

# SNU library

## Online **thesis** submission manual

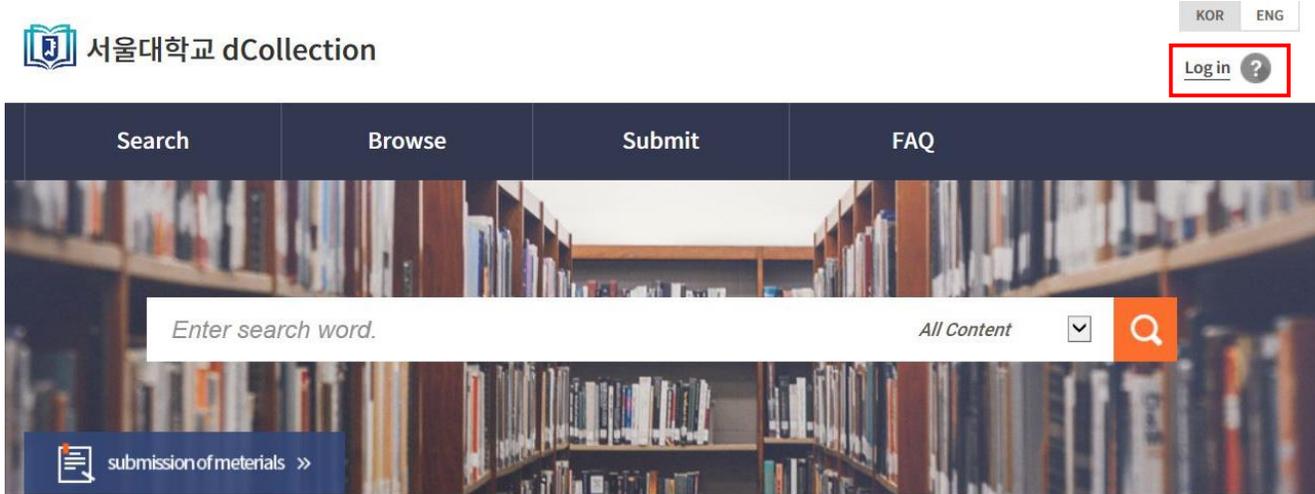
- ▶ SNU Thesis submission FAQ Kakaotalk plus friend ID : snuthesis (Kakaotalk > Find friends (magnifier button) > search 'snuthesis')
- ▶ Online thesis file submission : [libit@snu.ac.kr](mailto:libit@snu.ac.kr), 02-880-5567
- ▶ Regulations for granting a degree : [boaboa@snu.ac.kr](mailto:boaboa@snu.ac.kr), 02-880-5161
- ▶ Loans·Overdue Fines : [libcirc@snu.ac.kr](mailto:libcirc@snu.ac.kr), 02-880-5301

[Chat on KaKaoTalk](#)

**SNUL Collections and Information Management Division**  
[libit@snu.ac.kr](mailto:libit@snu.ac.kr) / 02) 880-5567

# 1. dCollection Log in

- 1) <https://dcollection.snu.ac.kr/>
- 2) 'Log in' Click
- 3) Log in with your mySNU portal ID/PW (If you see the login screen again, please try logging in again)



## Notice

2022년 2월 졸업 학위논문 제출일정 안내

로그인 화면이 한번 더 나타나는 경우

★제출하신 파일이 "최종본"이 맞는지 다시 한번 확인해주...

박사학위논문 제출자 대상 ISNI 발급신청 안내

서울대학교 온라인 학위논문 제출 매뉴얼(KOR/ENG)

2022년 dCollection 상반기 패치 안내

## News Highlights



# LOGIN

아이디저장

아이디 입력

비밀번호 입력

로그인

보안인증서  
로그인

[아이디찾기](#) | [비밀번호찾기](#) | [아이디신청](#) | [인증서등록](#)

