



Guide to Online Thesis Submission Procedure

Yonsei University Library
Media Service Team



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- 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.

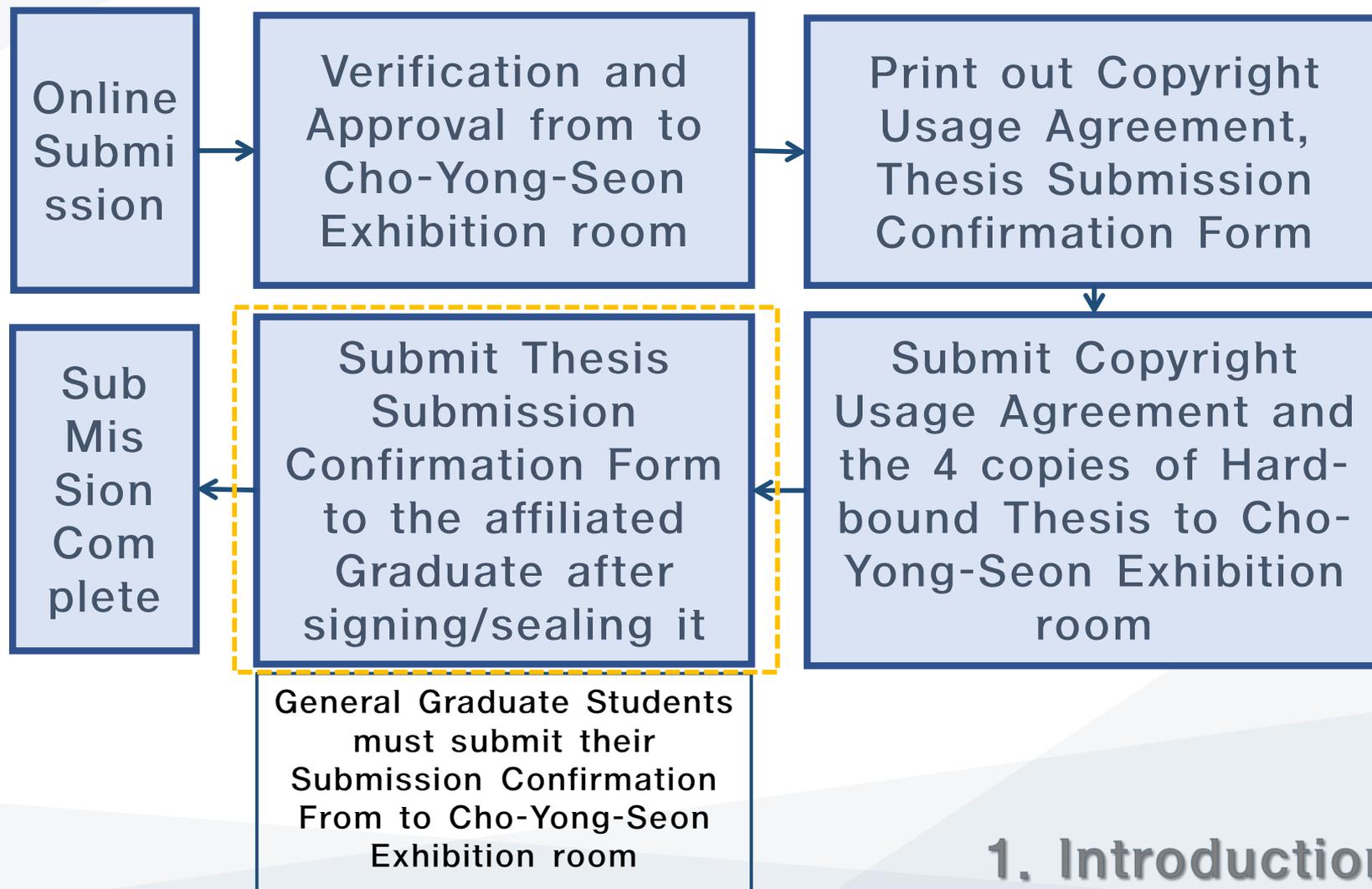
(2) Submitting Hard-bound Thesis

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 Law major 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

YONSEI UNIVERSITY LIBRARY Find **Research** Services Collections About My 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.

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

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

Search Browse Submit FAQ

Enter search word. All Content

submission of materials >>

Click on the sign-in button

Notice

책자 제출 6부 / 제출자 로그인은 12월 26일부터 가능

<2018년 2월(2017년 2학기) 졸업예정자 학위논문>

<2017년 8월 졸업예정자 학위논문 제출 안내 > (T...

