DISSERTATION AND THESIS SUBMISSION GUIDELINES & FAQ

YONSEI UNIVERSITY LIBRARY

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Others: Affiliated Graduate School Office

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General Graduate School Students: Affiliated Department Office

Others: Affiliated Graduate School Office

↓

Submission Complete

1
Online Submission

1-1. Online Submission Guide I

- **Submission Period :** Check notice at the library website
  https://library.yonsei.ac.kr/

- **How to Submit :** Go to the dCollection (Thesis registration system)
  https://dcollection.yonsei.ac.kr
  (Log in with your Yonsei Portal account information)

- **File Format :** PDF only (hwp or doc format not allowed)

- **File size under 100MB** : Large files may not be uploaded (under 100MB recommended)

- **Thesis Format and Requirements**

  There is no thesis template standardized by the Library.

  Check your graduate school website for correct formatting requirements and thesis templates. Be sure to check with your department to correctly write your thesis.

  ∗ The Graduate School Thesis Guide : The Graduate School Website > Academic Guide > Thesis/ Graduation > How to write a dissertation

1-2. Online Submission Guide II

- Document Content Order : Preliminary Pages
  Cover Page
  Title Page
  Approval Page (Signature Page)
  Dedication/Acknowledgements (optional)
  Table of Contents/List of Figures
  Abstract
  Text/Content
  References/Bibliography
  Appendices/Indexes (optional)
  Translated Abstract (required for doctoral thesis)

  * Unable to conform to the correct order may result in thesis being returned for resubmission

- Pagination : [No page number] Cover Page ~ Approval(Signature) page
  [Roman numerals] Table of Contents ~ Abstract (i, ii, iii, etc.)
  [Arabic numerals] Text/Content ~ Translated Abstract (1, 2, 3, etc.)

  * Guide for entering the page counts on the thesis information
  Ex) vi, 63 p.

1-3. Online Submission Guide III

- **Thesis PDF file and Original Approval Sheet Scan file**
  Thesis PDF file: Only the name of the committee members are entered in the approval sheet. If there is a signature or stamp, it will be returned.
  Original Approval Sheet Scan file: A one-page PDF file with the signatures or stamps of all members of committee members. If portal approval is pending, enter only the name of the examiners and write 'portal approval pending'

- Acknowledgements/Dedication page is optional and not paginated

- Do not add any blank pages to your document

- Do not encrypt your PDF with passwords as it can cause conversion errors

- Remove all hyperlinks in the document

- **Online Submission Review Hours :** 9:00 ~ 17:00 on weekdays
  ＊Submissions made after 17:00 will be reviewed after 9:00 the next day
  ＊Review is done manually by the library staff and normally takes up to 1 day for approval

1-4. PDF File or Metadata Modification

: **During submission period**

- <u>Free to modify</u> PDF file and metadata before they are approved ('Accept complete' status)

    : Click the thesis title in the submission list > Modification button in section that needs to be modified > Proceed with modification

- <u>Click 'Resubmission request' to modify</u> PDF file after they are approved ('Submit complete' status) (Phone X / e-mail X)

    : Click the thesis title in the submission list > Click 'Resubmission request' > Return > Proceed with modification > Click 'Complete submit'

- <u>Request through Google form to modify</u> metadata after they are approved ('Submit complete' status) (Phone X / e-mail X)

1-5. PDF File Modification

: **After submission period**

- Replace files only for obvious typos or editing errors

  : Request by official document through your department or graduate school

  : The official document arrives by the day before the graduation ceremony (August 28)

  : After the submitter directly modifies the content to be modified from the original text of the previous submission, attach the paper file to the official document and write the revised contents in the official document