[Login 안내](#) >

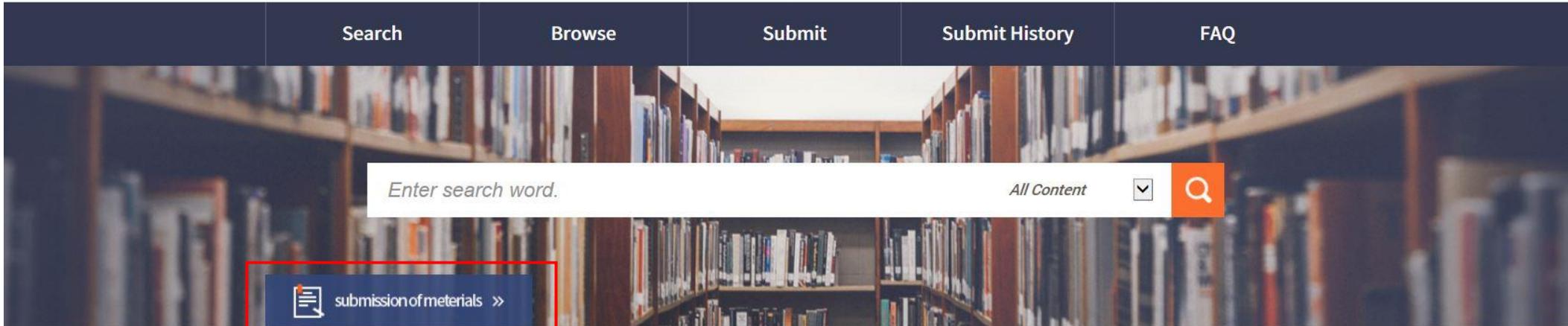
SNU ID와 IP 주소는 양도하거나 빌려서 사용할 수 없습니다.

위 사항을 위반시 정보화본부 서비스 사용에 대한 제한 등 행정 또는 재정적 불이익을 받을수 있으니 주의하시기 바랍니다.

08826 서울시 관악구 관악로 1 서울대학교 / 문의 : 880-8282 [챗봇\(Chatbot\)](#)

## 2. Submit online thesis

1) Click 'submission of materials'



Search Browse Submit Submit History FAQ

Enter search word. All Content 

 submission of materials >>

### Notice

- 2022년 2월 졸업 학위논문 제출일정 안내
- 로그인 화면이 한번 더 나타나는 경우
- ★제출하신 파일이 "최종본"이 맞는지 다시 한번 확인해주...
- 박사학위논문 제출자 대상 ISNI 발급신청 안내
- 서울대학교 온라인 학위논문 제출 매뉴얼(KOR/ENG)
- 2022년 dCollection 상반기 패치 안내

### News Highlights



서울대학교 중앙도서관 **Click**  
온라인 학위논문 제출  
필수 매뉴얼

KakaoTalk  snuthesis  
카카오톡 > 친구찾기(돋보기버튼) > ID : snuthesis



## 2. Submit online thesis

### 2) Click 'Submit'

※ If you were a submitter before, there can be several submit objects. Just click the object of your graduation year (2022년 8월 졸업 석박사 학위논문 제출)

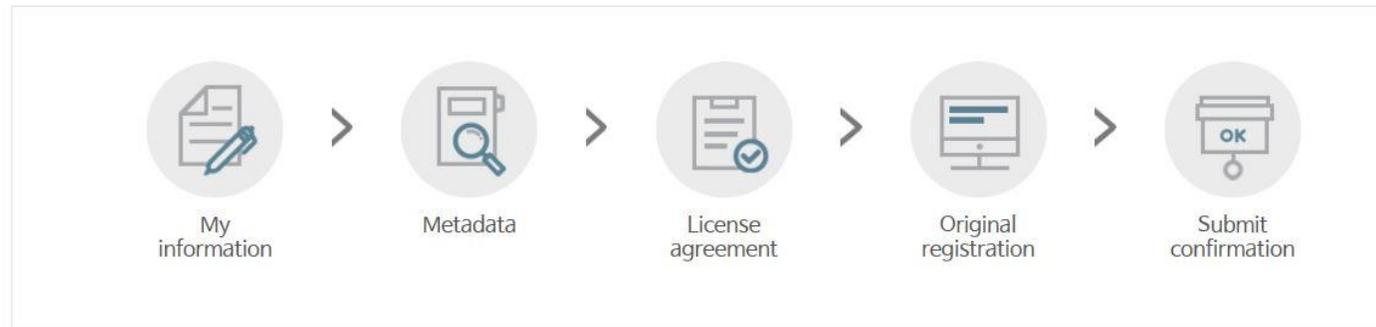


### Submission guide

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.



