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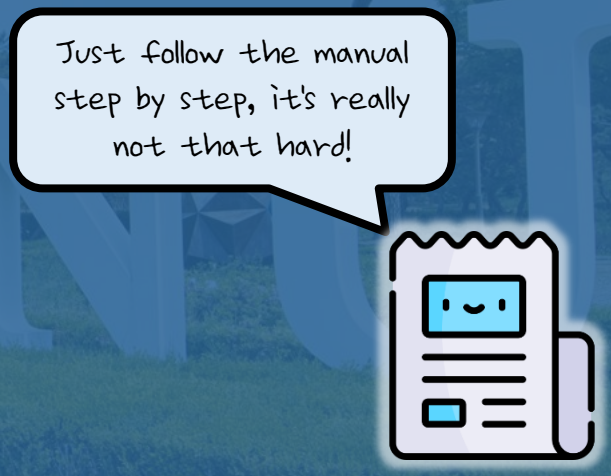
JEONBUK NATIONAL UNIVERSITY

# dCollection

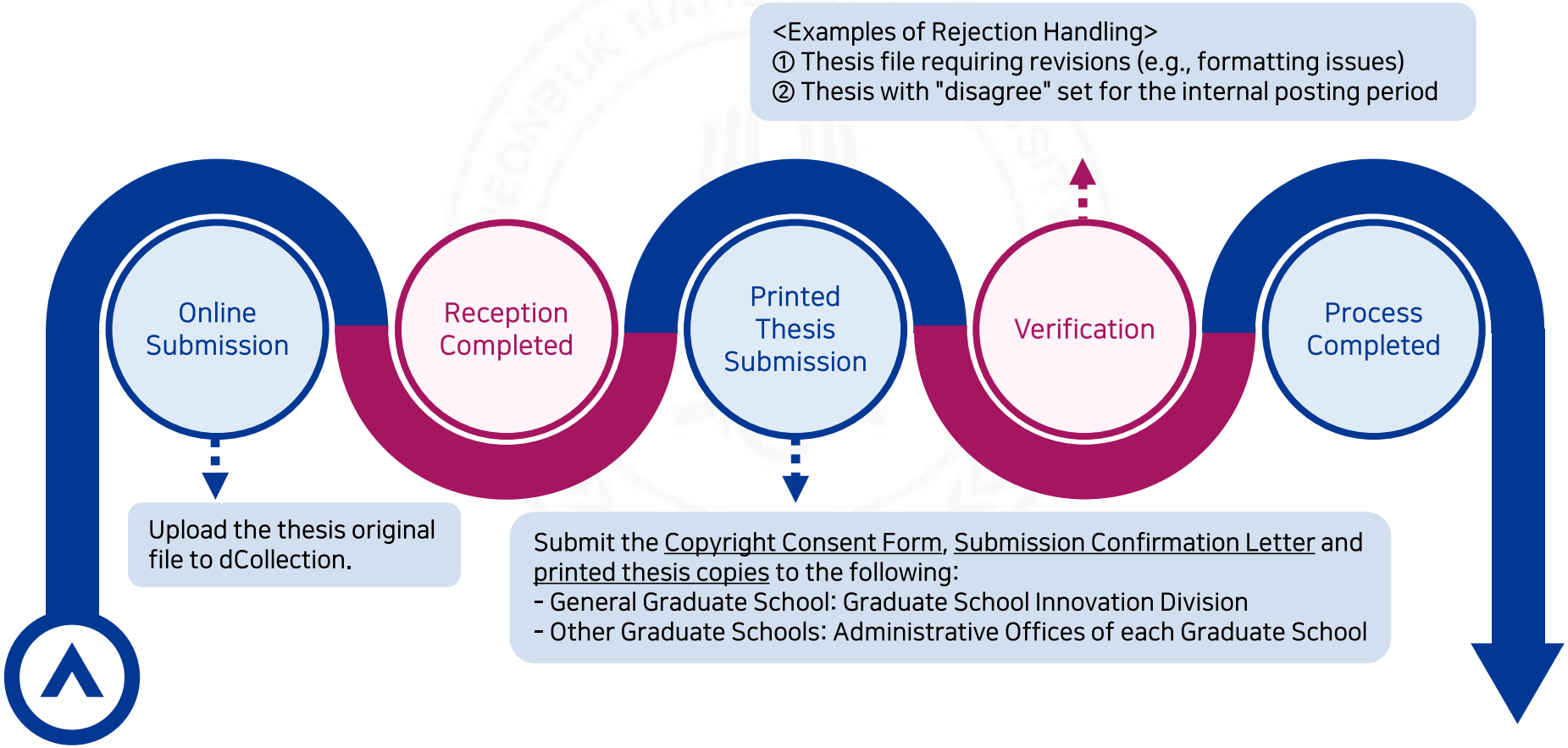
## Thesis Submission Guide

JEONBUK NATIONAL UNIVERSITY

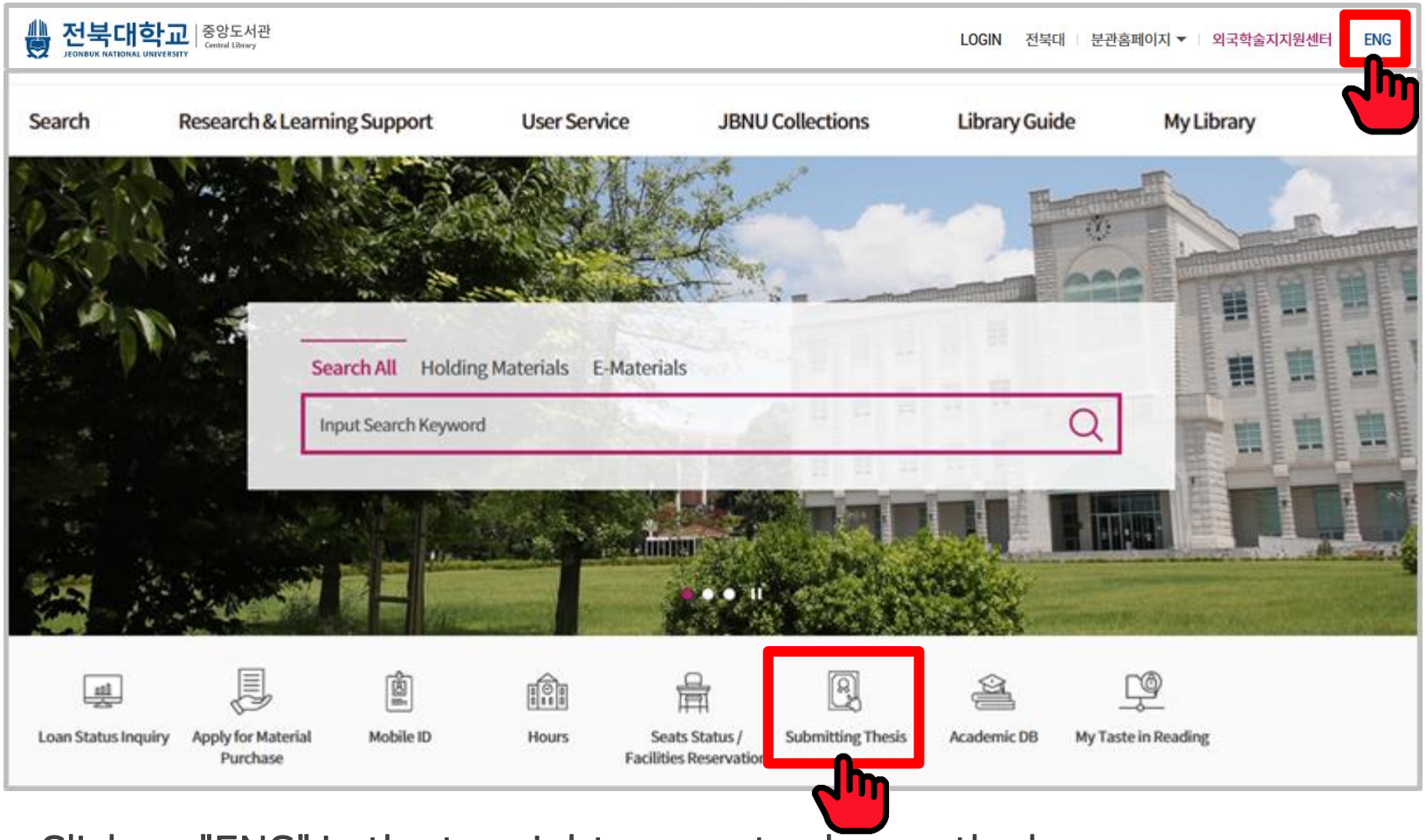



JBNU Central Library
063-270-3464 / lib3463@jbnu.ac.kr

# Submission Process



# dCollection Access




- Click on "ENG" in the top right corner to change the language
- Click on "Submitting Thesis" on the library website (https://dl.jbnu.ac.kr)