Recent Additions

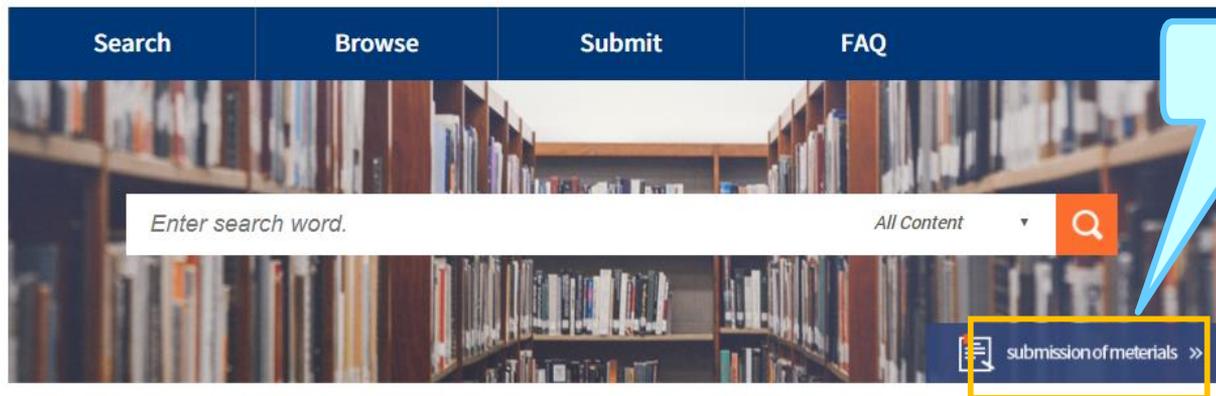
Top Downloads

- | | | |
|---|---------------|------|
| Air transport, passengers carried: Internati... | The world... | 2016 |
| 연세 연구자 ESCI 서지 | Web of Sci... | 2015 |
| 연세 연구자 ESCI 서지 | Web of Sci... | 2017 |
| 2017년 2월 학위수여식 | | |
| 2017년 입학식 | | |

· Sign in to dCollection system.

(Use your Yonsei Portal Account for signing in)

(3) Start Thesis Submission



Notice	Recent Additions	Top Downloads
<ul style="list-style-type: none"> 책자 제출 6부 / 제출자 로그인은 12월 26일부터 가능 < 2018년 2월(2017년 2학기) 졸업예정자 학위논문... > < 2017년 8월 졸업예정자 학위논문 제출 안내 > (T... 	<ul style="list-style-type: none"> Air transport, passengers carried: Internati... 연세 연구자 ESCI 서지 연세 연구자 ESCI 서지 2017년 2월 학위수여식 2017년 입학식 	<ul style="list-style-type: none"> The world... Web of Sci... Web of Sci...

• 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

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	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"/>	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	<input type="text"/> <input type="button" value="Add"/>	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	<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"/>	의 수를 입력하십시오.
description	<input type="text"/>	
- language	<input type="text" value="Korean"/>	리스트박스에서 선택하십시오.

계속입력 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev Next >



• 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.

(7) Copyright Usage Agreement

YONSEI UNIVERSITY LIBRARY
연세대학교 학술정보원



My information



Metadata



License agreement



Original registration



Submit confirmation

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.



- ▶ 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.