#### Steps for Submission



### 3. Confirm my information

- 1) Agree to Private policy
- 2) Confirm the information (contact, e-mail)

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

Consent to disclosure of thesis full-text file containing personal information /Agreement on consignment of personal information in dCollection

**Consent to disclosure of thesis full-text file containing personal information**  
 If your thesis contains personal information(phone number, e-mail address, etc.), please delete it before submitting it.  
 In cases your thesis full-text file contains personal information of you or others, Seoul National University will not delete it.  
 Seoul National University cannot be held liable for any problems causing from the disclosure of personal information not deleted by you.

**dCollection 개인정보 취급위탁에 대한 동의**

I agree

My information

ID	2020-99999
Name	홍길동
Organization	
Department	

My contact information

This is contact information registered at the library user information. If it was changed, please revise it.  
 This information is only used for contact in respect to the item you have submitted.

Contact	010- <input type="text"/>	ex) 02-123-4567, 010-1234-5678 Enter with '-'
E-mail	<input type="text" value="libit@snu.ac.kr"/>	

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

Next >

## 4. Complete Metadata

### 1) Enter the bibliography information about the thesis

※ Entry with \* in front of it is compulsory

Item	Content	HELP
* Title	<input type="text" value="A Study on the Raised Recognition of Copyright among Elementary School Library Staffs"/>	Enter the title of the dissertation.
Sub-title	<input type="text" value="With a focus on author's property right"/>	Enter the subtitle.
* Translated	<input type="text" value="초등학교도서관 담당자의 저작권 인지도 제고에 관한 연구: 저작권산권을 중심으로"/>	Enter the title in the second language. If there is any subtitle, divide it with [-].
* Author	<input type="text" value="홍길동"/>	Enter the author's name without space.
* Other name	<input type="text" value="Hong, Gil-dong"/>	Enter the author's name in the second language.
Affiliation	<input type="text" value="OOO Research Center"/>	Enter the school of the author in the form of [name of university, name of graduate school].
E-mail	<input type="text" value="libit@snu.ac.kr"/>	Enter the author's email or homepage address.
* Subject	<input type="text" value="right, copyright education for school librarians, copyright education, elementary school library staffs"/>	to separate parts of keywords, put a comma(,) AFTER KEYWORD
* DDC	<input type="text" value="658.4"/>	학과선택시 자동입력되므로 별도로 입력하지 마십시오.

