Guide to Online Thesis Submission Procedure

Yonsei University Library
Media Service Team

YONSEI UNIVERSITY LIBRARY
연세대학교 학술정보원

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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)

· 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

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 Graduate School Department of Law thesis

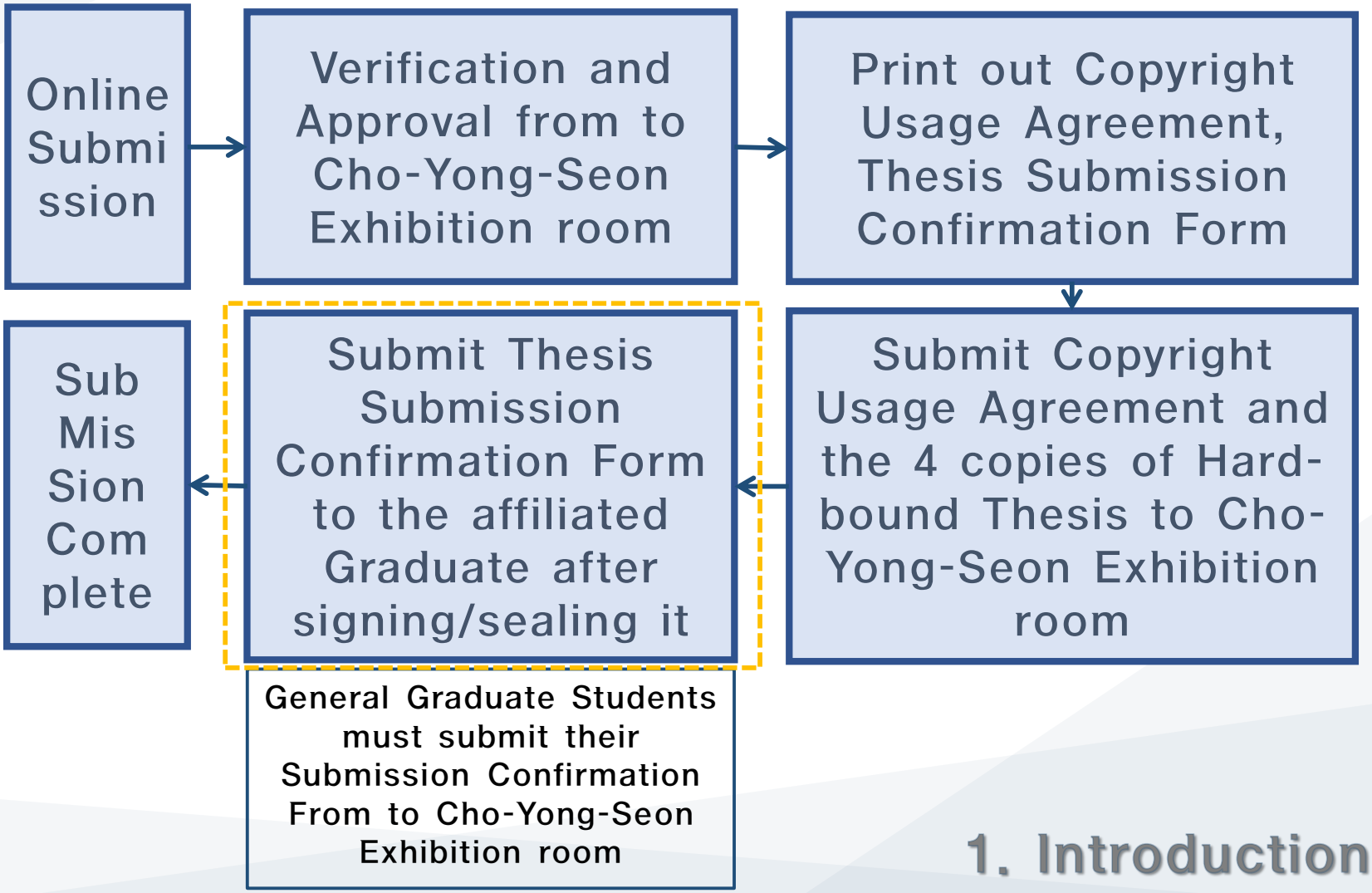
· Other Documents for Submission

①1 copy of Copyrights Usage Agreement with the your signature

②1 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

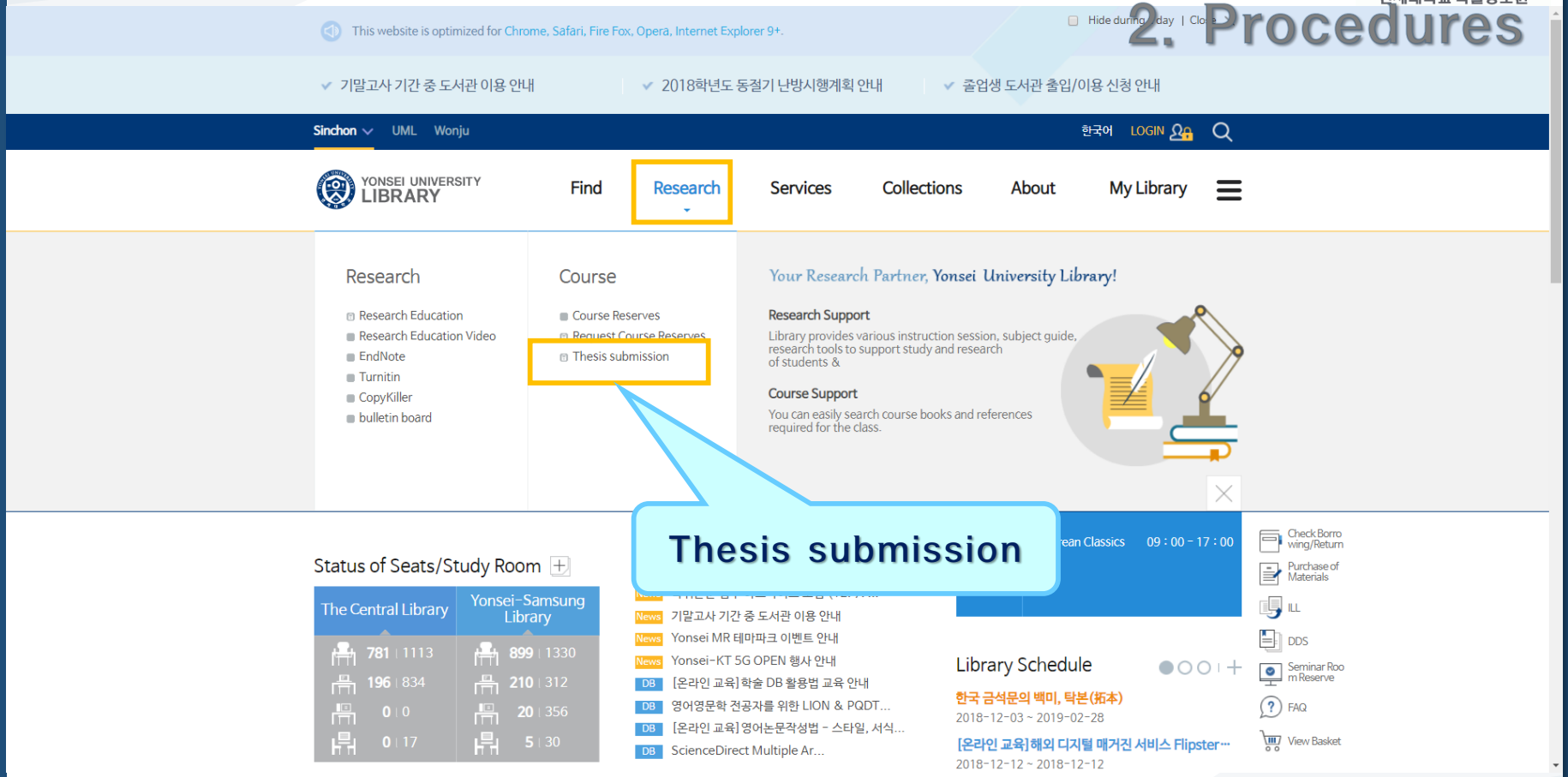
(8) Thesis Registration Phase

(9) Thesis Submission

(10) Online Submission Complete