# dCollection Access

## Submitting Thesis

Input Search Keyword

> Research & Learning Support > Thesis Writing Support > Submitting Thesis

- This is the guide to submitting the full-text file of thesis file for Chonbuk National University graduates. Those expecting to graduate from the master's or doctoral degree must submit the full-text of thesis through dColletion after completing the thesis review.

### Summary of Thesis Submission

- Target: Those who are expected to confer the degree
- Contents of submission: Master's and Doctoral thesis, Field Case Study Report
- Submitted website : https://dcoll.jbnu.ac.kr
- Full-text Submission Procedure

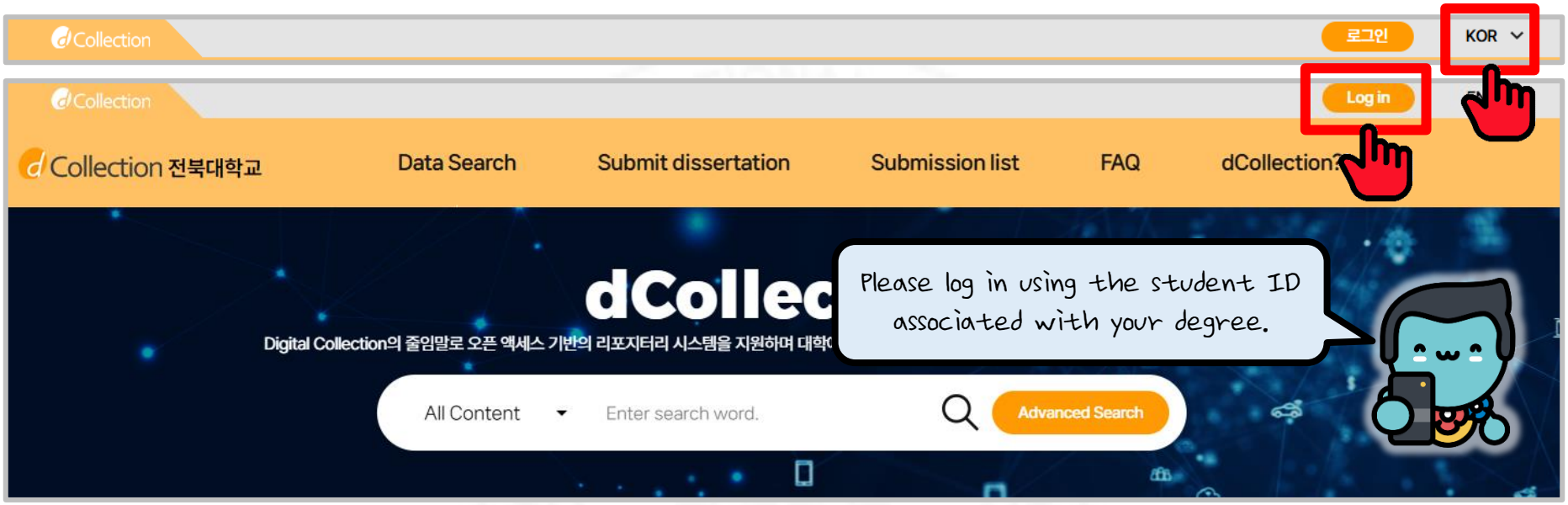
| dCollection | Reception completed | Verification | Submission completed |
|---|---|---|---|
| · Upload the full-text file of thesis to | · Copyright agreement and submission confirmation can be printed | · If correction is required, contact after returning | |