* Abstract	<div style="border: 1px solid #ccc; padding: 5px;"> <p>English</p> <p>This study set out to investigate the perceptions of author's property right and its limitation provisions and the current state of copyright education among the staffs of elementary school libraries to help to increase their recognition of copyright and expand their opportunities to receive copyright education and in-service training. The investigator first examined the concept and concerned provisions of author's property right through literature study with a focus on author's property right and administered a questionnaire to figure out the recognition of copyright among the staffs of elementary school libraries. The survey was taken with the library staffs and teachers at 156 elementary schools designated as School to Receive Special Supports for Education Welfare in 2012 in Seoul. The questionnaire consisted of four major sections including the recognition of...</p> <p style="text-align: right;"><b>Add</b></p> </div>	You can cut and paste an abstract into this box. If the number of abstract is more than two, enter all and select item language.
* Abstract	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Korean</p> <p>본 연구는 초등학교도서관 담당자의 저작권에 대한 인지도 제고와 저작권 교육 및 연수 기회의 확대를 위하여 학교도서관 담당자의 저작권산권과 그 제한 규정에 대한 인지도 및 저작권 교육현황을 조사하였다. 우선 문헌연구를 통하여 저작권산권에 중점을 두어 저작권의 개념과 관련 규정들을 알아보았다. 그리고 설문지법을 활용하여 초등학교도서관 담당자와 교사의 저작권 인지도 를 조사하였다. 설문조사 대상은 2013년 교육복지특별지원학교로 선정된 156개의 서울시 초등학교도서관 담당자와 교사였다. 설문 의 내용은 크게 4부분으로 구성하였 다. 즉 저작권산권 및 저작권산권 제한 규정에 대한 인지도, 저작권산권과 관련된 학교도서관 서비스의 경험여부 및 저작권 교육에 대한 사항으로 이루어져 있다. 연구 결과는 다음과 같다. 학교도서관 담당자는 저작권산권 중 복제권, 공연권, 전시권은 교사는 공연권, 전시...</p> <p style="text-align: right;"><b>Delete</b></p> </div>	You can cut and paste an abstract into this box. If the number of abstract is more than two, enter all and select item language.
* Table of contents	<div style="border: 1px solid #ccc; padding: 5px;"> <p>CHAPTER I. Overview 10                      I-1. Types of RNAs 11                      I-2. Life of mRNA: how are genes expressed? 12                      I-3. RNA-binding proteins modulate gene expression 13                      I-4. RNA-binding domains 15                      I-5. Embryonic stem cells and pluripotency networks 17                      I-6. Tripartite motif (TRIM) proteins 20                      CHAPTER II. The RNA-binding protein repertoire of embryonic stem cells 22</p> </div>	You can cut and paste an abstract into this box. Omit table/figure contents.
* Publisher	<input type="text" value="서울대학교 대학원"/>	*서울대학교 대학원*으로 통일합니다.
* Advisor	<input type="text" value="김지훈"/> <b>Add</b>	Enter the name of adviser. Omit the position.
* Issued	<input type="text" value="2021"/>	Select it with the arrow.
* Awarded	<input type="text" value="2021"/> <input type="text" value="2"/>	Enter the year and month when you receive the degree. Select it with the arrow.
* Thesis degree	<input type="text" value="Master"/>	Select it from the list box.
* Major	<input type="text" value="경영전문대학원 경영학과(SNU MBA)"/> <input type="text" value="Enter the department search."/>	Click [Browse] to select.
Specialty	<input type="text"/>	Enter the specialty
* Page	<input type="text" value="110"/>	Enter the number of pages stated in the file.
* Language	<input type="text" value="English"/>	Select it from the list box.

## 5. Complete License

### 1) Copyright / License (CCL)



#### Copyright

Under this Agreement, I represent and warrant that my dissertation or thesis(the "Work") does not infringe the intellectual property rights, including copyright, of any third party. I grant the Seoul National University(the "SNU") certain rights as follows.

- I hereby consent to authorize the SNU to reproduce, distribute, display and transmit the Work over the internet through the SNU library.
- I hereby grant to SNU the royalty-free right to use for online service

Agree  Not agree

※ You need to agree the copyright to get the manuscript service.

*'Agree' is essential*

*Optional*

#### License(CCL : Creative Commons License)

Applied  Not applied

- 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

*Optional*

Selected License  
You have selected Creative Commons copy-writer expression- non profit- DO NOT change 2.0 South Korea.



- ▶ dCollection a Creative Commons License(CCL)compliant.
- ▶ CCL of the authors own work themselves freely available to other users is a standard agreement that allows one. CCL works bearing the mark of the users freely use and distribute under the terms and conditions can help.

### Step 1. Copyright

According to the SNUL graduation rule, 'Agree' is essential.  
※ Even though you are going to set embargo, you should choose 'Agree'.  
(And then apply privately to your department)

### Step 2. License (CCL : Creative Commons License)

#### 2-1. Applied / Not Applied (Optional)

	Applied	Not Applied
Distribution	Provided in <b>general PDF format</b>	Provided in a protected(DRM) format( <b>ezPDF</b> ), Copying of text is not possible, File is accessible for 7 days on the downloaded computer only
Data base	SNU Library, RISS, Naver, <b>S-Space(SNU Repository), Google</b>	SNU Library, RISS, Naver, Google

#### 2-2. (If you choose 'Applied') Derivative / Commercial

Do you allow to **change your writing**? ▶ No'recommended  
Do you allow to **use the writing for commercial purpose**?

**No derivative:** This means that simple change including substance and format of writings which are not considered as new writing as well as the 2nd writing based on this writing is prohibited.

**Non-Commercial :** This means that you do not use the writings for commercial purpose. Of course, although the writer sets this non-profit condition, the writer mat conduct profitable activities by using this writing. Therefore, if any user wants to use the writing for commercial purpose, it may be allowed with consideration by separate agreement.

