



# **DISSERTATION AND THESIS SUBMISSION GUIDELINES & FAQ**

**YONSEI UNIVERSITY LIBRARY**



## Contents

- 0. Submission Steps**
- 1. Online Submission**
- 2. Bound Copy Submission**
- 3. FAQ**
- 4. Inquiries**
- 5. Appendices**  
**(Sample Title Page/Signature Page)**

0

# Submission Steps

# 0. Submission Steps

Upload Online PDF Document & Register Thesis Information



Online Submission Approval (by the Thesis Office)



Print Submission Confirmation & License Agreement Forms



Submit Bound Copies, Submission Confirmation & License Agreement



Obtain Confirmation Stamp from the Thesis Office



Submit Submission Confirmation Form to your Graduate School Office

For the General Graduate School students, the Thesis Office submits the submission confirmation forms



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](https://dcollection.yonsei.ac.kr) (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 20MB** : Large files may not be uploaded (under 20MB 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
  - AbstractText/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
    - Ex1) For double-sided printing : vi, 63 p.
    - Ex2) For single-sided printing : vi, 63장

# 1-3. Online Submission Guide III

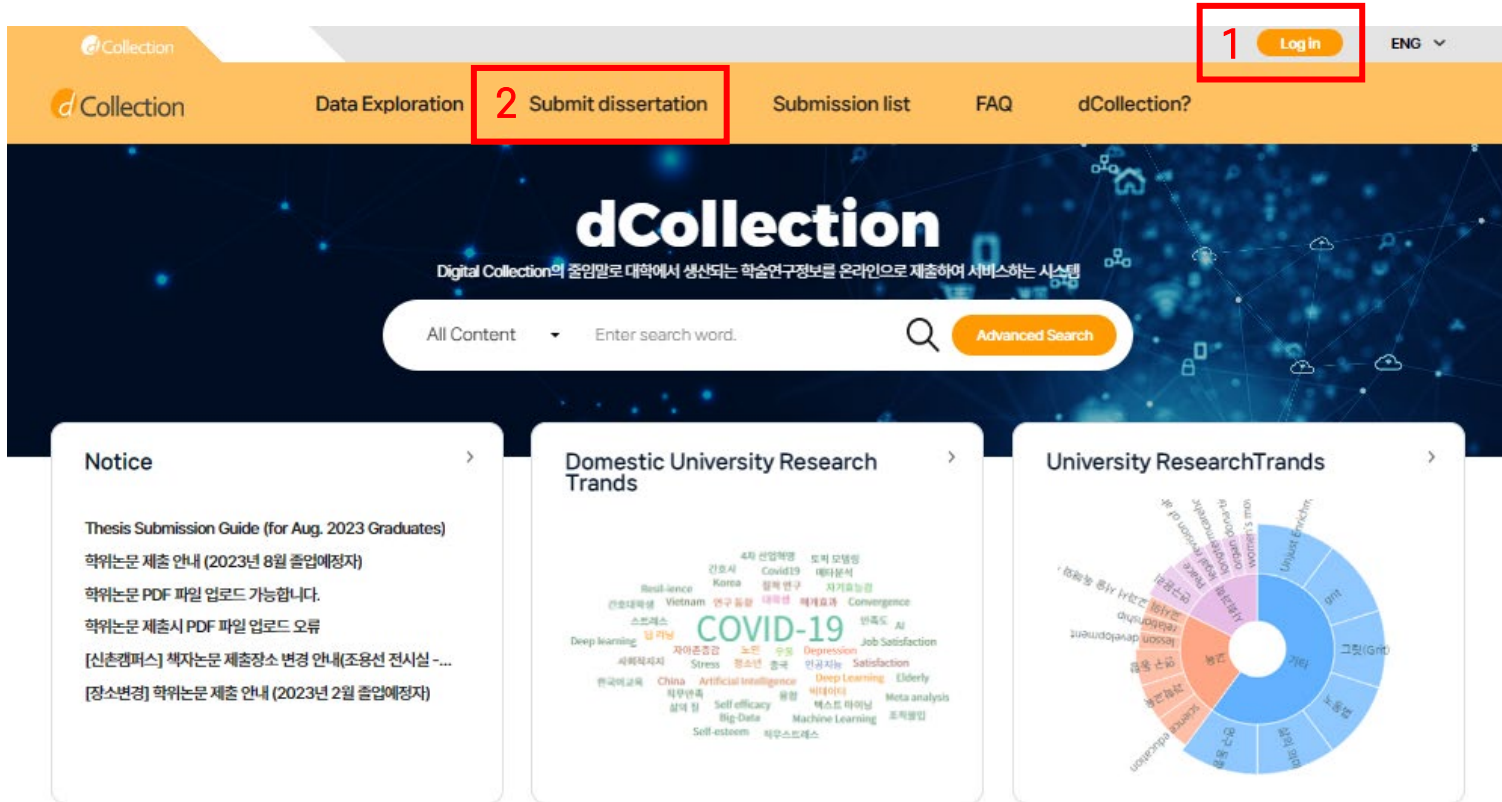
- **Approval Page (Signature Page) with names**  
The approval page in the PDF must include all the names of committee members.  
\* Signatures(stamps) are optional in the PDF and a scanned page of the original signature page is accepted
- Acknowledgements/Dedication page is optional and not paginated
- 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
- Proceed with printing bound copies after receiving approval from the Thesis Office  
\* Printing bound copies before online approval may result in reprinting if formatting errors are found during the review process.
- **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. 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 and License Agreement Forms**

