Guide to Thesis Submission

Yonsei University Library

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(1) Submission Process

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┌──────────┐     ┌────────────────────┐     ┌────────────────────┐
│  Online  │     │  Verification and  │     │ Print out Copyright│
│  Submi-  │ ──▶ │   Approval by the  │ ──▶ │  Usage Agreement,  │
│   ssion  │     │  Thesis Submission │     │ Thesis Submission  │
│          │     │       Office       │     │  Confirmation Form │
└──────────┘     └────────────────────┘     └────────────────────┘
                                                        │
                                                        ▼
┌──────────┐     ┌────────────────────┐     ┌────────────────────┐
│          │     │   Submit Thesis    │     │  Submit the printed│
│  Com-    │     │   Submission       │     │  Copyright Usage   │
│  pletion │ ◀── │ Confirmation Form  │ ◀── │ Agreement and 4    │
│          │     │ to your affiliated │     │ copies of Hard-    │
│          │     │ Graduate School    │     │ bound Thesis to    │
│          │     │      Office        │     │ the Thesis         │
│          │     │                    │     │ Submission Office  │
└──────────┘     └────────────────────┘     └────────────────────┘

                 ┌────────────────────┐
                 │ General Graduate   │
                 │ School Students     │
                 │ must submit their  │
                 │ Submission          │
                 │ Confirmation Forms │
                 │ to the Thesis      │
                 │ Office             │
                 └────────────────────┘
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(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

· Visit the Yonsei Library Website (http://library.yonsei.ac.kr).

Click "Thesis submission" under "Research".

(2) Thesis Submission System
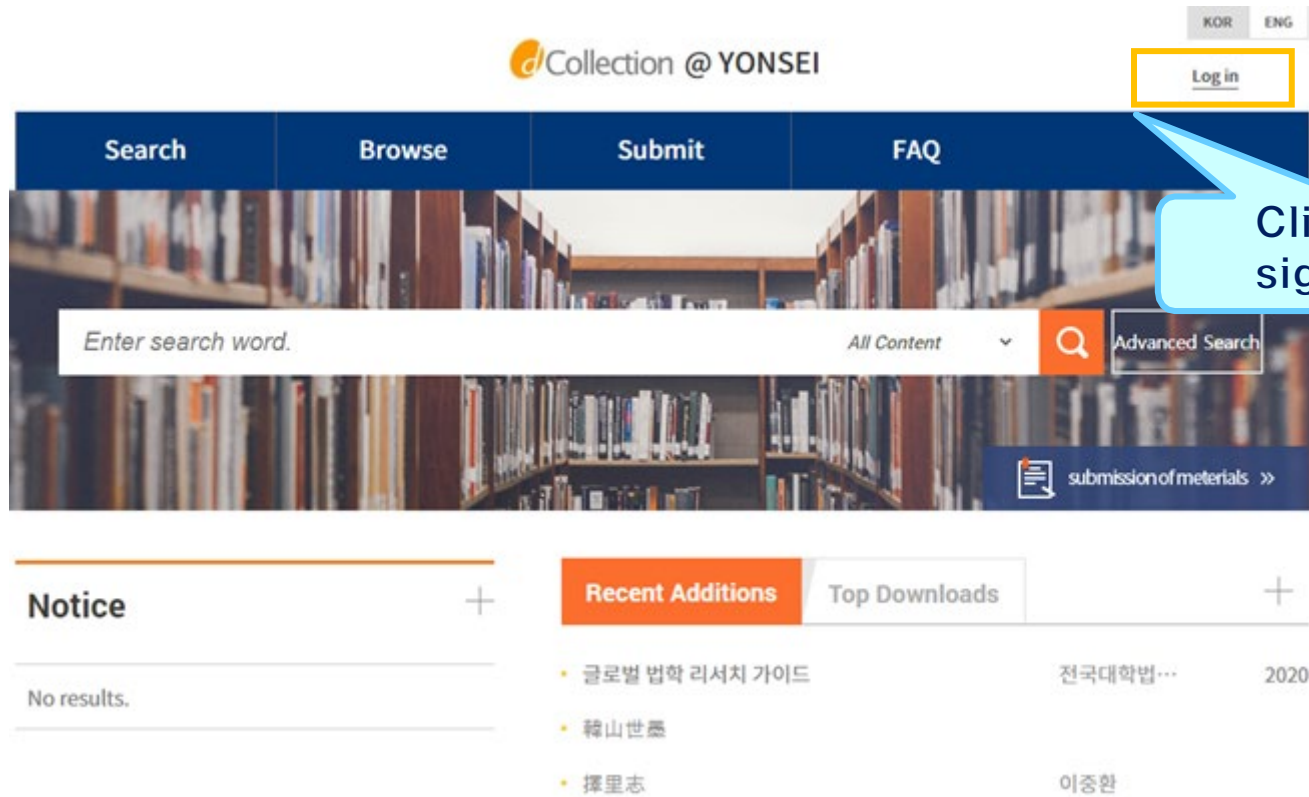
·Sign in to the dCollection system.

