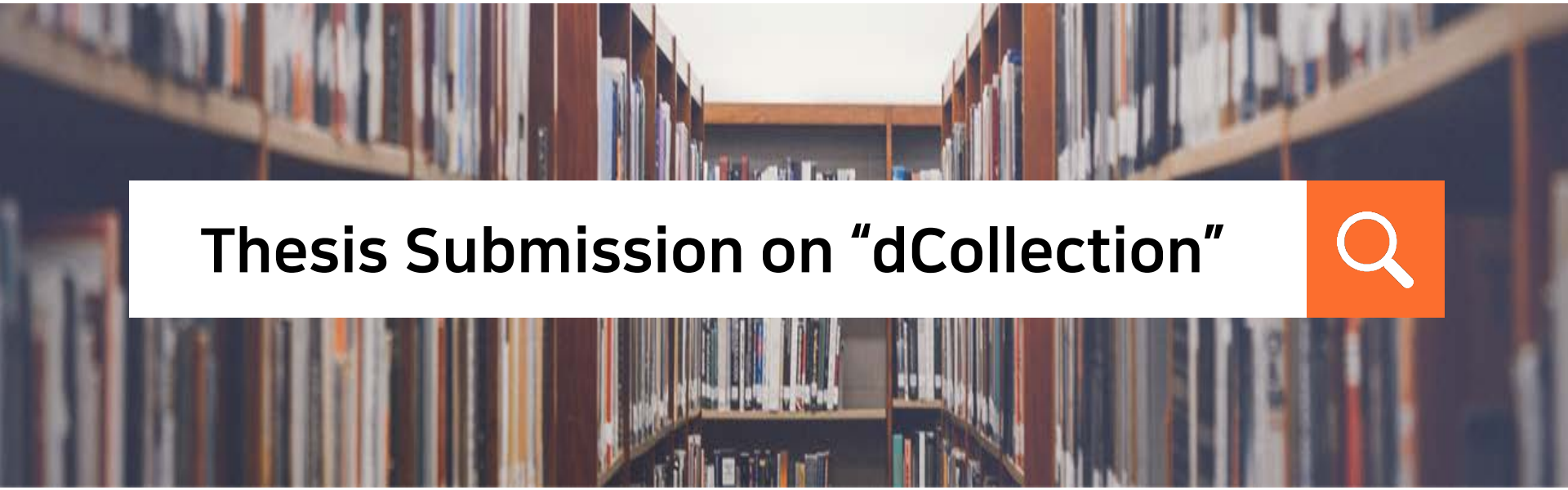


Thesis Submission on “dCollection”

CONTENTS

1. OVERVIEW 2. SUBMISSION 3. NOTICE

1 OVERVIEW

(1) OUTLINE

(2) SCHEDULE

(3) PROCESS

1. OVERVIEW

(1) Submitting Thesis Online

- Contents: Master or Doctoral Thesis
- Submission Page(d-Collection): http://dcoll.jbnu.ac.kr

  * dColl. Log-in ID/PW = JBNU Portal ID/PW
- Check out the Online Submission schedule!

  * You cannot submit theses after the deadline.
- If there is anything that needs to be corrected on your thesis after submission, contact 교학부 or each graduate school administration.

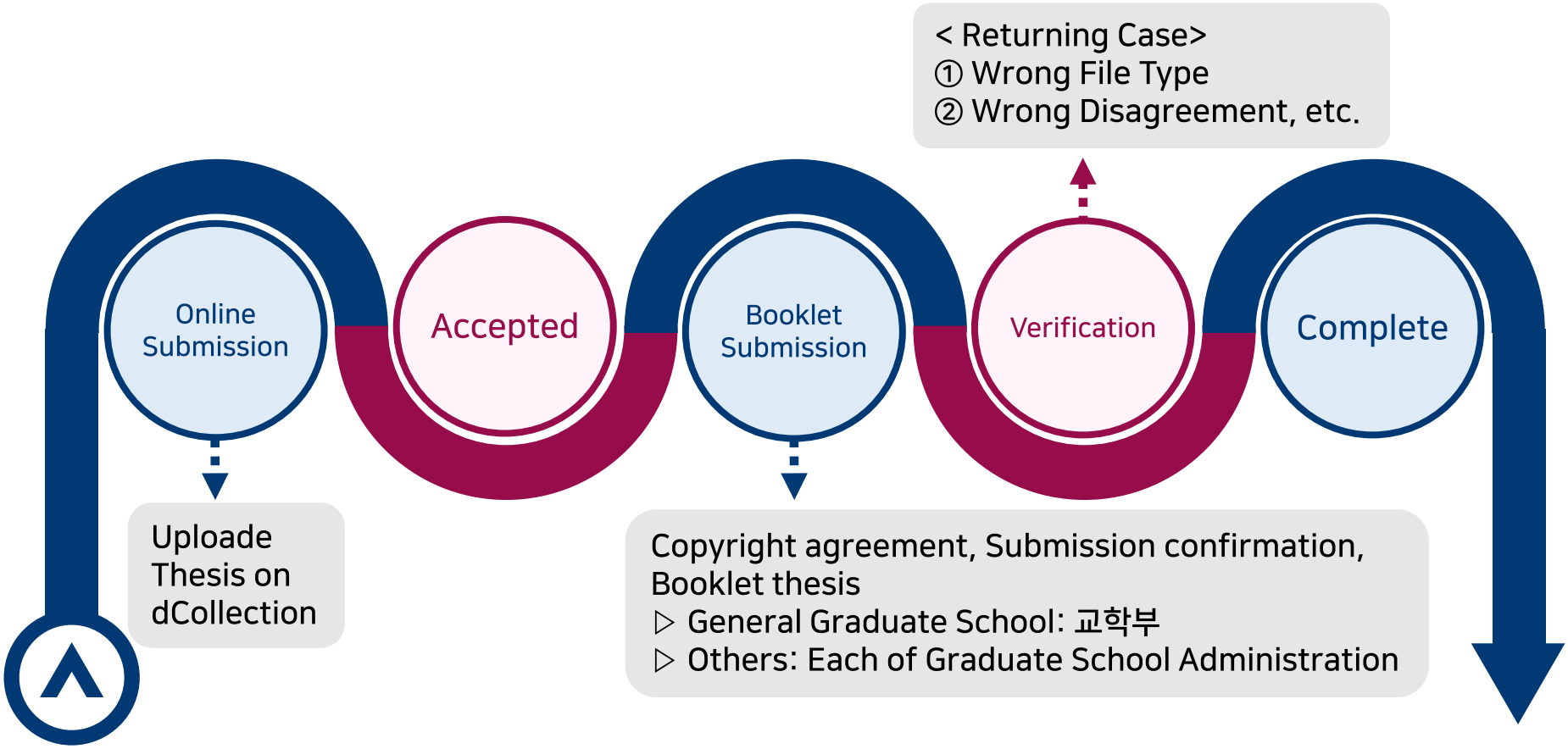
1. OVERVIEW

(2) Online Submission Schedule for Each Graduate School

대학원		원문파일 제출기간
일반대학원		'22.06.21. ~ '22.07.07
특수대학원	경 영	'22.06.29. ~ '22.07.15.
	교 육	'22.06.29. ~ '22.07.21.
	생명자원과학	'22.07.05. ~ '22.07.14.
	법 무	'22.06.21. ~ '22.07.15.
	보 건	'22.06.24. ~ '22.07.07.
	산업기술	'22.07.01. ~ '22.08.01.
	정보과학	'22.07.06. ~ '22.07.14.
	행 정	'22.07.06. ~ '22.07.29.
	환 경	'22.07.01. ~ '22.08.01.
유연인쇄전자전문대학원		'22.06.24. ~ '22.07.21.

