Hannam University
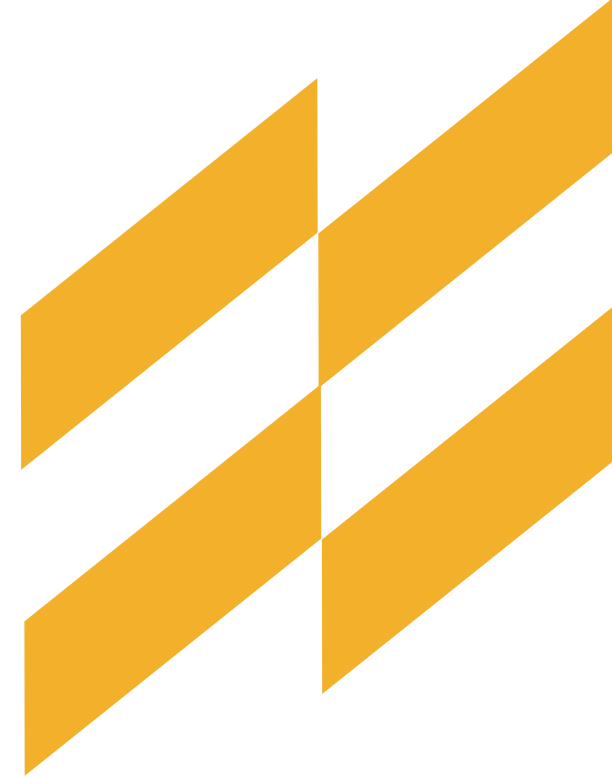
dCollection
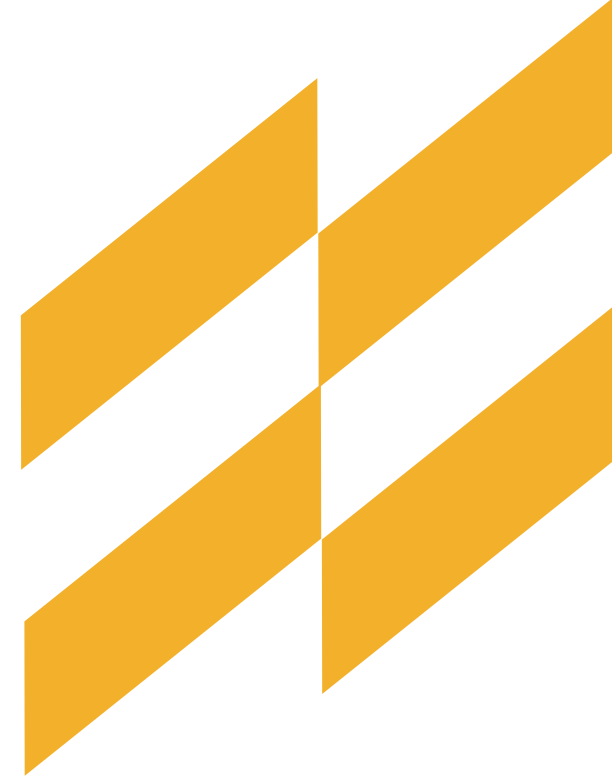# Thesis Submission Guide

Contents

한남대학교 중앙도서관
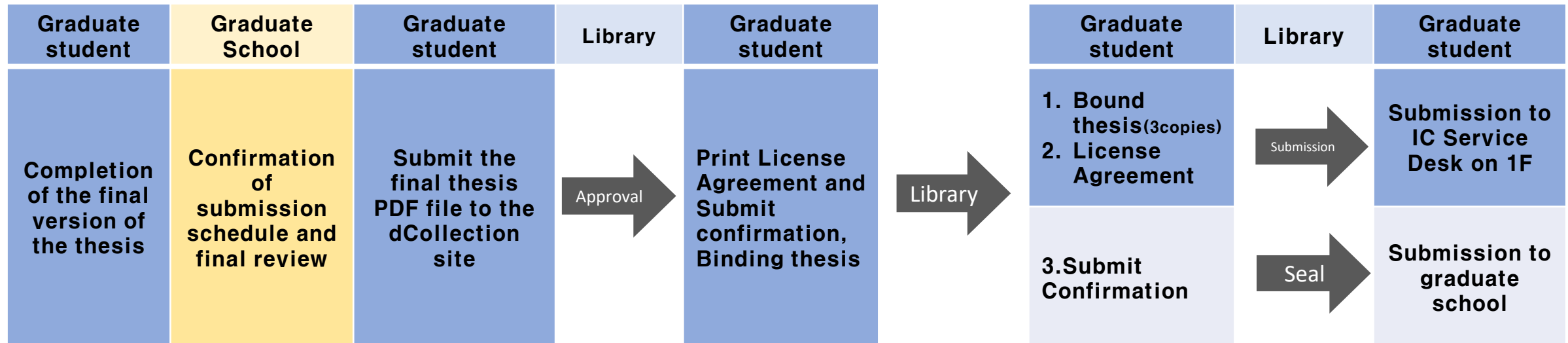Central Library, Hannam University

