



Guide to Thesis Submission Procedure

Yonsei University Library



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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)
- When submitting your thesis online, your thesis must contain a confirmation state sheet with names of members of Thesis Committee.
*Signatures(or Seals) of Thesis Committee is not mandatory for the online file.
- The submitted file must be identical in terms of its content and format to the hard-bound thesis.
- Verification is processed within 09:0~17:00 in Weekdays.

(2) Submitting Hard-bound Thesis

1. Introduction

2) Guide to Hard-bound Thesis Submission

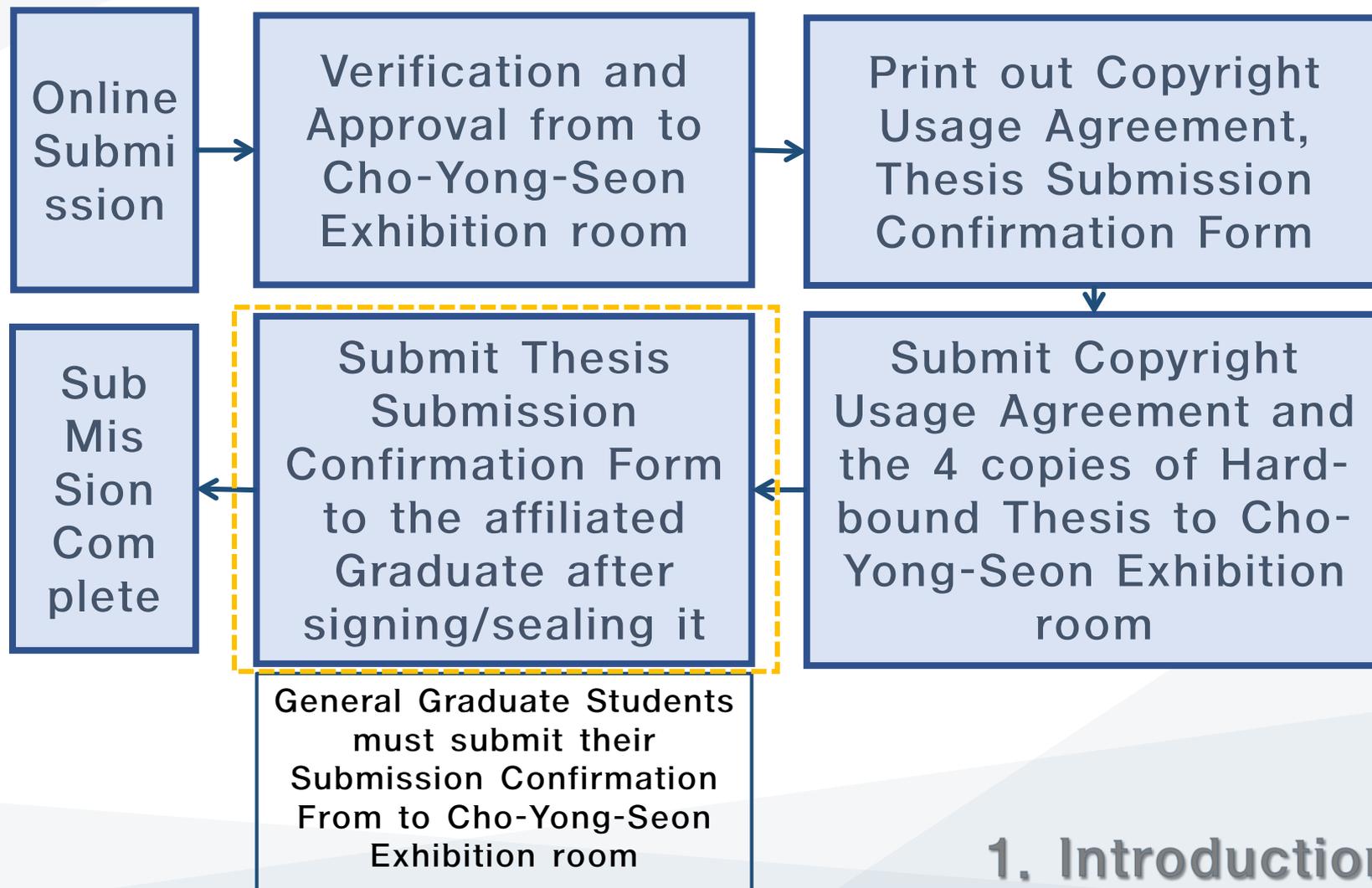
- Deadline : Go to <http://library.yonsei.ac.kr> → Go to Library Notices and search “Thesis” to find the relevant notice
- Location : Yonsei Samsung Library
1F, Cho-Yong-Seon Exhibition room
- Number of copies : 4 copies of Master or Doctoral Thesis with hardcover
***5 Copies for copyright disagree or Department of Law thesis**
(1 of the copy must include the original confirmation statement sheet with the signature[or seal] of the members of the thesis committee.
Other copies may include original or copied confirmation statement sheet.)