  : No replacement after graduation

1-6. Online Submission Procedure

(1) Login to dCollection @Yonsei

(2) Agree to Privacy Policy

(3) Input My Information

(4) Upload PDF File

(5) Input Thesis Information + Guidelines

(6) Set Copyright License Agreement + Guidelines

(7) Review and Complete Submission

(8) Print Submission Confirmation

(1) Login to dCollection @Yonsei

- dCollection @YONSEI URL : https://dcollection.yonsei.ac.kr

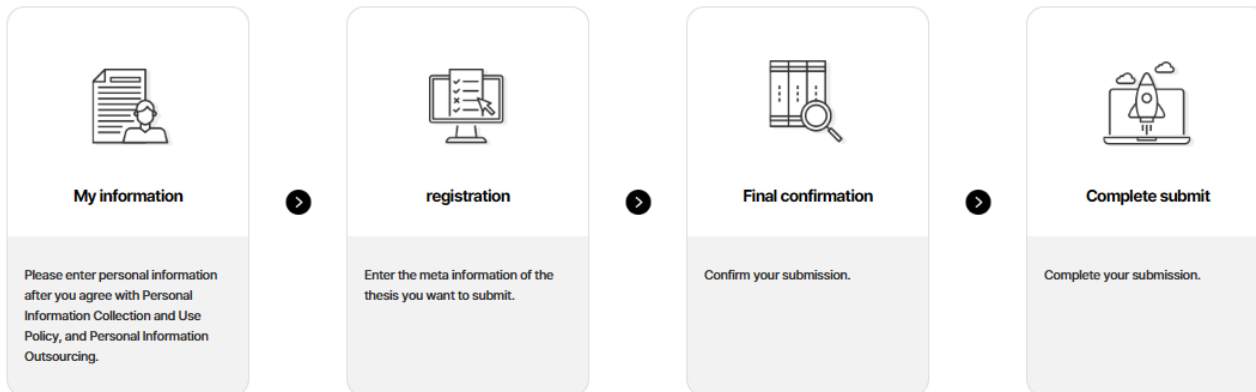- Log in with Yonsei Portal account information and click "Submit dissertation"

(2) Agree to Privacy Policy

Submission guide

You must log in to submit a thesis. If the [Submit Manual] is not displayed properly, please try 1)updating the browser version, 2)clearing your browser's search history and cookies, and 3)using another browser.
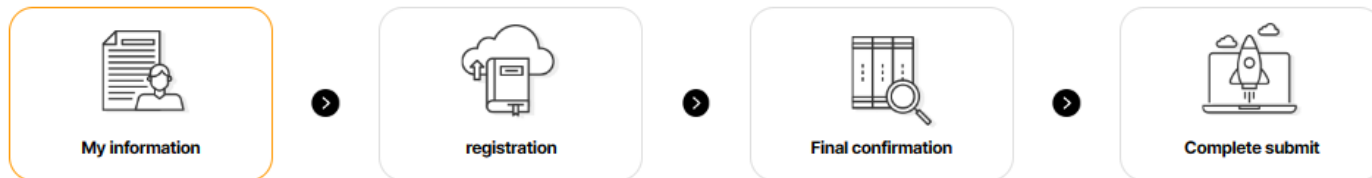
Submit

Manual

Steps for Submission
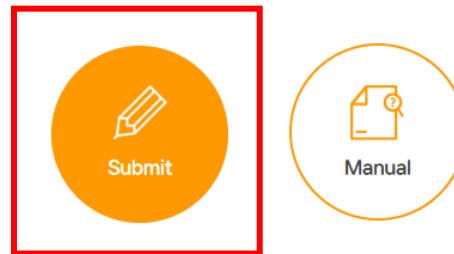
My information	registration	Final confirmation	Complete submit
Please enter personal information after you agree with Personal Information Collection and Use Policy, and Personal Information Outsourcing.	Enter the meta information of the thesis you want to submit.	Confirm your submission.	Complete your submission.

After clicking "Submit", read and check the box to agree to the privacy policy.

