



# **Guide to Thesis Submission**

## **Yonsei University Library**



# Content

- 1. Introduction**
- 2. Procedure**
- 3. Things to Consider**

# 1. Intro

**(1) Submission Process**

**(2) Submitting Thesis Online**

**(3) Submitting Hard-bound Thesis**

# (1) Submission Process



## (2) Submitting Thesis Online

- Period : Refer to the Library Notices about Thesis Submission at the Library Homepage(<http://library.yonsei.ac.kr>)
- Thesis Submit Webpage : <http://dcollection.yonsei.ac.kr>  
Use Yonsei Portal ID for sign-in
- File Format : Only "PDF" format can be uploaded.  
(doc or hwp file is not accepted)
- When submitting your thesis online, your thesis must contain an approval sheet with names of all the thesis committee members.  
\*Signatures(or Seals) of the thesis committee members are not mandatory on the PDF file.
- The submitted file must be identical in terms of its content and format to the hard-bound thesis.
- Verification is processed within 09:00~17:00 in Weekdays.

# (3) Submitting Hard-bound Thesis

- Period & Location : Refer to the Library Notices about Thesis Submission at the Library Homepage(<http://library.yonsei.ac.kr>)
- Number of copies : 4 hardbound copies of Master or Doctoral Thesis
  - \*5 Copies for copyright disagree or Department of Law thesis
  - One of the copies should have the thesis approval sheet with original signatures by all members of the advisory committee.
  - If you are not able to get the original signatures of your committee members, you can request "Thesis Approval" on Yonsei Portal.
  - "Thesis Approval" is for candidates of the Graduate School only.
  - Please ask your affiliated graduate school or department office about "Thesis Approval".
- Required Documents for Submission
  - ① 1 copy of Copyrights Usage Agreement with your signature
  - ② 1 copy of Thesis Submission Confirmation Form
    - Submit it to your affiliated Graduate School Office with the Library's stamp on it.
    - As for General Graduate School Students, submit it to the Thesis Submission Office.



PART 02  
**Online  
Submi-  
ssion**

- (1) Thesis Submission Page**
- (2) Thesis Submission System**
- (3) Starting Thesis Submission**
- (4) Data Submission**
- (5) Personal Information Phase**
- (6) Metadata Entry Phase**
- (7) Copyright Usage Agreement**
- (8) Thesis Registration Phase**
- (9) Thesis Submission**
- (10) Online Submission Complete**

# (1) Thesis Submission Page

The screenshot shows the Yonsei University Library website. The 'Research' menu is highlighted, and the 'Thesis submission' link is pointed out by a blue callout box. The website header includes 'Sinchon UML Wonju', '한국어 LOGIN', and a search icon. The main navigation bar contains 'Find', 'Research', 'Services', 'Collections', 'About', and 'My Library'. The 'Research' section lists 'Research Education', 'Research Education Video', 'EndNote', 'Turnitin', 'CopyKiller', and 'bulletin board'. The 'Course' section lists 'Course Reserves', 'Request Course Reserves', and 'Thesis submission'. The 'Thesis submission' link is highlighted with a blue callout box containing the text 'Thesis submission'. The 'Your Research Partner, Yonsei University Library!' section includes 'Research Support' and 'Course Support'. The 'Status of Seats/Study Room' section shows a table for 'The Central Library' and 'Yonsei-Samsung Library'. The 'Library Schedule' section lists '한국 금석문의 백미, 탁본(拓本)' and '[온라인 교육] 해외 디지털 매거진 서비스 Flipster...'. The right sidebar contains links for 'Check Borrowing/Return', 'Purchase of Materials', 'ILL', 'DDS', 'Seminar Room Reserve', 'FAQ', and 'View Basket'.

The Central Library		Yonsei-Samsung Library	
781	1113	899	1330
196	834	210	312
0	0	20	356
0	17	5	30

Library Schedule	
한국 금석문의 백미, 탁본(拓本)	2018-12-03 ~ 2019-02-28
[온라인 교육] 해외 디지털 매거진 서비스 Flipster...	2018-12-12 ~ 2018-12-12

- Visit the Yonsei Library Website (<http://library.yonsei.ac.kr>).
- Click "Thesis submission" under "Research".

