Submission Guide for dCollection

dCollection ?

- ✓ **A nationwide digital system for public academic information services.**

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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

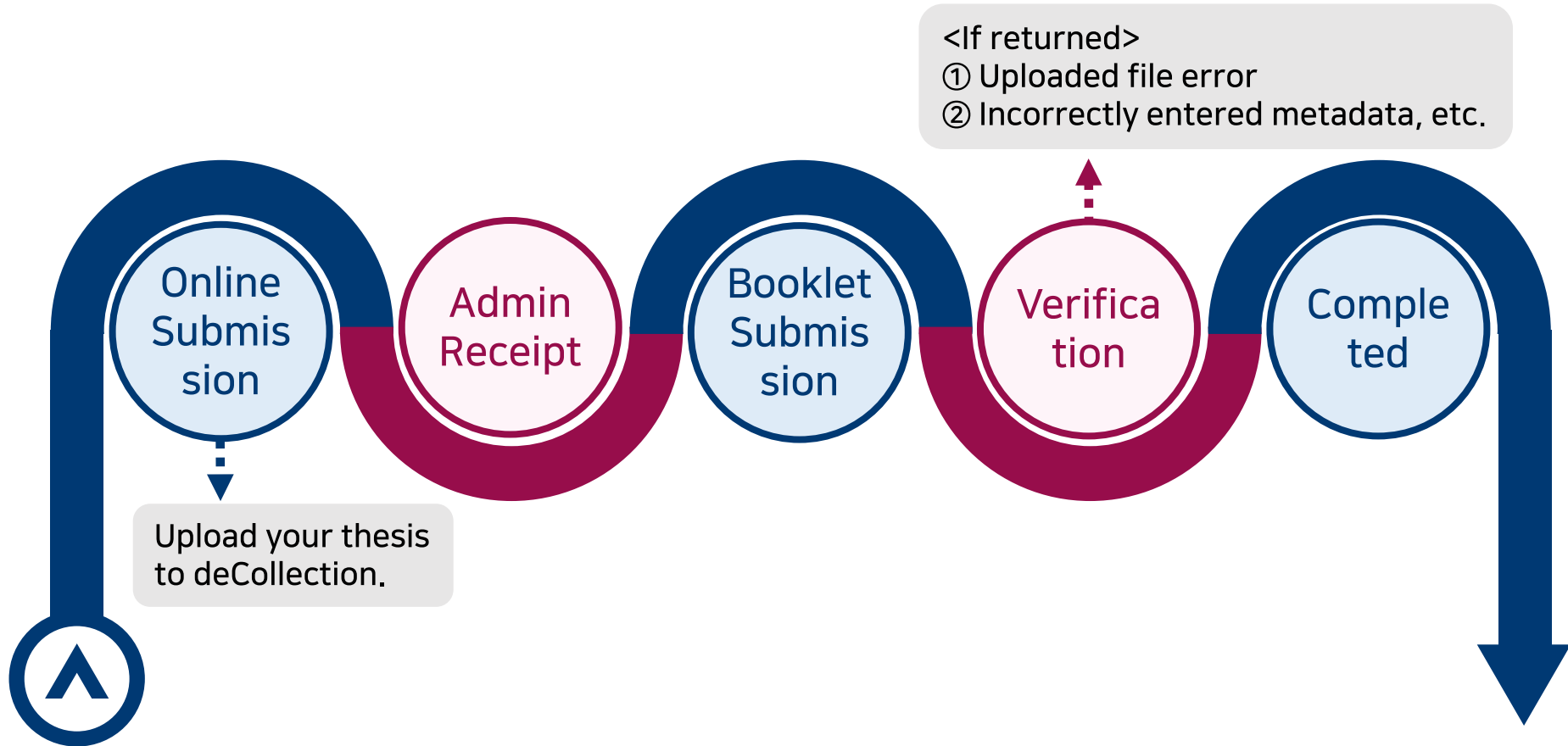After the online submission deadline, please contact "교학부"

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

Online Submission → Admin Receipt → Booklet Submission → Verification → Completed

Upload your thesis to deCollection.

