



# Guide to Online Thesis Submission Procedure

Yonsei University Library  
Media Service Team



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

PART 01

# Intro

- (1) Submitting Thesis  
Online**
- (2) Submitting Hard-  
bound Thesis**
- (3) Submission Process**

# (1) Submitting Thesis Online

## 1. Introduction

### 1) Guide to Online Thesis Submission

- Deadline : Visit <http://library.yonsei.ac.kr> → Go to Library Notices and search “Thesis” to find the relevant notice
- Method : Go to <http://dcollection.yonsei.ac.kr> → Log in and submit your thesis (use your Yonsei Portal Account for logging in)
- File Format : Submitted file must be in “**PDF**” (Microsoft Word or Hangul Word document files are not accepted)
- The submitted file must be identical in terms of its content and format to the hard-bound thesis.
- Verification of bibliographical items and the text of your thesis must be processed within 09:10~17:00 in Weekdays.

# (2) Submitting Hard-bound Thesis

## 1. Introduction

### 2) Guide to Hard-bound Thesis Submission

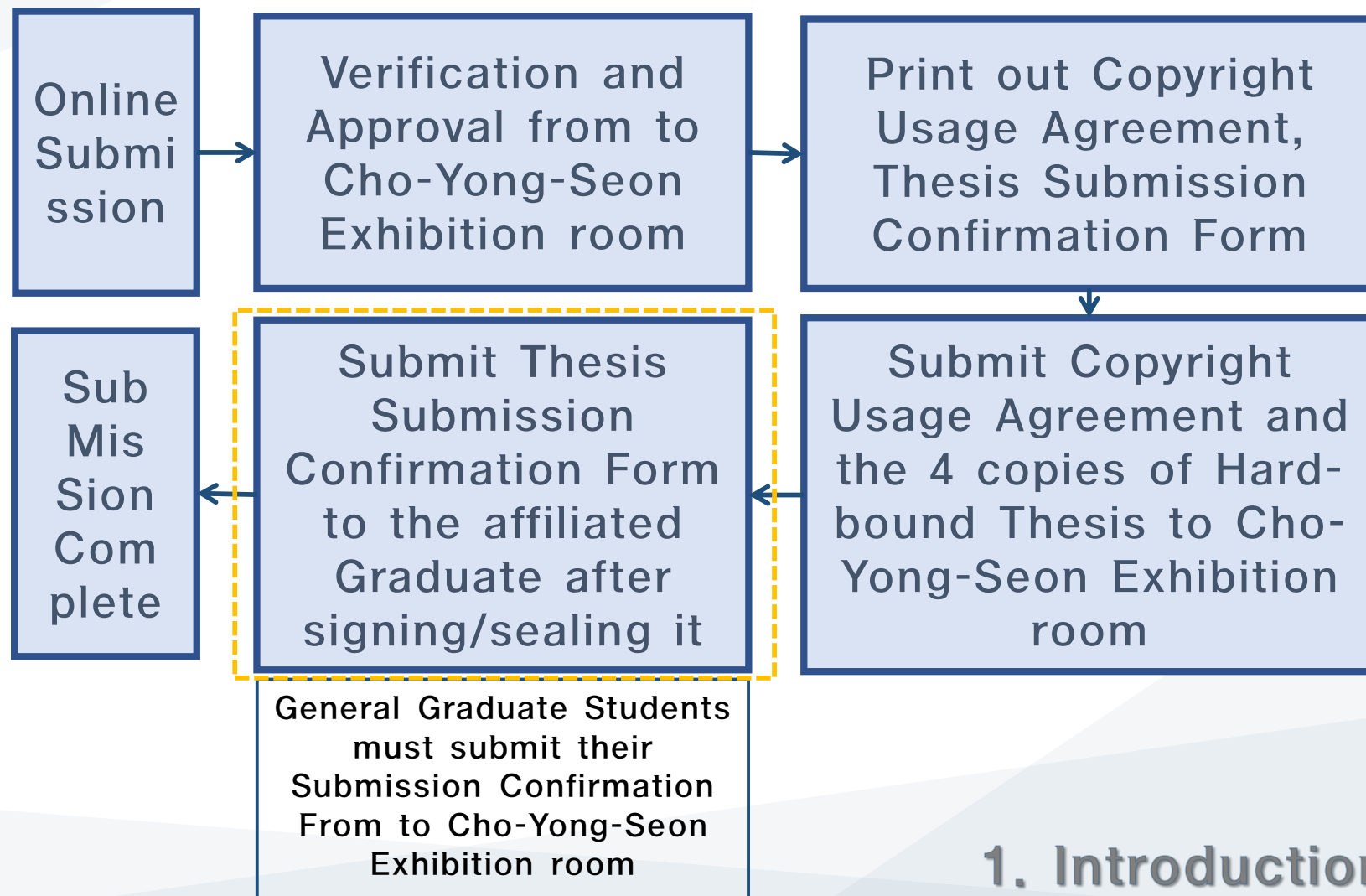
- Deadline : Go to <http://library.yonsei.ac.kr> → Go to Library Notices and search “Thesis” to find the relevant notice
- Location : Yonsei Samsung Library  
First Floor Cho-Yong-Seon Exhibition room
- Number of copies : 4 copies of Master or Doctoral Thesis with hard cover(1 Original copy including the Confirmation Statement with approval of the member of the Thesis Committee and 3 Duplicates)  
**\*5 Copies for copyright disagree and Graduate School Department of Law thesis**