- Information on how to submit(download)

dCollection submission guide download

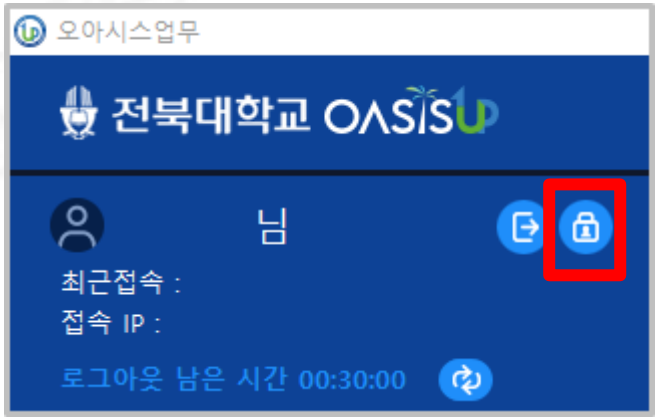
- After checking the information, click on the submission website link

# dCollection Login

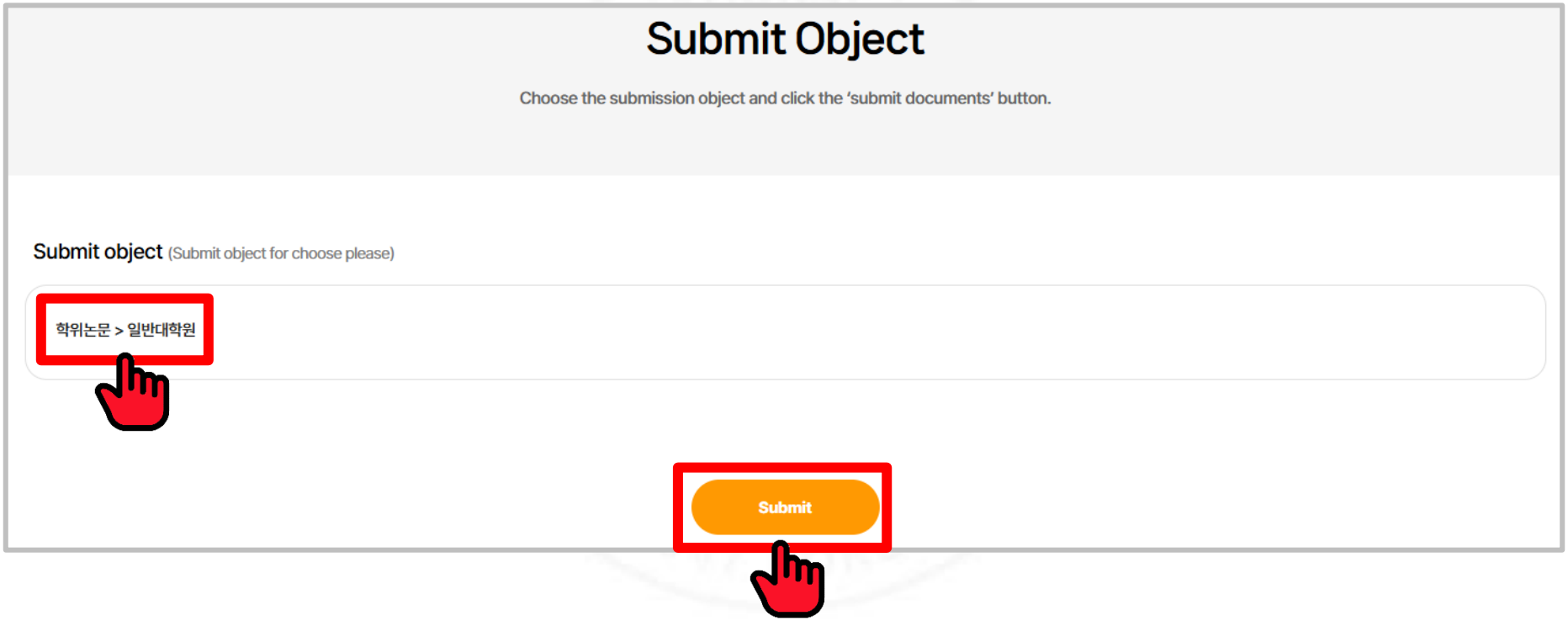



- Click on "KOR" in the top right corner to change the language to "ENG"
- Log in using your student number
- If your password contains a question mark(?), equal sign(=), colon(:), or ampersand(&), login will be restricted.

