

# Submission Guide for dCollection



중앙도서관 연속간행물팀

☎ | 063-270-3464, 3458

✉ | [lib3464@jbnu.ac.kr](mailto:lib3464@jbnu.ac.kr)

🏢 | Library Basement 1

# dCollection ?



- ✓ A nationwide digital system for public academic information services.
- ✓ Submit your paper to dCollection → Library approval → RISS, university library websites, and each university's dCollection allow anyone to search, view, and print.

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**OVER  
VIEW**

# 1. Overview

## (1) Online Thesis Submission Guide

Submitters : 2023 Academic year graduates

Materials : Master's / PhD thesis

Submission Homepage: <http://dcoll.jbnu.ac.kr>

- \* Login ID/PW are the same as OASIS one.
- \* **Login in with your student ID for degree conferment.**

**Online submission schedule may differ from booklet.**

- \* **No submissions allowed after the deadline**

After the online submission deadline, please contact “교학부”

# 1. Overview

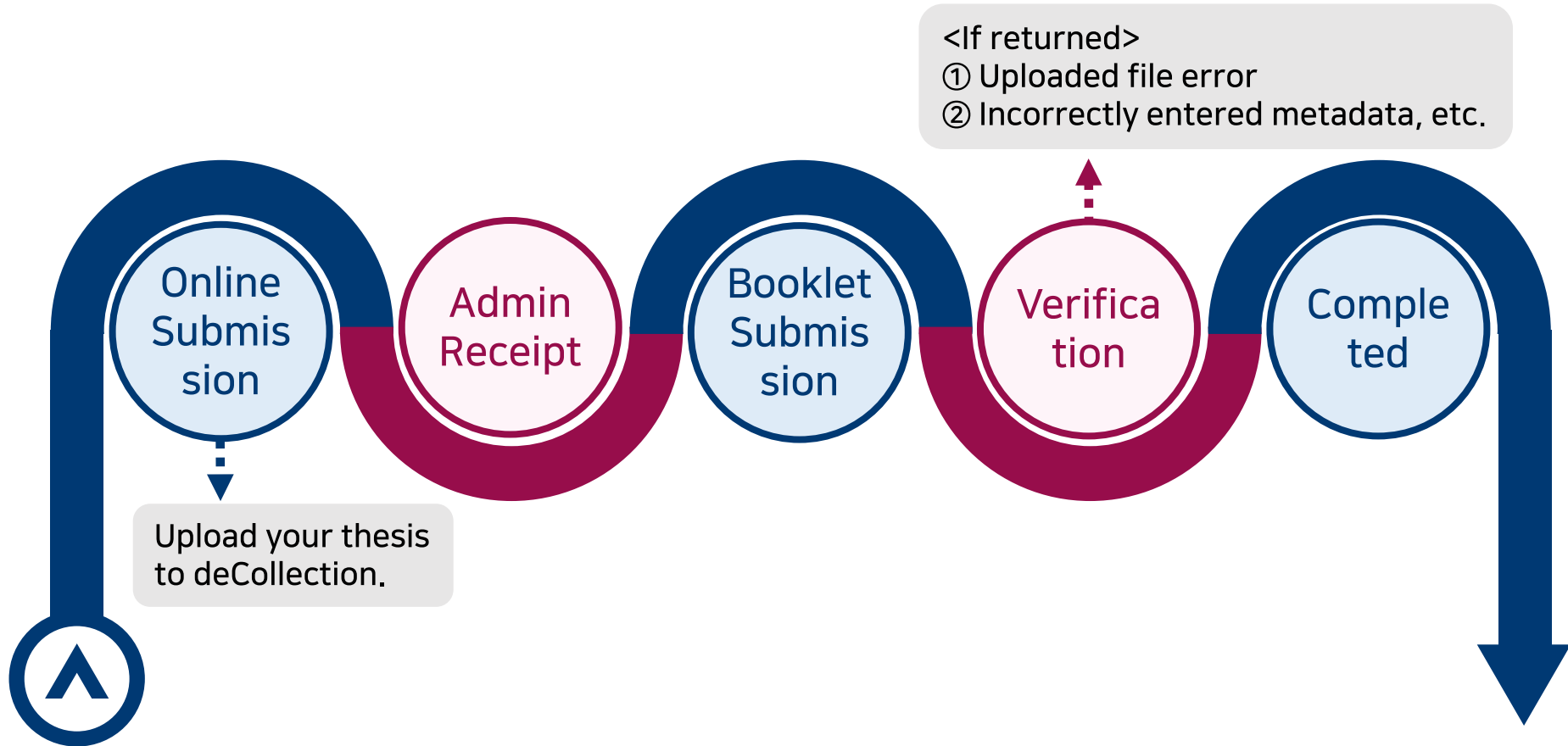
## (2) Online submission schedules

**General Graduate School : 2nd, Jan. ~ 10th.**

**Graduate School of Flexible & Printable Electronics : 2nd, Jan. ~ 4th.**

# 1. 제출 개요

## (3) Processing procedures



2



**SUBMI  
SSION**



## 2. Submission – dCollection Access

Web Address: [dcoll.jbnu.ac.kr](http://dcoll.jbnu.ac.kr)