#### • Other Documents for Submission

- ① 1 copy of Copyrights Usage Agreement with the your signature
- ② 1 copy of Thesis Submission Confirmation Form with your signature/seal  
(Submit to your affiliated Graduate School/As for General Graduate Students, you must submit the form to the location mentioned above)

**\*Copyrights Usage Agreement and Thesis Submission Confirmation Form can be printed after receiving approval on their online submission**

# (3) Submission Process



PART 02

# Procedures

- (1) Yonsei Library Theses**
- (2) Sign in to Thesis Submission System**
- (3) Submit your Thesis**
- (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) Yonsei Library Thesis

## 2. Procedures

This website is optimized for Chrome, Safari, Fire Fox, Opera, Internet Explorer 9+.

Hide during the day | Close

기말고사 기간 중 도서관 이용 안내 | 2018학년도 동절기 난방시행계획 안내 | 졸업생 도서관 출입/이용 신청 안내

Sinchon UML Wonju

한국어 LOGIN

Find Research Services Collections About My Library

YONSEI UNIVERSITY LIBRARY

Research

- Research Education
- Research Education Video
- EndNote
- Turnitin
- CopyKiller
- bulletin board

Course

- Course Reserves
- Request Course Reserves
- Thesis submission

Your Research Partner, Yonsei University Library!

Research Support

Library provides various instruction session, subject guide, research tools to support study and research of students &

Course Support

You can easily search course books and references required for the class.