1. What is dCollection

A syetem for unifying the creation and distribution of academic research information at the national level

Data constructed through dCollection can be searched and viewed in the original text through academic site

Submission Order

Graduate student	Graduate School	Graduate student	Library	Graduate student
Completion of the final version of the thesis	Confirmation of submission schedule and final review	Submit the final thesis PDF file to the dCollection site	Approval →	Print License Agreement and Submit confirmation, Binding thesis

Library →

| Graduate student	Library	Graduate student
1. Bound thesis(3copies) 2. License Agreement	Submission →	Submission to IC Service Desk on 1F
3.Submit Confirmation	Seal →	Submission to graduate school

Supplies when visiting the IC Service Desk
: ① License Agreement ② Submit Confirmation ③ bound thesis(3 copies)
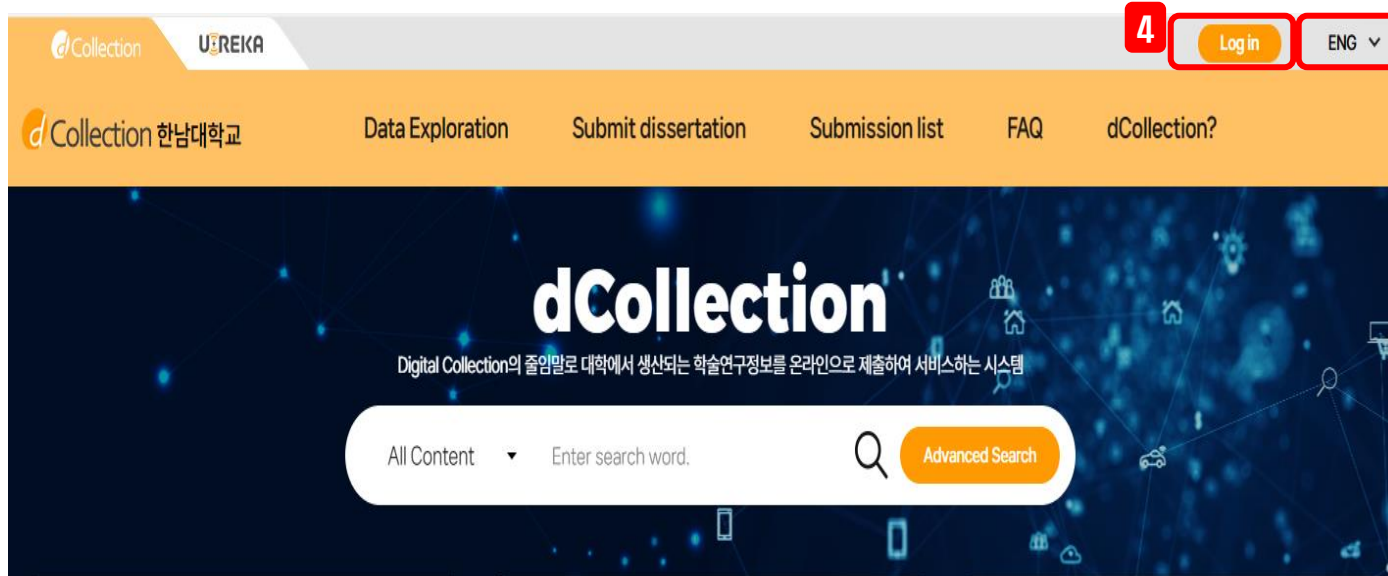* Please visit the library after status becomes 'submit complete'