(3) Input My Information

- Author Name : Enter the same name on the title page
- Select your department using the search box and type of degree
  (Contact the Thesis Office if your department is not found on the list)

(4) Upload PDF File

Submit dissertation

My information ❯ registration ❯ Final confirmation ❯ Complete submit
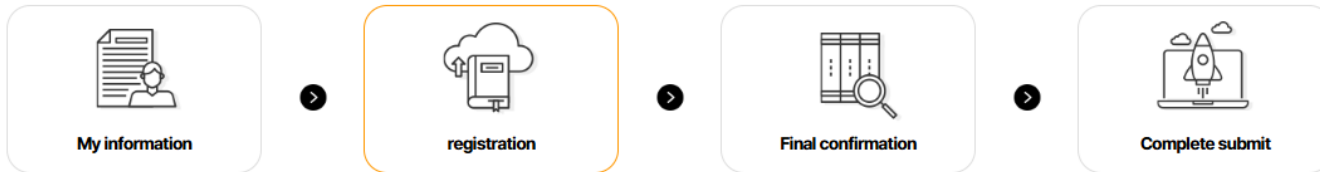
File Upload

Select File Type

⦿ Document

Approval Sheet Registration

Only PDF file possible. HWP(X), DOC(X), PDF(O)   **1** + My PC

Original registration

Only PDF file possible. HWP(X), DOC(X), PDF(O)   **2** + My PC

3 Theis Info Registration

4 Copyright

> **Approval Sheet Registration**:
> Original Approval Sheet Scan File.
> A one-page PDF file with the signatures or stamps of all members of committee members.
> If portal approval is pending, enter only the names of the examiners and write 'portal approval pending'

> **Original Registration**: Thesis PDF file.
> Only the names of the committee members are entered in the approval sheet. If there is a signature or stamp, it will be returned.

- Click "+My PC" to upload your thesis document (PDF only) and approval sheet

- Proceed to the next steps : Thesis Info Registration and Copyright

(5-1) Register Thesis Information (Metadata)

Theis Info Registration ⌃

논문정보

Title *	Enter the thesis title. Copy and paste the cover title. If there is a subtitle, divide it with [:]. Review the title carefully for doble spaces between words and replace them with a single
Translated Title *	Enter the translated title. Copy and paste the translated title in the 2nd languate abstract. If there is a subtitle, divide it with [:]. Review the title carefully for doble spaces between
Keywords *	Enter all the keywords of the thesis. Put a comma(,) between each keyword.
DDC Number *	* DO NOT modify or delete the value! (Filled automatically according to the department.)

영어 ⌄

Abstract *	Copy and paste the abstract. If there are more than two, enter all of them and select each abstract's language.
Table of contents	Copy and paste the tabe of contents. Omit table/figure contents.
Advisor Name(Korean) *	Enter the name of the supervisor in Korean without title.
specialty	If you have a speciality major, please enter it.
page *	Enter the numbers of final pages in Roman and Arabic numerals. e.g.) vi, 45 p. (for both-sided printing thesis) / vii, 40장 (for single-sided printing thesis)
language *	Korean ⌄

Enter your thesis bibliographic information (Metadata) correctly.
See the next page for metadata input guidelines.

(5-2) Metadata Guide I

- Title : Enter <u>the title of the thesis on the title page</u>
  - * Copy & paste thesis title from the PDF and do not manually type the title
  - * [NOTE] Please check for spacing errors on your thesis title

- Translated Title: Enter <u>the title translated in other languages</u>
  - * Copy & paste thesis title from the PDF and do not manually type the title
  - * [NOTE] Please check for spacing errors on your thesis title
  - * Enter the main title again if you do not have any translated title
  - * <u>Entering a translated title only in either the metadata or Yonsei Portal will result in a "mismatch"</u>
  - * Enter the same translated title on the Yonsei Portal as the title on the dCollection

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🚩 **Copy and paste the thesis title of the metadata on Yonsei Portal when you modify the thesis title of the Yonsei Portal!**

- <u>Entering the exact thesis title correctly on both dCollection and Yonsei Portal will result in a "match" (including number of spaces, letter case, special characters etc.)</u>

  * **Double spaces between words** is the most common mistake for mismatches
  Please check the number of spaces between words.