Thesis submission

Status of Seats/Study Room

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

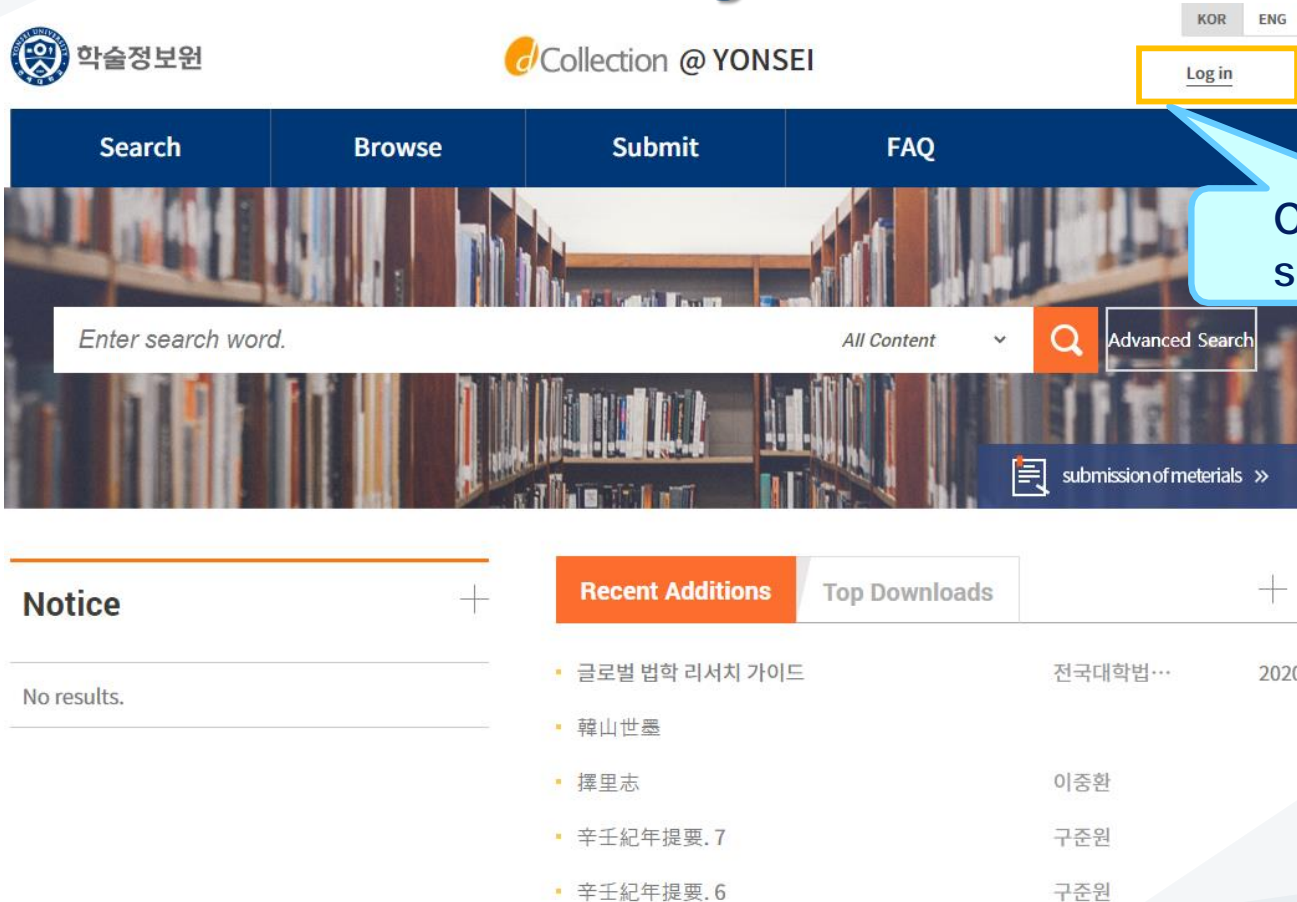
[온라인 교육] 해외 디지털 매거진 서비스 Flipster...  
2018-12-12 ~ 2018-12-12

Check Borrowing/Return  
Purchase of Materials  
ILL  
DDS  
Seminar Room Reserve  
FAQ  
View Basket

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



## (2) Sign in to Thesis Submission System



The screenshot shows the dCollection @ YONSEI website. At the top right, there are language tabs for 'KOR' and 'ENG', and a 'Log in' button highlighted with an orange box. A blue callout bubble points to the 'Log in' button with the text 'Click on the sign-in button'. Below the navigation bar, there is a search bar with the placeholder text 'Enter search word.' and a dropdown menu for 'All Content'. To the right of the search bar is an 'Advanced Search' button. Below the search bar, there is a 'submission of materials' link. On the left side, there is a 'Notice' section with a plus icon and the text 'No results.' In the center, there is a 'Recent Additions' section with a list of items:

Recent Additions	Top Downloads
▪ 글로벌 법학 리서치 가이드	전국대학법...
▪ 韓山世壘	2020
▪ 擇里志	이중환
▪ 辛壬紀年提要. 7	구준원
▪ 辛壬紀年提要. 6	구준원

• Sign in to dCollection system.

(Use your Yonsei Portal Account for signing in)

# (3) Start Thesis Submission



학술정보원

dCollection @ YONSEI

KOR ENG

[Log in](#)

Search

Browse

Submit

FAQ

Enter search word.

All Content



Advanced Search

click!

submission of materials >>

Notice

No results.