2. How to submit your thesis
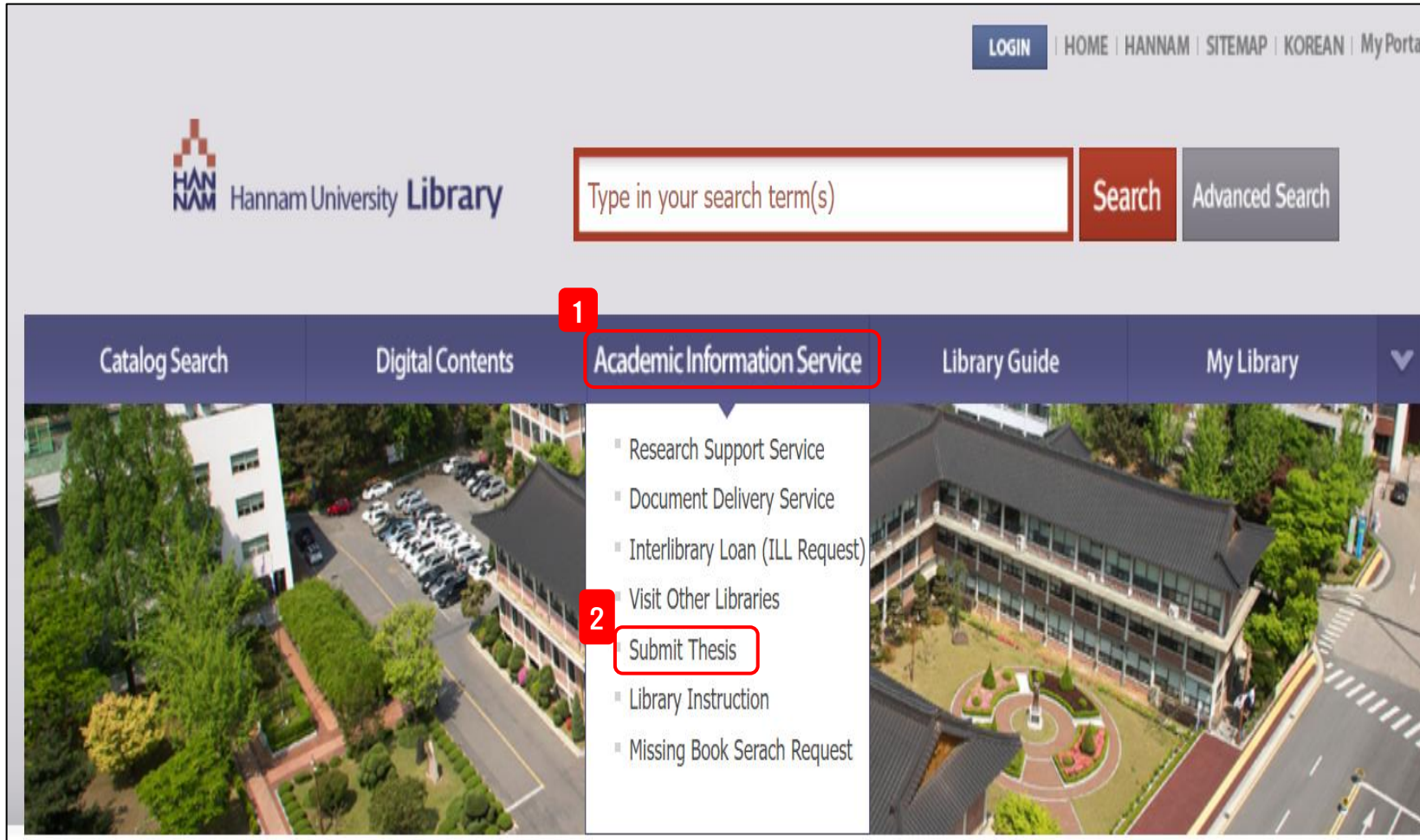
1. Access to Hannam University Library website (https://hanul.hannam.ac.kr)