(1) Yonsei Library Thesis

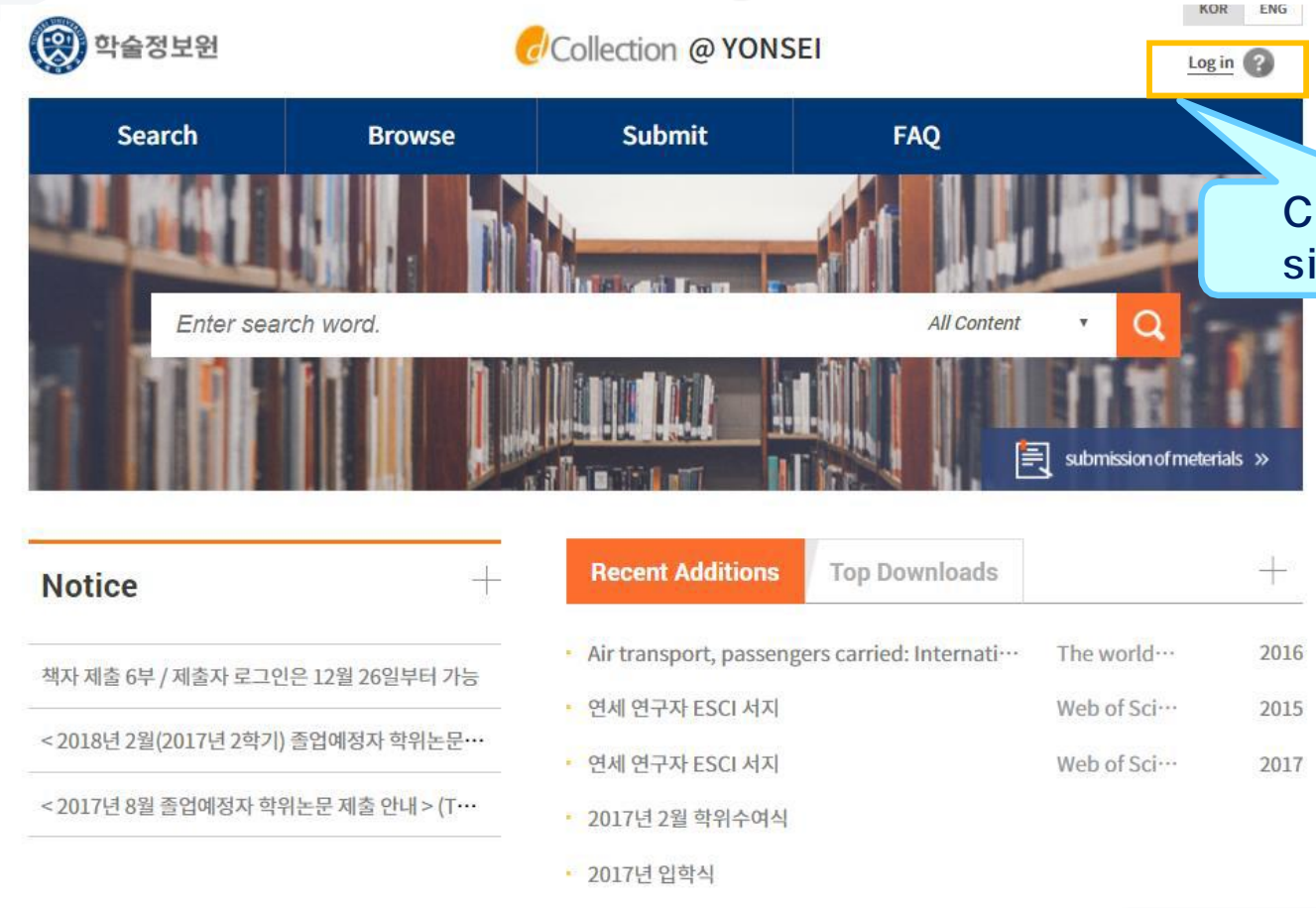
2. Procedures



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

Then Click "Thesis submission" under the Research Section

(2) Sign in to Thesis Submission System

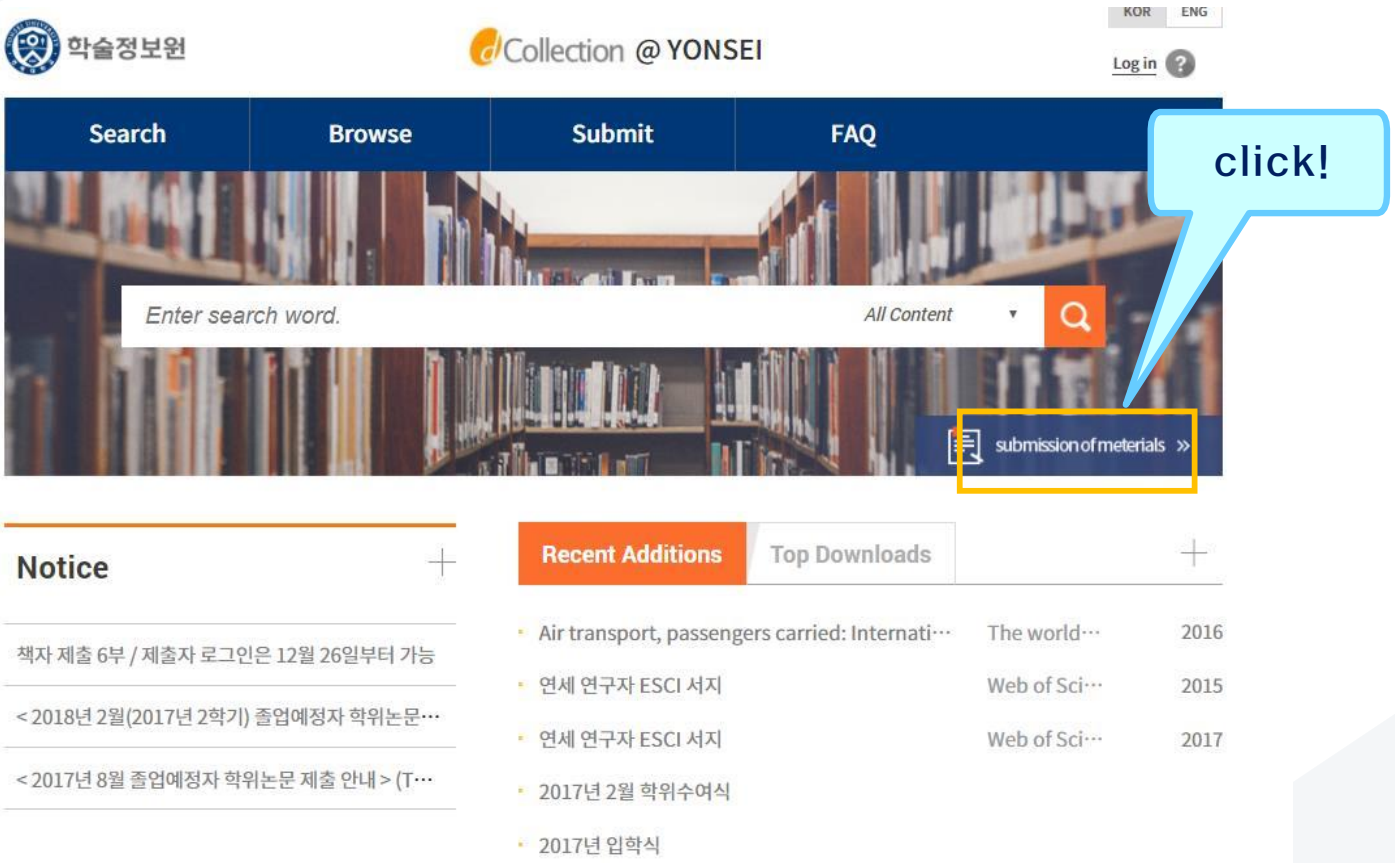


Click on the sign-in button

· Sign in to dCollection system.

