

# SNU Library

## Online Thesis Submission Manual

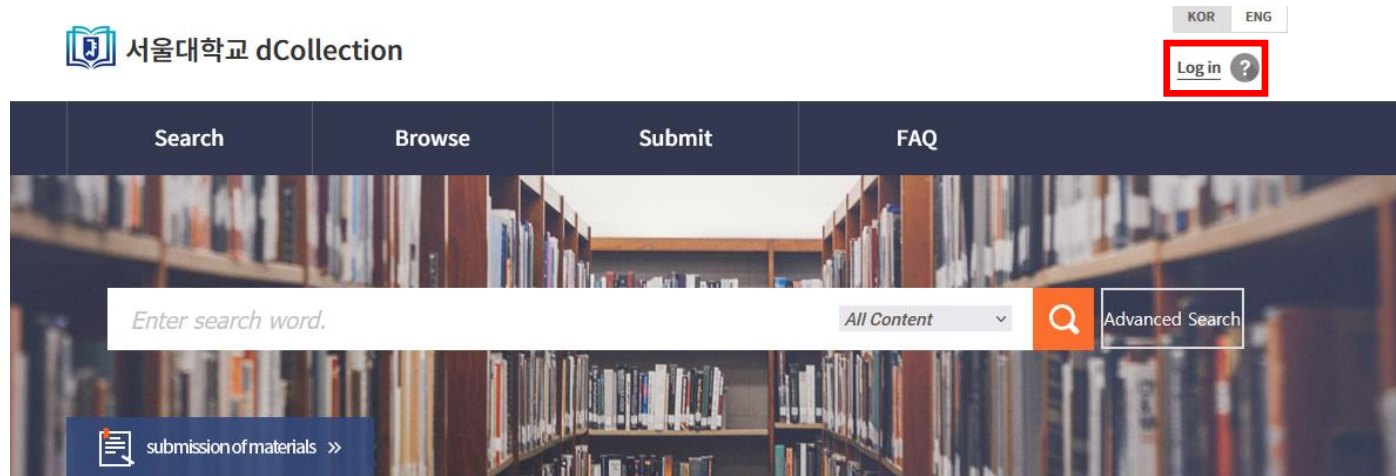
- SNU Thesis Submission FAQ Kakaotalk plus friend ID : snuthesis  
(Kakaotalk > Find friends (magnifier button) > search 'snuthesis')
- Online thesis file submission : [libit@snu.ac.kr](mailto:libit@snu.ac.kr) / 02-880-5567
- Regulations for granting a degree : [boaboa@snu.ac.kr](mailto:boaboa@snu.ac.kr) / 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) Click 'Login'
- 3) Log in with your mySNU portal ID/PW (If you see the login screen again, please try logging in again)



The screenshot shows the dCollection homepage. At the top left is the logo and text '서울대학교 dCollection'. On the right, there are language tabs for 'KOR' and 'ENG', and a 'Login' button with a question mark icon, which is highlighted with a red box. Below the header is a navigation bar with 'Search', 'Browse', 'Submit', and 'FAQ'. The main area features a large image of bookshelves with a search bar containing the text 'Enter search word.' and a dropdown menu for 'All Content'. There is also an 'Advanced Search' button. At the bottom left, there is a link for 'submission of materials'.



도움말 게시판

☐ 아이디 저장

로그인

공동인증서 로그인

※ 인증서 로그인시 PC에 설치되어 있는 인증서가 표시되지 않을 경우 PC에 설치된 AnySign4PC 프로그램을 삭제 후 다시 시도하시기 바랍니다.

계정신청 | 아이디찾기 | 비밀번호찾기 | 인증서등록

### 소셜 로그인 서비스

※ 계정에 소셜 로그인 정보를 등록한 사용자만 이용하실 수 있습니다.