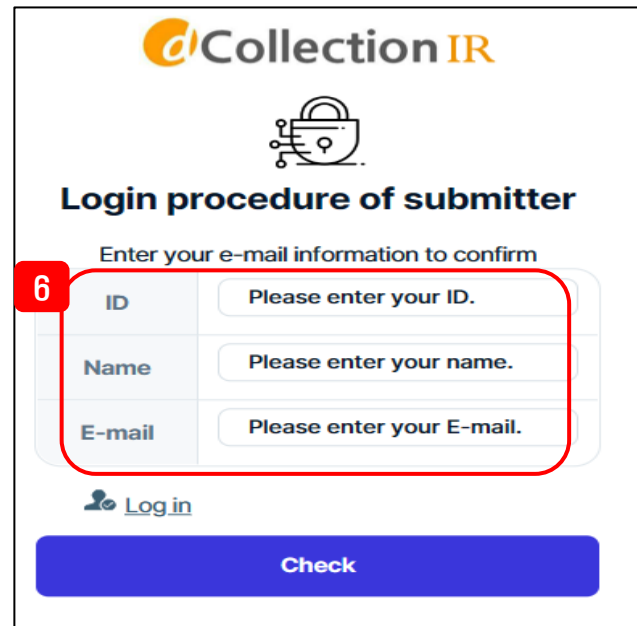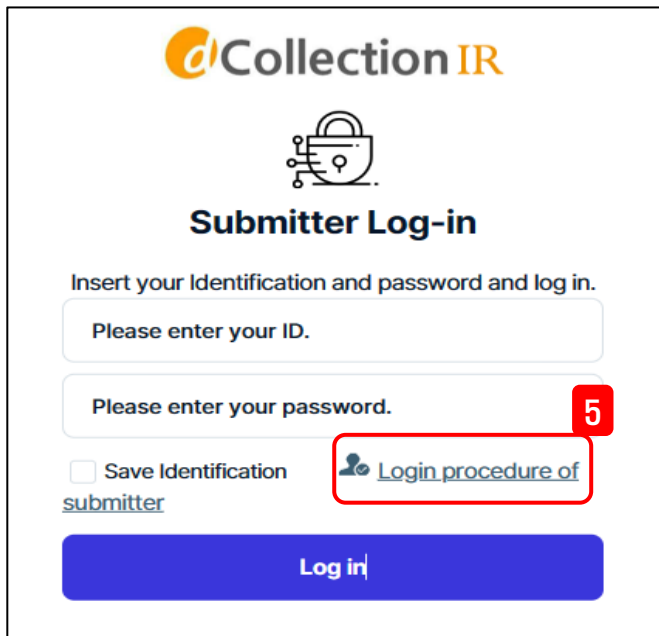2. Academic Information Service – Submit Thesis

한남대학교 중앙도서관
Central Library, Hannam University

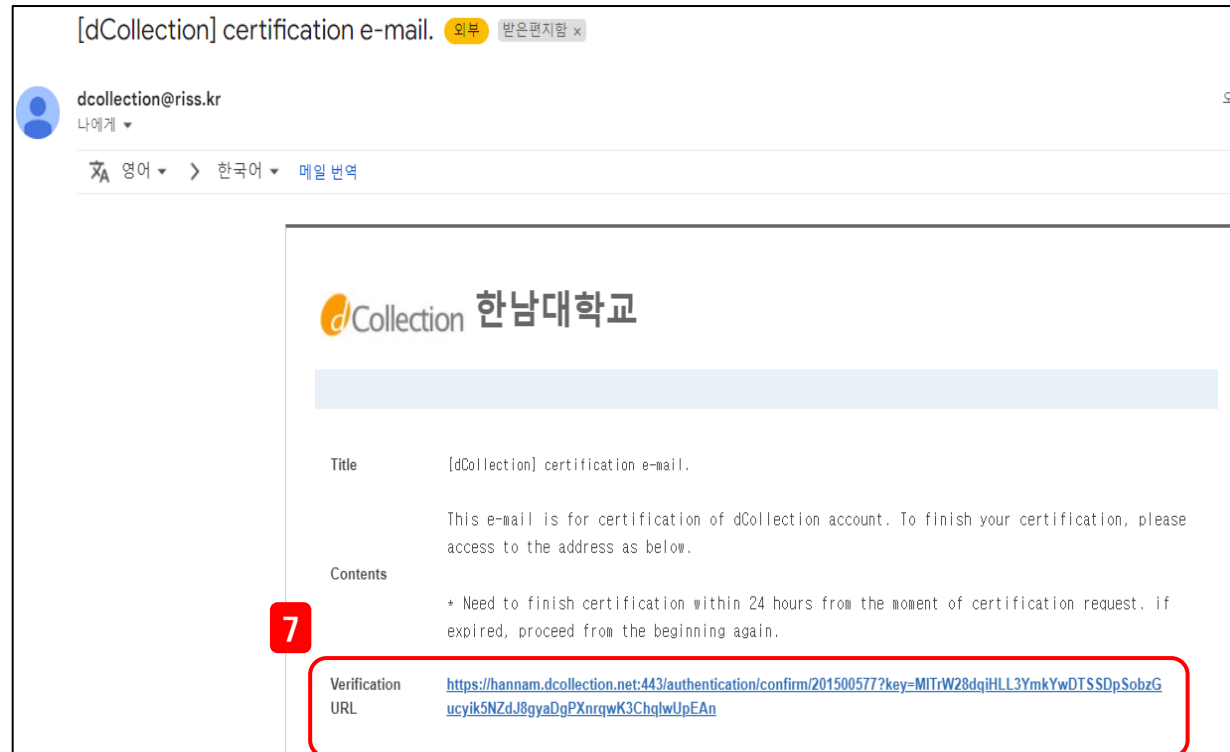3. **Change Korean into English**

4. **Click on Log in**

5. **When logging in for the first time, click 'Login procedure of submitter' on the login page and authenticate the submitter**