## (2) Thesis Submission System

The screenshot shows the dCollection @ YONSEI website interface. At the top right, there are language selection buttons for 'KOR' and 'ENG', and a 'Log in' button highlighted with a yellow box. Below this is a dark blue navigation bar with 'Search', 'Browse', 'Submit', and 'FAQ' options. The main content area features a search bar with the placeholder text 'Enter search word.', a dropdown menu for 'All Content', and an 'Advanced Search' button. A 'submission of materials' link is visible in the bottom right of the main area. Below the main content, there are sections for 'Notice' (showing 'No results.'), 'Recent Additions', and 'Top Downloads'. The 'Recent Additions' section lists three items:

Recent Additions	Top Downloads
• 글로벌 법학 리서치 가이드	전국대학법... 2020
• 韓山世系	
• 揮里志	이중환

- Sign in to the dCollection system.  
(Use your Yonsei Portal ID for sign-in)

# (3) Starting Thesis Submission

KOR ENG

dCollection @ YONSEI

Log in

Search Browse Submit FAQ

Enter search word. All Content Advanced Search

submission of materials >>

Notice +

No results.

Recent Additions Top Downloads +

- 글로벌 법학 리서치 가이드 전국대학법... 2020
- 韓山世系
- 揮里志 이중환

- Click the "Submission of materials".

# (4) Data Submission

The screenshot shows the 'dCollection @ YONSEI' website interface. At the top right, there are language selection buttons for 'KOR' and 'ENG', and a 'Log in' button with a question mark icon. Below this is a navigation bar with four items: 'Search', 'Browse', 'Submit', and 'FAQ'. The 'Submit' button is highlighted in orange. Below the navigation bar, the breadcrumb 'SubmitObject' is visible, followed by the heading 'Submission guide'. A light gray text box contains the instruction: 'In order to submit a thesis, a submitter authentication process is required. After authentication, a submitter can submit their thesis papers to the "Collection" specified by administrator.' Below this text, there are two buttons: an orange 'Submit' button with a document icon and a white 'Manual of Submission' button with a person icon. A blue speech bubble with the word 'Click' points to the 'Submit' button, which is also enclosed in a yellow rectangular box. At the bottom left, there is a section titled 'Steps for Submission' with a large empty rectangular area below it.

# (5) Personal Information Phase

Search Browse **Submit** Submit History FAQ

My information Metadata License agreement Original registration Submit confirmation

- Private policy
  - 1. 개인정보의 처리 목적  
dCollection은 개인정보를 다음의 목적을 위해 처리합니다.  
처리할 개인정보의 항목은 개인정보처리방침에 사용되며 이용 목적이 변경되는 경우에는 개인정보 보호법 제18조에 따라 별도의 동의를 받는 등 필요한 조치를 이행할 예정입니다.  
○ 논문 제출을 하기 위한 정보 및 계정을 보호하는 데 필요한 개인정보를 처리합니다.  
○ dCollection이 개인정보를 보호법 제32조에 따라 등록·공개하는 개인정보의 처리목적은 다음과 같습니다.  
○ dCollection 가입 및 서비스 이용을 위한 필수 정보  
○ 개인정보 활용, 이력, 방문기록, 이용 기록, 이메일 연חת 핸드프 번호  
※ dCollection의 개인정보 보호사항은 개인정보처리방침(www.privacy.go.kr) - 개인정보민원 - 개인정보침해신고 - 개인정보파탈 등록검색 메뉴를 활용
- Agreement on consignment of personal information in dCollection
  - dCollection은 이용자의 개인정보를 원칙적으로 제3자에게 제공하지 않습니다. 다만 아래의 경우에는 예외로 합니다.  
- 법률의 특별한 규정 등 개인정보 보호법 제17조 및 제18조에 해당하는 경우  
- 통계작성, 학술연구 및 시장조사 등을 위하여 특정 개인정보를 식별할 수 없는 형태로 제공하거나 연구단체 등에 제공할 경우  
- 서비스 이용에 따른 불만사항 및 의사사항(민원업무)의 처리를 위하여 고객센터로 상담하는 위탁업체에 민원처리의 처리에 필요한 개인정보를 제공할 경우
  - 1. 개인정보처리 위탁  
dCollection은 원활한 개인정보 업무처리를 위하여 다음과 같이 개인정보처리업무를 위탁하고 있습니다.
- My information
  - ID: \*\*\*\*Z2000827
  - Name: 이원상
- My contact information
  - This is contact information registered at the library user information. If it was changed, please revise it. This information is only used for contact in respect to the item you have submitted.
  - Contact: 010-3123-3783 (ex) 02-123-4567, 010-1234-5678 Enter with '\*':
  - E-mail: URAAH@YONSEI.AC.KR

제출권한 문의는 학교 dcollection 담당자에게 문의 바랍니다.