1. OVERVIEW

(3) Process



2 SUBMISSION

(1) dCollection

(2) Log-in

(3) Submit

(4) My information

(5) Metadata

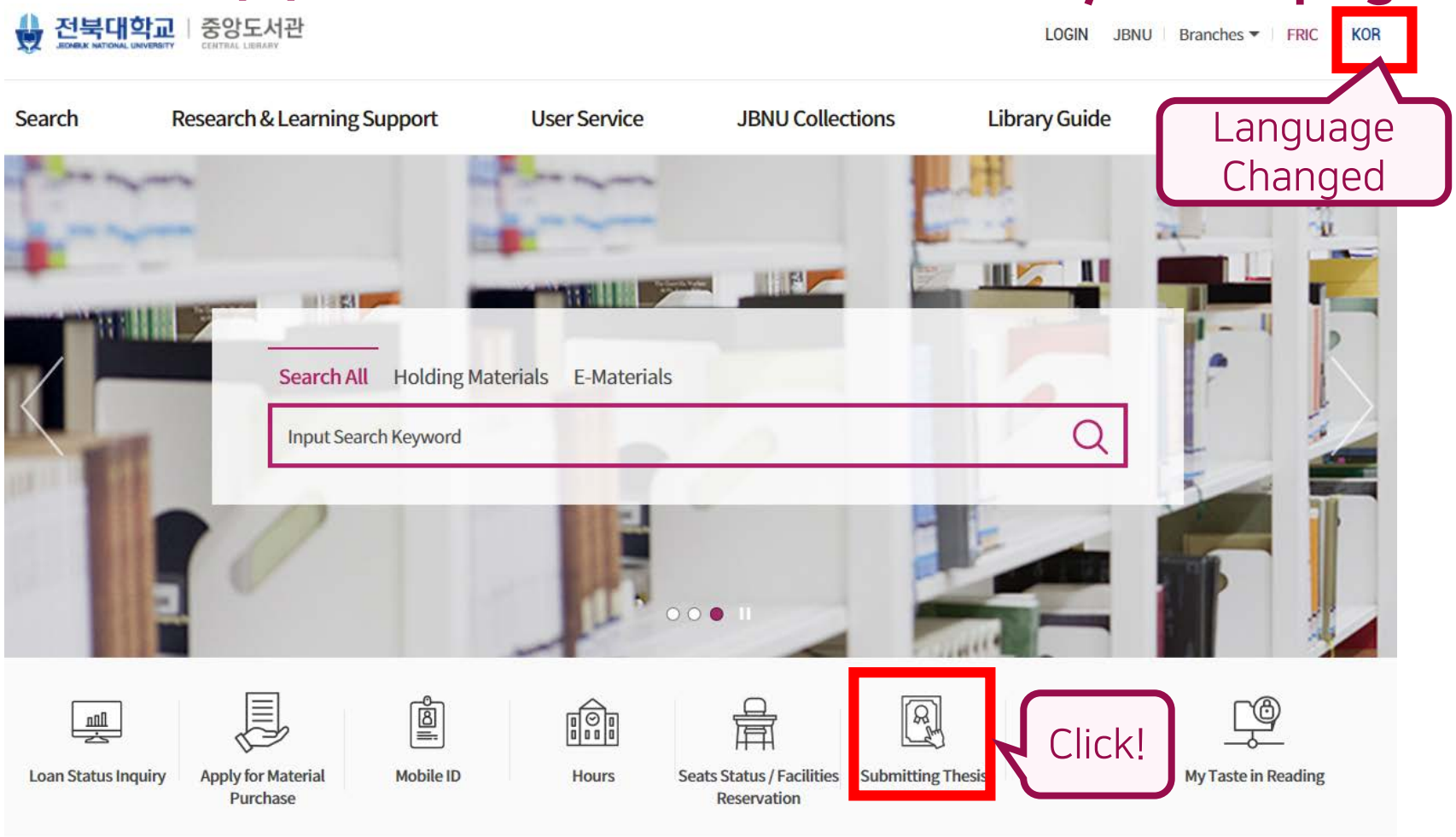
(6) License agreement

(7) Original registration

(8) Submit confirmation

2. SUBMISSION

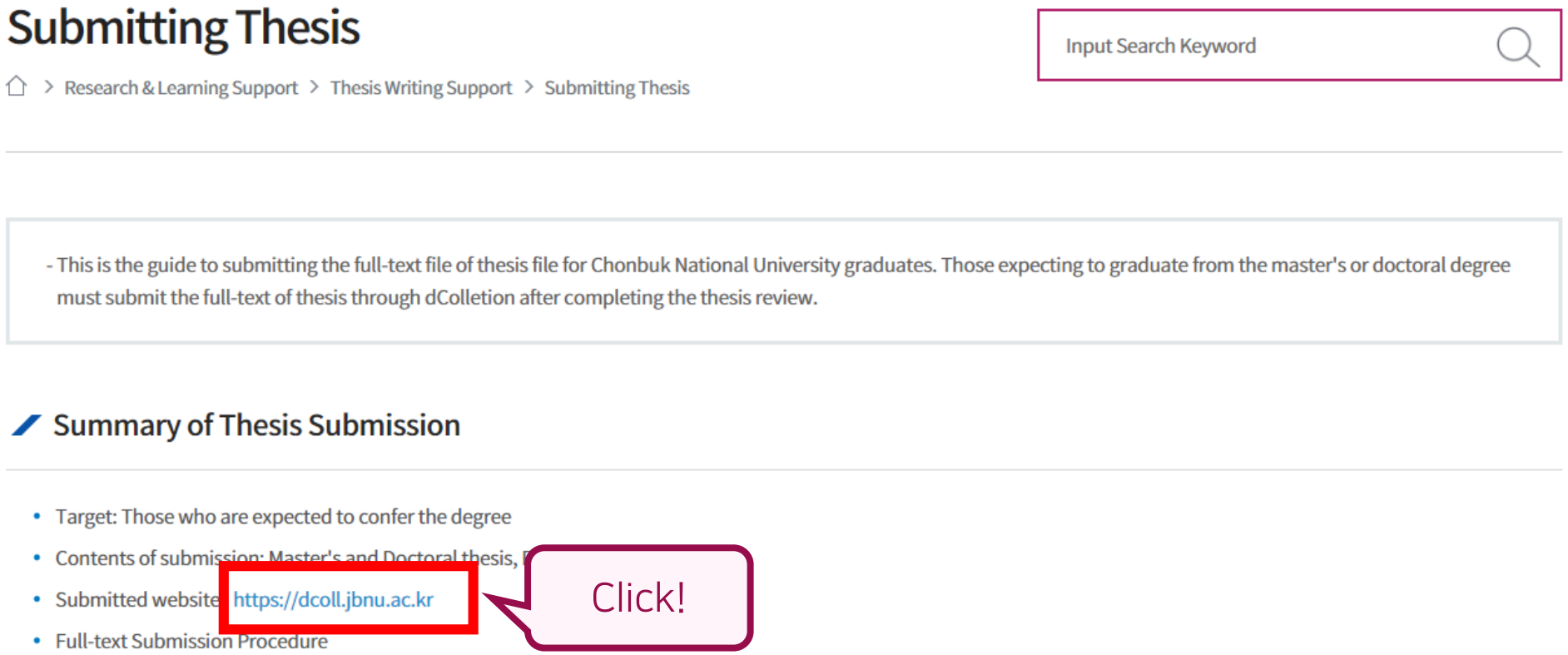
(1) dCollection – On the Library Homepage



JBNU Library Homepage(https://dl.jbnu.ac.kr) → Submitting Thesis

2. SUBMISSION

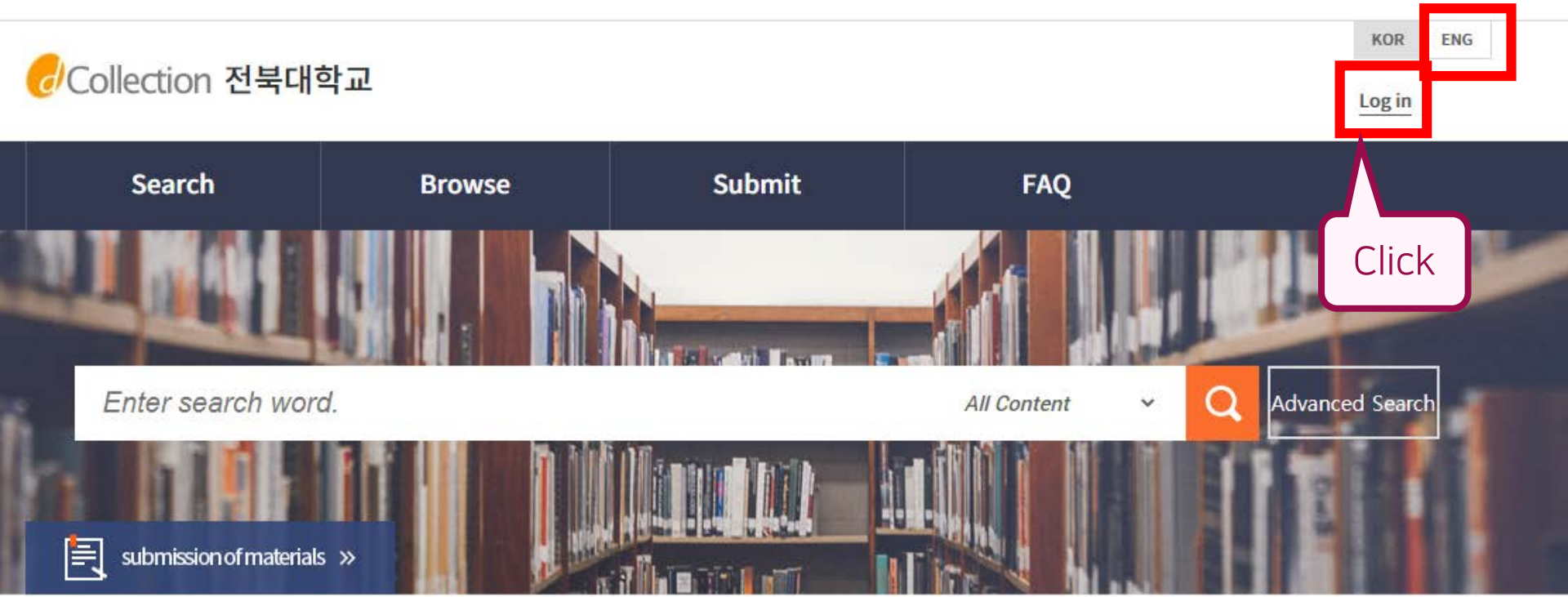
(1) dCollection – On the Library Homepage



Check the details and click dCollection URL

2. SUBMISSION

(2) Log-in dCollection



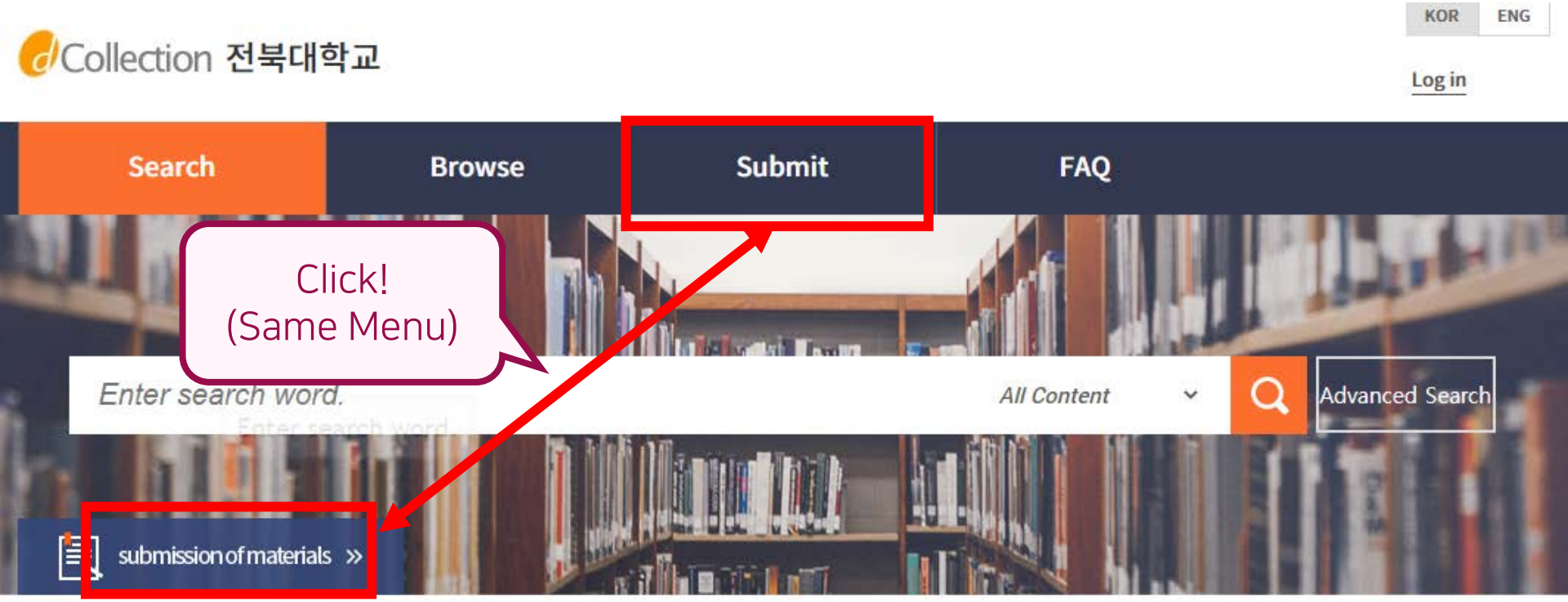
Use Portal(OASIS) ID/PW (Log in with Current Student ID)