The screenshot shows the dCollection website interface. At the top, there is a navigation bar with the following elements: 'Collection' logo, 'UREKA' logo, 'Log in' button, and 'ENG' dropdown menu. Below this is a secondary navigation bar with 'dCollection' logo, 'Data Exploration', 'Submit dissertation', 'Submission list', 'FAQ', and 'dCollection?'. The main content area features the 'dCollection' title, a subtitle in Korean: 'Digital Collection의 졸업말로 대학에서 생산되는 학술연구정보를 온라인으로 제출하여 서비스하는 시스템', and a search bar with 'All Content' dropdown, 'Enter search word.' input, a search icon, and an 'Advanced Search' button. Two callout boxes are present: one pointing to the 'Log in' button with the text 'Click', and another pointing to the 'ENG' dropdown with the text 'KOR → ENG'.

Click

KOR →  
ENG

- Login ID/PW are the same as OASIS one.
  - Login in with your student ID for degree conferment.
- Inquiry about PW : 정보전산원 (☎ 270-4715)
  - If your password has ?, =, :, or & symbols, login might fail.  
→ After changing your password on OASIS, login again.

## 2. Submission – Submit dissertation

dCollection UREKA Welcome to 홍길동 Log out My notice ENG

dCollection Data Exploration **Submit dissertation** Submission list FAQ dCollection?

# dCollection

ction의 졸업말로 대학에서 생산되는 학술연구정보를 온라인으로 제출하여 서비스하는 시스템

All Content Enter search word. Advanced Search

### Submission guide

In order to submit a thesis, a submitter authentication process is required. \nUsers who have obtained certification can submit their thesis papers to the "Collection" specified by administrator.

Click



Q. If you get a message: [제출대상이 아닙니다], [제출 가능한 컬렉션이 없습니다]

A. Contact : ☎ 270-3464, 3458

※ To access the draft paper, click on the paper title in the 'Submission list'

## 2. Submission – User info Registration



제출자 정보



논문등록



최종확인



제출완료

### Private policy

나. 각각의 보유 기간은 다음과 같습니다.

[보유기간 : dCollection 서비스 이용 기관의 내부관리계획에 의한 기간 및 제출 논문](#)  
\* dCollection 서비스 이용 기관 : 논문 제출자가 소속되어 있는 소속기관

4. 개인정보 수집·이용에 대한 동의를 거부할 권리

귀하께서는 상기의 개인정보 수집 및 이용에 대하여 동의를 거부할 수 있습니다. 다만, 개인정보 수집 및 이용에 대한 동의를 거부하실 경우, 논문 제출 불가 등 전반

Name is required

O: John Doe

X: JOHN DOE

john doe

개인정보 수집 및 이용에 대해  Agree  Not agree ) 합니다.

### My information

ID \*\*\*\*\*12345

학번/교번 12345

Name John Doe

Department Name \*

Department search

Degree \*  Master  Doctor

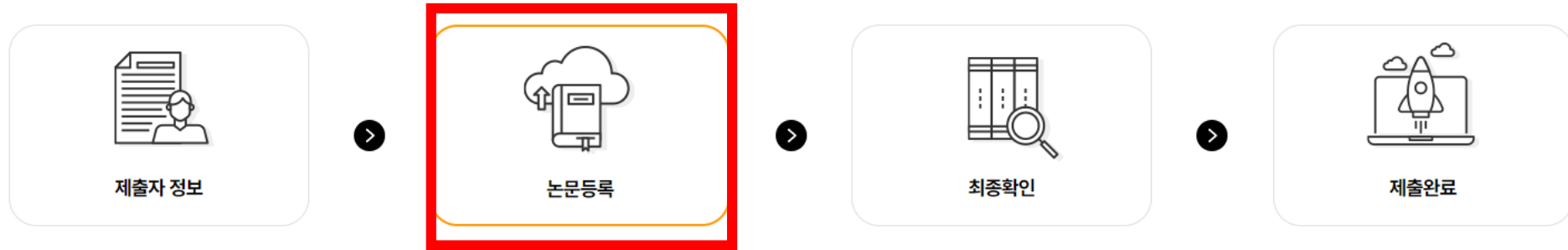
Contact \* 01012345678

E-mail \* abc@abc.ac.kr

- This is contact information registered at the library user information
- This information is only used for contact in respect to the item you have submitted
- 제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

Provide an email address and contact number that can be reached.

