



Guide to Thesis Submission Procedure

Yonsei University Library



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PART 01

Intro

- (1) Submitting Thesis Online**
- (2) Submitting Hard-bound Thesis**
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(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

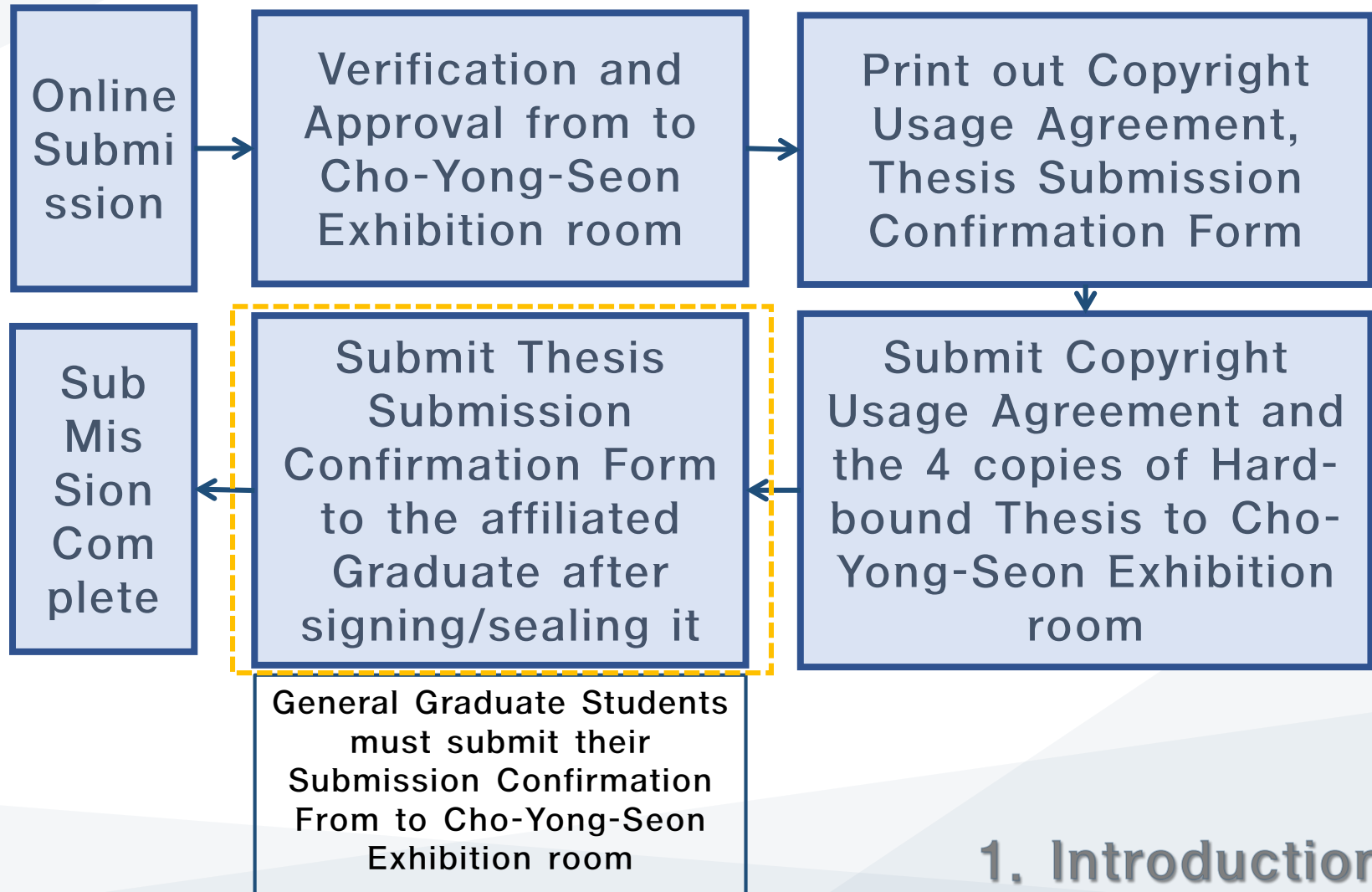
- Deadline : Go to <http://library.yonsei.ac.kr> → Go to Library Notices and search “Thesis” to find the relevant notice
- Location : Yonsei Samsung Library
1F, Cho-Yong-Seon Exhibition room
- Number of copies : 4 copies of Master or Doctoral Thesis with hardcover
***5 Copies for copyright disagree or 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 interface. At the top, there are navigation links for 'Sinchon', 'UML', and 'Wonju'. The main navigation bar includes 'Find', 'Research', 'Services', 'Collections', 'About', and 'My Library'. The 'Research' section is expanded, showing a list of options: 'Research Education', 'Research Education Video', 'EndNote', 'Turnitin', 'CopyKiller', 'bulletin board', 'Course Reserves', 'Request Course Reserves', and 'Thesis submission'. The 'Thesis submission' link is highlighted with a blue box and a callout bubble that says 'Thesis submission'. Below the navigation bar, there are sections for 'Status of Seats/Study Room', 'Library Schedule', and 'Check Borrowing/Return'.

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

- 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 interface. At the top right, there are language selection buttons for 'KOR' and 'ENG', and a 'Log in' button highlighted with a yellow box. Below this is a dark blue navigation bar with 'Search', 'Browse', 'Submit', and 'FAQ' links. The main content area features a search bar with the placeholder 'Enter search word.', a dropdown menu for 'All Content', and an 'Advanced Search' button. A 'submission of materials' link is visible in the bottom right of the main area. Below the main area, there are sections for 'Notice' (showing 'No results.'), 'Recent Additions', and 'Top Downloads'. The 'Recent Additions' section lists several items with their titles and authors.