Next >

- After reading Personal Information Usage Policy, tick the acceptance option.
- Verify your personal information and then move on to the next Step.

Click

# (6) Metadata Entry Phase

• Title	<input type="text"/>
Translated	<input type="text"/>
• Author	<input type="text"/>
otherName	<input type="text"/>
• Affiliation	<input type="text" value="연세대학교"/>
E-mail	<input type="text"/>
Subject	<input type="text"/>
• DDC	<input type="text"/>
• Abstract	<div style="border: 1px solid #ccc; padding: 5px;"><p>Korean <input type="text"/></p><div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div><div style="text-align: right; border: 1px solid #ccc; padding: 2px 5px; color: green; font-weight: bold;">Add</div></div>
• Publisher	<input type="text" value="ex)OO대학교 OO대학원"/>
• Adviser	<input type="text"/>
• Issued	<input type="text" value="2022"/>
• awarded	<input type="text" value="2022"/> <input type="text" value="8"/>
• Thesis degree	<input type="text" value="Master"/>
• major	<input type="text" value="Enter the department search."/>
specialty	<input type="text"/>
• page	<input type="text"/>
description	<input type="text"/>
• language	<input type="text" value="Korean"/>

- In Metadata Entry section, you will enter bibliographical information of your thesis.

(Refer to the Data Entry Guidelines for further information.)

- Please enter the exact information by the guidelines on the following pages.

# (6) Metadata Guideline I

- **Title** : Enter your thesis cover title.
  - \* Please **copy the cover title from the word or PDF file and paste it** to the title entry field.
  - \* Please do not put a period(.) at the end of the title.
- **Translated** : Enter the translated thesis title as written on the abstract, title page, or cover.
  - \* Please **copy the title from the thesis file and paste it** to the title entry field.
  - \* You should enter the translated title both on Yonsei Portal and Library Metadata.
- **Author** : Enter author name as written on the cover.



## How to revise Yonsei Portal's Thesis Title :

**COPY the Library Metadata's title and REPLACE Yonsei Portal's title.**

- The thesis titles you enter on Library's Metadata and Yonsei Portal should be identical including the upper and lower cases, number of spaces, punctuation marks, and so on.
- Please make it sure that there is only one space between each word and no period at the end of the title.
- **You can request to revise the library's thesis title only if it is different from the cover title or for typos because the library title will be used for searching your thesis online!**
- If you are informed that the titles on the library system and Yonsei Portal are not identical, copy the library's thesis title and replace the Yonsei Portal's thesis title to make them identical.

# (6) Metadata Guideline II

- **Subject (= Keywords)** : Enter all the keywords in the order of written in all the abstracts.
- **DDC** : This field will be entered automatically when you select your department below.
- **Abstracts** : Use the “Add” button if you have more than one abstract.
- **Affiliation** : This field is fixed to “연세대학교”.
- **Publisher** : Enter the name of your graduate school.
- **Major** : Select your department or major using the browse button.
- **Specialty** : Enter your detailed specialty. (\* mandatory if you have)
- **Page** : Enter the number of the final pages both in Roman alphabet and Arabic numerals.  
(e.g. 1) vi, 63 p. (for both-sided printing thesis)  
(e.g. 2) iv, 50장 (for single-sided printing thesis)
- **Language** : Select the language of your thesis correctly.

# (7) Copyright Usage Agreement

· Copyright Usage Agreement has "Accept" & "Decline" options.

· If you choose to "Agree" the copyrights Usage Agreement, then proceed the next phase.

· If you choose to "Not agree", then you must enter the "Reason" for doing so and move on

· When setting the boundary of the License Copyrights Usage Agreement), click "Detailed Information" to view explanation.

· If you have a proper reason, you can set the embargo period of full-text service for 1 year in maximum.

The screenshot shows a multi-step process flow: My information, Metadata, License agreement (highlighted), Original registration, and Submit confirmation. Below the flow is a form titled "Copyright" with the following content:

I approve and agree that the (master, doctor) dissertation/article written by myself can be used in following methods and conditions.