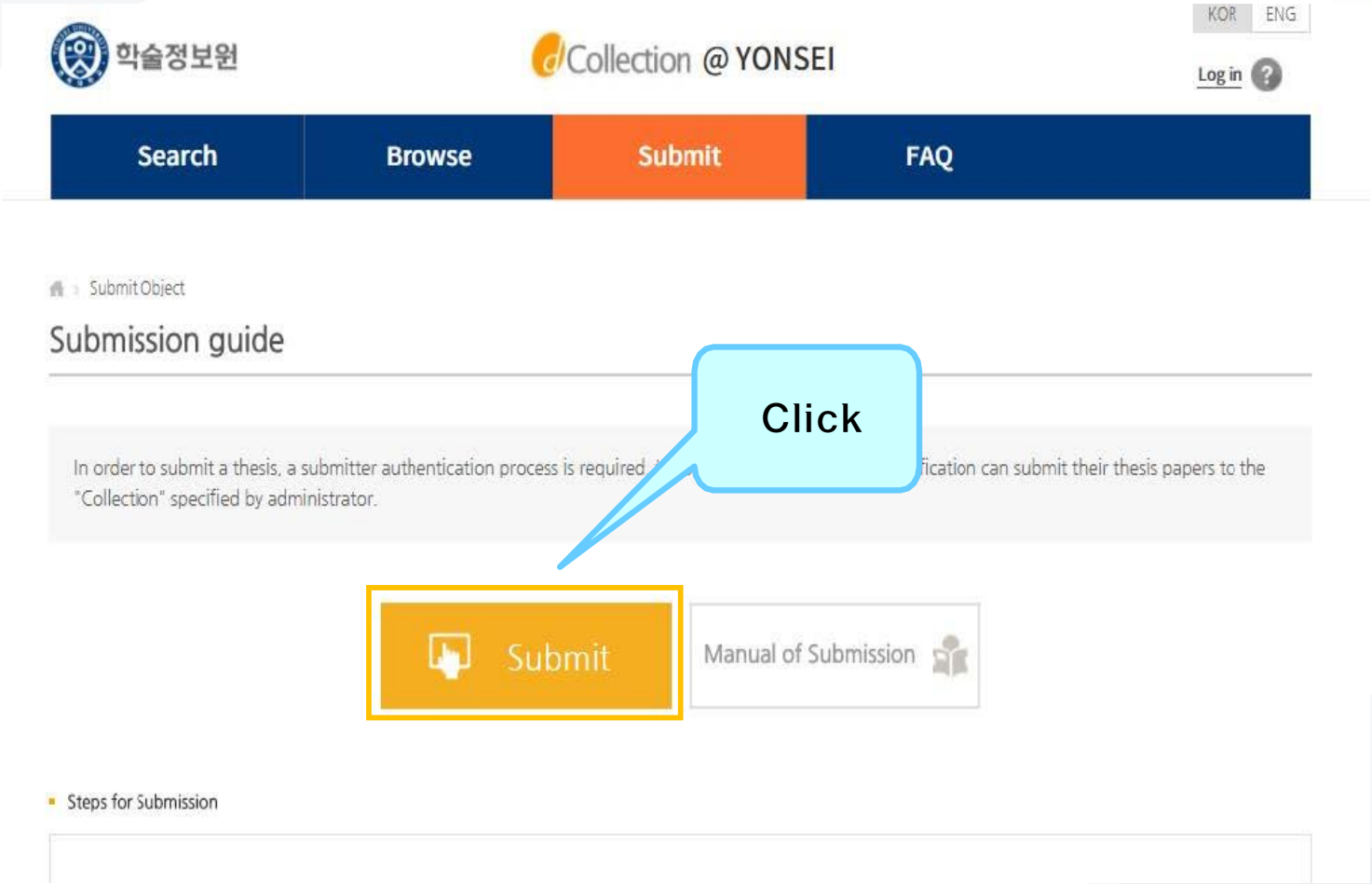
(Use your Yonsei Portal Account for signing in)