# (1) Login to dCollection @Yonsei

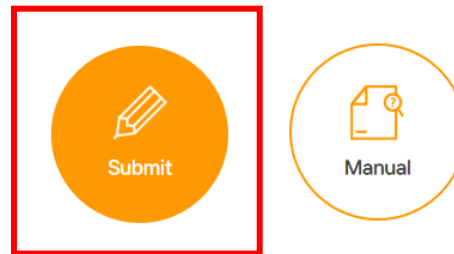


- dCollection @YONSEI URL : <https://dcollection.yonsei.ac.kr>
- Log in with Yonsei Portal account information and click “Submit dissertation”

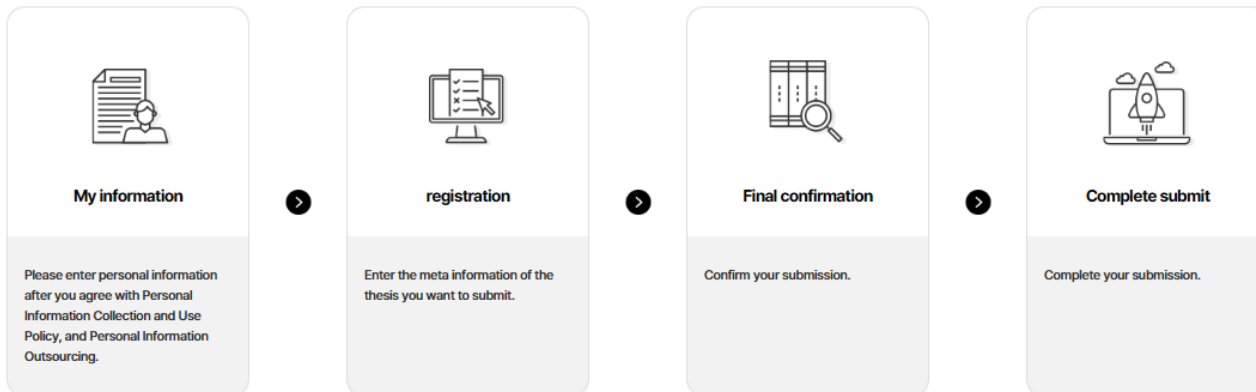
## (2) Agree to Privacy Policy

### 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.

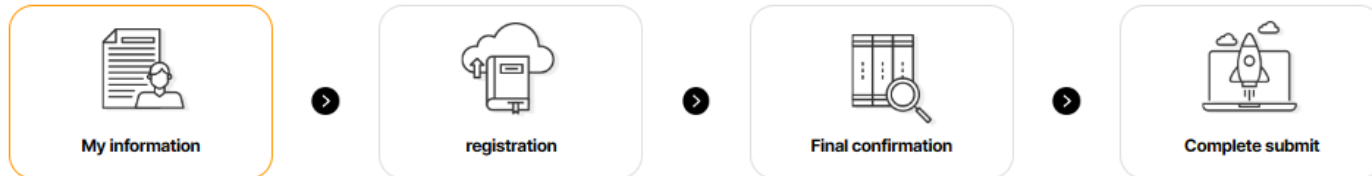


### Steps for Submission



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

# (3) Input My Information



## Private policy

### 1. 개인정보의 수집·이용 목적

가. dCollection은 개인정보를 다음의 목적을 위해 처리합니다.