Password Problem : 정보전산원 (063-270-4715)

※ If your password contains special characters (‘?’, ‘=‘, ‘:’, ‘&’.), you will not be able connect → Change p/w on OASIS

2. SUBMISSION

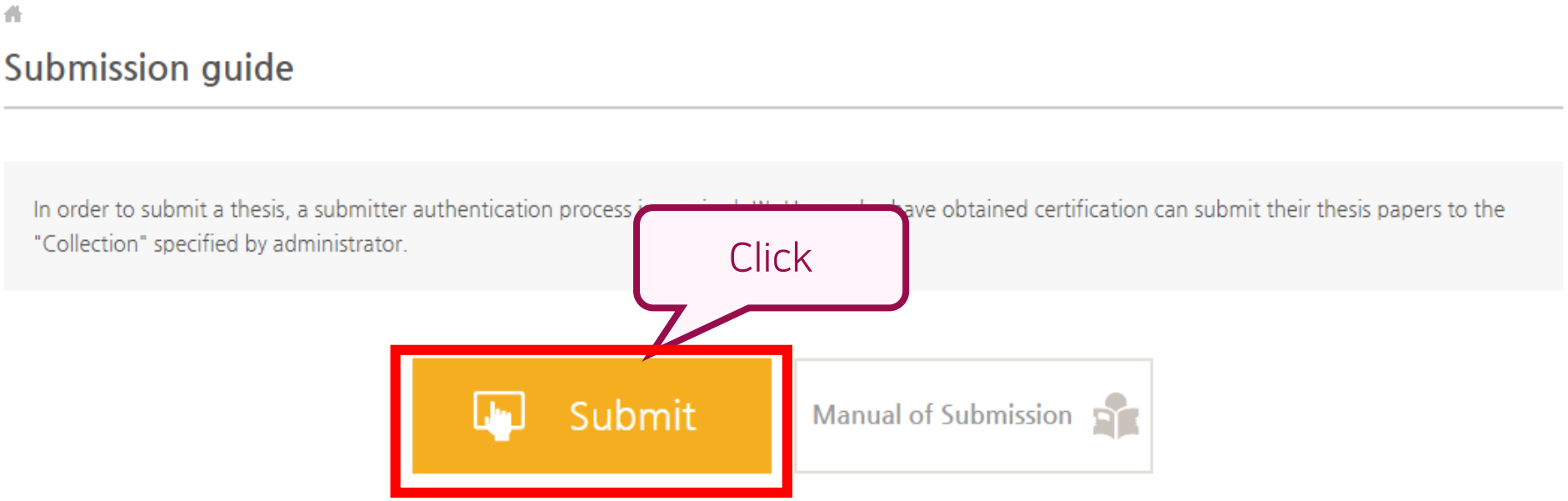
(3) Submit



Click [Submit] or [submission of materials]

2. SUBMISSION

(3) Submit

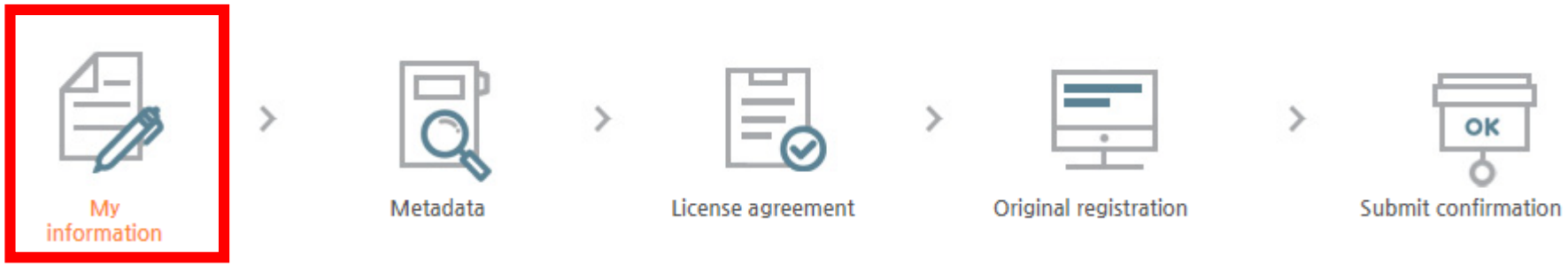


If an error message pops up, contact 063-270-3464, 3458, 4825

※ For temporarily saved file, click on thesis title

2. SUBMISSION

(4) My information



My information

1) Private policy
2) Agreement on consignment of personal information
3) My information
4) My contact information

2. SUBMISSION

(4) My information – Step 1

- Private policy

1. 개인정보의 처리 목적
가. dCollection은 개인정보를 다음의 목적을 위해 처리합니다.
처리한 개인정보는 다음의 목적이외의 용도로는 사용되지 않으며 이용 목적이 변경되는 경우에는 개인정보 보호법 제18조에 따라 별도의 동의를 받는 등 필요한 조치를 이행할 예정입니다.
① 논문 제출을 하기 위한 정보 및 제출 논문 사후 관리를 위해 개인정보를 처리합니다.
나. dCollection이 개인정보 보호법 제32조에 따라 등록 • 공개하는 개인정보의 처리목적은 다음과 같습니다.
① dCollection 가입 및 서비스 이용을 위한 제출자 정보

☑ I agree

- Agreement on consignment of personal information in dCollection

dCollection은 이용자의 개인정보를 원칙적으로 제3자에게 제공하지 않습니다. 다만 아래의 경우에는 예외로 합니다.
- 정보주체의 동의
- 법률의 특별한 규정 등 개인정보 보호법 제17조 및 제18조에 해당하는 경우
- 통계 작성, 학술연구 및 시장조사 등을 위하여 특정 개인을 식별할 수 없는 형태로 협력업체나 연구단체 등에 제공하는 경우
- 서비스 이용에 따른 불만사항 및 문의사항(민원업무)의 처리를 위하여 고객센터를 운영하는 위탁업체에 민원처리의 처리에 필요한 개인정보를 제공하는 경우

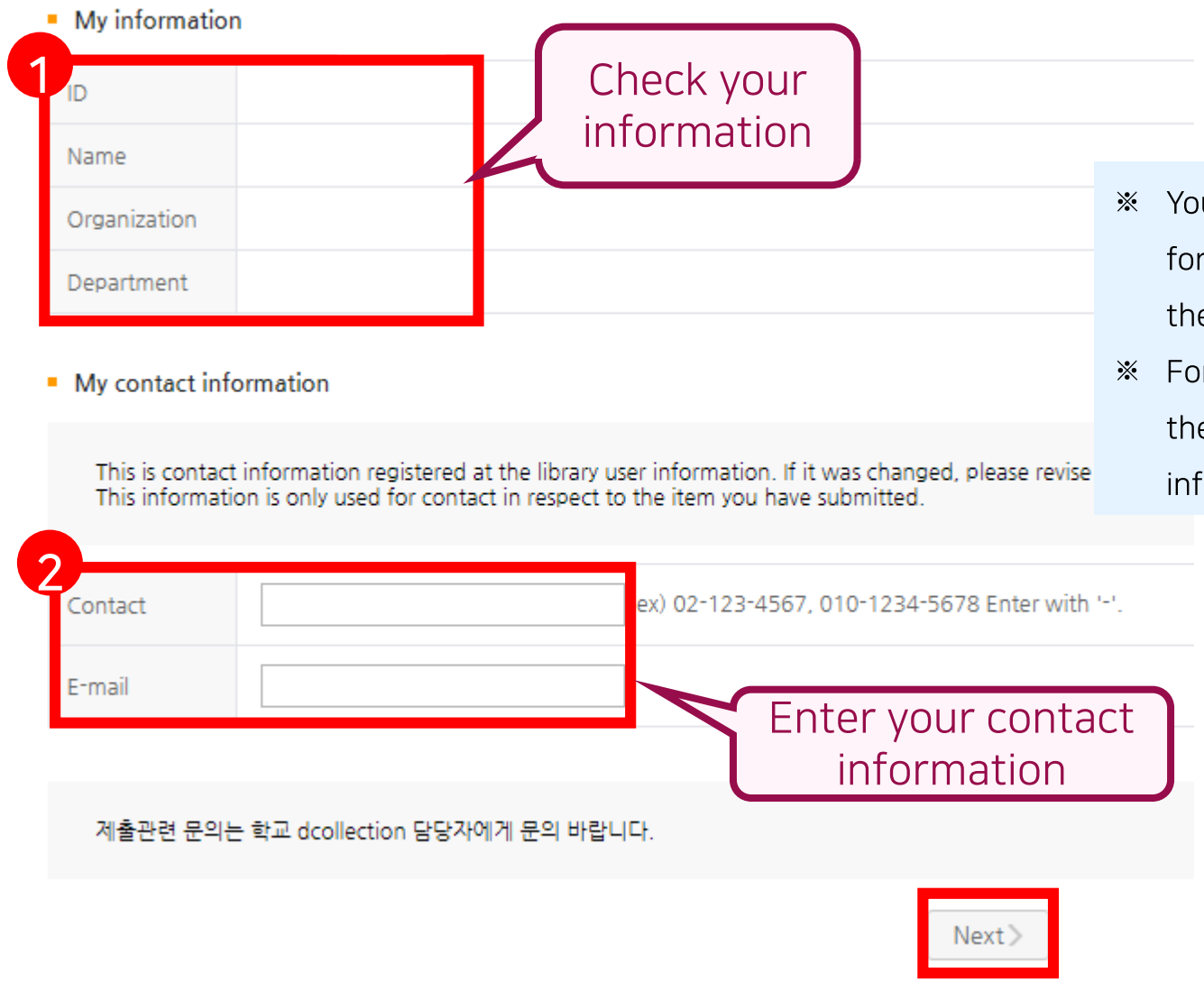
1. 개인정보처리 위탁
① dCollection은 원활한 개인정보 업무처리를 위하여 다음과 같이 개인정보처리업무를 위탁하고 있습니다.