(3) Start Thesis Submission

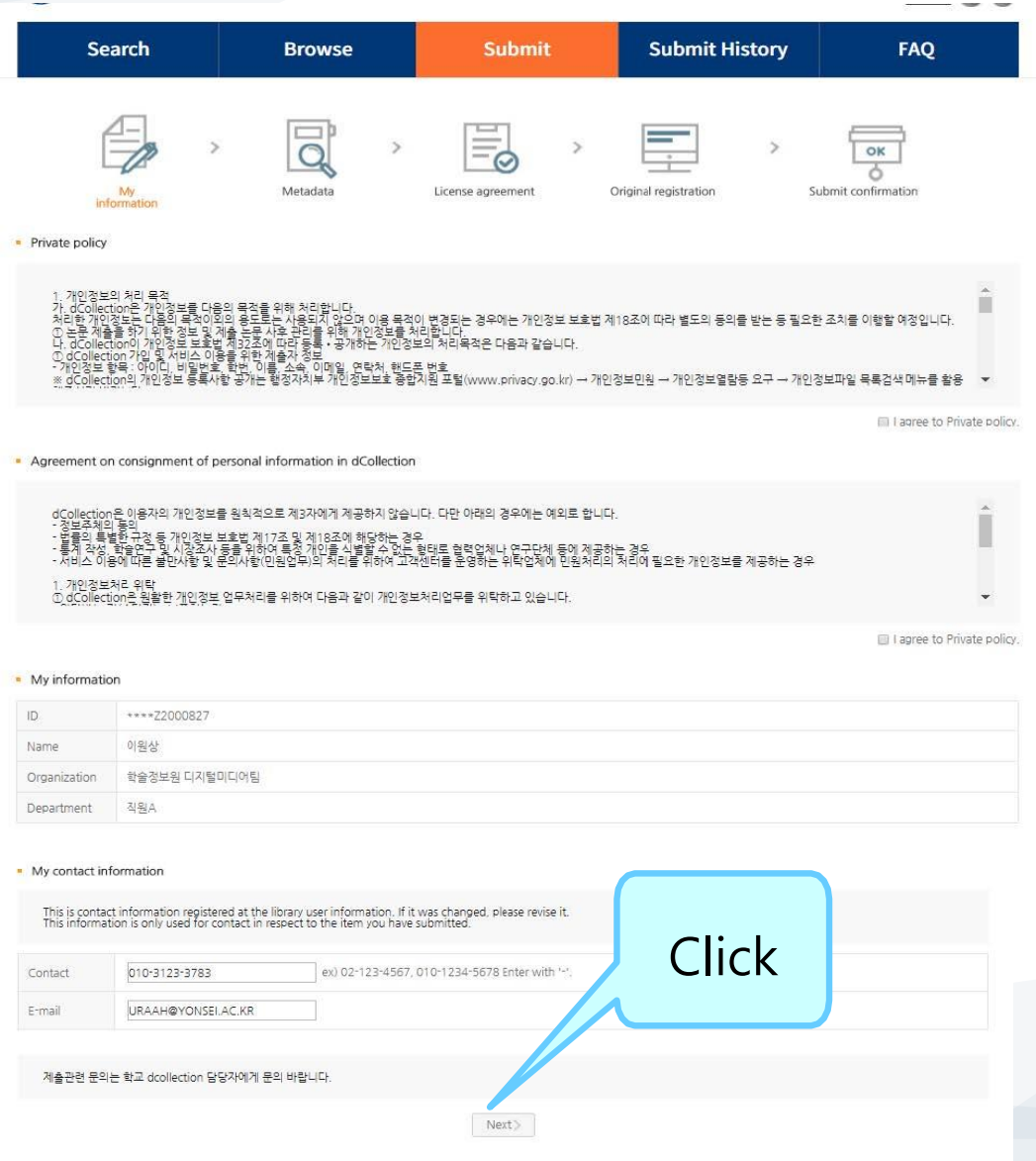


· In the Thesis Submission Website, please click "Submission of materials".

(4) Data Submission



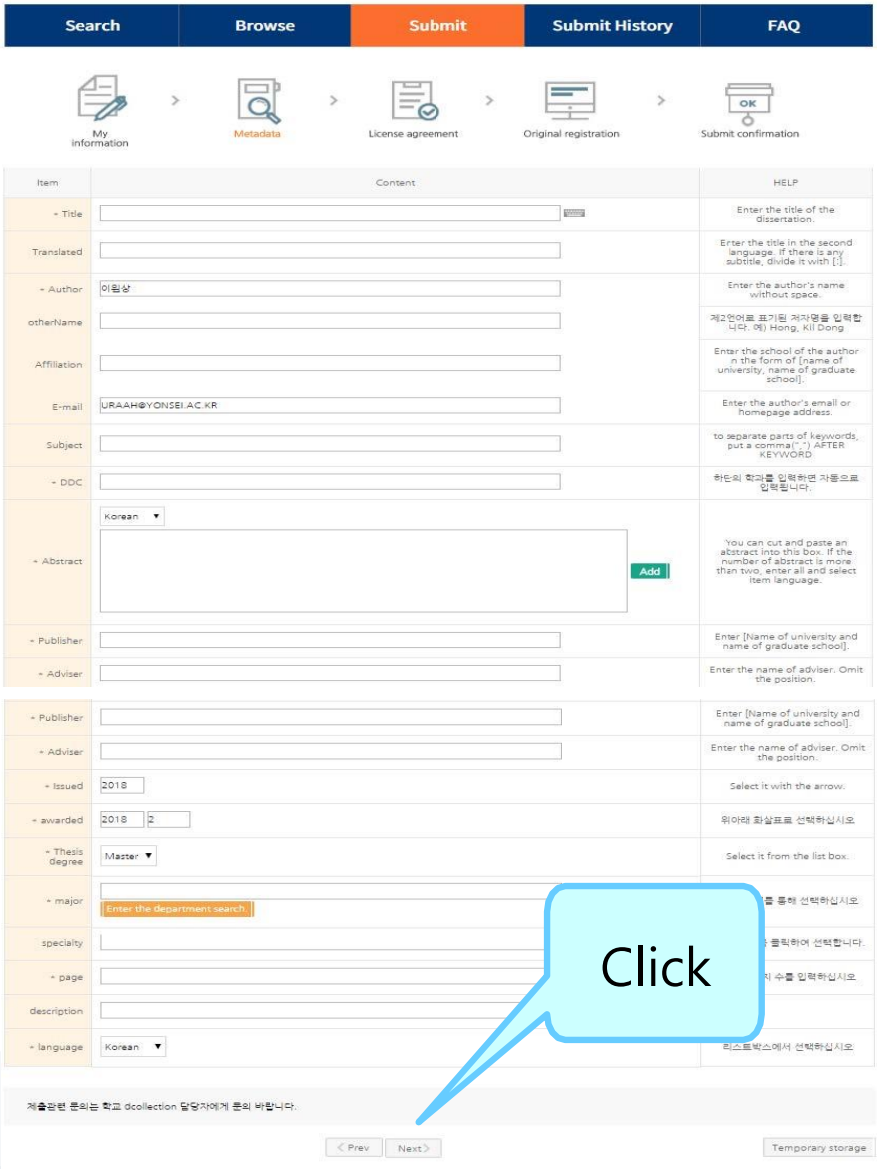
(5) Personal Information Phase



· 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 have to enter bibliographical information about your thesis to the system(refer to Data Entry Guidelines for further information).

