SNU library

Online thesis submission manual

- SNU Thesis submission FAQ Kakaotalk plus friend ID: snuthesis (Kakaotalk › Find friends (reading glassed button) › search "snuthesis")
- Online submission (electronic copy): libit@snu.ac.kr, 880-5567
- Thesis submission (hard copy): choiys@snu.ac.kr, 880-5284
- Loans · Overdue Fines: libcirc@snu.ac.kr, 880-5301

SNUL Digital library Services & Systems
02) 880-5567
libit@snu.ac.kr
1. dCollection Log in
   1) http://dcollection.snu.ac.kr/
   2) ‘Log in’ Click
SNUL online thesis submission

2. Login procedure of submitter

1) If you are first here, Click 'Login procedure of submitter'
2) Input your ID (student number, ex. 2020-9999), name (in Korean), e-mail and click 'Check'

※ Login procedure of submitter

- ID: student number has to include '-' (ex. 2020-9999)
- Name: It has to be in Korean which is registered at SNU portal.
- e-mail: It doesn’t have to be SNU mail. Any e-mail you can receive is fine.
2. Login procedure of submitter

3) Get a Certification e-mail
4) Click the verification URL

[dCollection] certification e-mail.

To finish your certification, please access to the address as below.

Verification URL: [http://dcollection.snu.ac.kr/authentication/confirm/2020-90000?key=%2FWVYGuamAGuiT19bY%2b3b0K%2FHRQ%2FAcYNytgT49XxrgaK3J5hZhevUIFo](http://dcollection.snu.ac.kr/authentication/confirm/2020-90000?key=%2FWVYGuamAGuiT19bY%2b3b0K%2FHRQ%2FAcYNytgT49XxrgaK3J5hZhevUIFo)
3. Submitter Log in

1) Set a password (Combination of English letters, numbers, special characters, 10~16 words)
2) Submitter Log in: ID (student number, ex. 2020~9999), password (you just set)
4. Submit online thesis

1) Click ‘submission of materials’
4. 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 (ex. 2019년 2월 졸업 석박사 학위논문 제출)

SNUL online thesis submission

Submission guide

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

Steps for Submission
5. Confirm my information

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

1) Enter the bibliography information about the thesis
   ※ Entry with * in front of it is compulsory

<table>
<thead>
<tr>
<th>Item</th>
<th>Content</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>대학보조의사의 협업조직의 형성 및 기능의 관련 연구</td>
<td>Enter the title of the dissertation.</td>
</tr>
<tr>
<td>Sub-title</td>
<td></td>
<td>Enter the subtitle.</td>
</tr>
<tr>
<td>Translated</td>
<td>Korean *</td>
<td>Enter the title in the second language.</td>
</tr>
<tr>
<td>Author</td>
<td>충효호</td>
<td>Enter the author's name without a subtitle.</td>
</tr>
<tr>
<td>Other name</td>
<td>Comparative study of user satisfaction and intention of noise between academic library and public</td>
<td>Enter the author's name in the second language.</td>
</tr>
<tr>
<td>Affiliation</td>
<td>한국교수교육대장관</td>
<td>Enter the school of the author in the form of the name of university</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:info@library.ac.kr">info@library.ac.kr</a></td>
<td>name of graduate school.</td>
</tr>
<tr>
<td>Subject</td>
<td>대학도서관: 공용도서관, 도서관 서비스, 사용자 만족도</td>
<td>to separate sorts of keywords, put a comma.</td>
</tr>
<tr>
<td>ccc</td>
<td>610.73</td>
<td>(After KEYWORDS)</td>
</tr>
<tr>
<td>Abstract</td>
<td>도서관의 기능을 충분히 역할하고 기능은 품질의 다양한 기구의 접근 속도로 변동이 없지만 도서관 이용자를...</td>
<td>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.</td>
</tr>
<tr>
<td>Abstract (Eng)</td>
<td>Library's basic role and functions have been unchanged in various literatures on environment, but we cannot deny that libraries have been involved continuously in which they</td>
<td>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.</td>
</tr>
<tr>
<td>Table of contents</td>
<td></td>
<td>You can cut and paste an abstract into this box. Limit table/figure contents.</td>
</tr>
<tr>
<td>Publisher</td>
<td>서울대학교 대학사</td>
<td>자동 생성(수정 가능)</td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
<td>Select it with the arrow.</td>
</tr>
<tr>
<td>Issued</td>
<td>2019</td>
<td>Select it with the arrow.</td>
</tr>
<tr>
<td>Awarded</td>
<td>2019 2</td>
<td>Select it with the arrow.</td>
</tr>
<tr>
<td>Thesis degree</td>
<td>Master</td>
<td>Select it from the list box.</td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. Complete License