☑ I agree

Read and click on check box

2. SUBMISSION

(4) My information – Step 2



※ Your information will be used only for the purpose of submitting the thesis.

※ For contacting your submitted thesis, enter your contact information correctly.

2. SUBMISSION

(5) Metadata



Metadata

1) Enter bibliography(title, author, abstract, content, etc.)
2) It must be same as the final printed version.
3) * marked are mandatory.
4) Refer to “HELP”

2. SUBMISSION

(5) Metadata – Step 1

Item	Content	HELP
* Title(Korean)	Korean Title!!!	Enter the title of the dissertation.
Sub-title(Korean)		Enter the subtitle.
Alternative		
* Translated(English)	English Title!!!	Enter the title in the second language. If there is any subtitle, divide it with [:].

Enter the title of the dissertation in KOREAN first and then English.

Subtitle(Korean): Enter only the Korean “subtitle”(NOT -, :, ;, etc.)

Alternative: Title in other languages (ex. Chinese, French, etc.)

2. SUBMISSION

(5) Metadata – Step 2

* Author(Korean)	In Korean (Your registered name in JBNU)	Enter the author's name without space.
* Other name(English)	Your name in your language (English, Chinese, etc.)	Enter the author's name in the second language.

Other name(English): Enter family name first

(Frank Anne: ○ / Anne Frank: ×)

2. SUBMISSION

(5) Metadata – Step 3

* E-mail		Enter the author's email or homepage address.
* Subject		to separate parts of keywords, put a comma(",") after keyword
KDC	Not necessary	
DDC	Not necessary	

Affiliation: Fixed data

E-mail: Your contact email address

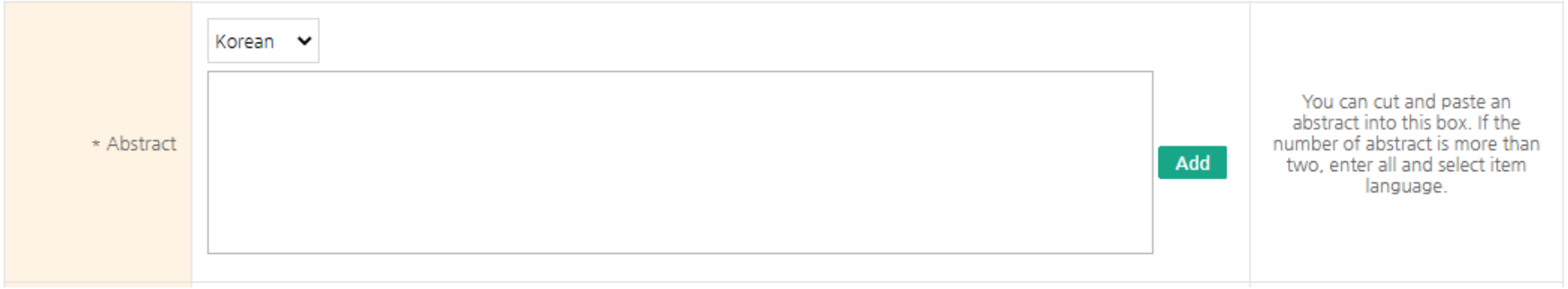
Subject: Abstract keywords or searching keywords

※ You can enter keywords in various language

(ex. 도서관, library, 図書館)

2. SUBMISSION

(5) Metadata – Step 4



A Korean abstract is required for other languages thesis.

An English abstract is required for Korean thesis.

It must be same as abstract of your thesis. (Ctrl+C, Ctrl+V)

If you have abstracts in other languages, click “Add” and enter it.

2. SUBMISSION

(5) Metadata – Step 5

* Table of contents

You can cut and paste an abstract into this box Omit table/figure contents.

- It must be same the same as your thesis contnets. (Ctrl+C, Ctrl+V)
- A space is necessary between a title and a page.
- Enter only Arabic Numerals.
- Omit list of tables, list of figures, abstract….
  (in Roman Numeral contents.)

[Example]

1. ␣ Introduction ␣ 1

2. ␣ Material & Methods ␣ 3

␣ 2.1. ␣ Material ␣ 3

␣ ␣ 2.1.1. ␣ aaaa ␣ 2

␣ ␣ 2.1.2. ␣ bbbb ␣ 2

2. SUBMISSION

(5) Metadata – Step 6

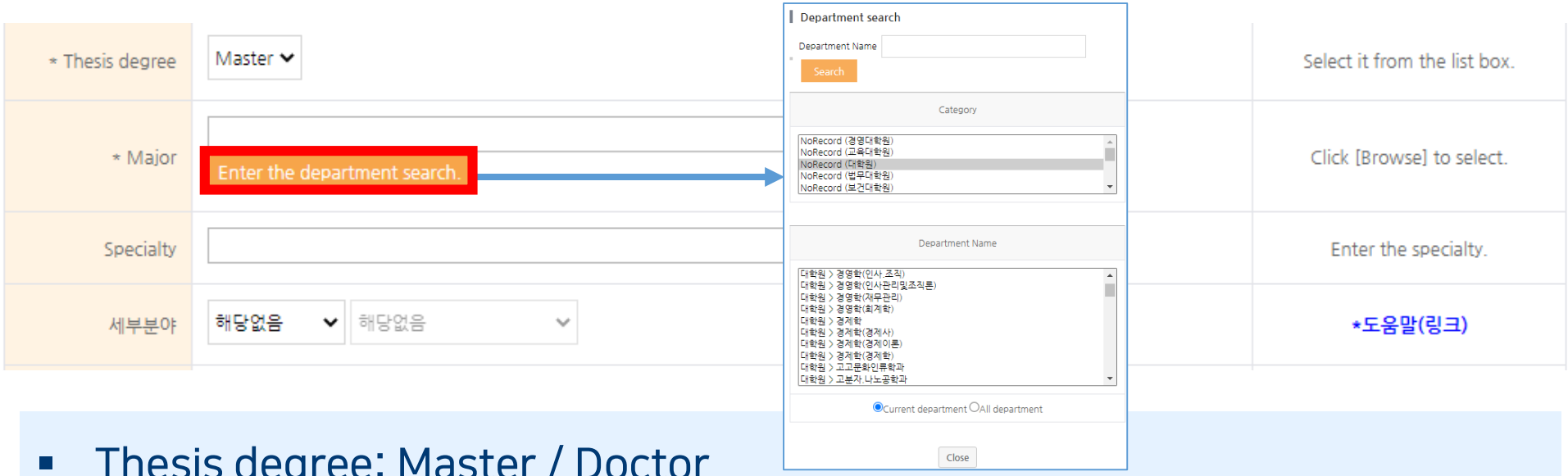
* Publisher	전북대학교 일반대학원	Enter [Name of university and name of graduate school].
* Adviser(Korean)		Enter the name of adviser. Omit the position.
* Issued	2022	Issued
* Awarded	2022 2	Awarded

- Publisher, Issued, and Awarded are fixed.
- Adviser(Korean): Your advisor's name in Korean

(홍길동 O, Hong gil-dong X, Prof. 홍길동 X, 홍길동 교수님 X)

2. SUBMISSION

(5) Metadata – Step 7



- Thesis degree: Master / Doctor
- Major : Click an orange bar and find out your major

  Make sure your graduated school's name

  (대학원 경영학 / 경영대학원 경영학)
- Specialty, 세부분야(specific categories): Not necessary

2. SUBMISSION

(5) Metadata – Step 8



- Page: The last page in Romanic number, and Arabic number also.

Cover ~ Approval page	Contents~ Abstract	Introduction ~ The last page
Numbering X	i ~ vi	1 ~ 69

Don't enter special characters.

(viii X, xiii O. Enter lowercase English characters.)

Entered the last page's number including the References page.

- Language: The language of your thesis

2. SUBMISSION

(5) Metadata – Step 9

* References		Enter the pages of References. ex) p. 58-61
Rights	전북대학교 논문은 저작권에 의해 보호받습니다. JBNU thesis is protected by copyright.	

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다. For submission, please contact your university representative.

< Prev | Next > | Temporary storage

- References: The page number of “References”
- Rights: Fixed.
- After fill all boxes, click on the “Next”

2. SUBMISSION

(6) License Agreement



※ License Agreement

1) Agreement (Fixed)
2) CCL
3) Setting Embargo (w/ a reason)
4) Disagreement (w/ a reason)

2. SUBMISSION

(6) License Agreement

- Choose one of [Agreed], [Setting Embargo] and [Disagreed]

- Choose [Setting Embargo] or [Disagreed] under the obvious reason*.

  * ex. copyright application, publication of academic journal, relation of national security, etc.

- [Agreed] thesis will be opened on JBNU library homepage and RISS.

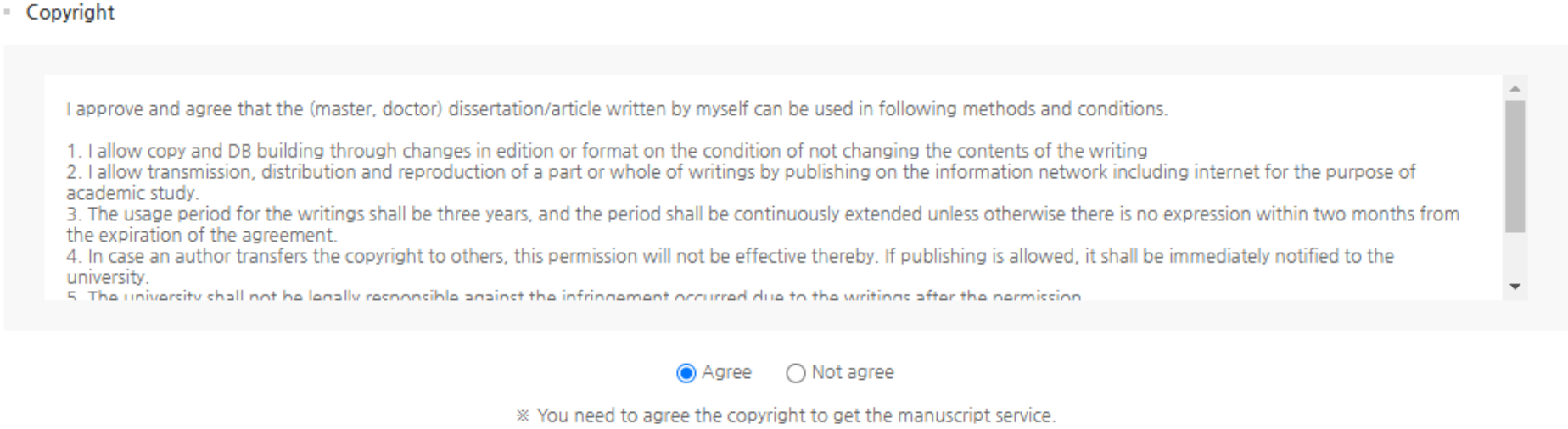
2. SUBMISSION

(6) License Agreement 1 – Copyright

	Agreed	Setting Embargo	Disagreed
Period	X	○	X
Reason	X	○ ※ You need obvious reasons	○ ※ You need obvious reasons
License	○	○	X
Release	○ ※ Thesis file that cannot be modified will be released	△ ※ Thesis will be closed during designated period. ※ After the period, it is same as 'Agreed'.	○ ※ Thesis file that cannot be modified will be released ※ Thesis will be available on JBNU campus(including Library Proxy Service)
Document Delivery Service	○	X ※ Thesis will be closed during designated period. ※ After the period, it is same as 'Agreed'.	△ ※ Only for researcher, in less than 50%