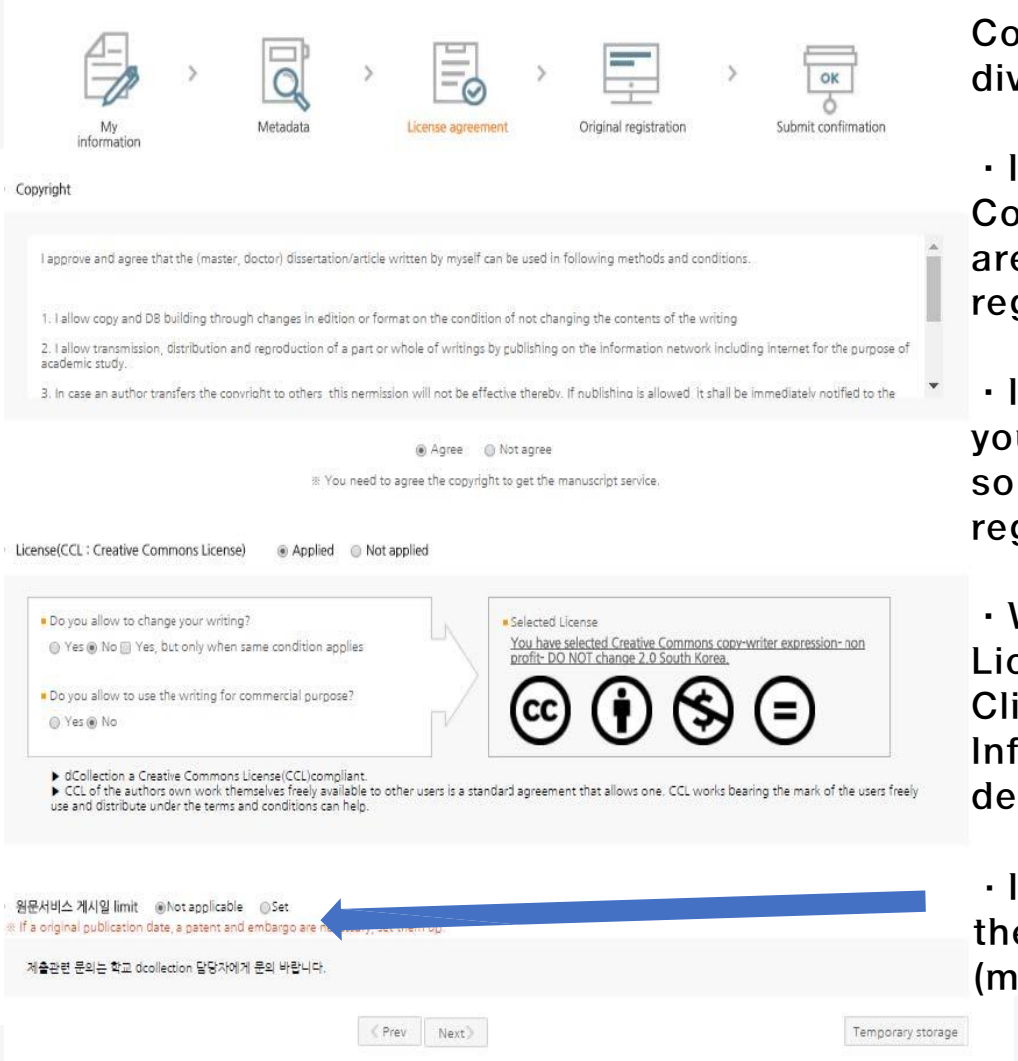
- Entry with *in front of it is compulsory.

- 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



Copyright Usage Agreement can be divided into "Accept / Decline" options.

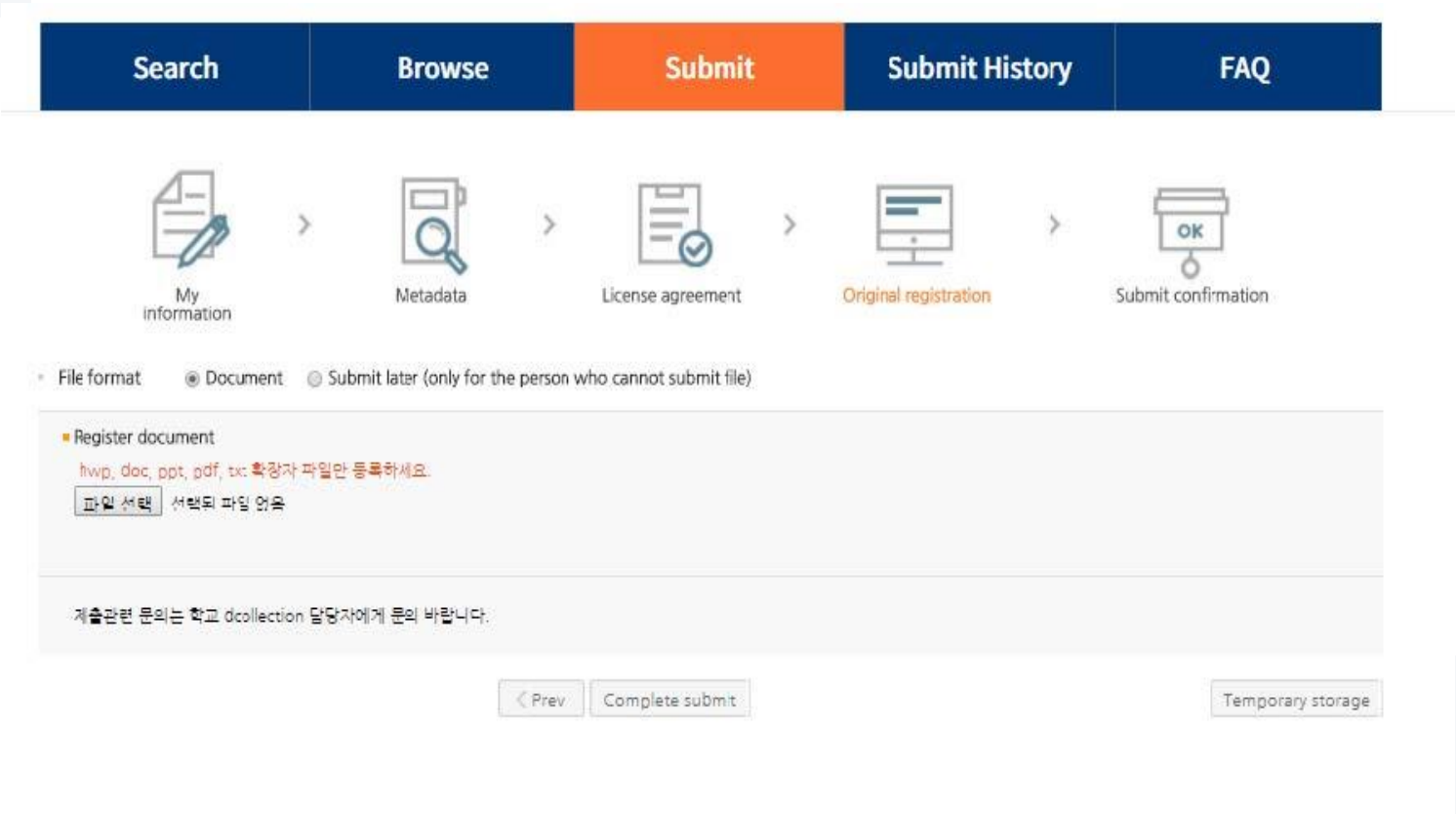
· If you choose to "Agree" the Copyrights Usage Agreement, then you are to proceed the "Thesis registration" phase.