처리한 개인정보는 다음의 목적 이외의 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.

### 2. 수집하는 개인정보의 항목

가. 'dCollection'은 다음의 개인정보 항목을 처리하고 있습니다.

① 개인정보의 명칭 : 개인정보에 기록되는 개인정보의 항목

② 제출자 정보

개인정보 수집 및 이용에 대해 (☒ Agree ☐ Not agree ) 합니다.

## My information

ID

학번/교번

Author Name \*

Enter the author's name as same as that on the cover

Department(Major) \*

학과조회에서 선택하세요.

Department search

Type of Degree \*

☐ Master ☐ Doctor


Contact \*

E-mail \*


- 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


>

  
논문등록

>

  
최종확인

>

  
Complete submit

File Upload

Select File Type

Document

Original registration ☐

PDF

 Only PDF file possible. HWP(X), DOC(X), PDF(C) 

1 + My PC

Instructions on how to save PDF

2 This Info Registration

3 Copyright

- Click “+My PC” to upload your thesis document (PDF only)
- 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 double spaces between words and replace them with a single space.

Translated Title \*

Enter the translated title. Copy and paste the translated title in the 2nd language abstract. If there is a subtitle, divide it with [ ]. Review the title carefully for double spaces between words and replace them with a single space.

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 table of contents. Omit table/figure contents.

Advisor Name(Korean) \*

Enter the name of the supervisor in Korean without title.

specialty

If you have a specialty 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 the title of the thesis on the title page
  - \* 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 the title translated in other languages
  - \* 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
  - \* Entering a translated title only in either the metadata or Yonsei Portal will result in a "mismatch"
  - \* Enter the same translated title on the Yonsei Portal as the title on the dCollection



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

- 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.)
  - \* **Double spaces between words is the most common mistake for mismatches**  
Please check the number of spaces between words.
- Enter the actual thesis title on dCollection = Should be the same as the title page and can only be edited for typos
- If a title "mismatch" is found on the Yonsei Portal, request your department to change the title to match it with dCollection

# (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 the supervisor’s name in Korean except international scholars
- **Specialty** : Enter your specialty if you have one
  - \* Leaving out the specialty will result in thesis information mismatch
- **Page Counts** : 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 1) For double-sided printing : vi, 63 p.
  - (Ex 2) For single-sided printing : vi, 63장
- **Language** : Select the language of your thesis correctly
  - \* Selecting the wrong language will result in thesis information mismatch



# (6-1) Copyright License Agreement

Copyright

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 university.

☒ Agree ☐ Not agree ☐ Separate management

Creative Commons License (CCL) ?

☒ Applied ☐ Not applied \* If a original publication date, a patent and embargo are necessary, set them up.

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 2.0 South Korea license.



\* dCollection a Creative Commons License(CCL)compliant.

Original publication date

☒ Original publication when This Info. is disclosed ☐ Separate settings \* If a original publication date, a patent and embargo are necessary, set them up.

Do not select "Separate management"

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

17

# (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”

## (8) Print Submission Confirmation and License Agreement Forms

**Submission list**

논문 처리 상태

No.	Title	Status	등록인	Print
1	Sample of a Master's Thesis	Submit complete		<a href="#">저작권 동의서</a> <a href="#">제출 확인서</a> <a href="#">서비스 확인서</a>

```
graph LR; A[Not completed] --> B[Accept complete]; B -- clear --> C[Submit complete]; C --> D[In service]; B -- not clear --> E[Return]; E --> F[Re-submit]; F --> C;
```

- **Not completed** : 논문 제출이 정상적으로 완료되지 않은 경우입니다. 논문 제목을 클릭하여 상세화면으로 이동하여 제출을 완료하세요.
- **Accept complete** : 제출된 논문을 관리자가 처리중인 상태입니다.
- **Return** : 독정 사유로 인해 관리자에 의해 논문이 반송된 경우입니다.  
마이페이지>개인공지에서 반송사유를 확인하고, 논문 제목을 클릭, 상세화면으로 이동하여 내용을 수정한 후 재제출 하세요.
- **Re-submit** : 반송된 논문을 다시 제출 완료한 상태입니다.
- **Submit complete** : 제출된 논문이 관리자의 검증이 완료되고, 서비스 전 단계입니다.
- **In service** : 제출된 논문이 서비스 상태입니다. 검색을 통해 논문을 확인할 수 있습니다.