### Notice

2022년 8월 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)

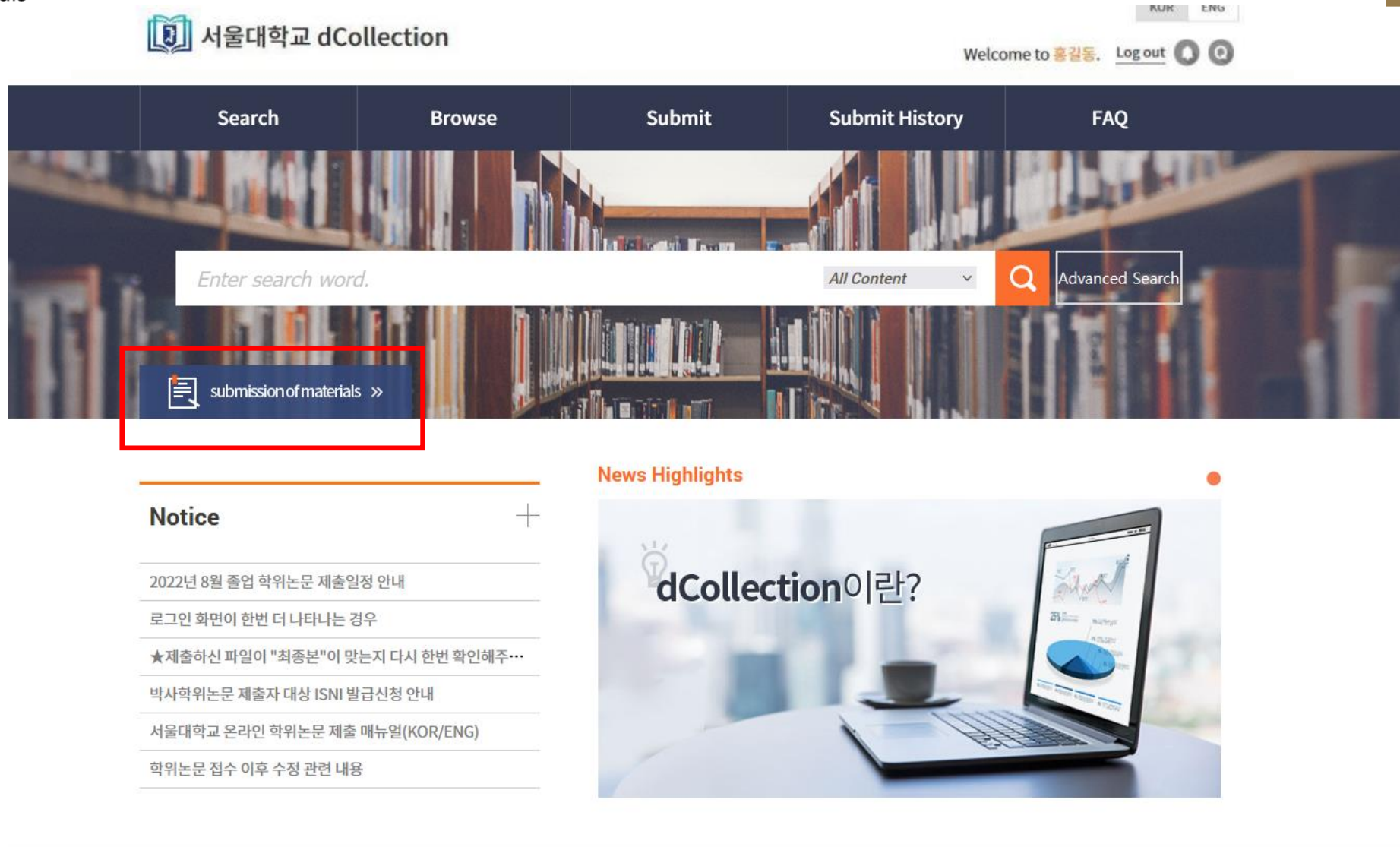
학위논문 접수 이후 수정 관련 내용

### News Highlights



## 2. Submit online thesis

1) Click 'submission of materials'



The screenshot shows the Seoul National University dCollection website. At the top, there is a header with the university logo and name, a language selector (KOR/ENG), and a welcome message. Below the header is a navigation bar with links: Search, Browse, Submit, Submit History, and FAQ. The main content area features a large search bar with the placeholder text "Enter search word." and a dropdown menu for "All Content". To the right of the search bar is a magnifying glass icon and a link to "Advanced Search". Below the search bar, a red box highlights a button labeled "submission of materials >>". To the left of this button is a list of notices. To the right is a section titled "News Highlights" featuring a laptop displaying a graph and the text "dCollection이란?".