· 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.

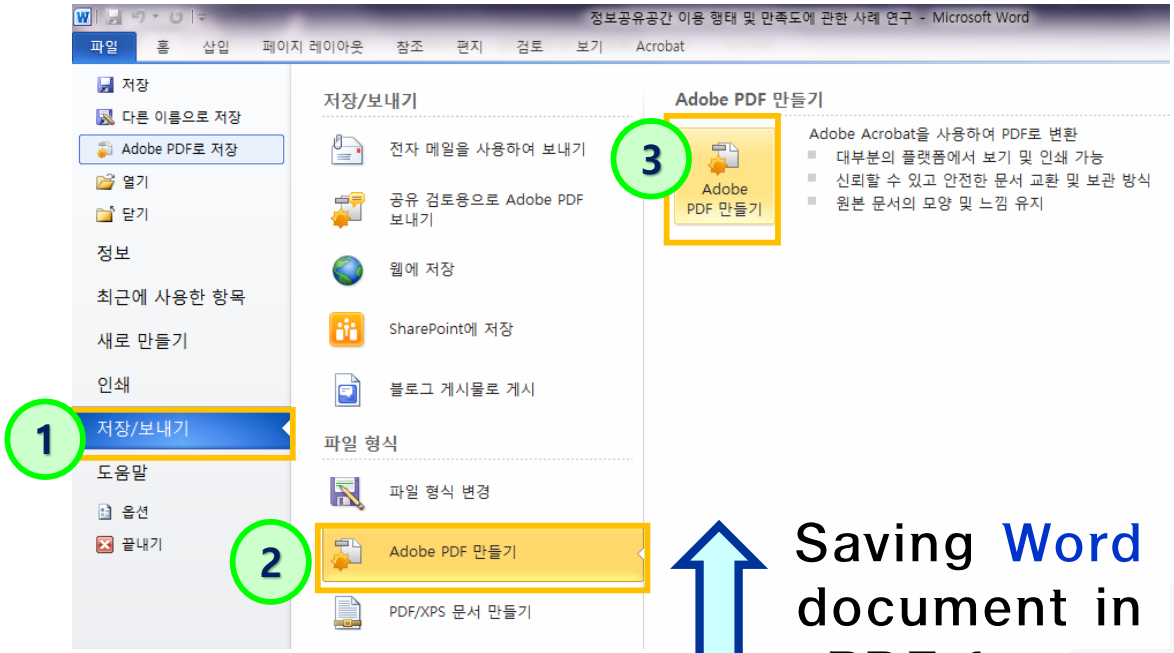
· If you have proper reason, you can set the embargo period of full-text service. (maximum 1 year)