## 5. Complete License

### 2) Agreement for legal deposit

		서상 받은 김슈덕에서만 /발 놓반 이용 가능.		
0	0	일반 PDF로 서비스	서울대 도서관, RISS, 네이버, S-Space(구글 등)	모바일 서비스 가능

홈 > 학위논문 납본 동의여부 제출

#### 이용자 정보

이름		학번/직번	
신분		학과/부서	
E-Mail		전화번호	

#### 학위논문 납본 동의여부 제출

※ 본인은 「도서관법」 제20조 및 「국회도서관법」 제7조에 의거, 국립중앙도서관과 국회도서관에 저작물을 제공하며 인터넷 등 정보통신망을 이용한 저작물의 전송·출력을 허락합니다.

Pursuant to Articles 20 of the "Library Act" and Article 7 of the "National Assembly Library Act", I permit the provision of the Works to the National Library and the National Assembly Library and the transmission and print the Works using the information and communication networks such as the Internet.

논문 제목(Title of thesis) \*

납본 동의여부(Agreement for legal deposit) \*

- 동의  
 비동의

*Optional!*

※ "동의" 또는 "비동의" 선택 후 아래 "저장" 버튼을 누르시고, dCollection 홈페이지에서 논문 제출 절차를 계속 진행하시기 바랍니다.  
(Click the Save button below and continue the process of submitting thesis on the dCollection homepage.)

저장

**Step 3. Press the "Save" button, return to the submit your thesis page and press the "Next" button to continue**

■ 납본(legal deposit) : 아래 파란색 버튼을 클릭해주세요(Please click the blue button below)

*Click!*

국회도서관 및 국립중앙도서관 납본 동의하기  
(agree to legal deposit (Click here!))

\* 위 내용에 동의하지 않을 경우, 국회도서관 및 국립중앙도서관 납본 비동의로 처리됩니다.  
(If you do not agree with the above, no thesis files will be provided to the National Assembly Library or the National Library of Korea.)

제출관련 문익는 학교 dcollection 담당자에게 문의 바랍니다.

< 이전   다음 >

임시저장

**Step 1. Click the blue button to go to the legal deposit page**

**Step 2. Choose whether to accept the legal deposit  
(If you only see a blank screen, you are not logged in, so log back in with mySNU ID.)**

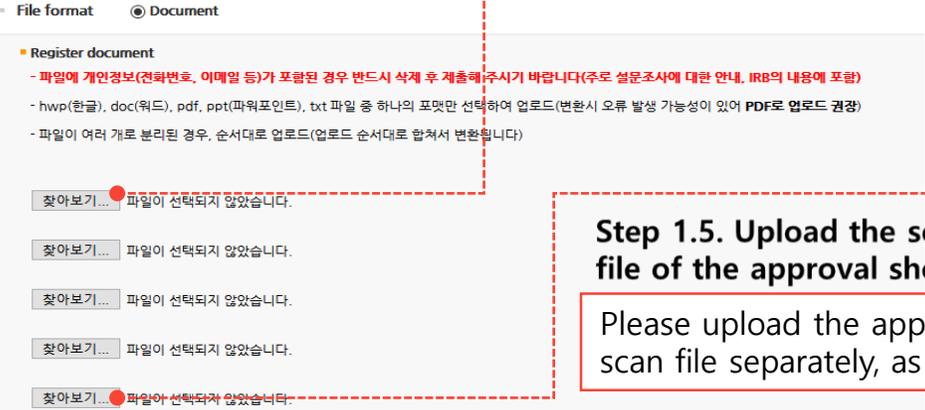
# 6. Upload the thesis and the approval sheet file

- 1) Upload the thesis file
  - Upload the scanned approval sheet file as a separate file
- 2) Set a bookmark

In thesis file, include approval sheet without a signature or stamp.

## Step 1. Upload the thesis file

- ▶ pdf, hwp, doc, ppt, txt are possible. Choose one. **(PDF recommended)**
- ▶ In case of documents are separated, upload the files in order.
- ▶ The approval sheet located on the next page of the cover must **not have the signature or stamp** of the judges(caution).



**Step 1.5. Upload the scanned file of the approval sheet**  
Please upload the approval sheet scan file separately, as the last order.

