



Guide to Thesis Submission

Yonsei University Library



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1. Intro

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(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 Submission

- (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 top navigation bar includes 'Sinchon', 'UML', 'Wonju', '한국어', 'LOGIN', and a search icon. The main menu has 'Find', 'Research', 'Services', 'Collections', 'About', and 'My Library'. The 'Research' menu is expanded, showing 'Research Education', 'Research Education Video', 'EndNote', 'Turnitin', 'CopyKiller', 'bulletin board', 'Course Reserves', 'Request Course Reserves', and 'Thesis submission'. A blue callout box with the text 'Thesis submission' points to the 'Thesis submission' link. Below the main menu, there is a 'Status of Seats/Study Room' section with a table for 'The Central Library' and 'Yonsei-Samsung Library'. To the right, there is a 'Library Schedule' section with information about '한국 금석문의 백미, 탁본(拓本)' and '[온라인 교육] 해외 디지털 매거진 서비스 Flipster...'. The bottom right corner features a sidebar with links for 'Check Borrowing/Return', 'Purchase of Materials', 'ILL', 'DDS', 'Seminar Room Reserve', 'FAQ', and 'View Basket'.

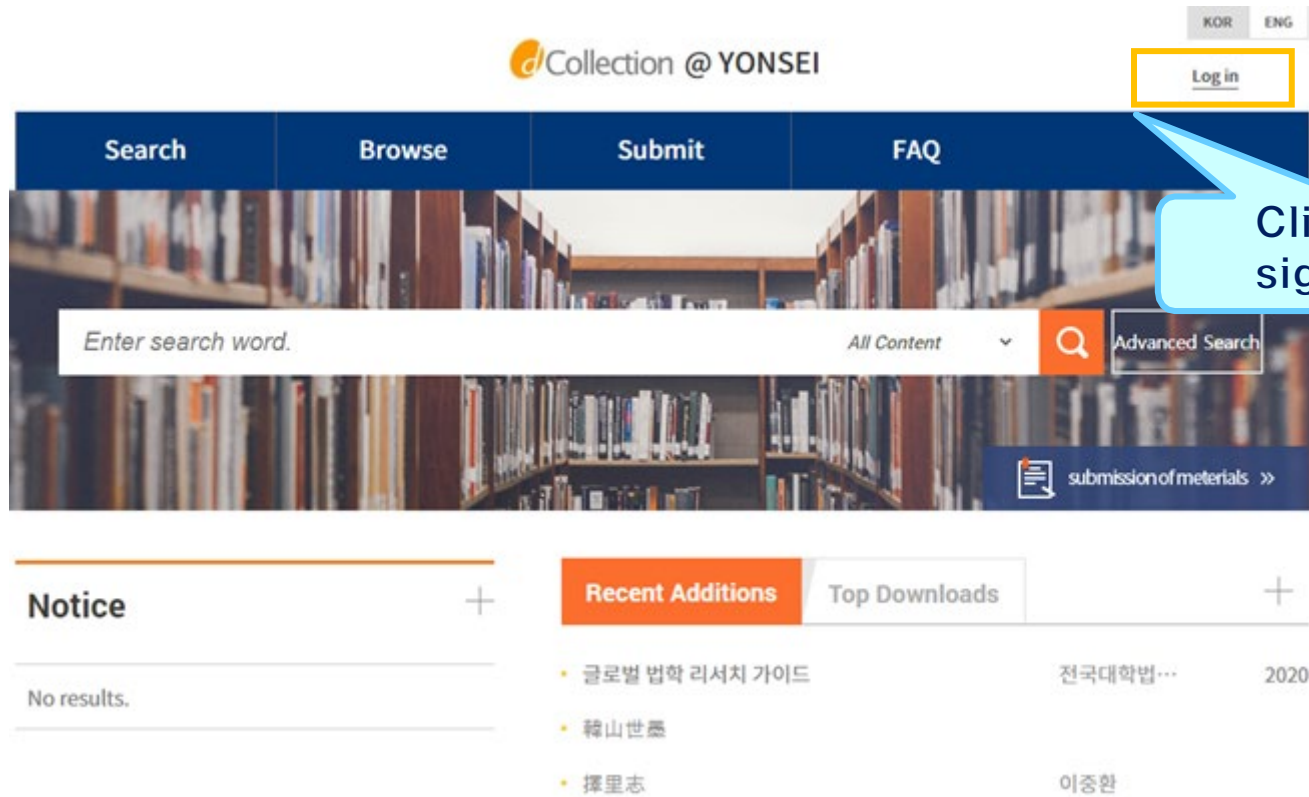
The Central Library		Yonsei-Samsung Library	
781	1113	899	1330
196	834	210	312
0	0	20	356
0	17	5	30