  → Change your password on OASIS and then log in

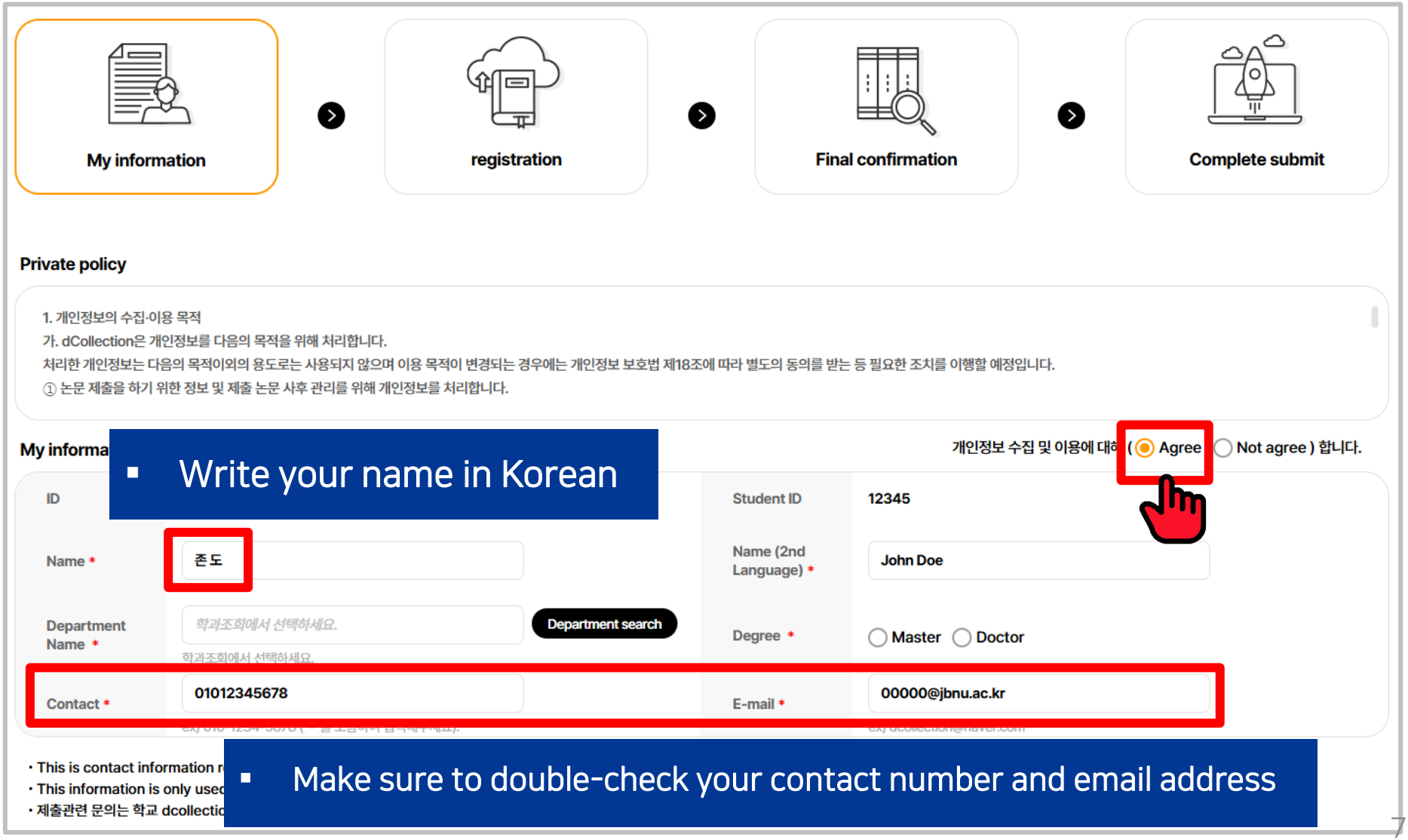


# Thesis Submission



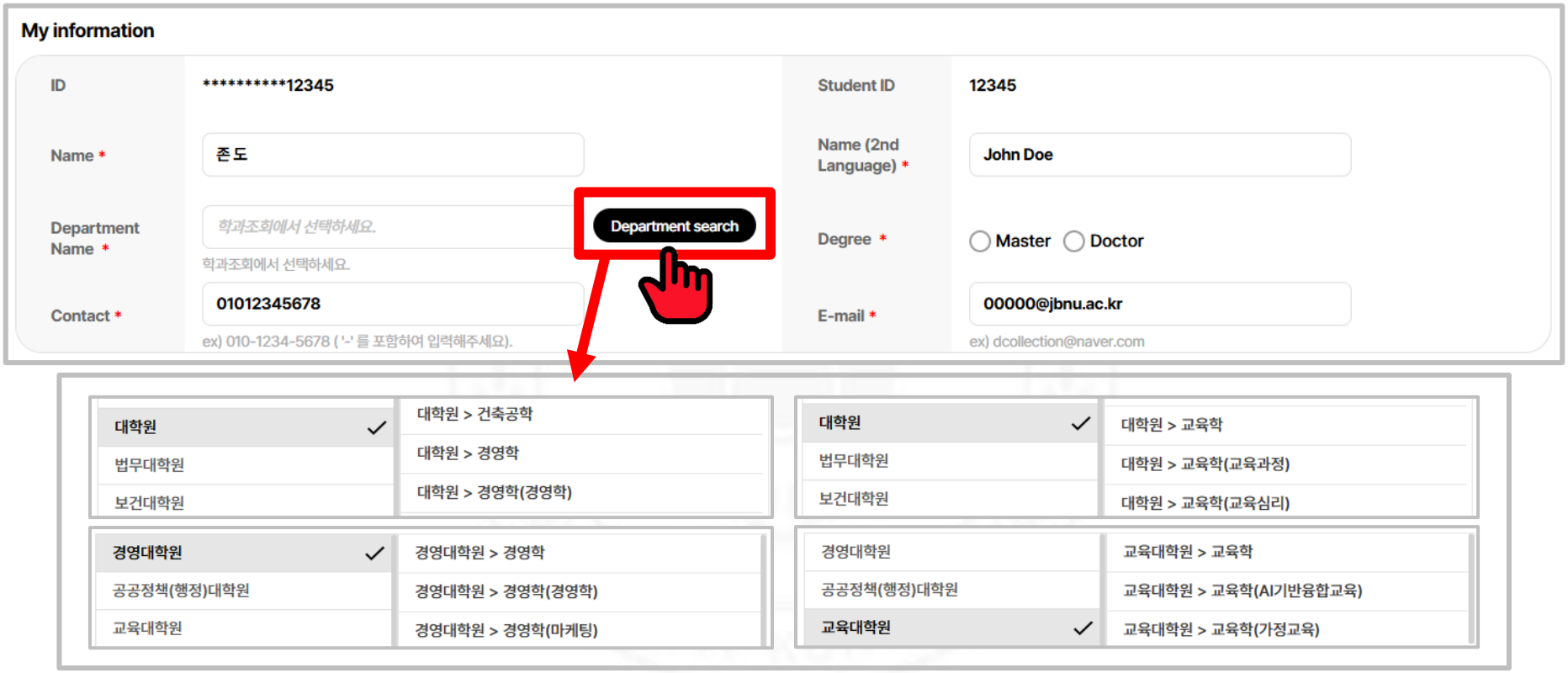

- Select the submit object available

# My Information




- Write your name in Korean
- Make sure to double-check your contact number and email address