- ✖ Scanning the approval sheet **containing the signature or stamp** of the judges and uploading it as a **separate file** (in the last order of upload files).

- ▶ If you do not got a signature(stamp) directly from the judge and receive an electronic signature or signature(stamp) image by e-mail, please edit it so that all judges' signatures(stamp) can be seen using Hangul, Word, Photoshop, PDF editor. etc. and upload the approval sheet.

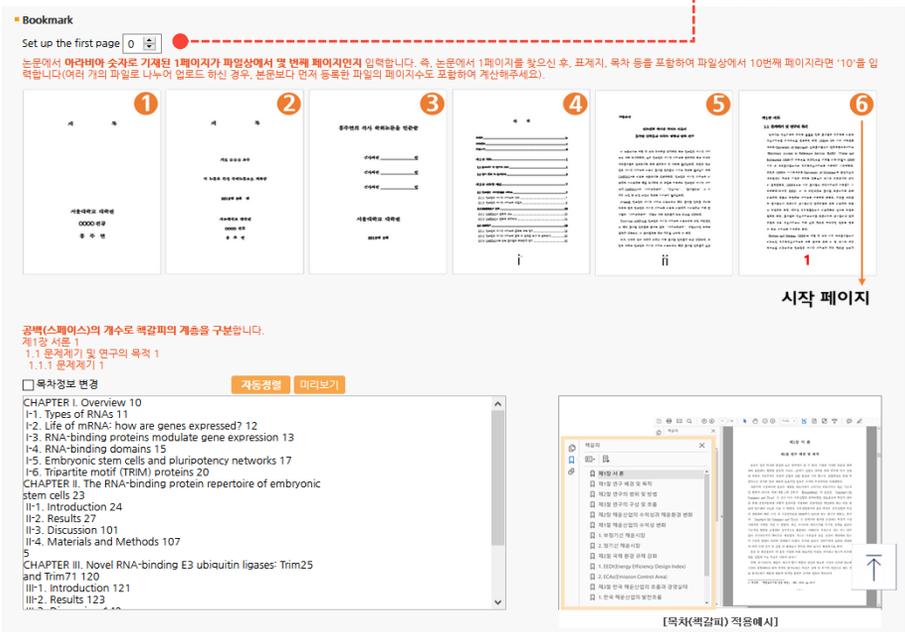
## Step 2. Set a bookmark

### 2-1. Set up the first page

- ▶ Insert the page number in the file which is marked as page '1' by an arabic number.
- ▶ Usually, the starting page of the introduction.

### 2-2. Confirm the table of contents

- ▶ The table of contents you input at the metadata session is shown. (use spacebar for the hierarchy(depth))



## 7. Complete the submission



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

### ■ 관리정보

제출자정보	제출자정보	
	이메일	<a href="mailto:libit@snu.ac.kr">libit@snu.ac.kr</a>
	연락처	010-
아이템정보	커뮤니티/컬렉션	2021년 2월 석박사 졸업논문 > 2021년 2월 석박사 졸업논문
	학과	중앙도서관
	제출일	2020-12-23 14:49:36
	아이템 상태	Not completed