서울대학교 dCollection

Welcome to 홍길동. Log out

Search Browse Submit Submit History FAQ

Enter search word. All Content Advanced Search

submission of materials >>

Notice

- 2022년 8월 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)
- 학위논문 접수 이후 수정 관련 내용

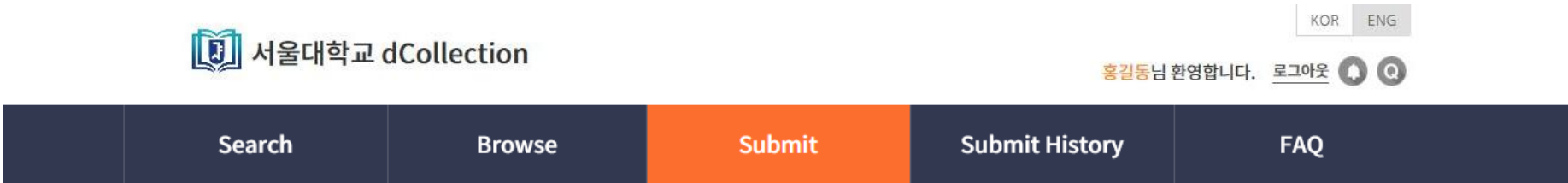
News Highlights

dCollection이란?

## 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 (**2023년 2월 졸업 석박사 학위논문 제출**)

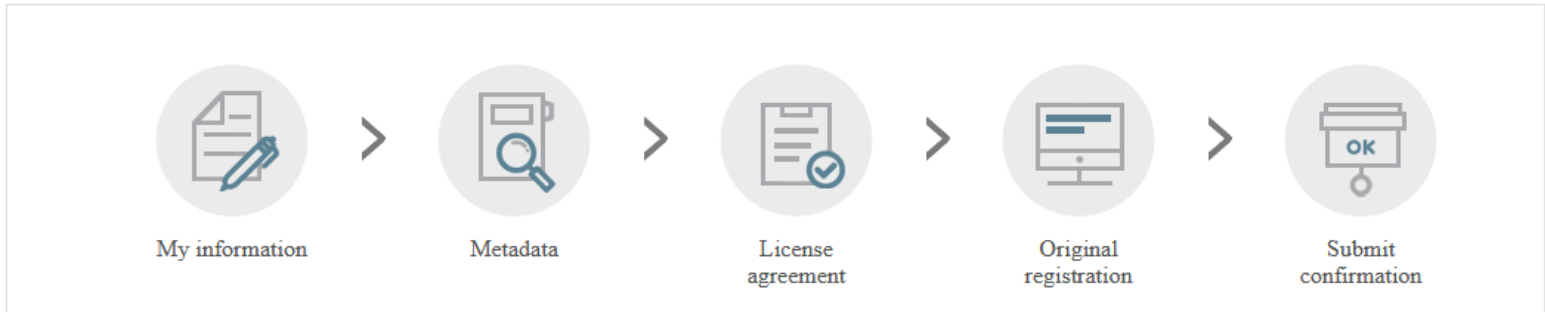


### Submission guide

If you log in with the SNU portal ID, you can submit your thesis to a collection registered for submission.



#### 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 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.  
나. dCollection이 개인정보 보호법 제32조에 따라 등록·공개하는 개인정보의 처리목적은 다음과 같습니다.  
① dCollection 가입 및 서비스 이용을 위한 제출자 정보  
· 개인정보 항목 : 아이디, 비밀번호, 학번, 이름, 소속, 이메일, 연락처, 핸드폰 번호  
※ dCollection의 개인정보 등록사항 공개는 행정자치부 개인정보보호 종합지원 포털(www.privacy.go.kr) → 개인정보민원 → 개인정보 열람등 요구 → 개인정보파일 목록검색 메뉴를 활용

☒ 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	<input type="text" value="010-0000-0000"/>	(ex) 02-123-4567, 010-1234-5678 Enter with '-'
E-mail	<input type="text" value="libit@snu.ac.kr"/>	

제출관련 문의는 중앙도서관 학습정보운영과(02-880-5567, libit@snu.ac.kr)로 하시기 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	<div><div>Korean</div><div>초등학교도서관 담당자의 저작권 인지도 제고에 관한 연구: 저작권산권을 중심으로</div></div>	Enter the title in the second language, if there is any subtitle, divide it with [-].
* Author	<input type="text" value="홍길동"/>	Automatic Creation(Do not Modify)
* Other name	<input type="text" value="Hong, Gil-dong"/>	Enter the author's name in the second language(English).
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 eduaction, elementary school library staffs"/>	to separate parts of keywords, put a comma(", ") AFTER KEYWORD
* DDC	<input type="text" value="658.4"/>	Please do not enter it as it will be automatically generated when you select a major.