(Use your Yonsei Portal ID for sign-in)

(3) Starting Thesis Submission
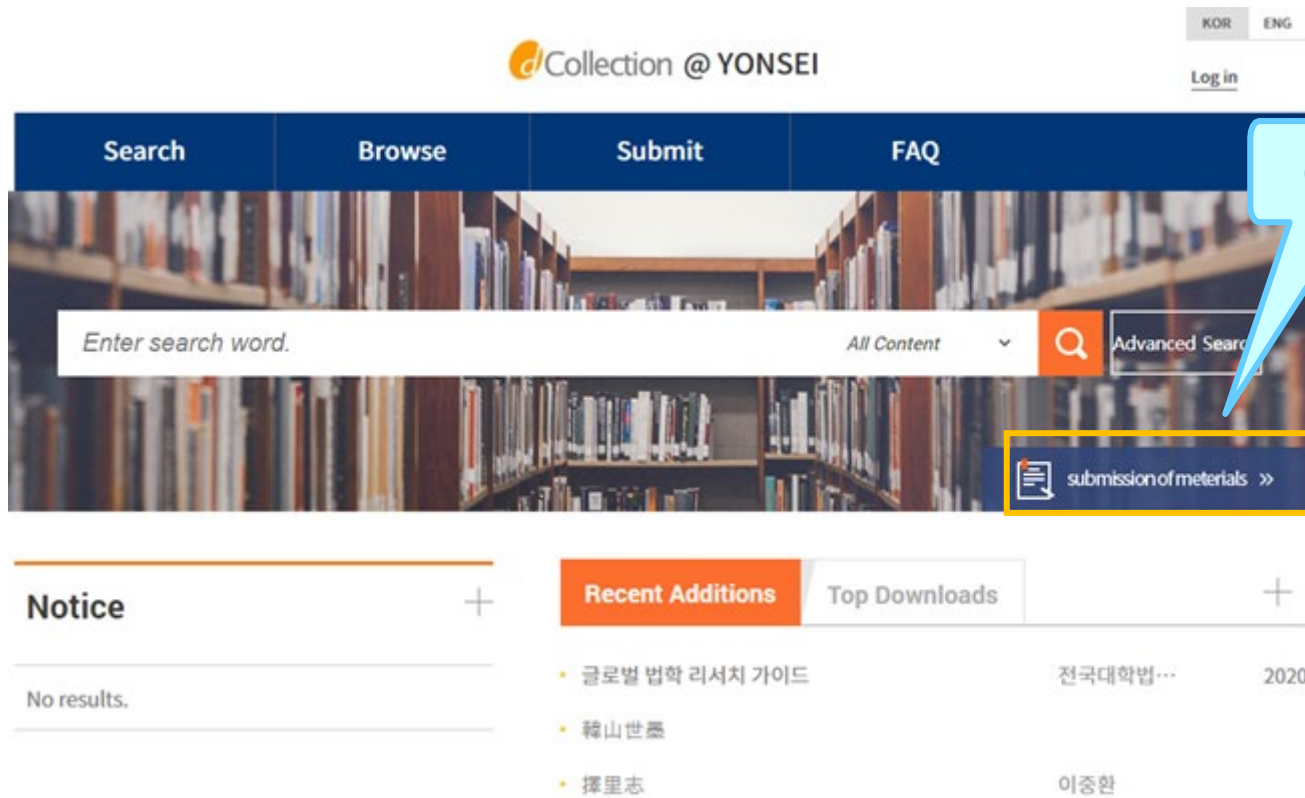
· Click the "Submission of materials".