Edit management information

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

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

Complete submit

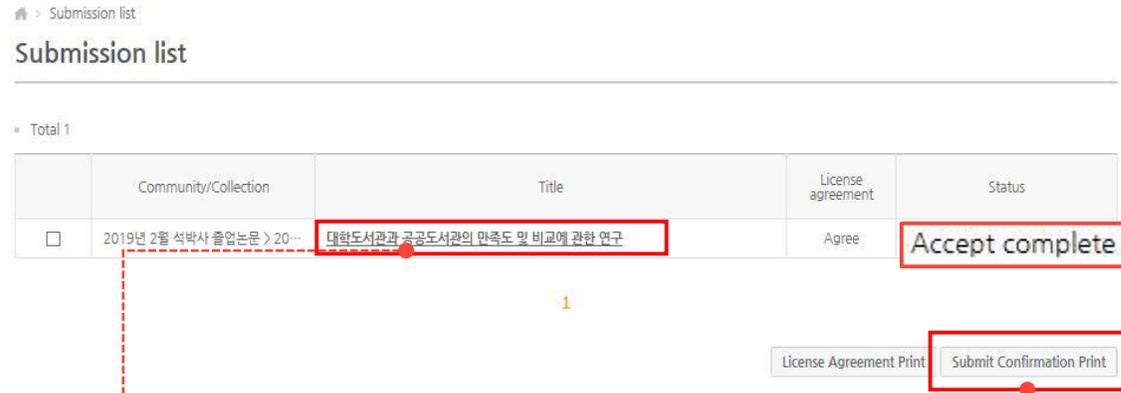
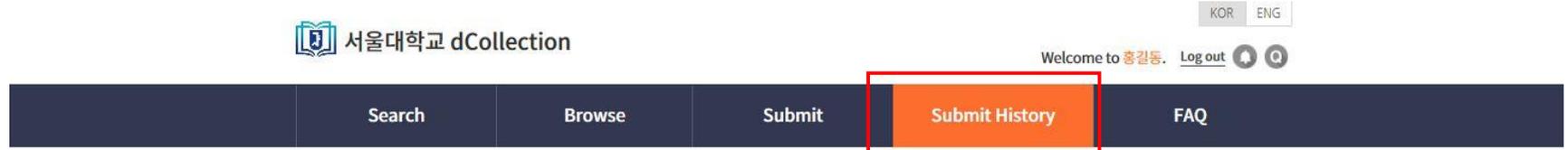


▶ Even after submission is completed, you can modify it by the deadline for submission.

▶ You can't modify it after the submission deadline!

## 8. Submit Confirmation Print

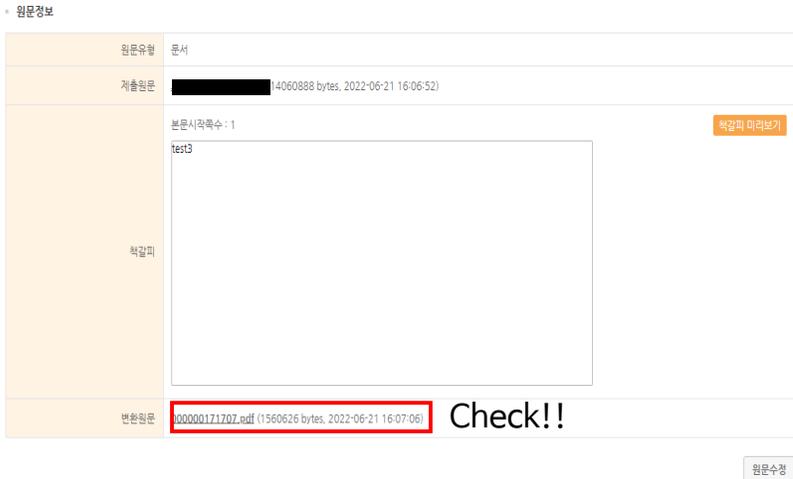
- 1) After check again, click 'done'
- 2) Status will be changed to 'Accept complete'



- Click on the thesis title after submission  
 ※ **Please check your thesis after submission**, when converting to PDF on the system, errors can occur in tables and figures.

※ **Print the "Submit Confirmation" and submit it to the department office with the original thesis approval sheet.**

- You should pay the overdue fine before printing.
- If you are **registered in duplicate with a status other than a student**, such as instructor, assistant, professional researcher, and employee, etc, errors may occur when checking overdue fine, and if you **send an e-mail to the central library (libit@snu.ac.kr)**, we will issue a confirmation.
- License Agreement does not need to be printed.



# FAQ

## ※ When is my thesis published online?

- in the middle of April (graduation on February) / in the middle of October (graduation on August)
- After the submission, SNU Library process the examination on all the submission for two months

## ※ Should I follow the template and rules?

- the templates are just recommended. You can modify it if you don't deviate significantly from the typical thesis format.

- SNU Thesis submission FAQ Kakaotalk plus friend ID : snuthesis (Kakaotalk > Find friends (magnifier button) > search 'snuthesis')
- Online thesis file submission : libit@snu.ac.kr, 02-880-5567
- Regulations for granting a degree : boaboa@snu.ac.kr, 02-880-5161
- Loans·Overdue Fines : libcirc@snu.ac.kr, 02-880-5301