Recent Additions

Top Downloads

글로벌 법학 리서치 가이드

전국대학법... 2020

韓山世墨

擇里志

이중환

辛壬紀年提要. 7

구준원

辛壬紀年提要. 6

구준원

· In the Thesis Submission Website,  
please click “Submission of materials” .

# (4) Data Submission

Search

Browse

Submit

FAQ

SubmitObject

## Submission guide

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.

Click



Submit

Manual of Submission



Steps for Submission

# (5) Personal Information Phase

Search

Browse

Submit

Submit History

FAQ

My information

Metadata

License agreement

Original registration

Submit confirmation

Private policy

Agreement on consignment of personal information in dCollection

My information

My contact information

1. 개인정보의 처리 목적  
가. dCollection은 개인정보를 다음의 목적을 위하여 처리합니다.  
처리한 개인정보는 다음의 목적 이외의 용도로는 사용되지 않으며 이용 목적이 변경되는 경우에는 개인정보 보호법 제18조에 따라 별도의 동의를 받는 등 필요한 조치를 이행할 예정입니다.  
① 논문 제출물 하기 위한 정보 및 제출물 관리 용도  
나. dCollection이 개인정보를 보호하기 위하여 개인정보를 처리합니다.  
다. dCollection이 개인정보를 보호하기 위하여 개인정보를 처리합니다.  
\* 개인정보 항목: 아이디, 비밀번호, 학번, 이름, 소속, 이메일, 연락처, 핸드폰 번호  
※ dCollection의 개인정보 보호정책은 행정자치부 개인정보보호정책의 포털(www.privacy.go.kr) → 개인정보민원 → 개인정보침해신고 → 개인정보침해신고센터에 있습니다.

☐ I agree to Private policy.

dCollection은 이용자의 개인정보를 원칙적으로 제3자에게 제공하지 않습니다. 다만 아래의 경우에는 예외로 합니다.  
- 정보주체의 동의  
- 법률의 특별한 규정 등 개인정보 보호법 제17조 및 제18조에 해당하는 경우  
- 통계작성, 학술연구 및 시장조사 등 위하여 특정 개인을 식별할 수 없는 형태로 제공하는 경우  
- 서비스 이용에 따른 불만사유 및 문의(사후(민원업무)의 처리를 위하여 고객관리를 담당하는 위탁업체에 민원처리의 지시에 필요한 개인정보를 제공하는 경우

1. 개인정보처리 위탁  
① dCollection은 적절한 개인정보 업무처리를 위하여 다음과 같이 개인정보처리업무를 위탁하고 있습니다.

☐ I agree to Private policy.

ID

\*\*\*\*Z2000827

Name

이원상

Organization

학술정보원 디지털미디어팀

Department

직원A

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

계속관련 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

Search	Browse	Submit	Submit History	FAQ
My information	Metadata	License agreement	Original registration	Submit confirmation

Item	Content	HELP
* Title	<input type="text"/>	Enter the title of the dissertation.
Translated	<input type="text"/>	Enter the title in the second language, if there is any subtitle, divide it with [ ].
* Author	<input type="text" value="이동상"/>	Enter the author's name, without space.
otherName	<input type="text"/>	계2언어로 표기된 저자명을 입력합니다. 예) Hong, Kil Dong
Affiliation	<input type="text"/>	Enter the school of the author in the form of [name of university, name of graduate school].
E-mail	<input type="text" value="URAAH@YONSEI.AC.KR"/>	Enter the author's email or homepage address.
Subject	<input type="text"/>	to separate parts of keywords, put a comma(",") AFTER KEYWORD
* DDC	<input type="text"/>	학문의 학과를 입력하면 자동으로 입력됩니다.
* Abstract	<div>Korean ▼</div> <div><input type="text"/></div> <div>Add</div>	You can cut and paste an abstract into this box. If the number of abstract is more than two, enter all and select item language.
* Publisher	<input type="text"/>	Enter [Name of university and name of graduate school].
* Adviser	<input type="text"/>	Enter the name of adviser. Omit the position.
* Publisher	<input type="text"/>	Enter [Name of university and name of graduate school].
* Adviser	<input type="text"/>	Enter the name of adviser. Omit the position.
* Issued	2018	Select it with the arrow.
* awarded	2018 2	위아래 좌실표로 선택하십시오.
* Thesis Degree	Master ▼	Select it from the list box.
* major	<input type="text" value="Enter the department search"/>	를 통해 선택하십시오.
specialty	<input type="text"/>	를 클릭하여 선택합니다.
* page	<input type="text"/>	지 수를 입력하십시오.
description	<input type="text"/>	
* language	Korean ▼	리스트박스에서 선택하십시오.