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

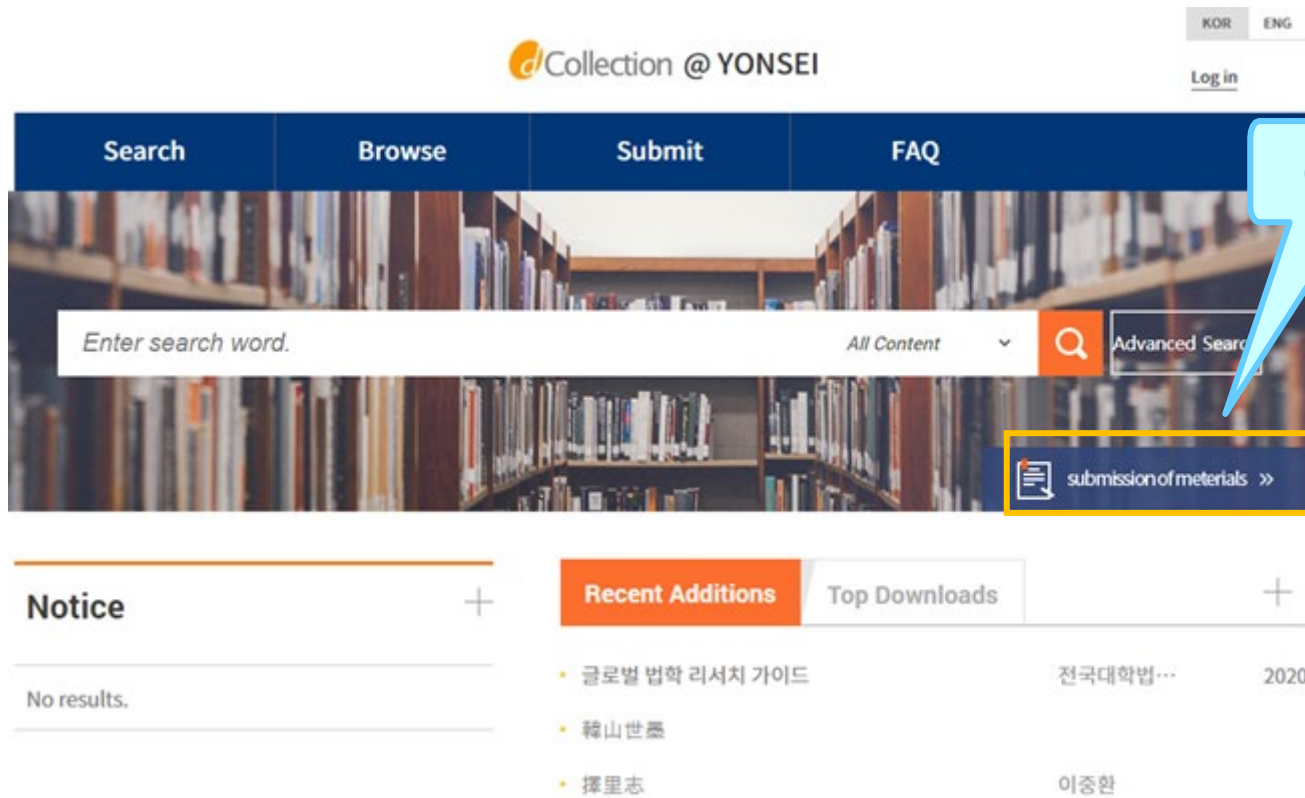
- Visit the Yonsei Library Website (<http://library.yonsei.ac.kr>).
- Click "Thesis submission" under "Research".

(2) Thesis Submission System



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

(3) Starting Thesis Submission



- Click the “Submission of materials”.

(4) Data Submission

The screenshot shows the 'dCollection @ YONSEI' website. 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 buttons: 'Search', 'Browse', 'Submit' (highlighted in orange), and 'FAQ'. The main content area is titled 'SubmitObject' and 'Submission guide'. A light gray box contains text about the submission process. Below this, there are two buttons: an orange 'Submit' button with a hand icon and a white 'Manual of Submission' button with a book icon. A blue speech bubble with the word 'Click' points to the orange 'Submit' button, which is also enclosed in a yellow rectangular box. At the bottom left, there is a section titled 'Steps for Submission'.

KOR ENG

dCollection @ YONSEI

Log in ?

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

The screenshot shows the 'Personal Information Phase' of the dCollection registration process. The top navigation bar has buttons for Search, Browse, Submit (highlighted in orange), Submit History, and FAQ. Below the navigation bar is a progress indicator with icons for My information, Metadata, License agreement, Original registration, and Submit confirmation. The main content area contains four sections:

- Private policy:** A scrollable text area containing the library's privacy policy. At the bottom right of this section is a checkbox labeled 'I agree to Private policy.'.
- Agreement on consignment of personal information in dCollection:** A scrollable text area containing the library's policy on the use of user information. At the bottom right of this section is a checkbox labeled 'I agree to Private policy.'.
- My information:** A form with input fields for ID (filled with '****Z2000827') and Name (filled with '이원상').
- My contact information:** A form with input fields for Contact (filled with '010-3123-3783') and E-mail (filled with 'URAAH@YONSEI.AC.KR').