Recent Additions	Top Downloads
• 글로벌 법학 리서치 가이드	전국대학법... 2020
• 韓山世系	
• 揮里志	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

The screenshot shows the Yonsei University Collection website. At the top right, there are language options for 'KOR' and 'ENG', and a 'Log in' link. Below this is a navigation bar with 'Search', 'Browse', 'Submit', and 'FAQ' tabs. The main content area features a search bar with the placeholder text 'Enter search word.', a dropdown menu for 'All Content', and an 'Advanced Search' button. A yellow box highlights a link labeled 'submission of materials >>' with a document icon. A blue callout bubble with the text 'click!' points to this link. Below the search bar, there are sections for 'Notice' (showing 'No results.'), 'Recent Additions', and 'Top Downloads'. The 'Recent Additions' section lists several items:

Recent Additions	Top Downloads
• 글로벌 법학 리서치 가이드	전국대학법... 2020
• 韓山世譜	
• 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

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

Navigation: Search | Browse | **Submit** | Submit History | FAQ

Progress: 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	<input type="text" value="010-3123-3783"/> (ex) 02-123-4567, 010-1234-5678 Enter with '+'
E-mail	<input type="text" value="URAAH@YONSEI.AC.KR"/>

계속관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

Click

- 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"/>	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	연세대학교 <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"/>	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"/>	*DO NOT enter! (Filled automatically after choosing the major.)
* Abstract	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">Korean <input type="text"/></div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;"> <input style="width: 100%; height: 100%;" type="text"/> </div> <div style="margin-left: 10px; text-align: center;"> <input type="button" value="Add"/> </div> </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	ex) OO대학교 OO대학원 <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	2022 <input type="text"/>	It is a fixed value.
* awarded	2022 <input type="text"/> 8 <input type="text"/>	It is a fixed value.
* Thesis degree	Master <input type="text"/>	Select it from the list box.
* major	<input type="text"/> <small>Enter the department search.</small>	Select it from [department search]
specialty	<input type="text"/>	If you have a speciality major, please enter it.
* page	<input type="text"/>	Enter the last page. ex) vi, 45 p.
description	<input type="text"/>	
* language	Korean <input type="text"/>	Select it from the list box.

- 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

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.

저술원본 문헌은 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 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

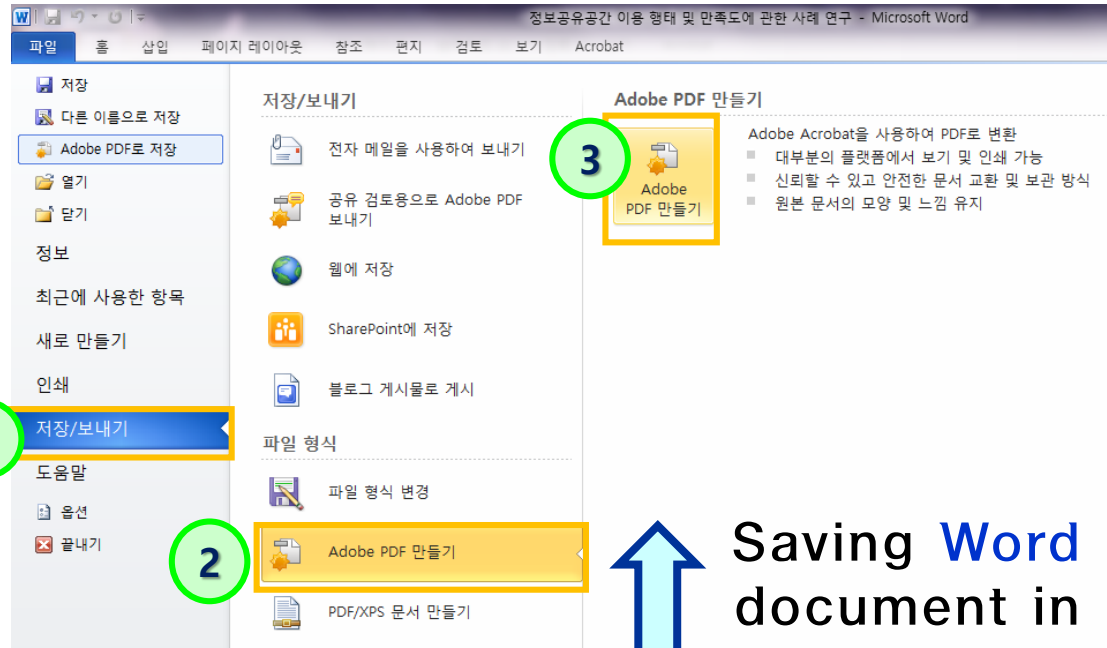
Register document
Please upload only PDF file.
찾아보기...

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< Prev Next > Temporary storage

- In Thesis Registration Phase can upload only the **PDF** as the file format
(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 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(생명과학부(상분))	
page	TESTTEST	
UCI	IB04:11046-000000520032	
language	Korean	

관리수정

File information

File format	Document
Submit original	3월 프로젝트(DP201) 관련 매뉴얼.pdf (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 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	학술정보팀 메타서비스팀
	제출일	2019-06-11 15:25:21
	아이템 상태	Not completed




Edit management information

제출된본 문헌은 학교 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 Complete


 Welcome to [Log out](#)  

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

[Home](#) > [Submission list](#)

Submission list

• Total 1

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

[1](#)

[License Agreement Print](#) [Submit Confirmation Print](#)

- After the receiving Approval(” Submit complete” status) of the submission, you can print out the License Agreement / Submission 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 02-2123-6330 / thesis@yonsei.ac.kr



E-Mail : thesis@yonsei.ac.kr

Tel. 02-2123-4643/4644/6330