계속입력 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev Next > Temporary storage

• In Metadata Entry section, you have to enter bibliographical information about your thesis to the system(refer to Data Entry Guidelines for further information).

• Entry with \* in front of it is compulsory.

• **Subject (DDC)** is automatically filled in once you enter your **Department /Major** located right beneath it.

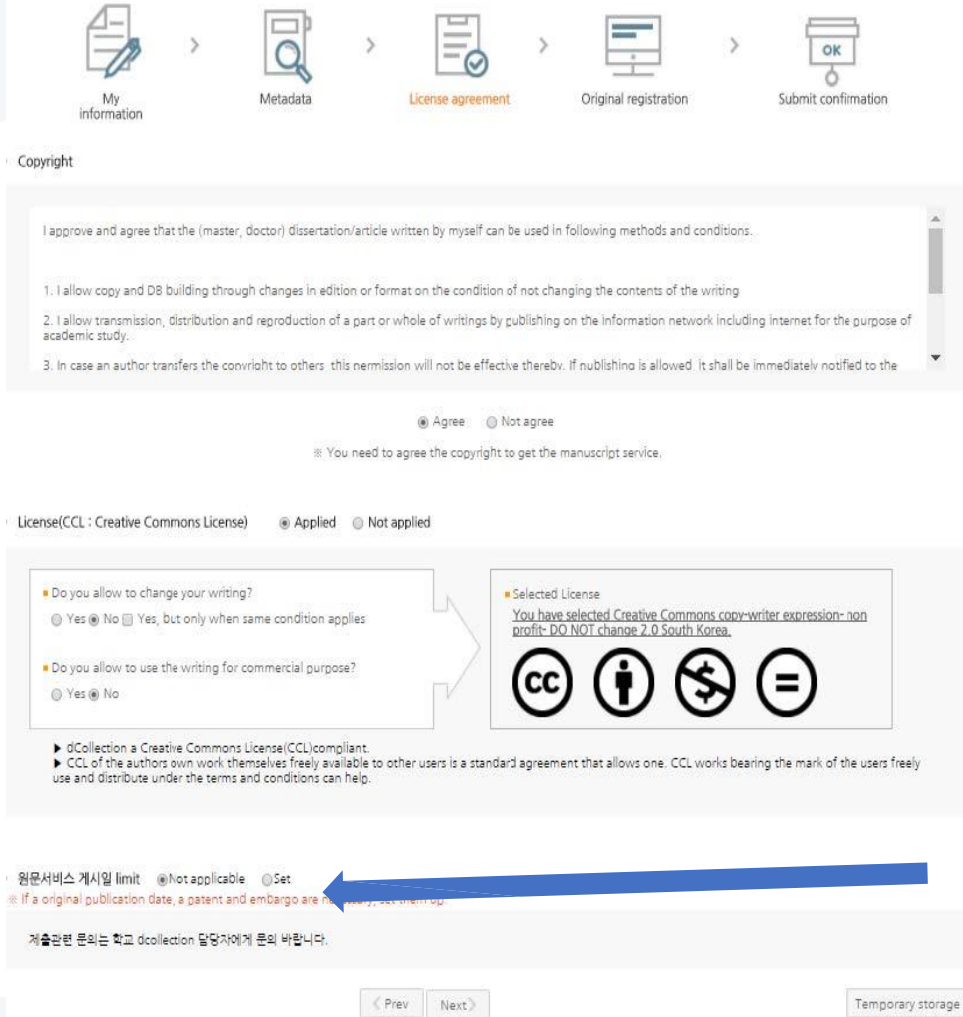
• If you have two or more abstracts click on “Add” button to enter them.

• Thesis page number must include both the “**Final Page Number**” in Roman numeral and Arabic numeral. e.g.) vi, 63p.