- <u>Enter the actual thesis title on dCollection =</u> Should be the same as the title page <u>and can only be edited for typos</u>

- <u>If a title "mismatch" is found on the Yonsei Portal, request your department to change the title to match it with dCollection</u>

(5-3) Metadata Guide II

- Keywords : Enter all the keywords in the order found at the bottom of the abstract and the translated abstract page

- DDC Number : This value is entered automatically according to the department you selected

- Abstract : Click "Add" if you have abstracts in other languages

- Supervisor Name : Enter <u>the supervisor's name in Korean</u> except international scholars

- Specialty : Enter your specialty if you have one

- Pagination : Enter the final page number of the abstract in lowercase Roman numerals and the final page number of the thesis(text) in Arabic numerals as below:
  Ex) vi, 63 p.

- Language : Select the language of your thesis correctly
  * Selecting the wrong language will result in thesis information mismatch

(6-1) Copyright License Agreement

Set copyright license usage agreement.
See the next page for copyright agreement guidelines.

(6-2) Copyright Agreement Guidelines

- You may agree/disagree to copyright permission or request for an embargo

  - **[Agree]** : Can be printed/downloaded and accessible through the Yonsei University Library Website, RISS, and other partner databases

  - **[Disagree]** : Cannot be printed or downloaded and can only be accessible through the Yonsei University Campus IP
    * State reason for disagreement if you select this option

  - **[Embargo]** : You are given an option to embargo and set the publication date for reasons such as seeking patents, pursuing journal articles etc.
    * Only a maximum of one-year embargo is allowed from the date of submission
    * Only reasons limited to personal information, classified military information, business secrets and sensitive information are granted permission for embargo

- For those disagreeing to copyright and embargoing their thesis, the Thesis Office may call to check and verify copyright disagree reasons

- Theses with embargoes over one-year without stating detailed reasons will automatically be set to one-year

(7) Review & Complete Submission

Copyright

Copyright agreement	동의
Full-text service start date	논문정보공개 시 원문공개
Creative Commons License	저작자표시 (Attribution)

Edit Meta   Update Files   Update License

Complete submit

- Review all the information you entered and click "Complete submit" at the bottom of the page

- If you need to make changes on the metadata, click the section's button that needs modifying and save it after editing

- Submission will not be done until you click the "Complete submit"

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(8) Print Submission Confirmation

- You can print the submission confirmation form once the thesis has been "Submit complete" at the "Submission list" page
- If your thesis has been returned, check the reason and resubmit after editing

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FAQ

1. I need to make changes on my PDF or metadata. How can I do this?

You can modify it freely before the submission is approved, and after the submission is approved, you can do 'Resubmission request'. After the submission period, only for obvious typos or editorial errors, please apply for file replacement through the official document of your department or graduate school. For more information, please refer to the 'PDF File or Metadata Modification' at 1-4 and 1-5.

2. What is the thesis submission procedure?

Online Thesis & Approval Sheet Submission > Approval from Thesis Office > Print Submission Confirmation > Submit Submission Confirmation & Approval Sheet to Your department office (General Graduate School Students: Affiliated Department Office, Others: Affiliated Graduate School Office)

3. Where can I download the thesis guide and template?

There is no thesis template standardized by the library.
In most cases, the template on the Graduate School's website is used, but format and specifications may vary between majors and departments. Please inquire with your department, lab, major office, etc. to correctly write your thesis.

Check the Graduate School website below for thesis writing guidelines.
The Graduate School Website > Academic Guide > Thesis/Graduation > How to write a dissertation

4. I want to know about Yonsei Portal thesis information verification, thesis approval, approval page, and my graduation status.