* Abstract	<div>English</div> <div>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.</div> <div>Add</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>Korean</div> <div>본 연구는 초등학교도서관 담당자의 저작권에 대한 인지도 제고와 저작권 교육 및 연수 기회의 확대를 위하여 학교도서관 담당자의 저작권산권과 그 제할 규정에 대한 인지도 및 저작권 교육현황을 조사하였다. 우선 문헌 연구를 통하여 저작권산권에 중점을 두어 저작권의 개념과 관련 규정을 알아보았다. 그리고 설문지반을 활용하여 초등학교도서관 담당자와 교사의 저작권 인지도를 조사하였다. 설문조사 대상은 2013년 교육복지특별지원학교로 선정된 156개의 서울시 초등학교 도서관 담당자와 교사였다. 설문 의 내용은 크게 4부분으로 구성하였다.</div> <div>Delete</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>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</div>	You can cut and paste an abstract into this box. Omit table/figure contents. (Please delete the line mark such as ..... and make sure to write the page number at the end of each line.)
* Publisher	<input type="text" value="서울대학교 대학원"/>	Information is fixed.
* Advisor	<input type="text" value="김지훈"/> Add	Enter the name of adviser. Omit the position.
* Issued	<input type="text" value="2023"/>	Information is fixed.
* Awarded	<input type="text" value="2023"/> <input type="text" value="2"/>	Information is fixed.
* Thesis degree	<div>Master</div>	Select it from the list box.
* Major	<div>경영전문대학원 경영학과(SNU MBA)</div> <div>Enter the department search.</div>	Click [Browse] to select.
Specialty	<input type="text"/>	Enter the specialty.
세부분야	<div>해당없음</div> <div>해당없음</div>	<a href="#">*도움말(링크)</a>
* Page	<input type="text" value="iii, 110"/>	Enter the number of pages as stated in the file. ex) vii, 145
* Language	<div>English</div>	Select it from the list box.



## 5. Complete License

### 1) Copyright / License(CCL)



#### Copyright

Under this Agreement, I represent and warrant that my 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.

1. I hereby grant to the SNU the non-exclusive license to reproduce, distribute, display and transmit the Work over the internet.
2. I hereby grant to SNU the royalty-free right to use for online service.

**Agree' is Essential**

☒ Agree ☐ Not agree

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

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

☒ Applied ☐ Not applied

**Optional**

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- 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.
- ▶ CCL에 대한 자세한 내용은 예기 를 참조하세요.

### 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 the apply privately to your department office)

### 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 7days on the downloaded PC only
Data base	SNU Library, RISS, Naver <b>S-Space(SNU repository), Google</b>	SNU Library, RISS, Naver

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

Do you allow to **change your writing**?  
 Do you allow to **use the writing for commercial purpose**?

▶ 'No' Recommended

**No derivative** : This means that simple change including substance and format of writings which are not considered as net 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 may 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

O	O	일반 PDF로 서비스	서울대 도서관, RISS, 네이버, S-Space(구글 등)	모바일 서비스 가능
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납본(Legal deposit) : 아래 파란색 버튼을 클릭해주세요(Please click the blue button below)

국립중앙도서관 및 국회도서관 납본 동의하기  
(agree to legal deposit)

Click!

\* 위 내용에 응답하지 않을 경우, 국회도서관 및 국립중앙도서관 **납본 동의**로 처리됩니다.(비동의시 반드시 응답해주세요!)

(In case of non-response, thesis files will be provided to the National Assembly Library or the National Library of Korea. If you disagree, make sure to respond.)

제출관련 문의는 중앙도서관 학술정보운영과(02-880-5567, libit@snu.ac.kr)로 하시기 바랍니다.

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.)

※ In case of non-response, thesis files **will be provided** to the National Assembly Library and the National Library of Korea. If you disagree, make sure to respond.