6. **Enter your ID(student number), name(same Korean name on the register of Graduate School), and email address and click the 'Check' button to send an authentication email to the email address you entered**

한남대학교 중앙도서관
Central Library, Hannam University

Certification has been requested. certification e-mail has been sent.
Please check your e-mailbox.
이동
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[dCollection] certification e-mail. 외부 받은편지함 x

dcollection@riss.kr
나에게 ▾

영어 ▾ 〉 한국어 ▾ 메일 번역

dCollection 한남대학교

Title   [dCollection] certification e-mail.

            This e-mail is for certification of dCollection account. To finish your certification, please
            access to the address as below.

Contents

            * Need to finish certification within 24 hours from the moment of certification request. if
            expired, proceed from the beginning again.

7

Verification   https://hannam.dcollection.net:443/authentication/confirm/201500577?key=MITrW28dqiHLL3YmkYwDTSSDpSobzG
URL   ucyik5NZdJ8gyaDgPXnrqwK3ChqIwUpEAn

제출자 비밀번호 설정

8

아이디	201500577
비밀번호	비밀번호를 입력하세요.
비밀번호확인	비밀번호를 입력하세요.

※ 영문,숫자,특수문자 조합으로 10~16자리

확인

HANNAM UNIVERSITY LIBRARY Copyright © 2006 By HANNAM. All Rights Reserved.

7. **Click the link in the received authentication mail to go to the submitter password setting page**

8. **Set the password to be used by the dCollection system and click the Check button to complete the authentication process**

2. How to submit your thesis

9. **Submit dissertation – Submit**

Private policy

1. 개인정보의 수집·이용 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.

2. 수집하는 개인정보의 항목
가. 'dCollection'은 다음의 개인정보 항목을 처리하고 있습니다.
① 개인정보의 명칭 : 개인정보에 기록되는 개인정보의 항목
② 제출자 정보

10

○ Agree ○ Not agree) 합니다.

My information

ID	201500577	Student ID	
11			
Name	정송영	**12** **14**	
Department Name *	학과조회에서 선택하세요.	Department search	Degree * ○ Bachelor ○ Master ○ Doctor
13		**15**	
Contact *		E-mail *	ssongy2@hnu.kr

· 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.
· 제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

Cancel   Next

10. Click on Agree for Private policy

11. Fill in the same Korean name on the register of Graduate School
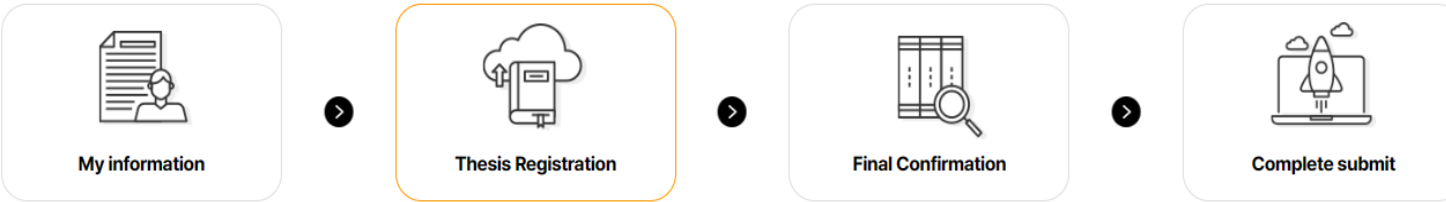
12. Select your department through Department search

13. Write your cell phone number(Send a message through Kakao Talk)
Ex) 00000000000 without "–"

14. Select your degree

15. Write your E-mail address (send Return Mail)

한남대학교 중앙도서관
Central Library, Hannam University

My information › Thesis Registration › Final Confirmation › Complete submit

File Upload

16

Select File Type
◉ Document ○ Submit later (only for the person who cannot submit file)

Original registration
17
🔘 ON 제출한 PDF 파일에서 논문정보를 자동으로 추출하는 기능입니다. 원하지 않는 경우 **OFF**로 설정해주세요.