> The library only handles final thesis submission. You should inquire your department on matters other than online submission such as writing your thesis, thesis defense, thesis approval, thesis info verification(mismatch), approval page, graduation requirements & status.

5. How should I paginate my thesis?

> - No page number : Cover page, Title page, Approval page, Acknowledgements
> - Roman numerals(lowercase) : Table of Contents ~ Abstract (i, ii, iii, etc.)
> - Arabic numerals : Text/Content ~ Translated Abstract (last page of thesis) (1, 2, 3, etc.)

6. How do I enter the page counts in the metadata?

> Type the last page number of your Roman and Arabic numeral pages as below :
>
> (Ex.) vi, 63 p.

7. I don't think I can make it before the deadline.
   Can I submit after the deadline?

> The deadline is set following the academic calendar and graduation process.
> No extensions are given for personal reasons.

8. My thesis submission has been returned.

> Your thesis will be returned if formatting errors are found during the reviewing process. If corrections are needed, please read the reason for return, modify your thesis and resubmit.
>
> * How to resubmit : dCollection > Submission List > Click the returned thesis > Click the section's button that needs modifying > Modify > Click "Complete Submit"

9. I cannot find my department(major) on the department list.

> Please inquire with the Thesis Office if your department or major is not found on the list.

10. Is issuing an ISNI (International Standard Name Identifier) required?

> It is optional for doctorates. Those who wish can do so by following the instructions on the confirmation mail sent after completing online submission.

11. How are the titles from the library and the Yonsei Portal different?

- **Library thesis title** : Used for search in the Library website, RISS, and external archives

  ＊ Errors in the title may result in the thesis being unable to be searched online at the Library website or RISS

- **Portal's thesis title** : Displayed in the transcript of records or certification of graduation

＊ Please type the title correctly since your thesis may not be searched online and the title can be incorrectly displayed on your transcript of records if either of the titles in dCollection or Yonsei Portal are incorrect

＊ Do not manually type the title of your thesis at the Yonsei Portal or dCollection. Instead, copy and paste the thesis title from the thesis PDF file and check for spacing errors

12. There is a mismatch between the titles on the Yonsei Portal and the Library (dCollection).

A mismatch in spelling, letter case, number of spaces, special characters, etc. will result in a mismatch between the Yonsei Portal and the library.

Please note that the most common mistake is having two spaces instead of one!

- How to change title on Yonsei Portal :

  Copy the title from dCollection and request for change to your department.

- How to change title on the Library (dCollection) :

  Request via the [Online Request Form] (Phone / Email Request X)

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13. About double spaces…

The most common reason for a "mismatch between the library title and the Yonsei Portal title" is double spaces.

Although it may seem like a single space to the visible eye, there are a lot of cases when it is double. Please check for any spacing errors on your thesis in both languages on your metadata before pressing submit button!

14. I cannot search my thesis on the web.

Your thesis will be available to the public after graduation and will not be circulating till then. Therefore, it is normal if you can't find your thesis on dCollection, RISS, and the library website before graduation date.

INQUIRIES

1. <u>ONLINE SUBMISSION</u> : Library Thesis Office

- Online Request Form : https://forms.gle/nbFF4HNpr3M7bZ1A6

    (Edit Library Title / Edit Metadata)

- TEL : 02-2123-4643, 4644

> Answering phone inquiries may be difficult during the submission period due to the high number of inquiries. Please refer to the "FAQ" first if you have any inquiries.
> If you want to return the approved thesis, please click 'Resubmission request' on the submission list and title edit, and metadata edit requests can only be done through the Online Request Form (Click) (Please check the details at 1-4, 1-5)

2. <u>THESIS APPROVAL, YONSEI PORTAL, GRADUATION-RELATED</u> : Your Department

＊The library cannot tend to inquiries related to Thesis Approval (학위논문 인준), Yonsei Portal, and thesis templates/format