Click

# (7) Copyright Usage Agreement

YONSEI UNIVERSITY LIBRARY  
연세대학교 학술정보원



The screenshot shows a multi-step web form for the Copyright Usage Agreement. The steps are: My information, Metadata, License agreement (highlighted), Original registration, and Submit confirmation. The 'License agreement' step contains a scrollable text area with the following text:

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

Below the text are radio buttons for 'Agree' (selected) and 'Not agree'. A note states: '※ You need to agree the copyright to get the manuscript service.'

The next section is 'License(CCL : Creative Commons License)' with 'Applied' selected. It contains two questions:

- Do you allow to change your writing? (Selected: Yes, But only when same condition applies)
- Do you allow to use the writing for commercial purpose? (Selected: No)

To the right, the 'Selected License' is shown as 'Creative Commons copy-writer expression-non profit- DO NOT change 2.0 South Korea', accompanied by the CC icons (CC, BY, NC, ND). Below this, it states: '▶ 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.'

At the bottom, there is a section for '원문서비스 게시일 limit' with options 'Not applicable' (selected) and 'Set'. A note says: '※ If a original publication date, a patent and embargo are not set, set them up.' Below this is a Korean sentence: '제출관련 문외는 학교 dcollection 담당자에게 문의 바랍니다.'

Navigation buttons at the bottom include '< Prev', 'Next >', and 'Temporary storage'.

Copyright Usage Agreement can be divided into “Accept / Decline” options.

- If you choose to “Agree” the Copyrights Usage Agreement, then you are to proceed the “Thesis registration” phase.
- If you choose to “Not agree”, then you must enter your “Reason” for doing so and move on to the “Thesis registration” phase.
- When setting the boundary of the License(Copyrights Usage Agreement) Click on the “Detailed Information” button to view more detailed explanation.
- If you have proper reason, you can set the embargo period of full-text service. (maximum 1 year)



## (8) Thesis Registration Phase


Search

Browse


Submit

Submit History


FAQ

  
My information


>

  
Metadata


>

  
License agreement

>

  
Original registration

>

  
Submit confirmation

☐ File format

☒ Document

☐ Submit later (only for the person who cannot submit file)

■ Register document

hwp, doc, ppt, pdf, tx: 확장자 파일만 등록하세요.