· 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



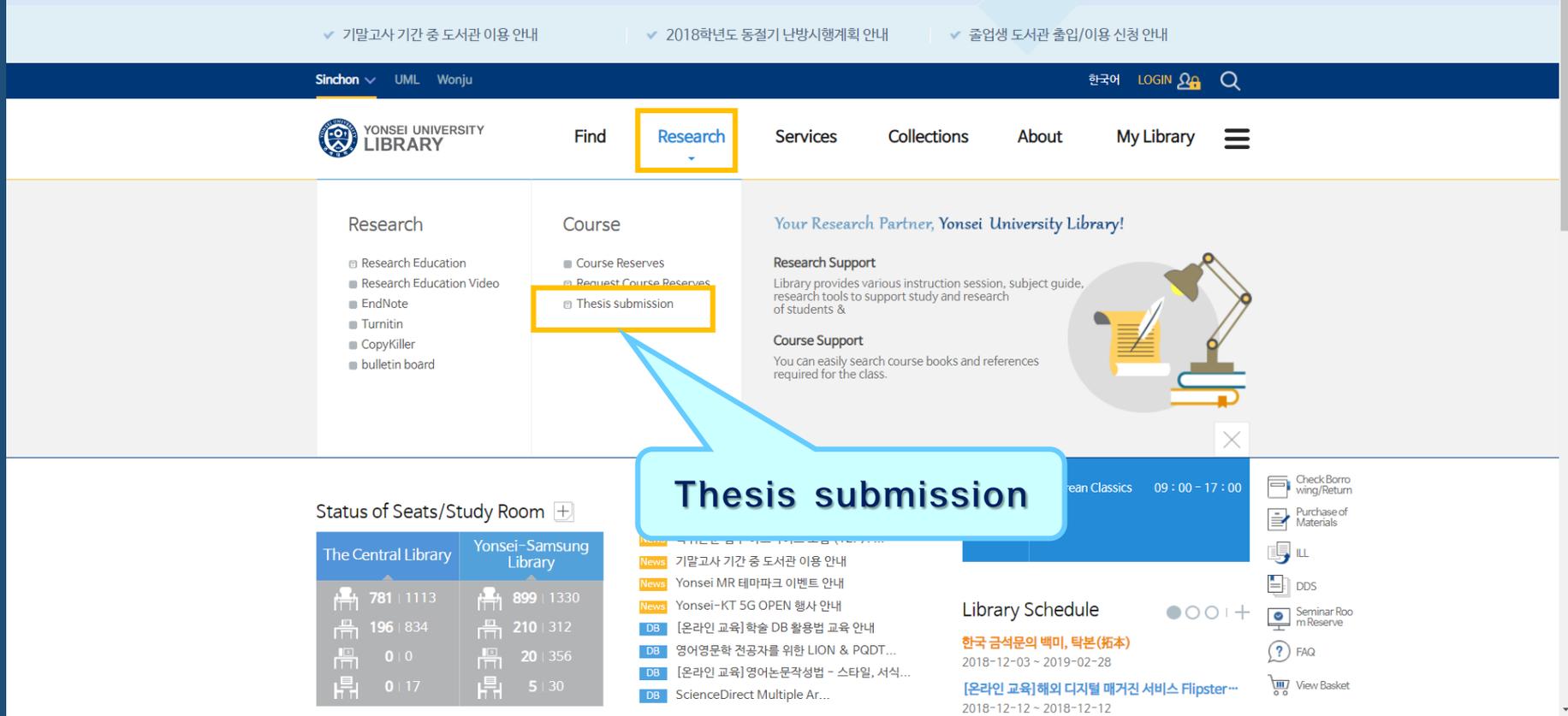
PART 02

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



The screenshot shows the Yonsei University Library website. The 'Research' menu is expanded, and 'Thesis submission' is highlighted with a blue box. A blue callout bubble points to this option with the text 'Thesis submission'. The website header includes navigation links like 'Sinchon', 'UML', 'Wonju', 'LOGIN', and 'Find'. The main content area has sections for 