1. I allow copy and DB building through changes in edition or format on the condition of not changing the contents of the writing
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network including internet for the purpose of academic study.
3. In case an author transfers the copyright to others this permission will not be effective thereby. If publishing is allowed it shall be immediately notified to the

Agree  Not agree

※ You need to agree the copyright to get the manuscript service.

License(CCL: Creative Commons License)  Applied  Not applied

Do you allow to change your writing?  
 Yes  No  Yes, but only when same condition applies

Do you allow to use the writing for commercial purpose?  
 Yes  No

Selected License  
You have selected Creative Commons copy-writer expression-non profit- DD NOT change 2.0 South Korea.

▶ dCollection a Creative Commons License(CCL)compliant.  
▶ CCL of the authors own work themselves freely available to other users is a standard agreement that allows one. CCL works bearing the mark of the users freely use and distribute under the terms and conditions can help.

원문서비스 게시일 limit  Not applicable  Set  
※ If a original publication date, a patent and embargo are necessary, set them up.

계속관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev Next > Temporary storage

# (8) Thesis Registration Phase

Search Browse Submit Submit History FAQ

My information > Metadata > License agreement > Original registration > Submit confirmation

File format  Document

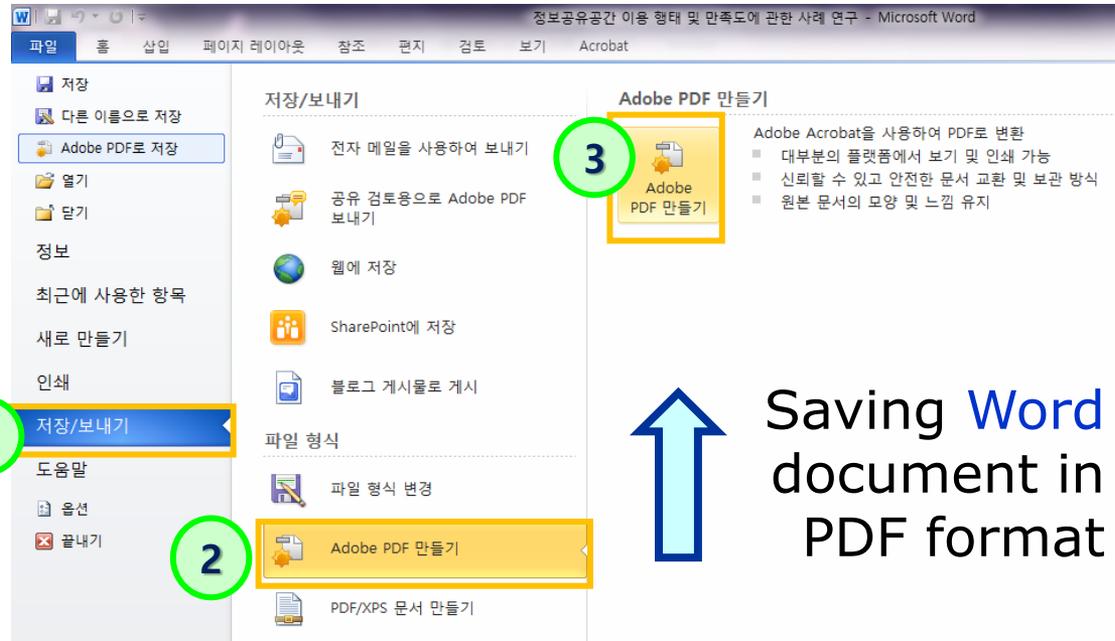
Register document  
Please upload only PDF file.  
[Input field] [찾아보기...]

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev Next > Temporary storage

- In Thesis Registration Phase, you can upload only **PDF** files.  
(Other file formats may make errors.)

# + PDF File Conversion Tips



↑ Saving **HWP** File in PDF format

• If your thesis is in document format (hwp, doc), you have to take additional steps to **convert** it to PDF format before submitting it.

# (9) Thesis Submission

• Review your entries regarding Metadata, File information, License information, Personal Information. Then click **“Complete submit”**.

The screenshot displays the thesis submission process. At the top, there are navigation tabs: Search, Browse, Submit, Submit History, and FAQ. Below these is a progress bar with five steps: My information, Metadata, License agreement, Original registration, and Submit confirmation. A note indicates that after checking the submitted dissertation information, the user should push the [Complete submit] button. The Control Number is 000000520032.