- You can print the submission confirmation form and license usage agreement 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

**2**

# **Bound Copy Submission**

# 2-1. Bound Copy Submission Guide I

- **When and where to submit :** Check notice at the library website  
<https://library.yonsei.ac.kr>
- **Number of Copies :** 4 Hard bound copies
  - \* 5 copies for Graduate School Department of Law students or license disagreed thesis
  - \* ONE copy with the original handwritten signatures or stamp of the thesis committee on the approval page must be included
  - \* Other copies may include original or copies of the approval page
- **Required Forms with Final Thesis submission**
  - ① ONE copy of License Usage Agreement Form
  - ② ONE copy of Submission Confirmation
    - \* Obtain a stamp from the library and submit to your department office
    - \* The Thesis Office will submit the submission confirmation forms directly to the General Graduate School Office for the General Graduate School students only

## 2-2. Bound Copy Submission Guide II

- Thesis Approval (학위논문 인준)

For those unable to obtain original handwritten signatures may request approval for digital signatures by requesting “Thesis Approval” on Yonsei Portal.

- How to request “Thesis Approval (학위논문 인준)” on Yonsei Portal

The thesis committee member can approve by logging in to Yonsei Portal > A signed PDF page or a scanned copy of the approval page can be used > Screen capture and print the webpage with the approval details at the Yonsei Portal and submit it with your hard-bound copies

- “Thesis Approval” on Yonsei Portal is for the Graduate School students only
- For students from other graduate schools, please inquire with your department
- Students who already obtained handwritten signatures from all your committee members are not required to request “Thesis Approval”

3

FAQ



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

You can request the PDF to be returned for resubmission or your thesis information to be revised [only via Google Form](#) (Phone X / Email X)

\* Google Form link : [https://bit.ly/library\\_thesis](https://bit.ly/library_thesis)

\* [A thesis can only be returned once for resubmission.](#) Edit and resubmit.



## 2. What is "Thesis Approval (학위논문 인준)" and am I required to do it?

**Thesis Approval** : A process to obtain digital or scanned copies of signatures for students who cannot obtain signatures of committee members in person because some of them are unavailable due to inevitable reasons such as being overseas

Therefore, you are not required to request "Thesis Approval" if you already obtained handwritten signatures from all your committee members.

\* Thesis Approval is only [limited to the Graduate School students](#)  
(For students from other graduate schools, inquire with your department)

## 3. I cannot submit my thesis because of work. Can I send it instead?

[Submission through a proxy is allowed.](#) (Delivery or courier is not allowed)

\* Please have your proxy present your government-issued ID or student ID (picture or copy allowed) during submission

## 4. What is the thesis submission procedure?

Online thesis submission > Approval from Thesis Office > Print Submission Confirmation & License Usage Agreement forms > Print bound copies > Submit bound copies to the library > Obtain a stamp on the submission confirmation form and submit it to your department office

\* The Thesis Office collects and submits submission confirmation forms to the Graduate School Office for the General Graduate School students

## 5. 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](#)

## 6. 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 and hard bound copy submission such as writing your thesis, thesis defense, thesis approval, thesis info verification(mismatch), approval page, graduation requirements & status.

## 7. I want to know the correct order of the PDF document.

Cover Page - Title Page - Approval Page - (Acknowledgements) - Table of Contents - Abstract - Text/Content - Reference/Bibliography - Appendices - Translated Abstract

## 8. What is the “Title Page”?

The title page comes before the approval page and has the text “in partial fulfillment of the requirements for the degree of Master of XXX or Doctor of Philosophy”.