'Research', 'Course', and 'Your Research Partner, Yonsei University 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 'Your Research Partner...' section includes 'Research Support' and 'Course Support'. The footer contains a 'Status of Seats/Study Room' table, a 'Library Schedule' section, and a 'View Basket' link.

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

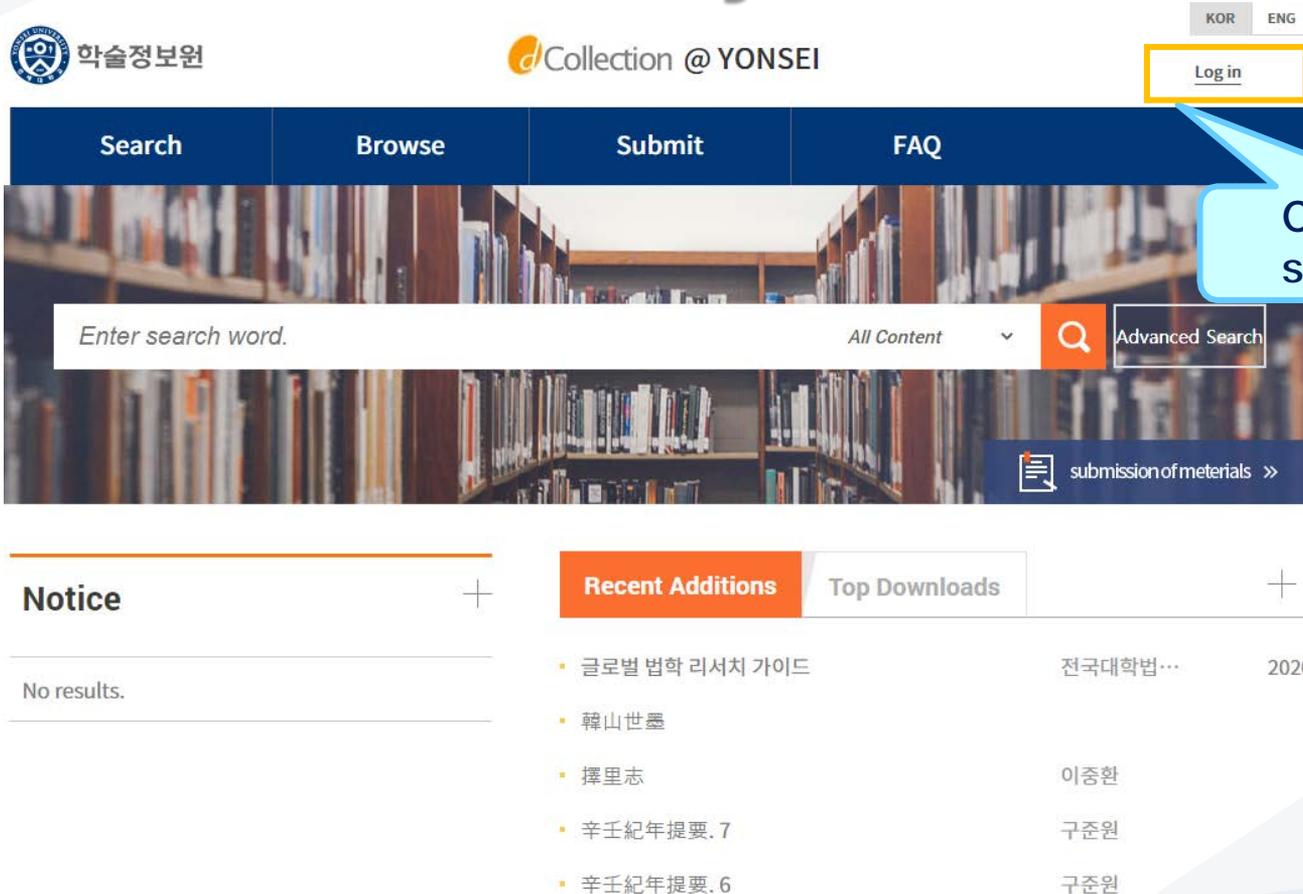
Item	Period
한국 금석문의 백미, 탁본(拓本)	2018-12-03 ~ 2019-02-28
[온라인 교육] 해외 디지털 매거진 서비스 Flipster...	2018-12-12 ~ 2018-12-12