2. SUBMISSION

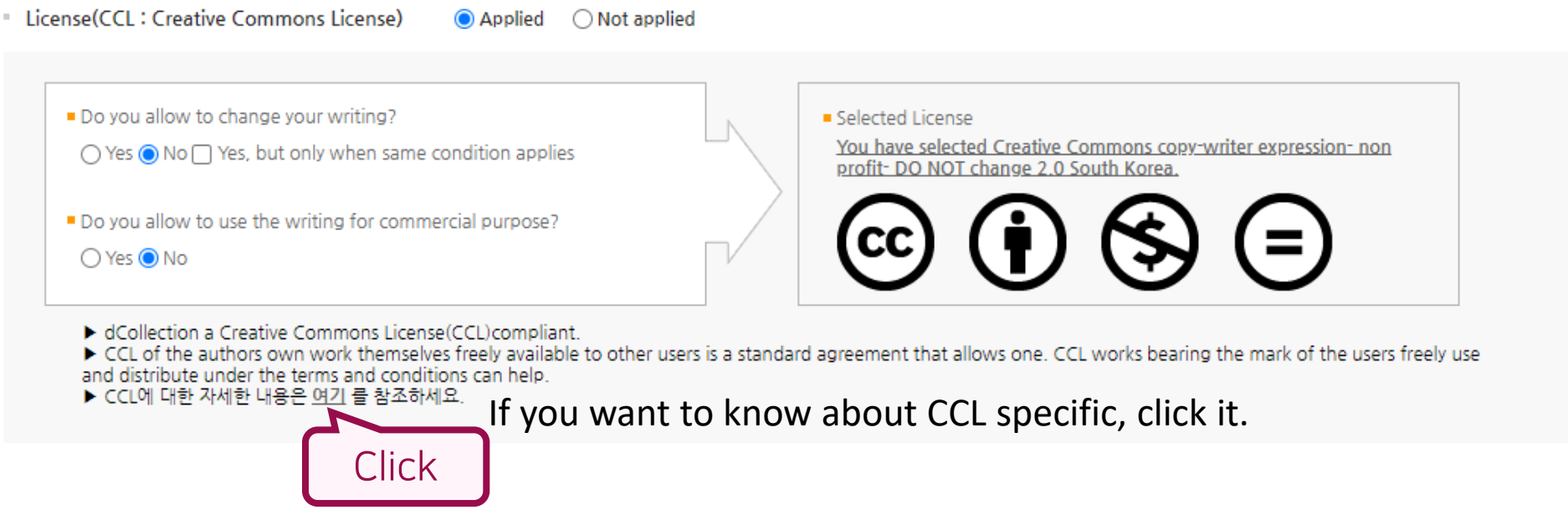
(6) License Agreement 1 – Copyright



Except disagreement reasons, click “Agree”

2. SUBMISSION

(6) License Agreement 2 – CCL



If you want to know about CCL specific, click it.

Keep the default settings unless you have special reasons.

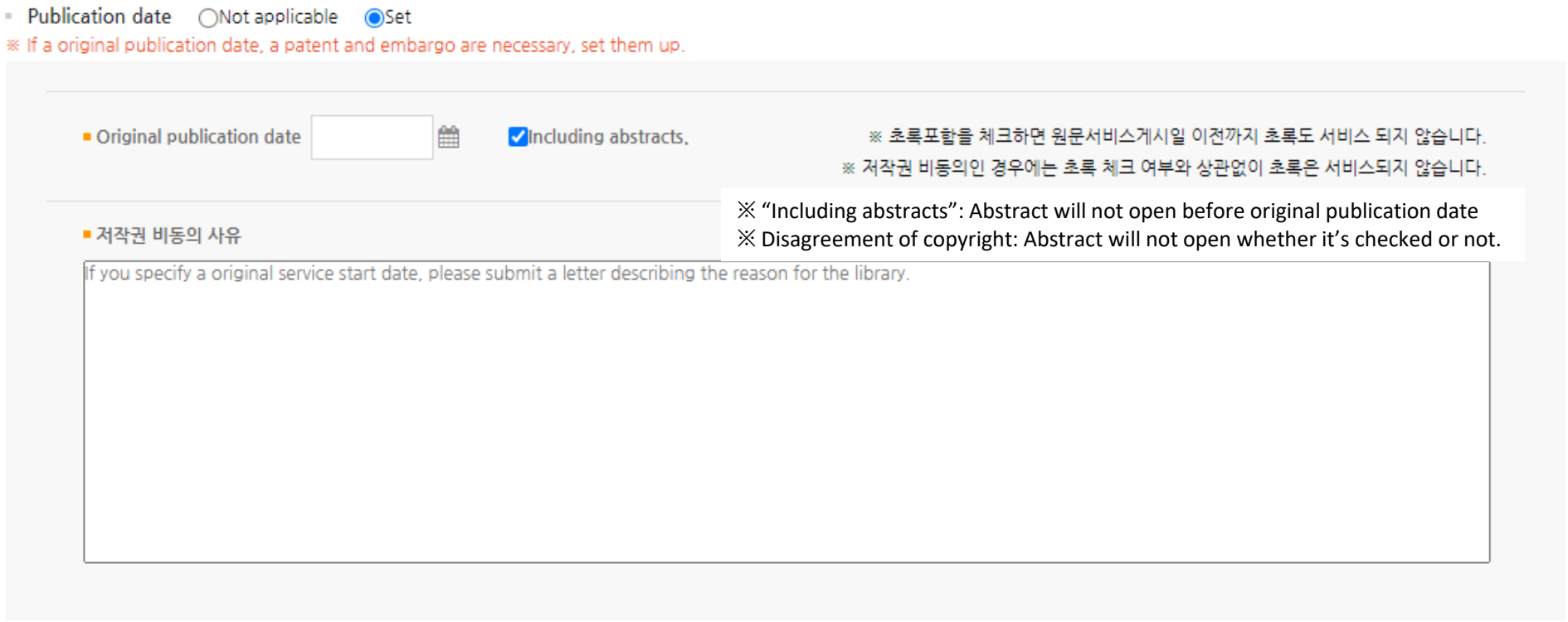
2. SUBMISSION

(6) License Agreement 3 – Setting Embargo

- Thesis will not be open during a embargo period anybody, anywhere.
  (During the period, In campus X, Out campus X, DDS X, Online X)
- It will be open on JBNU library homepage and RISS after that period.
- Choose it only under the obvious reason.
  (ex. copyright application, publication of academic journal,
  relation of national security, etc.)

2. SUBMISSION

(6) License Agreement 3 – Setting Embargo



※ "Including abstracts": Abstract will not open before original publication date
※ Disagreement of copyright: Abstract will not open whether it's checked or not.

If the reason is not appropriate, the submission will be returned.

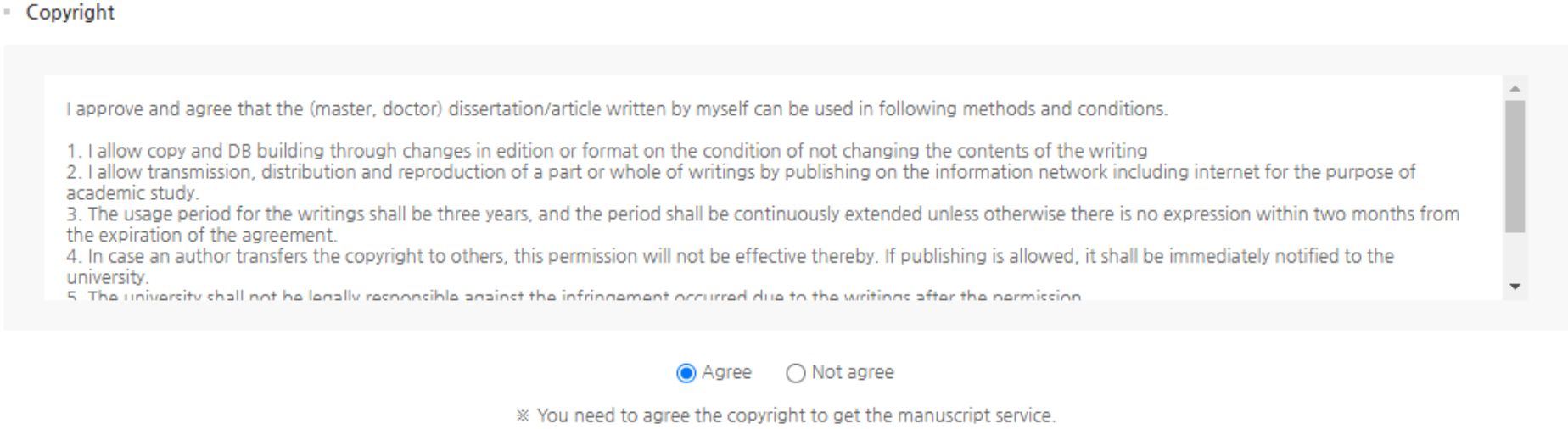
2. SUBMISSION

(6) License Agreement 4 – Disagreement

- Thesis will be open to JBNU students and visitors.
  (File saving X, Printing out X)
- Only 50 % of thesis will be offered for other researchers.
  (File X, Printouts only!)
- Choose “License Agreement” under the obvious reason.
  (ex. copyright application, publication of academic journal,
  relation of national security, etc.)