## 9. 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.)

## 10. 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.1) For double-sided printing : vi, 63 p.

(Ex.2) For single-sided printing : vi, 63장

## 11. What are the specifications of a hard bound thesis?

- **Size** : 185mm x 255mm
  - \* The printing center normally adjusts the dimensions of your PDF for you
- **Hardcover color** : Masters – Dark Navy, Doctorate – Black
- **Ink color** : Can be printed in [both color or black & white](#)
- **Printing** : Can be printed on [both single or double sides](#)

## 12. In what size should I print the approval page?

[Print it out in A4.](#)

- \* The printing center will resize your approval page and bind it with your thesis
- \* Don't print the approval page in B5 since it will be smaller than the thesis

## 13. The paper color of the approval page and the rest of the thesis is different.

No problem. It is normal for the approval page and the printed thesis to have different colors.

## 14. What should be the date on the approval page?

It should have [the date the thesis is approved](#). (Ex) Dec 2023, Dec 3, 2023

15. 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.

16. 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"

17. Is the acknowledgements page required?

The acknowledgements or dedication page is [optional](#) and can be in the hard bound copy but not in the PDF document. Note that it should not have a page number.

18. 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.

## 19. Where can I bind my thesis?

You may use [POD and printing centers](#) found on campus or nearby campus.

For provincial residents, you can print in any printing center of your choice if the thesis meets the hard-bound copy specifications of Yonsei University.

## 20. My thesis committee member is overseas. Can I use a digital signature?

A minimum of ONE copy with the original handwritten signatures is required for submission. However, in inevitable cases such as the thesis committee member being overseas, you can request "[Thesis Approval \(학위논문 인준\)](#)" at Yonsei Portal.

**How to :** The thesis committee member can approve by logging in to Yonsei Portal > A signed PDF page or a scanned copy of the approval page can be used

- \* [Since an approval page with digital signatures is not considered original, you must submit the thesis along with the printed screen capture of the approval details from the Yonsei Portal](#)

- \* The process is only available for the Graduate School students. For students from other graduate schools, inquire with your department

## 21. 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.

## 22. Why do I need to submit 4 or 5 hard bound copies?

Two copies (circulating and non-circulating) are for the University Library and the other two copies are sent to the National Library of Korea and the National Assembly Library.

License disagreed theses or Department of Law theses are repositied at the University Medical Library and the Supreme Court Library of Korea.

## 23. 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

## 24. 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)



## 25. 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!



26. The Yonsei Portal states that my thesis is not submitted even though I submitted my thesis to the library.

It takes time for the submission status to be updated on the Yonsei Portal. Your thesis is successfully submitted if your thesis is "in service" at the Submission List page in dCollection after receiving the "transfer completion" mail. Please inquire with your department if the "thesis submission date" is empty on the Yonsei Portal and the status has not been updated after a considerable amount of time has passed since submission.

27. 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.

28. I already submitted my hard bound copies, but I need to modify my thesis.

You must resubmit both the PDF and the bound copies if you wish to change your thesis after completing the hard-bound copy submission.

Rebind your thesis (4~5 copies) to the updated version and visit the Thesis Office with a flash drive storing the updated PDF of your thesis. Please make a call before your visit.

[\\* Retrieve the bound copies at the library first if you need the original approval page to rebind your thesis](#)

# INQUIRIES

## 1. ONLINE/HARD BOUND SUBMISSION : Library Thesis Office

- Online Request Form : [https://bit.ly/library\\_thesis](https://bit.ly/library_thesis)  
(Resubmit / 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. [Resubmission, title edit, and metadata edit requests can only be done through the Online Request Form \(Click\)](#)

## 2. THESIS APPROVAL, YONSEI PORTAL, GRADUATION-RELATED : Your Department

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

## 5. Appendix 1 : Sample Title Page

Women and the War Effort:  
Changes in Workplace Regulations in France,  
1941-45 [Thesis Title]

A [Dissertation/Masters Thesis]  
Submitted to the Department of [xxx]  
and the Graduate School of Yonsei University  
in partial fulfillment of the  
requirements for the degree of  
[Doctor of Philosophy in xxx / Master of Arts / Master of xxx]

대학원 홈페이지-학사안내-대학원 학칙 및 내규-[별표 2]  
학위과정별, 학과 및 전공별 영문학위명 참조

Chunhyang Sung [Author Name]

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## 5. Appendix 2 : Sample Signature Page

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