## 2. Submission – File Upload



### File Upload

#### Select File Type

Document  Video

#### Original registration

hwp, doc, docx, pdf 확장자 파일만 등록하세요.

+ My PC

hwp, doc, docx, pdf 확장자 파일만 등록하세요.

+ My PC

hwp, doc, docx, pdf 확장자 파일만 등록하세요.

+ My PC

hwp, doc, docx, pdf 확장자 파일만 등록하세요.

+ My PC

hwp, doc, docx, pdf 확장자 파일만 등록하세요.

+ My PC

- PDF file uploading has the lowest error rate.
- Remove blank pages in a file, unlock file encryption, and disable memo and bookmark functions.
- You can split one file for multiple uploads, ensuring correct order.

(ex. File1. Cover page, Inner Cover Page, Submission Page, Approval Page / File 2. Table of Contents, Abstract / File 3. Main text, Appendix, References...)

## 2. Submission – Thesis info Registration

Thesis Info Registration

논문정보

Title(Korean)

\*

*Enter the title of the dissertation.*

Sub-  
title(Korean)

*Enter the subtitle.*

Alternative

Translated(English)

\*

*Enter the title in the second language. If there is any subtitle, divide it with [:].*

Subject \*

*to separate parts of keywords, put a comma(",") after keyword*

KDC

DDC

- Title(Korean) : Korean title
- Sub-title(Korean) : Korean subtitle in smaller font than the Title (Don't use symbols such as -, :, ;, etc.)
- Alternative : Subtitle in the same font size as the Title (Don't use symbols such as -, :, ;, etc.)
- Translated(English): English title
- Subject: Keywords or key terms in the abstract or thesis topic words.
- KDC / DDC : Not mandatory

## 2. Submission – Thesis info Registration

한국어 ▼

Abstract \*

Table of contents \*

Adviser(Korean) \*  
*Enter the name of adviser. Omit the position.*

Specialty  
*Enter the specialty.*

References \*  
*Enter the pages of References. ex) p. 58-61*

- Abstract: If the main text is in English, a Korean abstract is required.
- Table of contents: Input only the main text table of contents (N/A for tables and figures)
- Adviser(Korean): Enter name in Korean only (홍길동 O, 홍길동교수님 X, Gil-dong Hong X)

# 2. Submission - Copyright

## Copyright

### Copyright

- 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. The usage period for the writings shall be three years, and the period shall be continuously extended unless otherwise there is no expression of agreement.
- 4. In case an author transfers the copyright to others, this permission will not be effective thereby. If publishing is allowed, it shall be immediately terminated.
- 5. The author shall be liable for the infringement occurred due to the writings after the permission.
- 6. The author shall be liable for the infringement occurred due to the writings after the permission.

Check "Applied"

Unless specified otherwise, check 'Agree'

Agree  Not agree

### 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

Default setting 'Yes'  
→ Click 'No'

Creative Commons copy-writer expression 2.0 South Korea license.



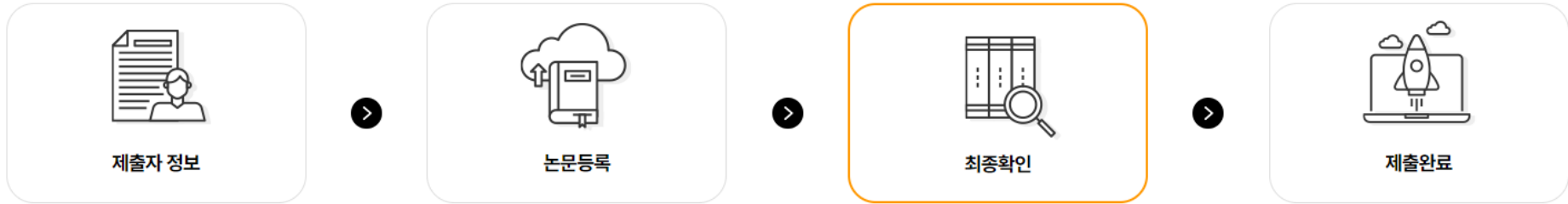
\* dCollection a Creative Commons License(CCL)compliant.

Unless specified otherwise, check it.

### 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.

## 2. Submission – Final Check



- Scroll down to verify the entered paper inform., original document details, and copyright inform..

### File information

원문유형	문서
제출원문	<u>dCollection</u> (4113694 bytes (3.9231 MB), 2023-12-06 14:31:01)
책갈피	본문시작쪽수 : 1 ○○○

Click it and double-check for any issues.