Thesis submission

• Visit Yonsei Library Website (<http://library.yonsei.ac.kr>)

Then Click “Thesis submission” under the Research Section

(2) Sign in to Thesis Submission System



KOR ENG

학술정보원 Collection @ YONSEI Log in

Search Browse Submit FAQ

Enter search word. All Content Advanced Search

submission of materials >>

Notice +

No results.

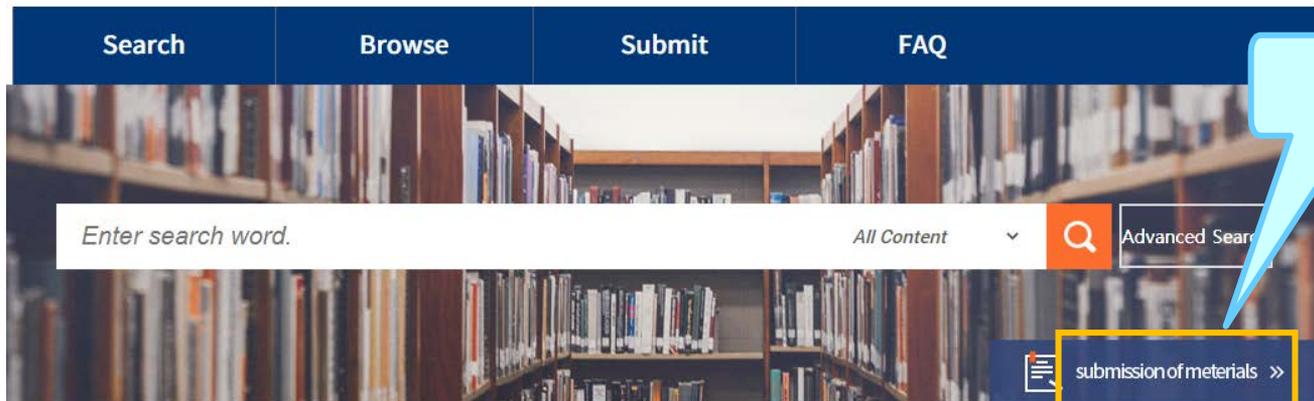
Recent Additions Top Downloads +

- 글로벌 법학 리서치 가이드 전국대학법... 2020
- 韓山世墨
- 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



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
- 韓山世墨 이증환
- 擇里志 구준원
- 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

I agree to Private policy.

Agreement on consignment of personal information in dCollection

I agree to Private policy.

My information

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

계술관련 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!