**Metadata**

Item	Content	Item Language
Title	TESTTEST	
Author	환신	
Affiliation	TESTTEST	
E-mail	HANSIN92@YONSEI.AC.KR	
DDC	574	
Abstract	TESTTEST	Korean
Publisher	TESTTEST	
Adviser	TESTTEST	
Issued	2018	
awarded	2019. 2	
Modified	20190611152521	
Thesis Degree	Master	
major	NONE(일반대학원) NONE(경영과학부(응용))	
page	TESTTEST	
UCI	IB04:11046-000000520032	
language	Korean	

**File Information**

File format	Document
Submit original	3d 프린팅(OP201) 관련 매뉴얼.pdf (581063 bytes, 2019-06-11 15:25:21)

**License Information**

Copyright	Agree
License(CCL)	<input checked="" type="radio"/> Attribution <input checked="" type="radio"/> Noncommercial <input checked="" type="radio"/> No Derivative Works

**관리정보**

제출자정보	환신(---Z2000983)
제출자정보	이메일 HANSIN92@YONSEI.AC.KR
연락처	010-9720-5123

# (10) Online Submission Complete

The screenshot shows the 'dCollection @ YONSEI' website interface. At the top, there is a navigation bar with buttons for 'Search', 'Browse', 'Submit', 'Submit History' (highlighted in orange), and 'FAQ'. Below the navigation bar, the user is logged in, with a 'Welcome to' message and a 'Log out' button. The main content area is titled 'Submission list' and shows a table with one submission entry. The entry has a status of 'Accept complete'. Below the table, there are two buttons: 'License Agreement Print' and 'Submit Confirmation Print'.

Submission list

Total 1

	Community/Collection	Title	License agreement	Accept	Status
	연세대학교 학위논문 > 2017학년...	a	Agree	Not approved	Accept complete

1

License Agreement Print    Submit Confirmation Print

- After receiving Approval("Submit complete" status) of the submission, you can print out the License Agreement and Submission Confirmation Form.



PART 03

# Things to Consider

- (1) Things to Consider  
when writing thesis**
- (2) Things to Consider  
regarding Copyrights**

# (1) Things to Consider When Writing Thesis

- You should either check the Thesis Writing Guideline in Graduate School website or contact your affiliated Department/Major to be informed about the acceptable format/structure/content of the thesis before writing your thesis.
- You can find Yonsei University General Graduate School Thesis Writing(Structure) at the General Graduate School Homepage -> Academics -> Downloads -> Thesis
- Please do not place password on the document files you are about to submit. It could cause errors when converted into cloud service files.
- Uploading may not be possible if the file size is too large (20MB or less is recommended). If you have any problems uploading, please contact us.
- When submitting your thesis online, your thesis must contain an approval sheet with names of all the members of Thesis Committee.
  - \* However, Signatures(or Seals) of Thesis Committee is not mandatory on PDF.
  - \* You can insert scanned copy page of the original approval sheet and convert it to PDF file.

## (2) Things to Consider Regarding Copyrights

- You can set the copyright “Agree / Not agree” and embargo period.

- **[Agree]** Your thesis can be publicly accessed through Yonsei University Library Homepage, RISS and other partners.

- **[Not agree]** Your thesis can be accessed only within the Yonsei University IP. Your thesis cannot be printed nor downloaded.

  - \*When submitting online, you must write proper reasons for disagree.

- **[Setting embargo]**

  - Due to reasons such as patent application, the full-text access to your thesis be delayed for a certain period of time. If necessary, you can determine the date of the beginning of the public access to your thesis.

  - \* You can delay the public access to your thesis up to 1 year after the date of thesis submission.

  - \* If you disagree the copyright + limit the publication date of thesis, the reason must include sensitive data such as a personal information, military/business secret.

- In the case of choosing “Not agree” or setting embargo period, we may contact you via telephone to verify the reasons.

# Contact

## Library Thesis Submission Office

- Email : [thesis@yonsei.ac.kr](mailto:thesis@yonsei.ac.kr)
- Tel : 02-2123-4643, 4644
- [Online Request Form](https://bit.ly/library_thesis) : [https://bit.ly/library\\_thesis](https://bit.ly/library_thesis)  
(For File Return / Library's Thesis Title Revision / Etc)



- \* Please read the thesis submission guides both English and Korean.
- \* Ask the Library Submission Office for file return, library's thesis title revision, and so on through the [[Library Thesis Online Request Form](#)] above.