2. SUBMISSION

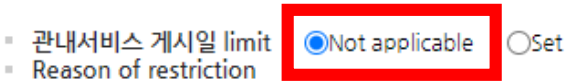
(6) License Agreement 4 – Disagreement

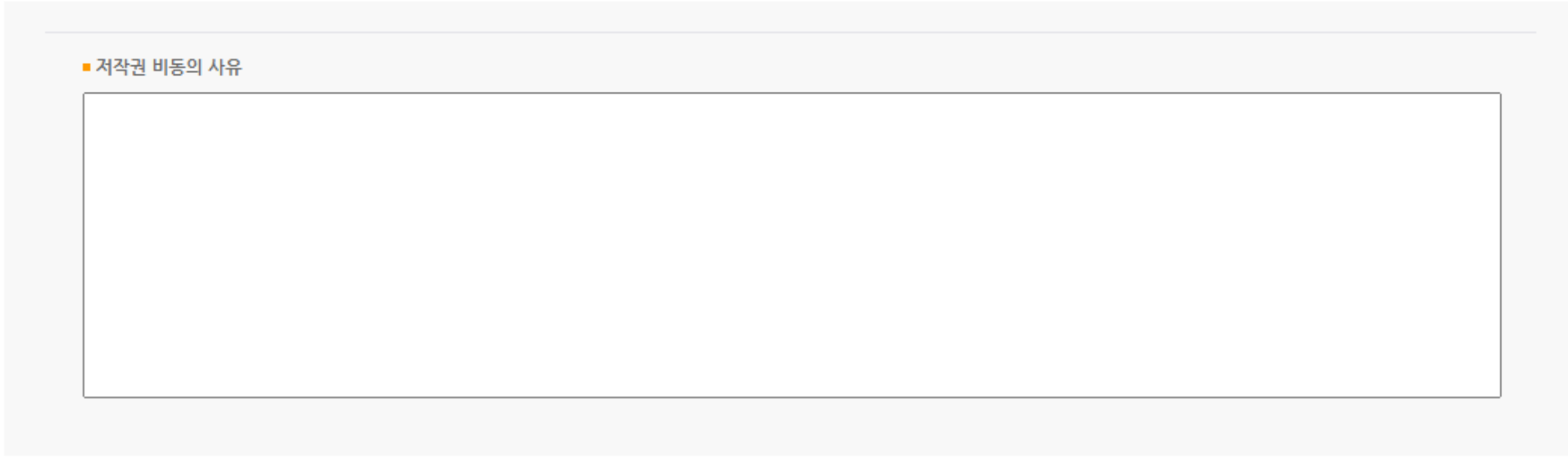


Under the obvious reason, click “Not agree”

2. SUBMISSION

(6) License Agreement 4 – Disagreement





If you click “Set”, your submission will be returned.

Be as detailed as possible. If the reason is not appropriate, the submission will be returned.

2. SUBMISSION

(7) Original registration

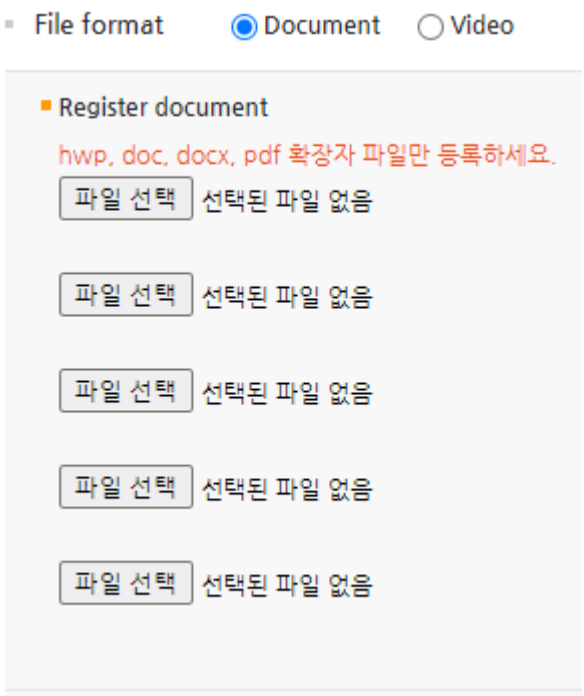


※ Original registration

1) Upload thesis file
2) PDF is recommended (fewer errors when uploading)
3) Set up the first page on bookmark
4) Table of contents on bookmark

2. SUBMISSION

(7) Original registration 1 – Upload file



- File type: hwp, doc, docx, pdf

  ※ pdf is recommended (fewer errors)
- Remove the blank page before upload.
- Upload it less than 100MD
- Unlock password, note, and bookmark on your file. A thesis can be divided into 5 and uploaded.

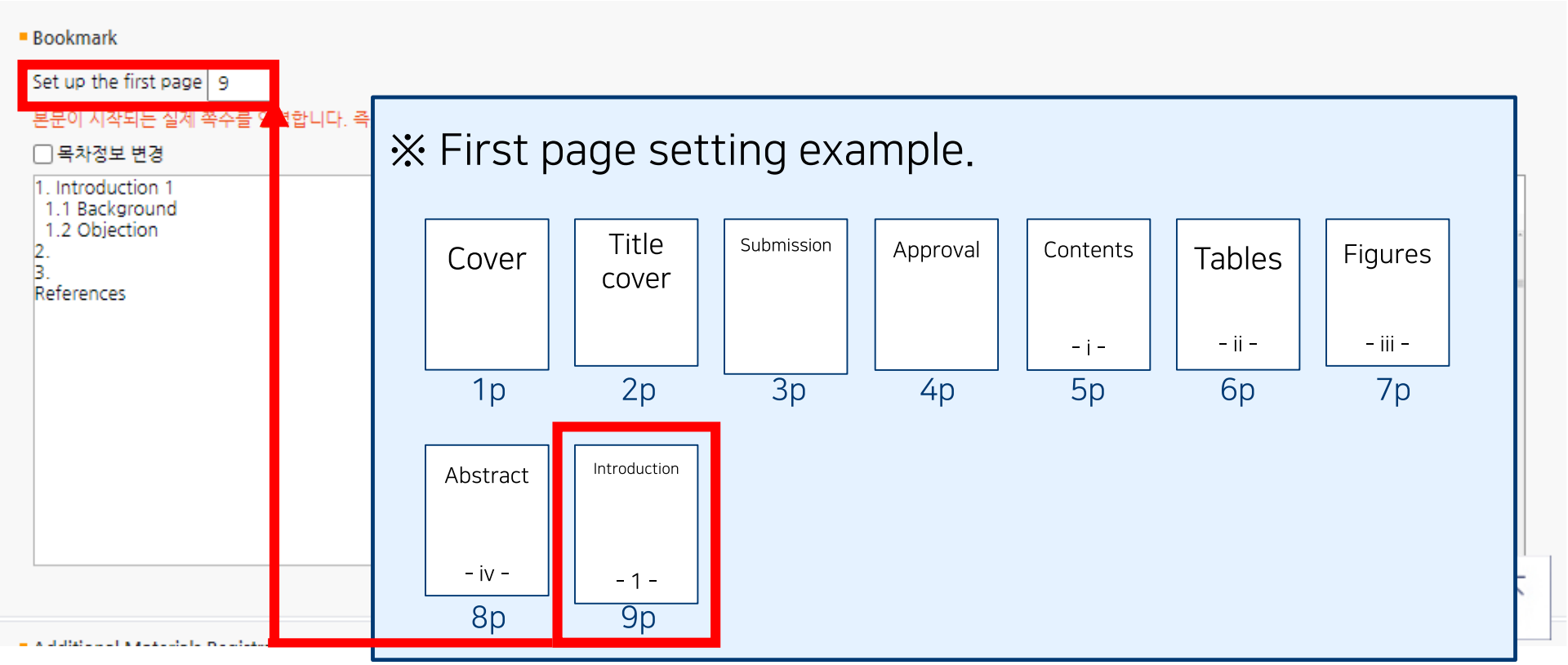
* When you have a difficult to enter the page number and to create separate files such as cover pages.

Remove your privacy on your thesis before you upload it.

(ex. phone number in a survey)

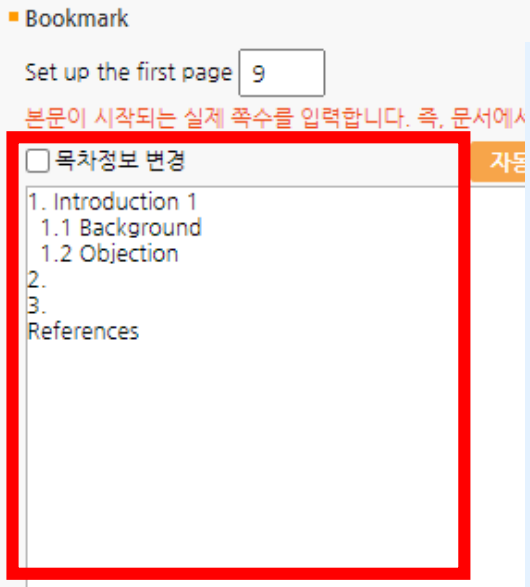
2. SUBMISSION

(7) Original registration 2 – Frist page setting



2. SUBMISSION

(7) Original registration 3 – Bookmark



- It is same as metadata you entered.
- Delete Roman numbering page because the system recognizes only Arabic number.
- Add space before each subtitle.
- A space is necessary between each title and page number.

(Not '…', '---', many spaces)

[Example]

1. ␣Introduction ␣1
2. ␣ Material & Methods ␣3
   ␣2.1. ␣Material ␣3
   ␣␣2.1.1. ␣aaaa ␣2
   ␣␣2.1.2. ␣bbbb ␣2

2. SUBMISSION

(8) Submit Confirmation



※ Submit confirmation

1) Check Metadata
2) Check Uploaded File
3) Print License Agreement and Submit Confirmation

2. SUBMISSION

(8) Submit Confirmation 1 – Check Metadata

Submission list > Detail

submit dissertation details information

※ After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submittal.