### Copyright

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

Click to modify the table of contents and bookmarks

Edit Meta

Update Files

Update License



## 2. Submission - Bookmark

### Bookmark

Set up the first page

0

목차정

본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에서

○○○

### ※ How to set the starting page

Enter Introduction start page based on uploaded file.

Cover	Inner	Submissi on	Approval page	Contents	Table of contents	Table of Figures
- i -	- iii -	- iv -				
1p	2p	3p	4p	5p	7p	8p
Abstract	Introduct ion					
- v -	- 1 -					
9p	14p					

※ Enter the actual page number where the page with Arabic numeral 1 starts in the document.

\* Check and input the page number that corresponds to the page with Arabic numeral 1 in your thesis.

Detail

Modify

- Roman numeral pages are not bookmarked(not recognized as Roman numerals.)
- Indentation for categorization between main and subheadings is required.

**3**

**AFTER  
SUBMI  
SSION**

# 1. Print out 저작권동의서/제출확인서

Collection 데이터 분석 Welcome to 홍길동님 Log out My notice ENG

dCollection Data Exploration Submit dissertation Submission list FAQ dCollection?

dCollection  
Digital Collection의 줄임말로 대학에서 생산되는 학위논문, 연구 자료를 온라인으로 제출하여 서비스하는 시스템

All Content En Search Advanced Search

Click

## Submission list

논문 처리 상태

No.	Title	Status	등록일	Print
1	dCollection 제출방법	Accept complete	2023-12-06	<a href="#">저작권 동의서</a> <a href="#">제출 확인서</a> <a href="#">서비스 확인서</a>

- You can print out immediately after submitting the thesis
- Print 저작권동의서/제출확인서 along with the booklet thesis for submission to 교학부

## 2. Check Uploaded File

Collection 데이터 분석 Welcome to 홍길동님 Log out My notice ENG ▾

dCollection Data Exploration Submit dissertation **Submission list** FAQ dCollection?

# dCollection

Digital Collection의 줄임말로 대학에서 생산되는 학술연구정보를 온라인으로 제출하여 서비스하는 시스템

All Content Search with word. Advanced Search

## Submission list

논문 처리 상태


No.	Title	Status	등록일	Print
1	<b>dCollection 제출방법</b>	Accept complete	2023-12-06	저작권 동의서 제출 확인서 서비스 확인서

- Click the paper title to navigate to the detailed view.

## 2. Check Uploaded File

### File information

File format	Document
submit original	dCollection 제출방법
Bookmark	
conversion original	000000057621.pdf (4202074 bytes, 2023-12-06 15:16:45)



- Check for any misaligned tables/figures, ensure bookmarks are properly linked, and verify if any pages are displaced.
- If there are conversion errors or any necessary revisions, please request a 'return'.  
(☎ 270-3464 / Weekdays from 09 AM to 06 PM)

# 3. Check Returned File

The screenshot shows the dCollection website interface. At the top, there is a navigation bar with the dCollection logo and menu items: 데이터탐색, 학위논문제출, 제출내역, 자주하는 질문, and dCollection 이란?. The main header features the dCollection logo and a search bar with the text 'All Content' and '검색어를 입력해 주십시오.'.

A notification message (알림메시지) is displayed in a yellow box on the left. It contains the text: '반송된 논문이 있습니다. 신규제출하지 마시고 반송된 논문을 수정하여 제출하시기 바랍니다. 반송사유:유선으로 안내하였습니다.' Below the message is a button labeled '제출내역 바로가기' (Click). A red arrow points from this button to the '제출내역' (Returned Files) section.

The '제출내역' section contains a table with the following columns: No., 제목, 논문상태, 등록일, and 인쇄. The first row of the table has the following data: No. 1, 제목 ddddd, 논문상태 반송, 등록일 2023-11-27. The '반송' (Returned) status is highlighted with a red box. To the right of the table are three buttons: '저작권 동의서', '제출 확인서', and '서비스 확인서'.

No.	제목	논문상태	등록일	인쇄
1	ddddd	반송	2023-11-27	<a href="#">저작권 동의서</a> <a href="#">제출 확인서</a> <a href="#">서비스 확인서</a>

**4**



**NOTES**

# 3. Notes

- **Upload file: Final version completed prior to booklet printing**
  - **File modification not allowed after booklet submission.**
- **If you discover errors in the uploaded file before submitting the booklet, please contact us.**
- **If upload encounters issues, visit the Library's Basement 1 in person. (Weekdays from 09 AM to 06 PM)**



중앙도서관 연속간행물팀

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🏢 | Library Basement 1