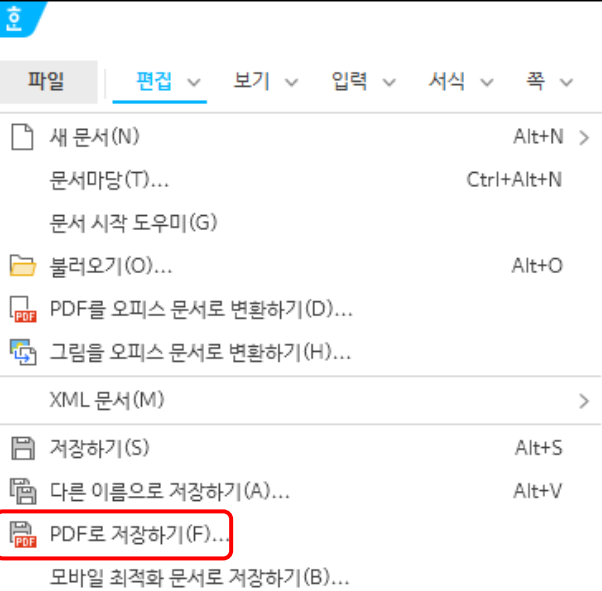📄 PDF Only PDF file possible. HWP(X), DOC(X), PDF(O) + My PC ❓ Instructions on how to save PDF ▲

18
📄 PDF Only PDF file possible. HWP(X), DOC(X), PDF(O) + My PC

파일 | 편집 ∨ 보기 ∨ 입력 ∨ 서식 ∨ 쪽 ∨

📄 새 문서(N) — Alt+N
문서마당(T)... — Ctrl+Alt+N
문서 시작 도우미(G)
📁 불러오기(O)... — Alt+O
PDF를 오피스 문서로 변환하기(D)...
그림을 오피스 문서로 변환하기(H)...
XML 문서(M)
💾 저장하기(S) — Alt+S
다른 이름으로 저장하기(A)... — Alt+V
PDF로 저장하기(F)...
모바일 최적화 문서로 저장하기(B)...

← 내보내기

⌂ 홈
📄 새로 만들기
📂 열기
정보
저장
다른 이름으로 저장
사용 기록
인쇄
공유
내보내기
닫기

PDF/XPS 문서 만들기
파일 형식 변경

PDF/XPS 문서 만들기
- 레이아웃, 서식, 글꼴, 이미지를 유지합니다.
- 내용을 쉽게 변경할 수 없습니다.
- 웹에서 무료 뷰어를 구할 수 있습니다.

PDF/XPS 만들기

---

16. **Select File Type – Document**
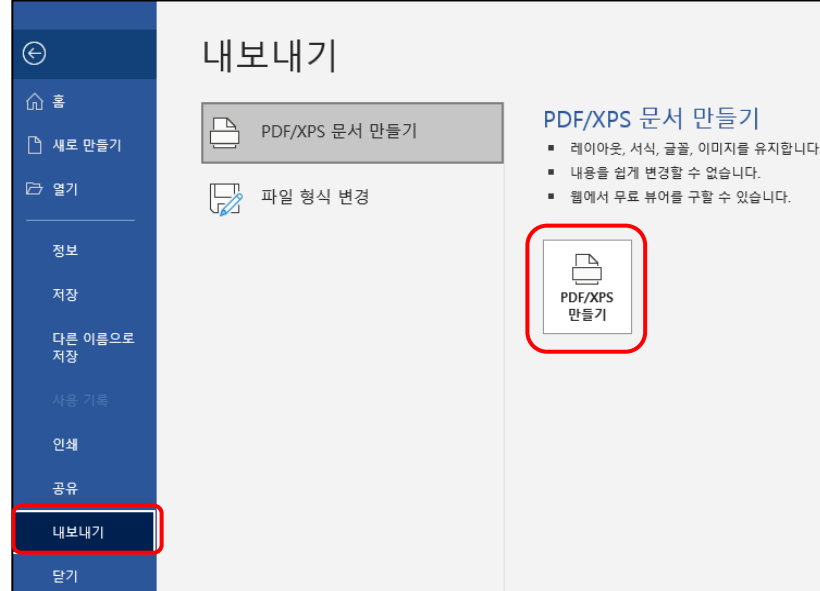
17. **Original registration – On**

18. **+ My PC – Upload your thesis PDF file**

Converting word or 한글 file to PDF

한글: top left '파일' tab – 'PDF로 저장하기'

Word: top left '파일' tab – '내보내기' – 'PDF/XPS 만들기'

※ **Save file name as student number**

2. How to submit your thesis

Meta Info. | Table of contents | Abstract

Dissertation Information

The content in the yellow box is automatically extracted from the registered file. Be sure to check for any errors in the content, mal

21

Title * 학위논문 제출에 관한 연구

Enter the title of the dissertation.