(8) Thesis Registration Phase



· 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



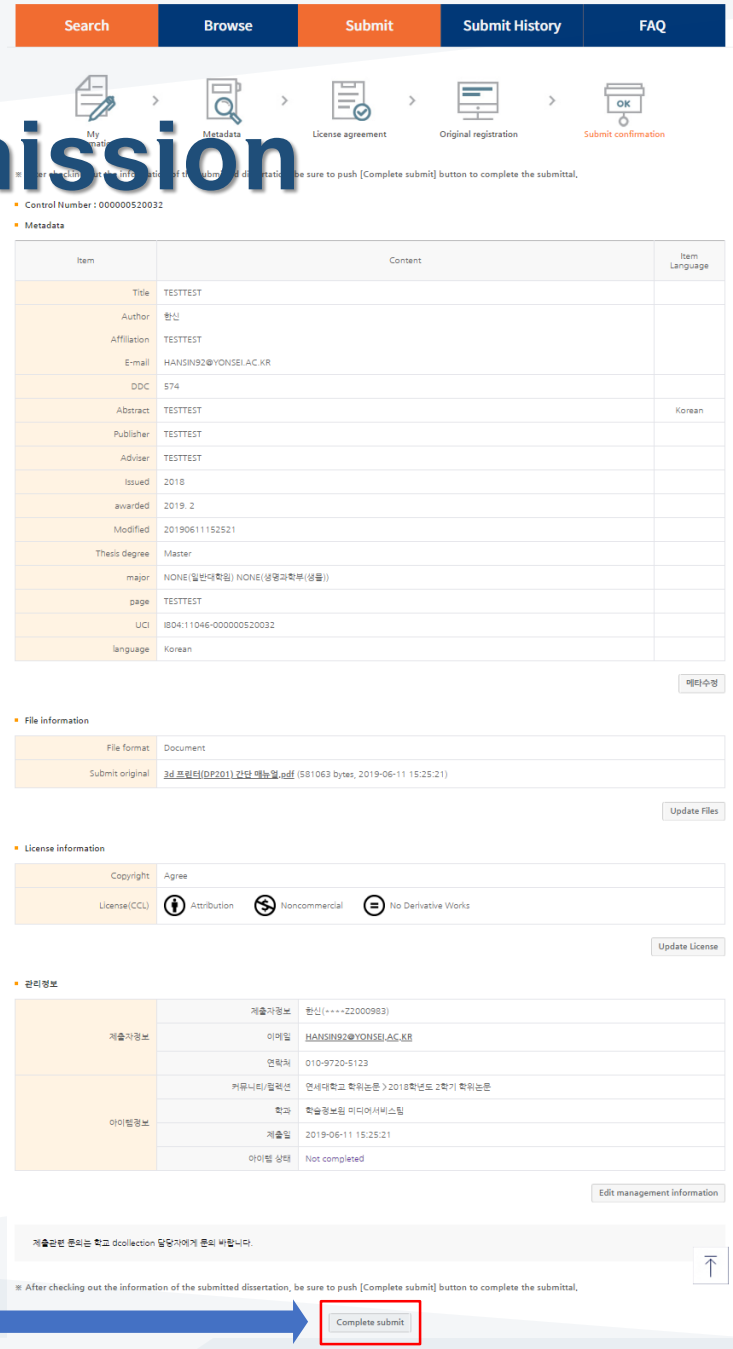
Saving Word document in PDF format

Saving HWP File in PDF format

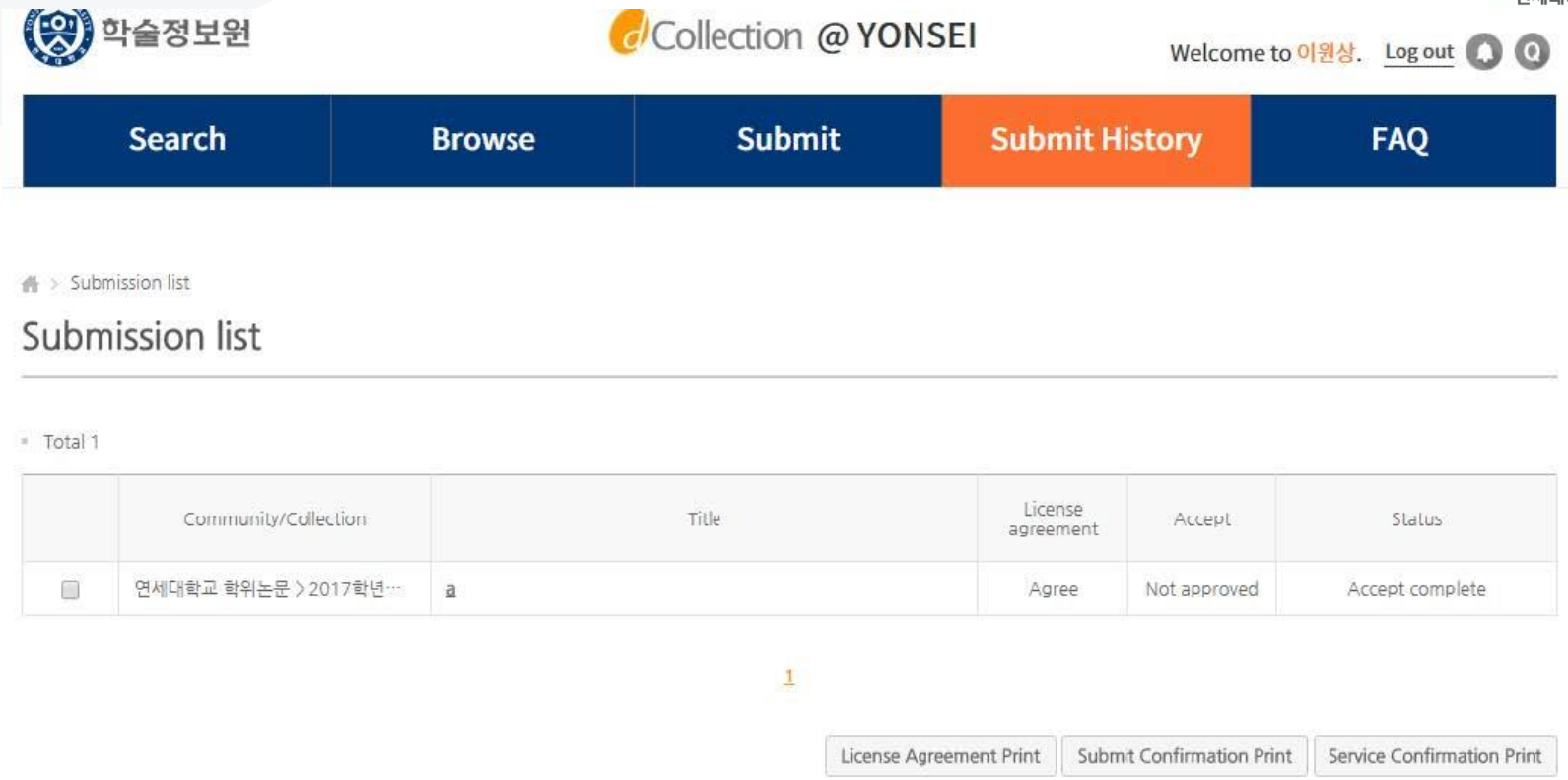
· If your thesis is in document format (hwp, doc), then you have to take **additional** step to convert it to PDF format before submitting it.

(9) Thesis Submission

· Review your entries regarding Metadata, File information, License information, Personal Information. Then click "Complete submit".



(10) Online Submission



- 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

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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 Hompage -> 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 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

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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.
  *If your submitted the thesis online, you must input your reasons for decline.

- **[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 02-2123-6341/6319 / thesis@yonsei.ac.kr

Q&A

E-Mail : thesis@yonsei.ac.kr
Tel. 02-2123-4643/4644/6319