파일 선택

선택된 파일 없음

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

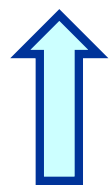
< Prev

Complete submit

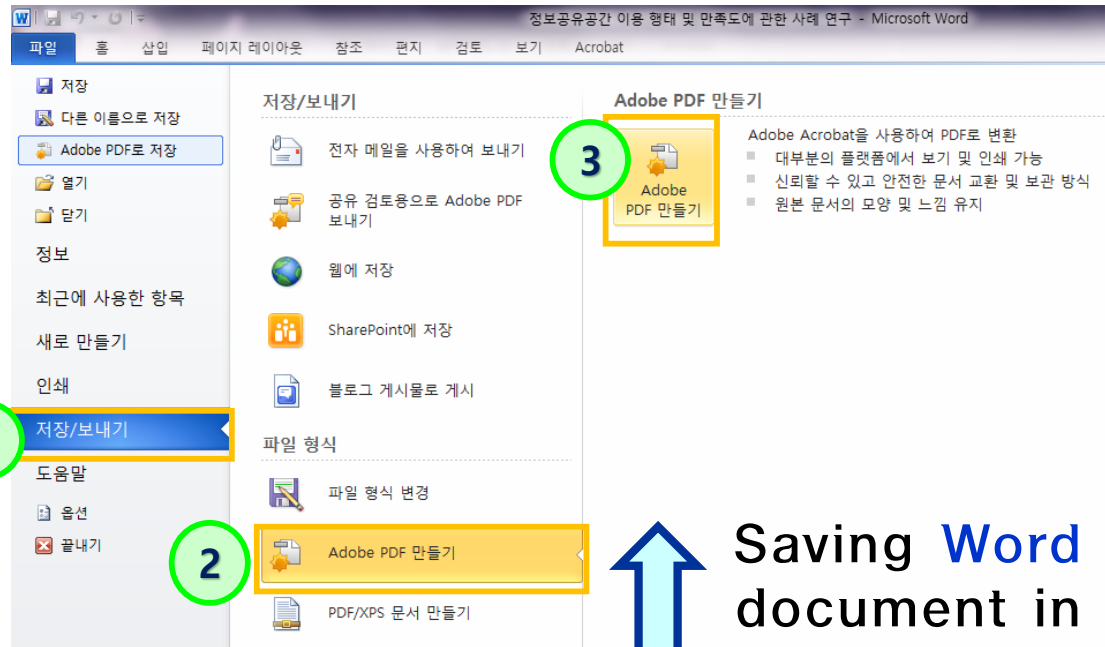
Temporary storage

- In Thesis Registration Phase choose the **PDF** as the file format and upload your thesis. (Other File may make an error)

# + PDF File Conversion Methods



Saving **HWP**  
File in PDF  
format



Saving **Word**  
document in  
PDF format

· If your thesis is in document format (hwp, doc), then you have to take **additional** step 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”**.

Search

Browse

Submit

Submit History

FAQ

My metadata

Metadata

License agreement

Original registration

Submit confirmation

After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submittal.

Control Number : 000000520032

Metadata

Item	Content	Item Language
Title	TESTTEST	
Author	한신	
Affiliation	TESTTEST	
E-mail	HANSIN92@YONSEI.AC.KR	
DDC	S74	
Abstract	TESTTEST	Korean
Publisher	TESTTEST	
Adviser	TESTTEST	
Issued	2018	
awarded	2019. 2	
Modified	20190611152521	
Thesis degree	Master	
major	NONE (일반대학원) NONE(경영과학부(상물))	
page	TESTTEST	
UCI	ID04:11046-000000520032	
language	Korean	

메타수정

File information

File format	Document
Submit original	333 프로판탄(DP2011) 간담 에너지열 소변 (581063 bytes, 2019-06-11 15:25:21)

Update Files

License information

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

Update License

관리정보

제출자정보	제출자정보	한신(****22000983)
	이메일	HANSIN92@YONSEI.AC.KR
	연락처	010-9720-5123
아이템정보	커뮤니티/협력선	연세대학교 학위논문 > 2018학년도 2학기 학위논문
	학과	학술정보원 메타서비스팀
	제출일	2019-06-11 15:25:21
	아이템 상태	Not completed

Edit management information

제출완료된 문헌은 학고 collection 담당자에게 문의 바랍니다.

After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submittal.

Complete submit

# (10) Online Submission

Search

Browse

Submit

Submit History

FAQ

 > Submission list

## Submission list

Total 1

	Community/Collection	Title	License agreement	Accept	Status
<input type="checkbox"/>	연세대학교 학위논문 > 2017학년...	a	Agree	Not approved	Accept complete

1

License Agreement Print

Submit Confirmation Print

Service Confirmation Print

- After the receiving Approval(" Submit complete" status) of the submission, you can print out the License Agreement / Submission Confirmation Form.
- After submitting hard bound Thesis, you can print out the Service Confirmation Form.

PART 03

## Things to Consider

**(1) Things to Consider  
when writing your  
thesis**

**(2) Things to Consider  
regarding  
Copyrights**

# (1) Things to Consider when writing your thesis

## 3. Things to Consider

- 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 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 a confirmation state with names of members of Thesis Committee.
  - \* However, Signatures(or Seals) of Thesis Committee is not mandatory.
  - \*\* You can insert scan page of the original confirmation state and change it to PDF file.

## (2) Things to Consider regarding Copyrights

### 3. Things to Consider

- 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 through the Yonsei University IP.  
Your thesis cannot be printed nor downloaded.  
\*If your submitted the thesis online, you must input your reasons for decline.
- [Setting embargo] : Due to reasons such as patent application, the full-text access to your thesis shall 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 your thesis submission.  
\*If you disagree the copyright + limit the publication date of thesis(can set until 9999-12-31), 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 contract you via telephone to verify your reasons.
- For further inquiry regarding copyrights contact us through 02-2123-6341/6319 / thesis@yonsei.ac.kr



Q&A

E-Mail : [thesis@yonsei.ac.kr](mailto:thesis@yonsei.ac.kr)

Tel. 02-2123-4643/4644/6319