases] New ③ Delete Save ④ Save and Continue

②	Details	Publication (YYYYMM)	Journal Classification	Int'l Journal Classification	Name of Journal	Title	ISSN	Applicant	Role	Number
☐	Details	2026-01	International Profes	SCOPUS	Applied Surface Sc	Emerging	0169-	Kim	Single Author	
☐	Details	2025-01	International Profes	SCIE	Journal of the Kore	Contact-g	0374-	Kim	Collaboration(1	
☐	Details	2025-01	International Profes	SCIE	ACS Applied Electr	Gate-Moc	2637-	Kim	Collaboration(C	
☐	Details	2025-01	International Profes	SCIE	ACS Sensors	New Dyna	2379-	Kim	Collaboration(F	

① **Verify Entries:** Review the entered article information (click **Details** to view full info). Click **Save** or **Save and Continue** to confirm.

② **Select for Deletion:** Check the box (②) next to any duplicate or incorrect entries you wish to remove.

③ & ④ **Delete & Save:** Click **Delete** (③) to remove the selected items, then click **Save** or **Save and Continue** (④) to finalize the changes.