▪ Metadata

Item	Content	Item Language
Title(Korean)		
Translated(English)		
Author(Korean) Other name(English) Affiliation		
Subject		
Abstract		Korean
Table of contents		

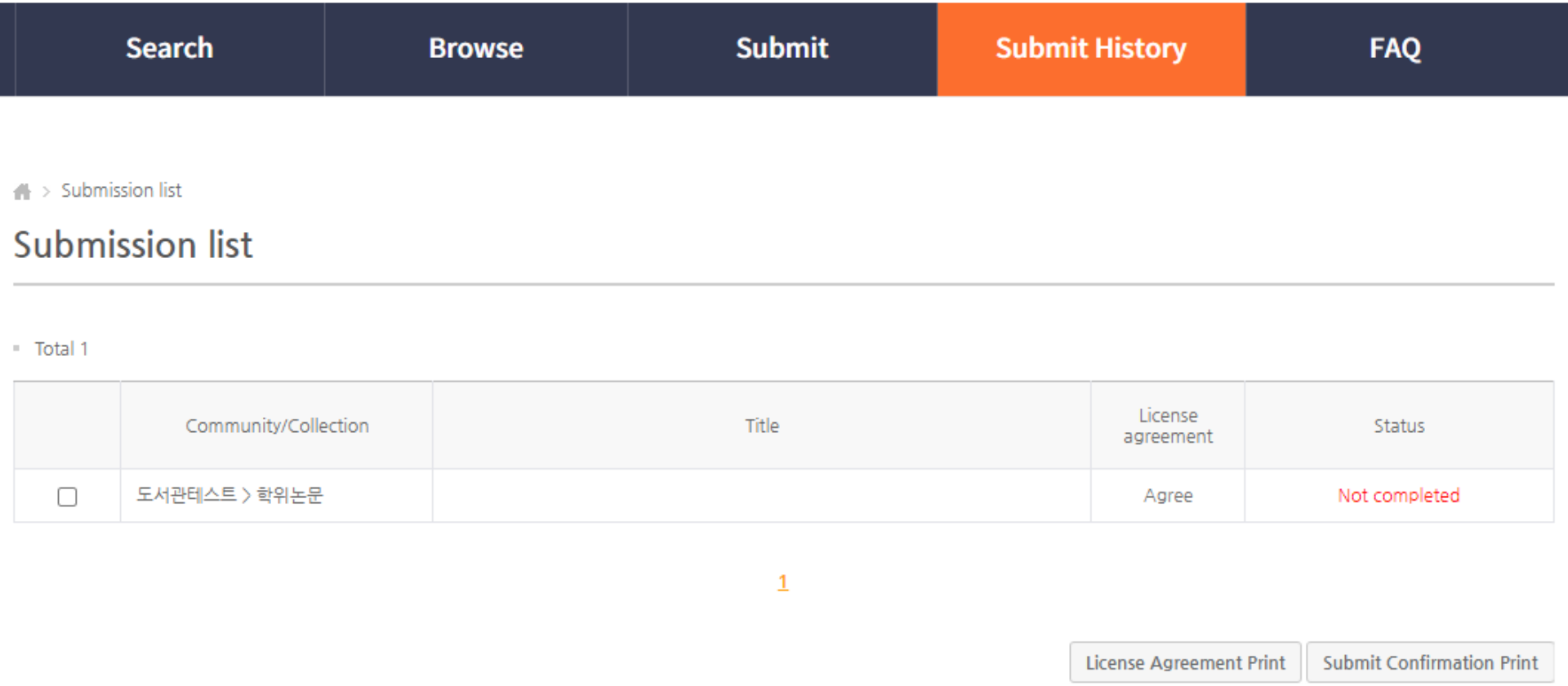
※ After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submittal.

제출완료 제출취소 OK / Back(Cancel)

Check out the information and click “제출완료”

2. SUBMISSION

(8) Submit Confirmation 1 – Check Metadata



Make sure the submission file. “Submit History” → Click title.

2. SUBMISSION

(8) Submit Confirmation 2 – Check File

- File information

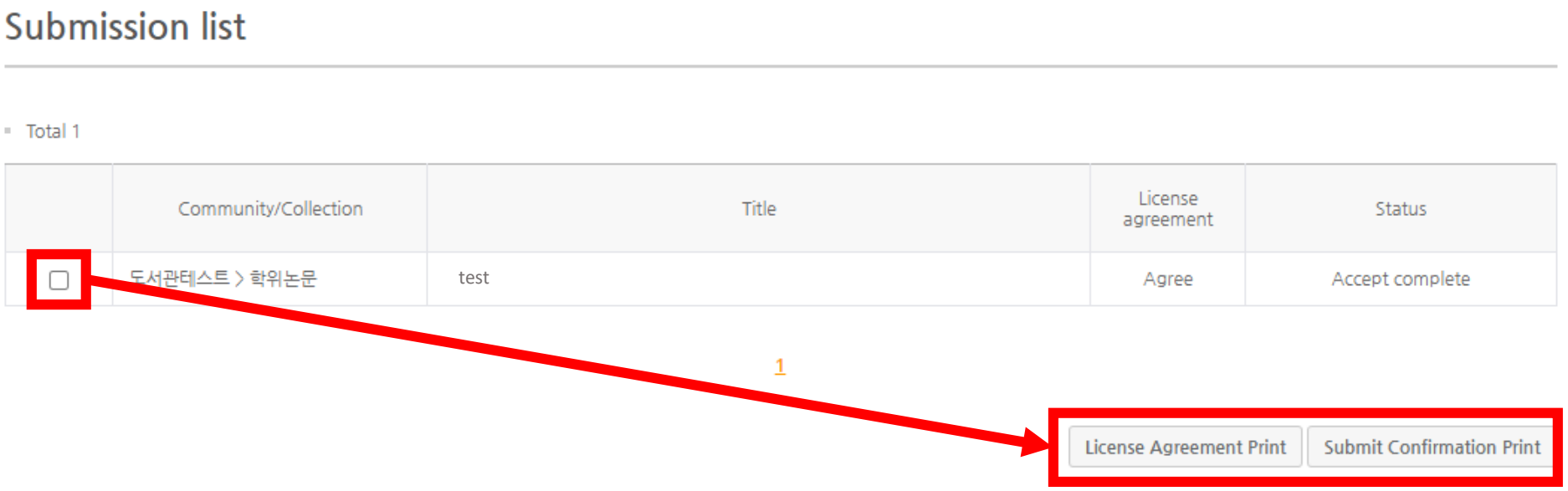
File format	Document
submit original	샘플.hwp (8704 bytes, 2022-05-24 16:57:23)
Bookmark	Start page of body : 5
conversion original	000000054989.pdf (178570 bytes, 2022-05-24 16:57:35)

CHECK LIST

- ✓ File Error
- ✓ Bookmark
- ✓ Professor's name on approval page
- ✓ Korean Abstract (English Thesis)
- ✓ Personal Information
- ✓ Each date (submission, approval date)

2. SUBMISSION

(8) Submit Confirmation 3 – Print…



Print License Agreement and Submit Confirmation → Submit to Authorities

(Authorities are different from each college, so contact your graduated school about it)

3 NOTICE

(1) Thesis Writing Format

(2) Temporary storage

(3) Returned Article

(4) Etc.

3. NOTICE

(1) Thesis Writing Format

- Format: Follow the standards by each graduate school.

  - Font size, Font style, Cover design, etc… → Graduate School

- Upload File: Modified document

  - After 'Approve' on dCollection, it cannot be modified.

- Check cover, inner cover, submission page, and approval page.

- Check typo, contents and format. (Writer's Responsibility!)

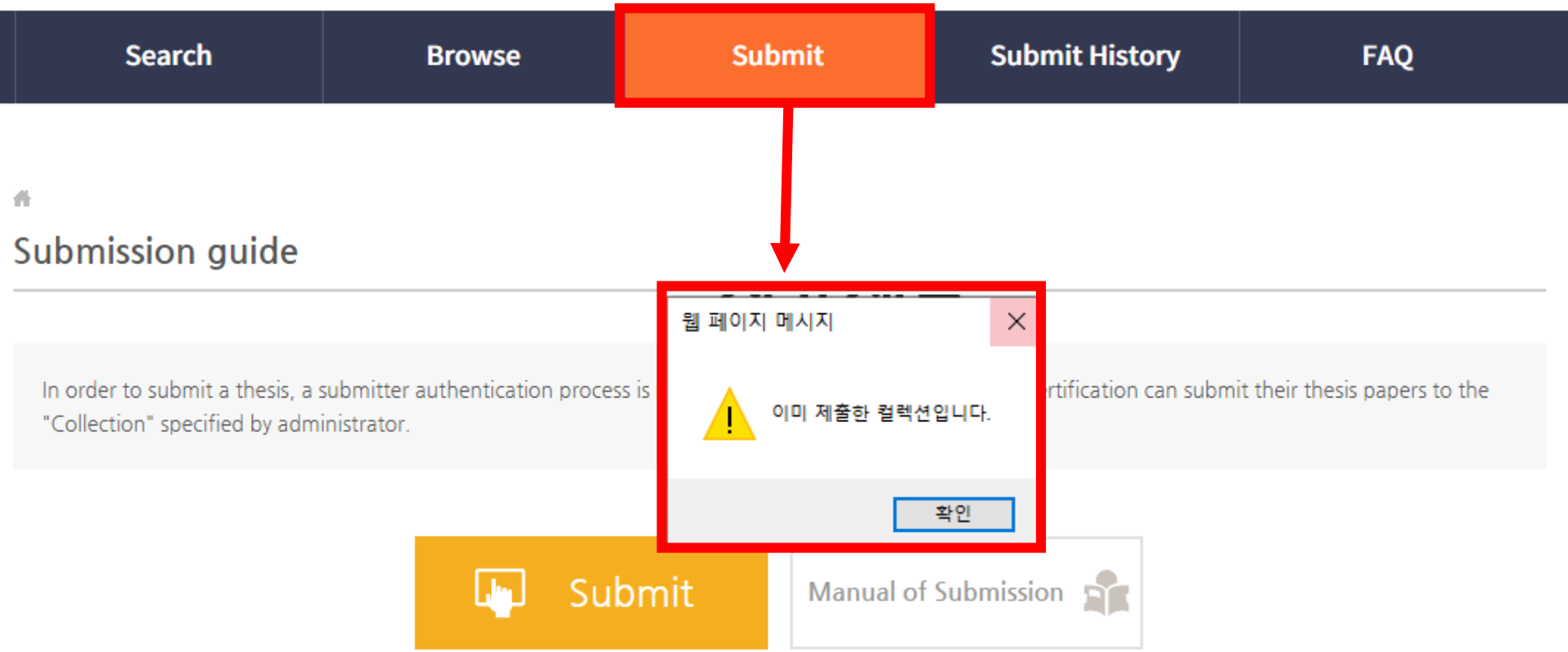
- There is the professor's name on approval page.