1) Copyright / License (CCL)

Step 1. Copyright

According to the SNUL graduation rule, ‘Agree’ is a must.
* Even though you are gonna set embargo, you should choose ‘Agree’.
(And then you can set publication date limit below)

Step 2. License (CCL : Creative Commons License)

2-1. Applied / Not Applied (Optional)

<table>
<thead>
<tr>
<th>Applied</th>
<th>Not Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>Provided in <strong>general PDF</strong> format</td>
</tr>
<tr>
<td></td>
<td>Provided in a protected format (e.g. PDF). Copying of text is not possible, file is accessible for 7 days on the downloaded computer only</td>
</tr>
<tr>
<td>Database</td>
<td>SNU Library, RISS, Naver, 5SPACE, Google</td>
</tr>
<tr>
<td></td>
<td>SNU Library, RISS, Naver</td>
</tr>
</tbody>
</table>

2-2. (If you choose ‘Applied’) Derivative / Commercial

- Do you allow to change your writing?  
  - Yes, No  
  - Only when the same condition applies

- Do you allow to use the writing for commercial purpose?  
  - Yes, No

Optional

- Collection: A Creative Commons License (CCL) compliant.
  - CCL of the author’s own work is 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 as can help.

Selected License

- **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 can 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.
7. Complete License

2) Choose publication date (if you want embargo)

- Set only if you have to delay your thesis publication for the specific reasons (patent application, publication in journal, etc.)
  - If you set it, you should consult with the office of academic affairs of your college.
  - It can be delayed for 3 years at the longest and you can plus extra 2 years if you apply extension.

- If you don’t have any specific reason, choose ‘Not applicable’
8. Original file registration

1) Upload the original file
2) Set a bookmark

- Step 1. Upload the original file
  - hwp, doc, ppt, pdf, txt are possible, Choose one.
  - In case of documents are separated, upload the files in order.
  - On online file, Thesis Approval sheet is optional.

- Step 2. Set a bookmark
  - 2-1. Set up the first page
    - Insert the real page number 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)
    - The library will examine after the submission, so you don’t really have to modify.

- Step 3. Cannot change anymore if you click ‘Complete submit’
  - ‘Temporary storage’ is recommended
    - If you click ‘complete submit’, you cannot modify your thesis anymore.
    - Recommend to click ‘Temporary storage’ and check again at ‘submission history’ menu
8. Reconfirmation

1) Submit History > Click the title
2) After reconfirmation, Click the ‘Complete submit’
9. Complete the submission

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

※ If you need more changes after ‘Accept complete’,
  - Send e-mail lbit@snu.ac.kr (or KakaoTalk plus friend D: snuthesis) ’Ask online thesis return’
  - The officer will return your thesis and you can re-submit.

※ Submit Confirmation
  - You will get ‘Submit Confirmation’ when you submit hard copy
  - You should return all the books and pay the overdue fine
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

※ How can I replace thesis after I submit online and harcopy?

・Consult with the office of academic affairs of your college in the set period. (Should get thesis Approval sheet all stamped again)
・SNU Library will give you individual announcement (e-mail/SMS).

※ Contacts

・SNU Thesis submission FAQ KakaoTalk plus friend ID: snuthesis (KakaoTalk › Find friends (reading glassed button) › search ‘snuthesis’)
・Online submission (electronic copy) : libit@snu.ac.kr, 880-5567
・Thesis submission (hard copy): choiys@snu.ac.kr, 880-5284
・Loans · Overdue Fines : libcirc@snu.ac.kr, 880-5301

※ Should I follow the template and rules?

・Online thesis is free-format and the templates are just recommended.

※ I forgot the password of dCollection

・libit@snu.ac.kr (02-880-5567 or KakaoTalk plus friend ID: snuthesis)
・The officer will initialize the password, and you have to go back to ‘Login procedure of submitter’ (page 3)
※ The submission history will not be deleted.