22

Sub-title 한남대 대학원을 중심으로

Enter the subtitle.

23

Translated A Study on the Submission of Degree Thesis : Focused on Graduate School of hannam (

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

24

Subject * 대학원, 한남대, 학위논문 put a comma(

Adviser * 정송영

Enter the name of adviser. Omit the position.

Specialty Enter the specialty.

25

Page Enter the number of pages as stated in the file.

Description

---

19. **Check the PDF thesis file for errors in the auto-extracted Meta info.**
    If you want to modify, click ⊘

20. **Write additional information required**
    '*' is required information

21. **Write the title in the main language of the thesis**

22. **Write the sub-title in the main language of the thesis**

23. **'Translated' is divided into ":" (colon) if sub-title is present**

24. **Write keywords in the thesis on Subject or write the keywords you think if the keywords are not in the thesis**

25. **Enter the number of pages**

기본정보 | 목차 | 초록

논문정보

※ 노란 박스안의 내용은 등록된 원문에서 자동 추출된 내용입니다. 반드시 내용의 이상유무를 확인하고, 보완하여 다음 단계를 진행해주세요.

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<영문초록>·171

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I. 서론 1
1. 연구의 필요성 및 목적 1
2. 연구문제 9
II. 이론적 배경 10

※ getting rid of '·'(middle point)

26. Compare the actual page of the thesis with the page in the table of contents to confirm if it matches

27. Sort left, but indent one space from the higher level of each table of contents structure

28. Spacing the table of contents

ex) I. 서 론 · 1 -> I. 서론 1
ex) 1.연구의 필요성 · 1 -> 1. 연구의 필요성 1

2. How to submit your thesis

Meta Info.   Table of contents   **Abstract**

Dissertation Information

The content in the yellow box is automatically extracted from the registered file. Be sure to check for any errors in the content, make

Abstract   English ∨   **29**   ⊘

A Study on the Education of Degree Paper - focusing on the dcollection Kim, Han-Nam Departme
nt of Korean Language Education Graduate School of Hannam Univ. In this study, we wanted to le
arn about degree thesis education. Keyword : dissertation of degree, submission, education, dCo
llection

30   Add

Abstract   Korean ∨

29. Make sure that the abstract is well entered(Same as the original abstract)

30.If there is an English abstract, click on the 'Add' button and enter it by copying and pasting the original abstract (ctrl + C, ctrl + V)

※ If the abstract is not automatically extracted, enter it from the original text by copying and pasting (ctrl + C, ctrl + V)

31

hannam.dcollection.net의 메시지

[Theis Info Registration] Input Required fields.

확인

제목 * 학위논문 제출에 관한 연구: 한남대 대학원을 중심으로

부제목 dCollection을 중심으로

제목(제2언어) A Study on the Submission of

주제(키워드) * 1개 이상의 주제어를 입력시에는 ","(쉼표)로 구분하여 추가합니다.

지도교수 * 정송영

지도교수 성함을 입력하십시오

세부전공 세부전공을 입력하세요

31. If a pop-up menu appears, click on all the yellow boxes in the Meta info, Table of Contents, and Abstact to remove yellow boxes or write required information

※ The yellow box functions to check with the submitter whether there is an abnormality in the automatically extracted information

한남대학교 중앙도서관
Central Library, Hannam University

Copyright

>본인이 저작한 (석사·박사)학위논문에 대하여 다음과 같은 방법 및 조건으로 이용할 수 있도록 허락하고 동의합니다.

1. 저작물의 내용을 변경하지 않는 편집상 혹은 포맷상의 변경을 통한 복제 및 DB 구축을 허락함

2. 학술연구 목적의 서비스를 위해 인터넷을 포함한 정보통신망에 공개하여 저작물 일부 또는 전부의 전송, 배포 및 복제를 허락함

3. 저작물에 대한 이용 기간을 3년으로 하고 계약 종료 2개월 이내에 별도의 의사 표시가 없는 경우 기간을 계속 연장함

32

◉ Agree   ○ Not agree

33 **Creative Commons License (CCL)** ❓
◉ 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

34

※ dCollection a Creative Commons License(CCL)compliant.
Original publication date
◉ Original publication when Theis Info. is disclosed   ○ Separate settings

32. **In case of disagreement with copyright, it is not serviced by general users, but only users in the Library can read the original text**

*You can disagree if you have a special reason
ex) national security, patent applications, journal submissions, etc

33. **Determining CCL**

34. **Reason is required when determining Separate settings**

*Set the original publication date when setting separately

2. How to submit your thesis

35. Ensure that my thesis information(Title, Sub-title, Translated, Author, abstract, Awarded, etc.) and the information entered are exactly the same