  (Professor's signature or seal is not necessary)

Please submit your thesis within the time limit ☺

3. NOTICE

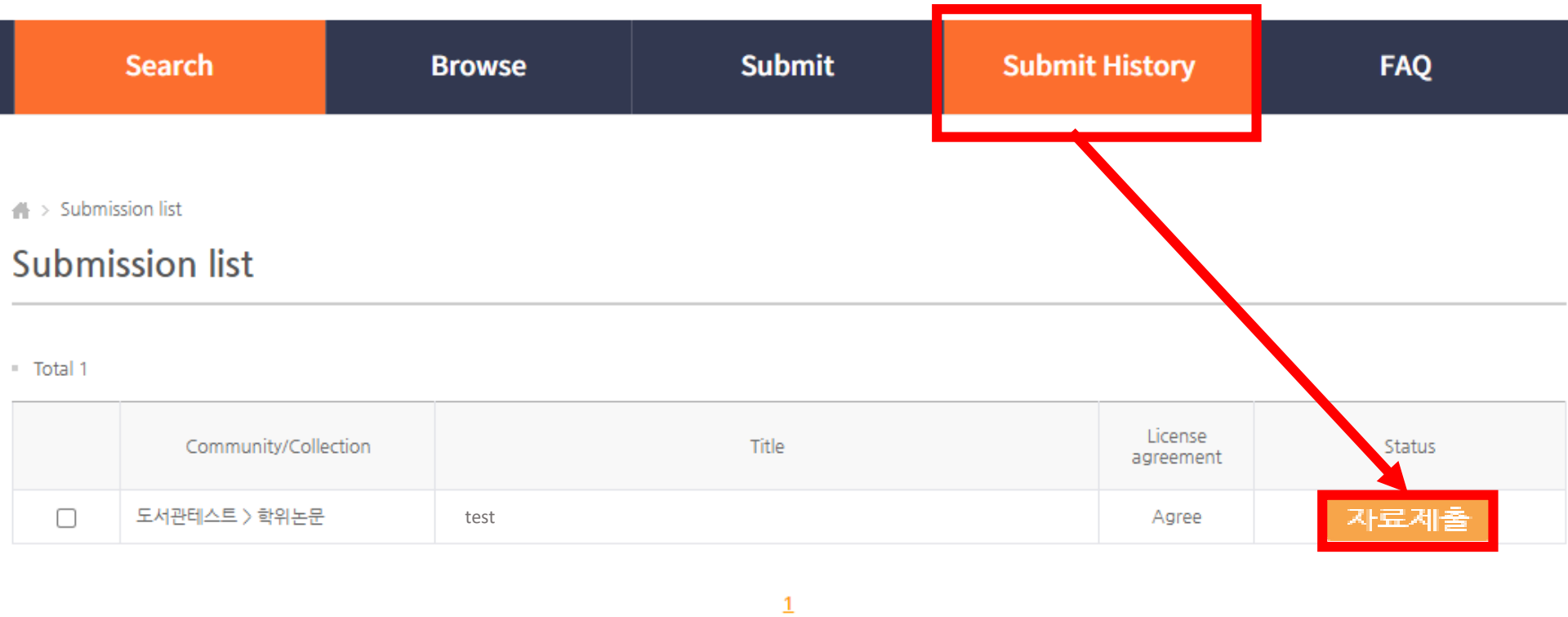
(2) Temporary Storage



If you saved a temporary file, a message will pops up.

3. NOTICE

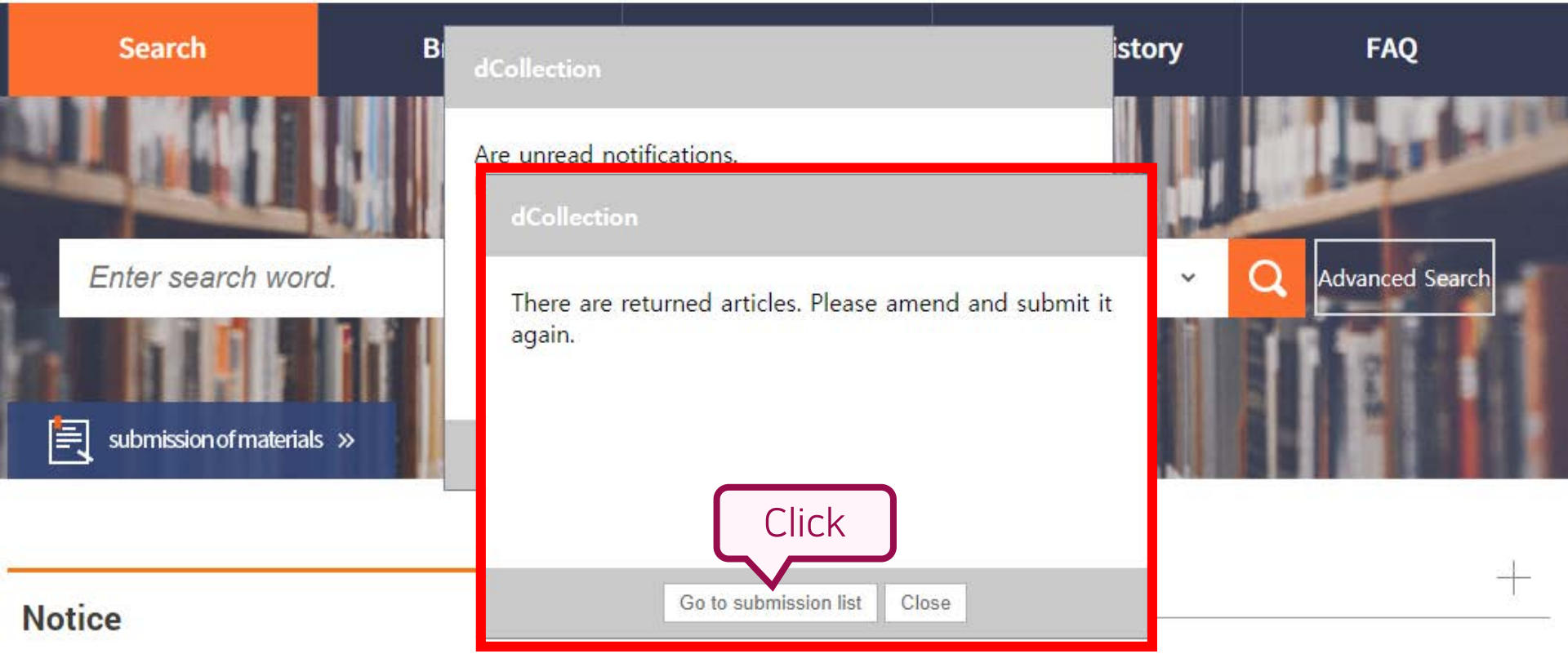
(2) Temporary Storage



Check your temporary thesis file on “Submit History”

3. NOTICE

(3) Returned Article

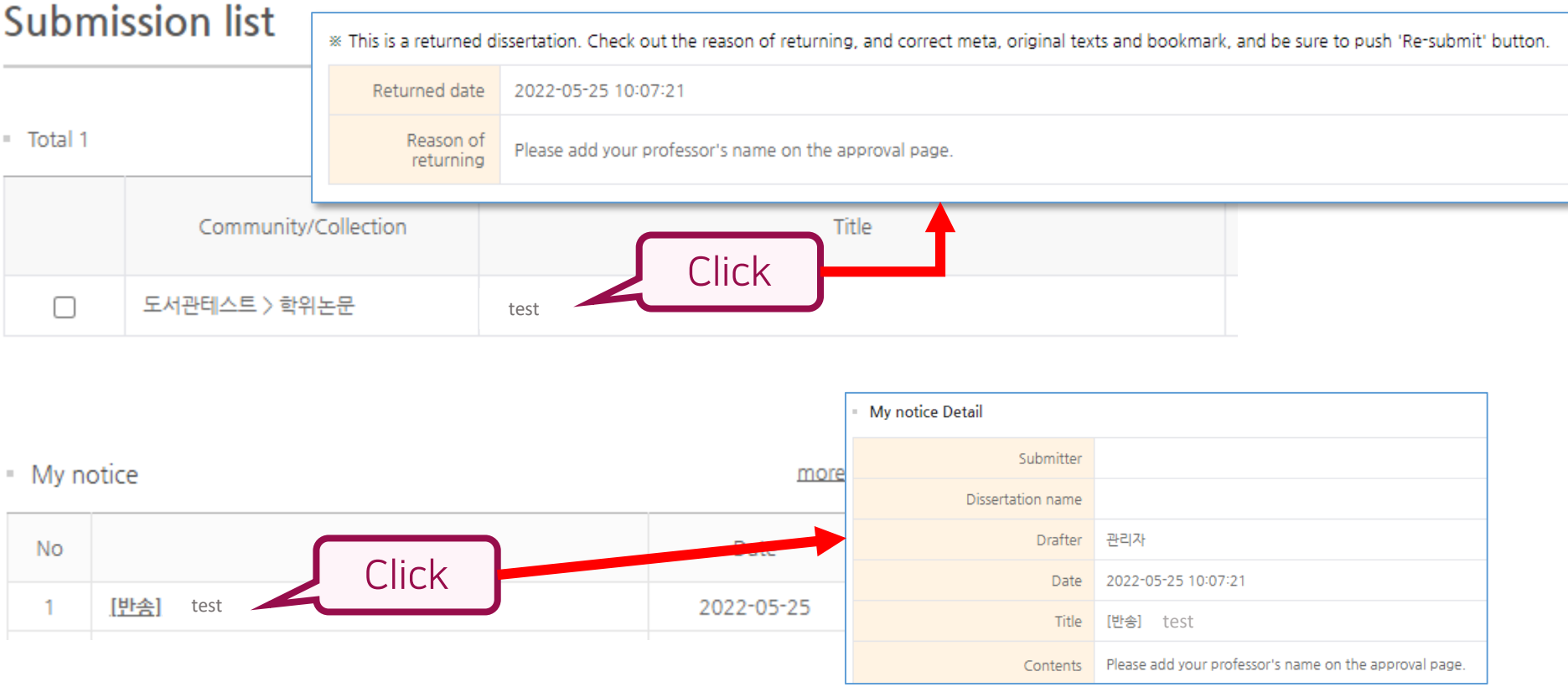


When you log in on dCollection, a message from JBNU Library pops up.

The library contacts you before “return”.

3. NOTICE

(3) Returned Article



Click your thesis and check the reason of returning.

3. NOTICE

(3) Returned Article



The status is changed “Re-submit” after re-submission.

3. NOTICE

(3) Returned Article

- Due dates are different between the uploading thesis file on dCollection and submission of bound thesis.
- You can also submit on weekends on dCollection.
- Uploading may not work well on high-security PC.
- Thesis will be open as an ezPDF

Q & A

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