(6) Metadata Entry Phase

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

Item	Contents	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"/>	Enter the author's name without space.
otherName	<input type="text"/>	계명어로 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	<input type="text"/> <input type="button" value="Add"/>	You can cut and paste an abstract into this box. If the number of abstracts 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	<input type="text" value="2018"/>	Select it with the arrow.
- awarded	<input type="text" value="2018"/> <input type="text" value="2"/>	위아래 좌상표로 선택하십시오.
- Thesis Degree	<input type="text" value="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	<input type="text" value="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, 63 p.

(7) Copyright Usage Agreement

YONSEI UNIVERSITY LIBRARY
연세대학교 학술정보원



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)

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

▶ 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.

Selected License

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



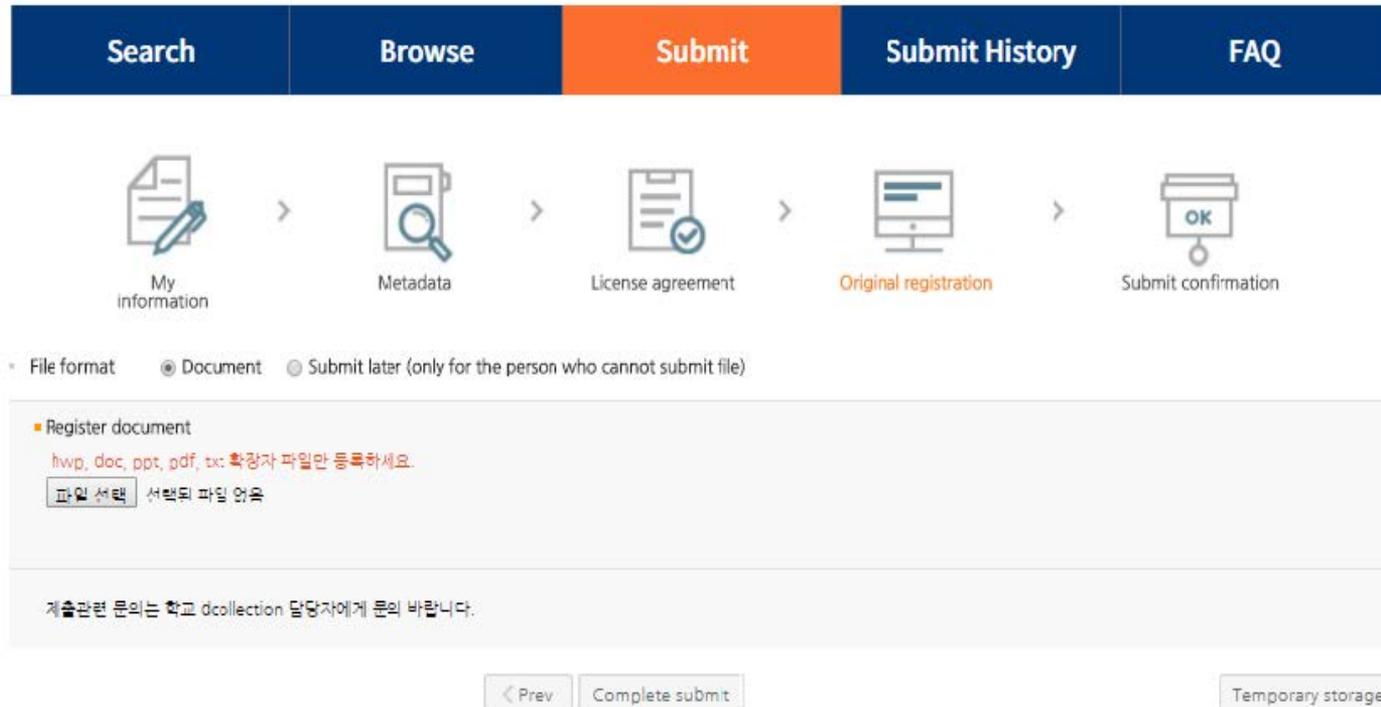
원문서비스 게시일 limit not applicable Set

* If a original publication date, a patent and embargo are necessary, set them up.