At the bottom of the form is a 'Next >' button, which is highlighted with a yellow box. A blue speech bubble with the word 'Click' points to this button. Below the form, there is a note: '제출권한 문의는 학교 dcollection 담당자에게 문의 바랍니다.'

· After reading Personal Information Usage Policy, tick the acceptance option.

· Verify your personal information and then move on to the next Step.

(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><div>Korean ▾</div><div><input type="text"/></div><div>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.

Copyright

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- DO NOT change 2.0 South Korea.

CC BY NC SA

▶ 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.

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

Prev Next

Temporary storage

(8) Thesis Registration Phase

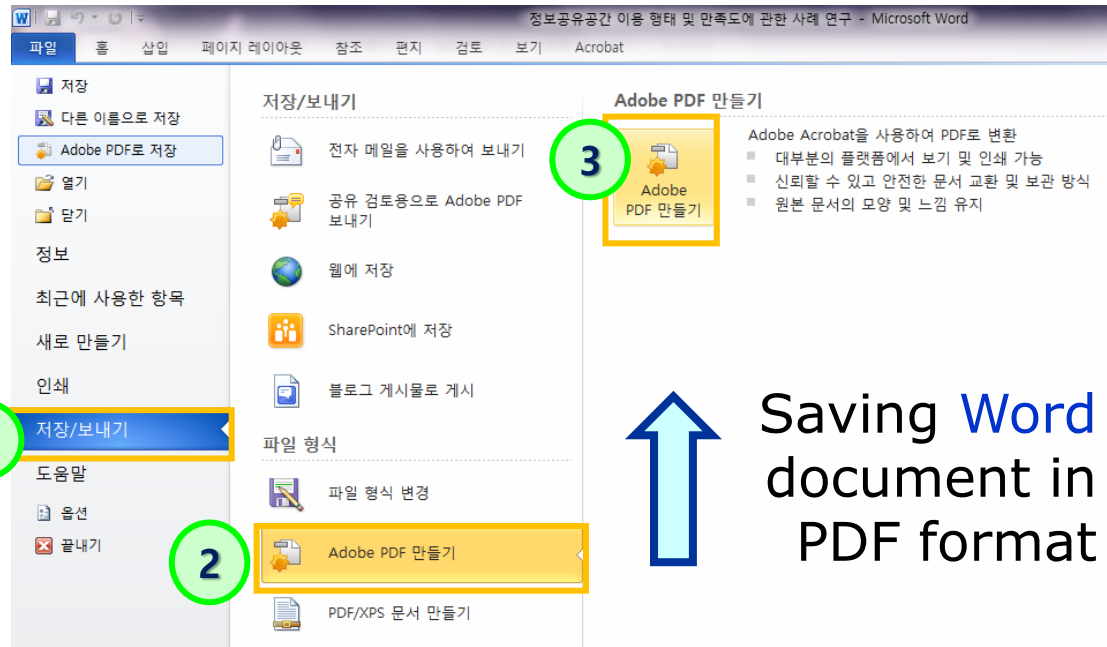
The screenshot displays the 'Thesis Registration Phase' interface. At the top, a navigation bar contains five tabs: 'Search' (orange), 'Browse' (dark blue), 'Submit' (orange), 'Submit History' (dark blue), and 'FAQ' (dark blue). Below the navigation bar, a horizontal flow of five steps is shown, each with an icon and a label: 'My information' (document with pencil), 'Metadata' (document with magnifying glass), 'License agreement' (document with checkmark), 'Original registration' (computer monitor, highlighted in orange), and 'Submit confirmation' (box with 'OK' and a checkmark). Below the flow, there are two radio buttons: 'File format' and 'Document' (selected). Under 'Document', there is a section titled 'Register document' with the instruction 'Please upload only PDF file.' and a file upload area with a '찾아보기...' (Find) button. At the bottom, there are 'Prev' and 'Next' navigation buttons, and a 'Temporary storage' button on the right.

- 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



↑ Saving **Word**
document 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”.

Search

Browse

Submit

Submit History

FAQ

My information

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	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	

메타수정

• File information

File format	Document
Submit original	3d 프랜차이즈(P201) 관련 매뉴얼.pdf (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	한신(----Z2000983)
이메일	HANSIN92@YONSEI.AC.KR
연락처	010-9720-5123

(10) Online Submission Complete

 dCollection @ YONSEI



Welcome to  [Log out](#)  


[Search](#) [Browse](#) [Submit](#) [Submit History](#) [FAQ](#)

 > Submission list

Submission list

• Total 1

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



[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
- Tel : 02-2123-4643, 4644
- [Online Request Form](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.