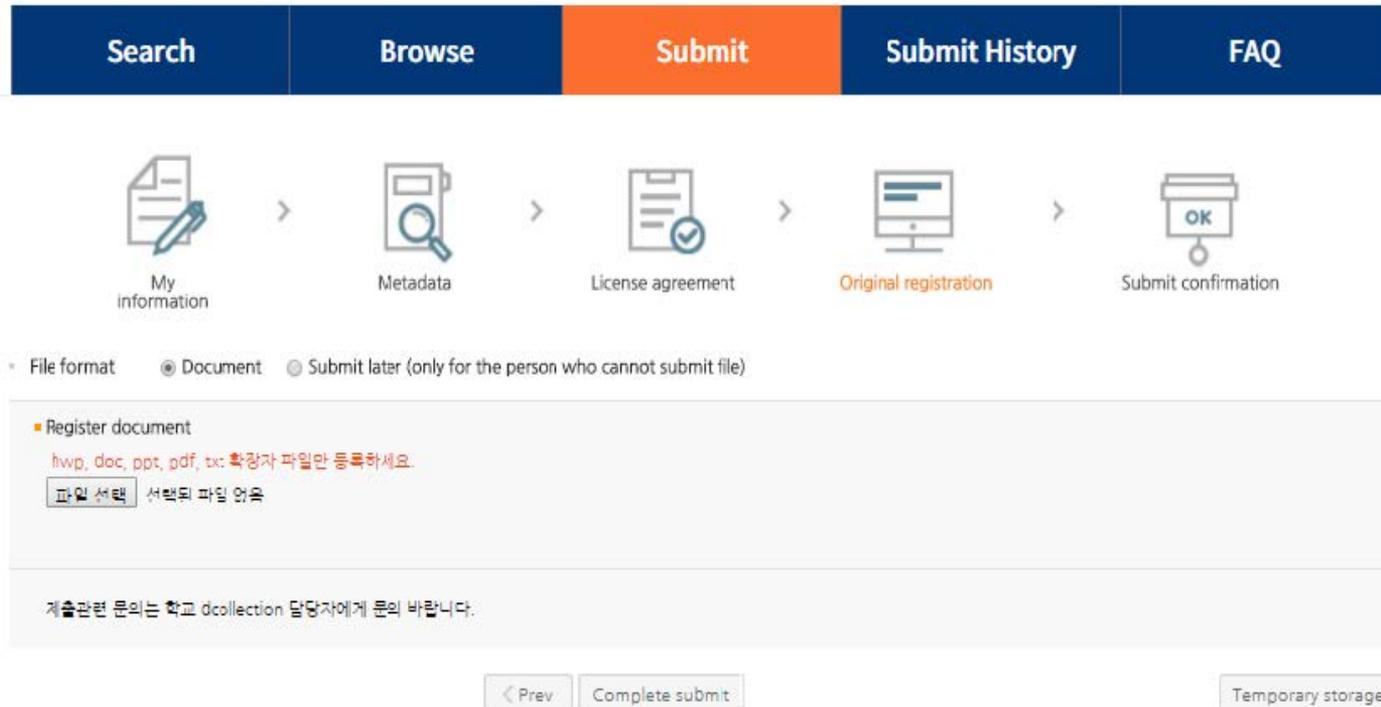
< Prev Next >

Temporary storage

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 choose to “Agree” the Copyrights Usage Agreement, then you can set the embargo period(maximum 1 year)

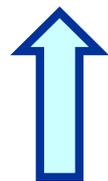
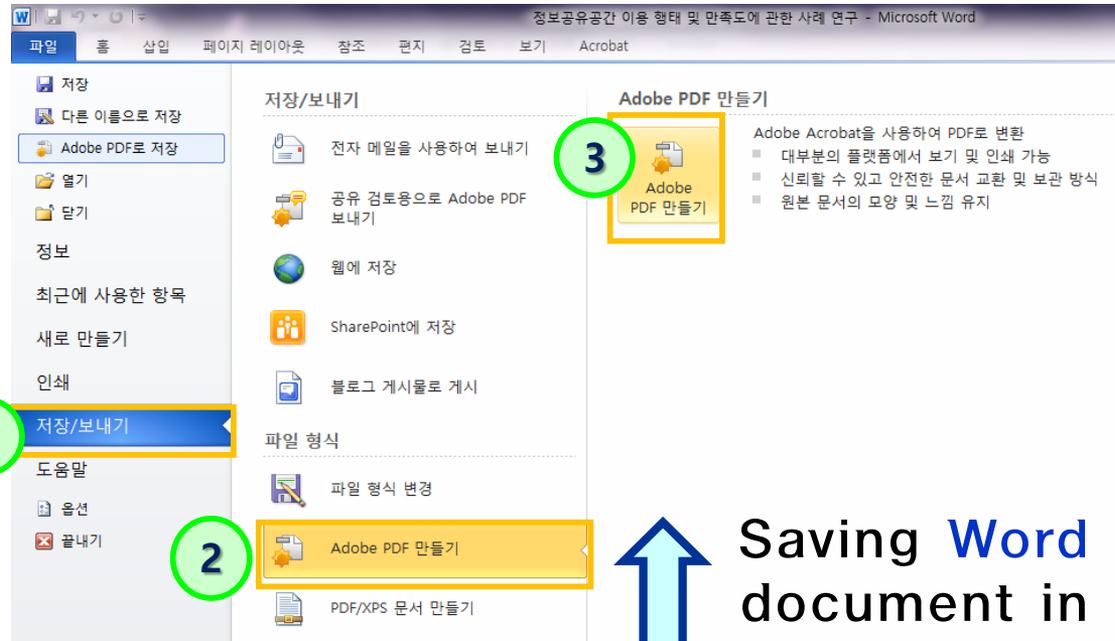
(8) Thesis Registration Phase



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 for 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 **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
 - / Thesis
 - / Copyrights Agreement
 - / Contact
- Then click **“done”** .

page	1
UCI	I804:11046-000000514144
language	Korean

▪ File information

File format	Document
Submit original	Bloomfield2014 수리해석.pdf (6113476 KB, 2017-12-21 11:49:13)

Bookmark

Start page of body : 1

▪ License information

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

제출된 문헌은 학교 dcollection 담당자에게 문의 바랍니다.

done

(10) Online Submission

Search

Browse

Submit

Submit History

FAQ

Home > 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” 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.
- If your thesis file size is too large, it cannot be uploaded.(Recommended file size is below 20MB) Please convert your large-sized thesis file into PDF and upload it, then bring the original file stored in the USB flash drive and submit it alongside the hard-bound thesis.
- When submitting your thesis online, your thesis must contain a confirmation state with a name of member of Thesis Committee.
 - * However, Signature(or Seal) of Thesis Committee is not necessary.
 - ** 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

- Copyright Usage Agreement has three options
: “Accept/ Conditionally Accept/ Not agree” .

- [Accept] : Your thesis can be publicly accessed through Yonsei University Library Homepage, RISS and other partners.
- [Conditionally Accept] : Due to reasons such as Patent Application, the public 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.
- [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.
 - *If you decline + limit the publication date of thesis(can set until 9999-12-31), reason must include sensitive data such as a personal information, military/business secret.

- In the case of choosing “Conditionally accept” or “Not agree” , 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



E-Mail : thesis@yonsei.ac.kr

Tel. 02-2123-4643/4644/6319