제출원문 문헌은 학교 dcollection 담당자에게 문의 바랍니다.

< Prev Next > Temporary storage

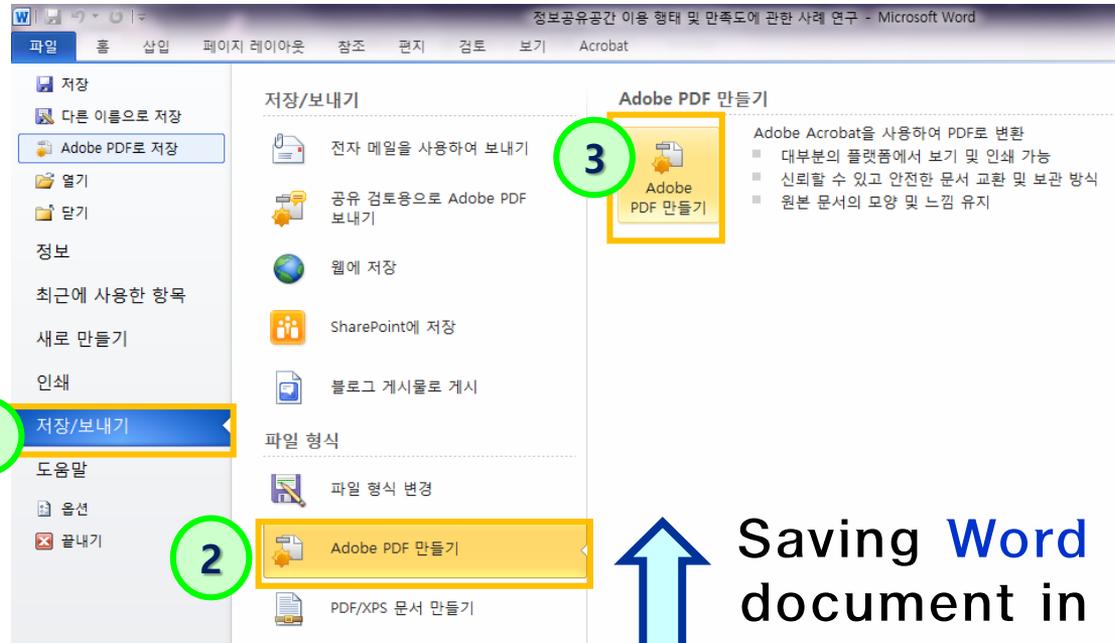
(8) Thesis Registration Phase



The screenshot shows a navigation bar with five tabs: Search, Browse, Submit (highlighted in orange), Submit History, and FAQ. Below the navigation bar is a progress indicator with five steps: My information, Metadata, License agreement, Original registration (highlighted in orange), and Submit confirmation. Below the progress indicator are radio buttons for File format: Document (selected), and Submit later (only for the person who cannot submit file). Below the radio buttons is a section titled Register document with a text input field for file format (hwp, doc, ppt, pdf, tx) and a file selection button. Below the text input field is a message: 제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다. Below the message are buttons for < Prev, Complete submit, and 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 **Word** document in PDF format



Saving **HWP** File 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	574	
Abstract	TESTTEST	Korean
Publisher	TESTTEST	
Adviser	TESTTEST	
Issued	2018	
awarded	2019_2	
Modified	20190611152521	
Thesis degree	Master	
major	NONE(일반대학원) NONE(상명과학부(상물))	
page	TESTTEST	
UCI	ID04:11046-000000520032	
language	Korean	

관리수정

• File information

File format	Document
Submit original	38 프로퍼티(DP201) 2차원 메타데이터 (501063 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 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	학술정보팀 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.
*When submitting online, you must write reasons for disagree.
- **[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 02-2123-6319, 6330 / thesis@yonsei.ac.kr



E-Mail : thesis@yonsei.ac.kr

Tel. 02-2123-4643/4644/6319