36. Edit Meta: Correcting Title, Author, Abstract, Awarded
Update Files: Correcting the contents of the thesis PDF file
Update License: Correcting copyrights matters

37. Click on 'complete submit', no modification when submission is completed
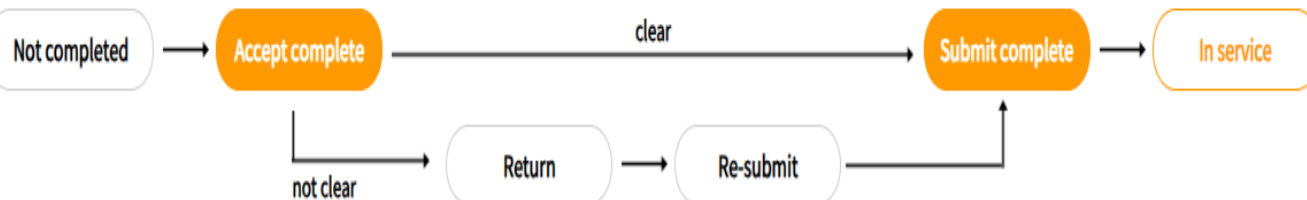
2. How to submit your thesis

38. Send you a kakaotalk message when you complete the submission

39. In the status of the thesis, it takes about 1-2 days on weekdays to be 'Submit complete' if there is no abnormality in the process of 'Accecpt Complete' of the thesis

40. Return any errors during thesis inspection

41. Click on the title of the thesis to modify and resubmit after return

2. How to submit your thesis

※ 반송된 논문입니다. 반송사유를 확인하신 후 메타, 원문, 책갈피 등을 수정하신 다음 반드시 '제출완료' 버튼을 누르시기 바랍니다.

반송일	2023-11-24 09:16:42
42 반송사유	목차의 쪽 페이지수는 로마자로 해주시기 바랍니다.

논문 처리 상태

No.	제목	논문상태	등록일
1	대학생의 역경경험이 역경 후 스트레스 증상과 역경 후 성…	재제출	2023-11-24

Dissertation Processing Status

No.	Title	Status	Date	Print
1	학위논문 제출에 관한 연구	**44** Submit complete	2023-12-07	**45** Copyright Submission Service

42. **Modifying meta, pdf file, License, etc. according to reasons for return**

43. **Click 'complete submit' after modifying**

44. **After confirming that there is no problem in the library, the thesis status becomes 'Submit complete'**

45. **When the status of the thesis becomes 'Submit complete', copyright and submission document can be printed**

46. **After the status of the thesis becomes 'Submit complete', bind your thesis**

Status

- **Not completed** : The submission of the paper was not completed successfully. Go to the detailed screen and select Submit Completed

- **Accept complete** : The submitted paper is being processed by the administrator

- **Return** : The paper was returned by the administrator for a particular reason. Please check the reason for return on the personal notice, go to the detailed screen of the return paper from the submission details inquiry, modify the contents and resubmit.

- **Re-submit** : This is the case when the returned paper has been resubmitted

- **Submit complete** : This is the pre-service stage after the submitted paper is verified by the administrator.

- **In service** :The submitted is in service. Search to view your paper

Notice

- Make sure to **enter the original thesis and meta information equally**

- The seal (sign) of professors may be omitted for the approval sheet in the file

- Submission after **signing the copyright document**

- **'Awarded' – 2024.2**

- Cover, inner cover, and approval sheet omit the number of pages

- Write in **Roman numerals (case letters)** before the start of the introduction ex) Table of contents, text of thanks, abstract, etc

- The first chapter (introduction) of the paper **starts with a page number of 1**

- The title and page of the table of contents are **the same as the body text**

- **Delete blank pages** in the file (excluding the space between the outer and inner covers)

한남대학교 중앙도서관
Central Library, Hannam University

1) Supplies for submission

: ① **Copyright** ② **Submission** ③ **Thesis(3copies)**

- **The seal(sign) of professors of the approval sheet can be omitted**
- **Soft cover is recommended for binding**
- **Be sure to bind to the final approved pdf file**

2) Place to submit

: **IC Service desk** on the 1st floor of the library

3) Bound thesis submission schedule

: **By the deadline for submission of the bound thesis of each graduate school**

* **The deadline for submission varies from graduate school to graduate school, so contact each graduate school**

4) Library Thesis Submission Time

: **Mon - Fri 09:00 ~ 17:00 (Excluding lunchtime 12:00-13:00)**