### 학위논문 납본 동의여부 제출

🏠 > 도서관 서비스 > 학위논문 > 학위논문 납본 동의여부 제출

#### ■ 학위논문 납본 동의여부 제출

##### 신청자 정보

신분 *	<input type="text"/>
학과(부서) *	<input type="text"/>
학번(직번) *	<input type="text"/>
신청자 *	<input type="text"/>
E-mail *	<input type="text"/>
전화번호 *	<input type="text"/>

##### 신청 정보

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.

논문명 *	<input type="text"/>
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납본 동의여부 \*

☒ 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.

돌아가기

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

저장하기



## 6. Upload the thesis and the approval sheet file

- 1) Upload the thesis approval sheet scan file
- 2) Upload the thesis file

The thesis approval sheet scan file should contain the signature or stamp of the judges, and please upload the file separately.

### Step 1. Upload the thesis approval sheet scan file

※ Scan the approval sheet containing the signature or stamp of the judges and upload it as a separate file (in 'Register thesis approval sheet(injunji)')

▶ **PDF file Only**

▶ 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.

File format Document

Register injunji

pdf 확장자 파일만 등록하세요.

파일 선택 선택된 파일 없음

Register document

- hwp, doc, pdf, ppt, txt files can be uploaded(PDF recommended), and if thesis files are separated, upload them in order(automatically combined in order).

- If the file contains personal information(phone number, e-mail, SNS address, etc.) (mainly included in the survey guide, IRB content), or if the file contains self-promotion such as a list of books(articles), awards, certificates, etc., that are not directly related to the paper, please submit the file after delete it.

- The approval sheet included in the thesis file(next page of the cover) should not contain the judge's signature or stamp. (caution)

파일 선택 선택된 파일 없음

파일 선택 선택된 파일 없음

파일 선택 선택된 파일 없음

파일 선택 선택된 파일 없음

파일 선택 선택된 파일 없음

### Step 2. Upload the thesis file

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

▶ pdf, hwp, doc, ppt, txt are possible. Choose one. (PDF recommended)

▶ In case of documents are separated, upload the files in order.

▶ (Caution) The approval sheet located on the next page of the cover must **not** have the signature or stamp of the judges.

## 6. Upload the thesis and the approval sheet file


### 3) Set a bookmark

**Bookmark**


Set up the first page  ● -----

논문에서 아라비아 숫자로 기재된 1페이지가 파일상에서 몇 번째 페이지인지 입력합니다. 즉, 논문에서 1페이지를 찾으신 후, 표제지, 목차 등을 포함하여 파일상에서 10번째 페이지라면 '10'을 입력합니다.(여러 개의 파일로 나누어 업로드 하신 경우, 본문보다 먼저 등록한 파일의 페이지수도 포함하여 계산해주세요).

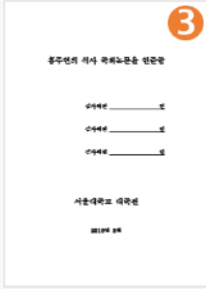
**1**



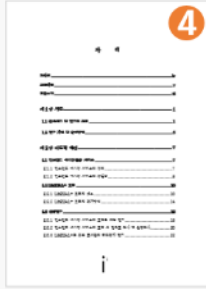
**2**




**3**




**4**



**5**



**6**

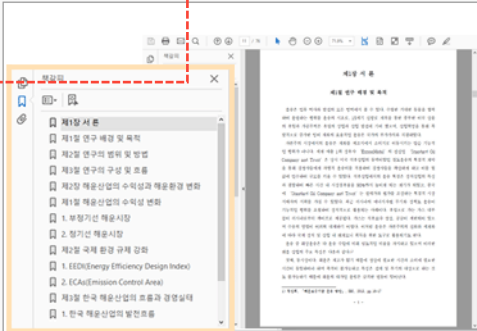


시작 페이지

공백(스페이스)의 개수로 책갈피의 계층을 구분합니다.  
예) 1장 서론 1  
1.1 문제제기 및 연구의 목적 1  
1.1.1 문제제기 1

☐ 목차정보 변경 자동정렬 미리보기

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



[목차(책갈피) 적용예시]

### Step 3. Set a bookmark

#### 3-1. 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)

#### 3-2. Confirm the table of contents

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

Chapter I. Overview	10
I-1. types of RNAs	11
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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

example

## 7. Complete the submission



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

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# 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 takes 2 months to examine all the submission.

## ※ 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.

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