\<If returned\>
① Uploaded file error
② Incorrectly entered metadata, etc.

SUBMISSION

2. Submission – dCollection Access

Web Address: dcoll.jbnu.ac.kr

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

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.
<u>보유기간 : dCollection 서비스 이용 기관의 내부관리계획에 의한 기간 및 제출 논</u>
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4. 개인정보 수집·이용에 대한 동의를 거부할 권리
귀하께서는 상기의 개인정보 수집 및 이용에 대하여 동의를 거부하실 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 *	학과조회에서 선택하세요. **Department search**	Degree *	○ Master ○ Doctor
Contact *	01012345678	E-mail *	abc@abc.ac.kr

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

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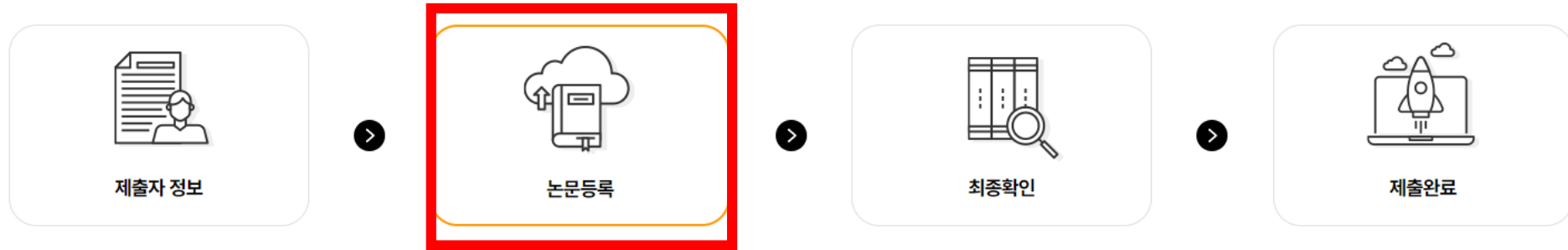
File Upload

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
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  (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

Theis 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

- 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)

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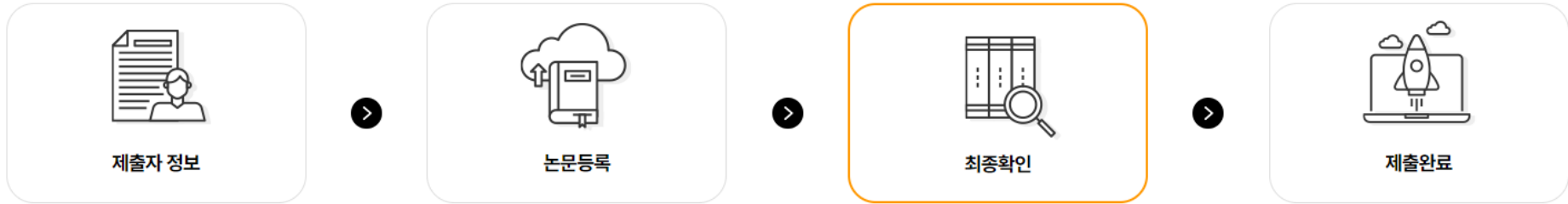
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2. Submission - Bookmark

Bookmark

Set up the first page [0] □ 목차정

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○ ○ ○

※ How to set the starting page

Enter Introduction start page based on uploaded file.

Cover	Inner	Submission	Approval page	Contents	Table of contents	Table of Figures
				– i –	– iii –	– iv –
1p	2p	3p	4p	5p	7p	8p

Abstract	Introduction
– 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 SUBMISSION

1. Print out 저작권동의서/제출확인서

- 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

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

2. Check Uploaded File

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Bookmark	Click
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  (☎ 270-3464 / Weekdays from 09 AM to 06 PM)

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4

NOTES

3. Notes

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중앙도서관 연속간행물팀

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