(4) Data Submission

(5) Personal Information Phase

· 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

· 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 <u>thesis cover title.</u>

    ∗ 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 <u>translated thesis title</u> 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 :
<u>COPY</u> the Library Metadata's title and <u>REPLACE</u> Yonsei Portal's title.

- The thesis titles you enter on Library's Metadata and Yonsei Portal should be identical including <u>the upper and lower cases, number of spaces, punctuation marks</u>, and so on.

- Please make it sure that <u>there is only one space between each word and no period at the end of the title</u>.

- 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 <u>all the keywords</u> 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 <u>the number of the final pages</u> 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 :** <u>Select the language of your thesis correctly.</u>

(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.

(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.
[   ] 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
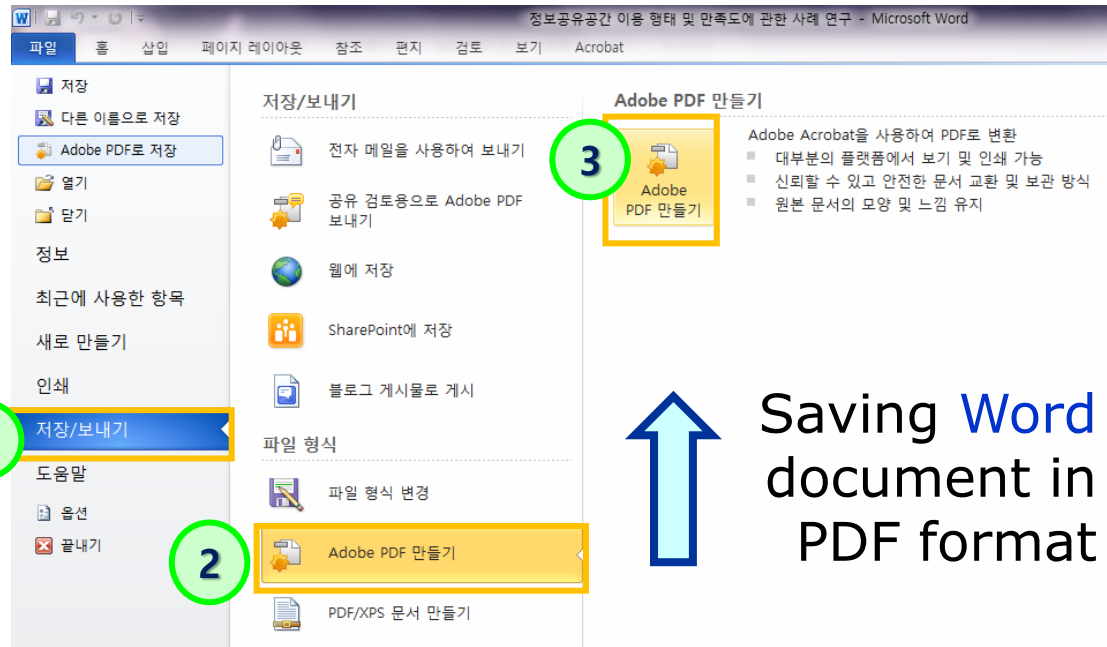
Saving Word document in PDF format

·If your thesis is in document format (hwp, doc), you have to take addtional 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".

(10) Online Submission Complete

- 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
  (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.