# My Information

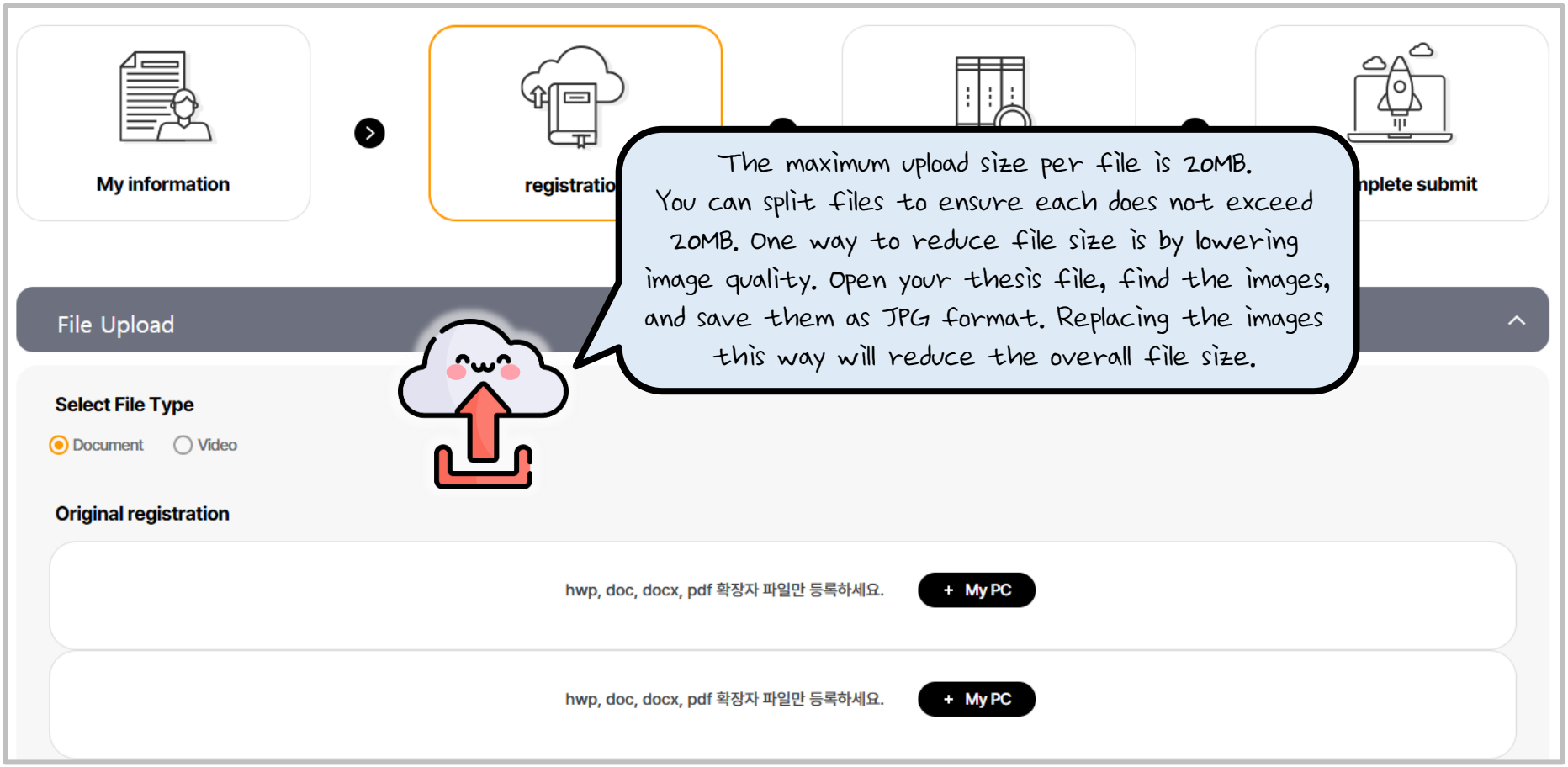



- Select the correct department

  (distinguish between general and specialized graduate schools)

- If difficulty in selecting a department, inquire at the department office

# Registration – File upload

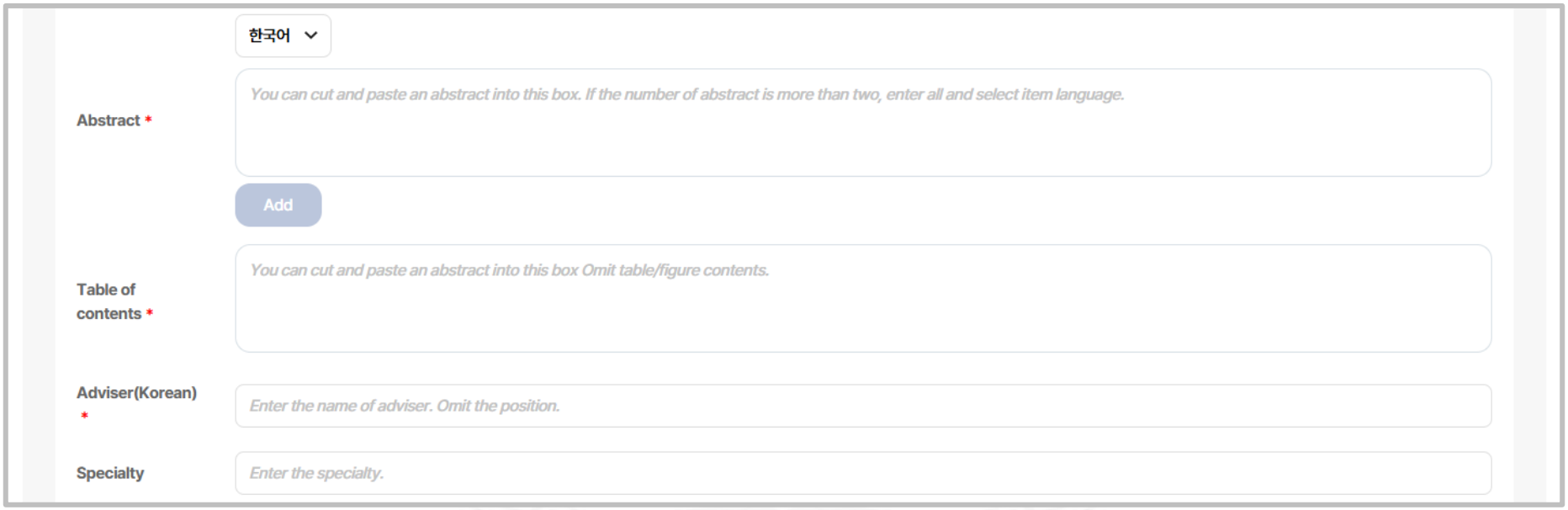



- Remove blank pages, unlock the password, and disable the notes and bookmarks
- For theses, B5 size is the standard (for case study reports, A4 size)
- Files can be divided in the order of cover page, table of contents, and main text

# Registration – Thesis Info Registration

- Title(Korean): Enter exactly as the Korean title of the thesis (must be in Korean)
- Sub-title(Korean): Enter the subtitle in smaller text than the title
- Alternative: Enter an alternative title of the same level as the main title
- Translated(English): Enter the title in English
- Subject: Enter keywords or the main subject of the thesis as in the abstract
- KDC / DDC: No input required

# Registration – Thesis Info Registration



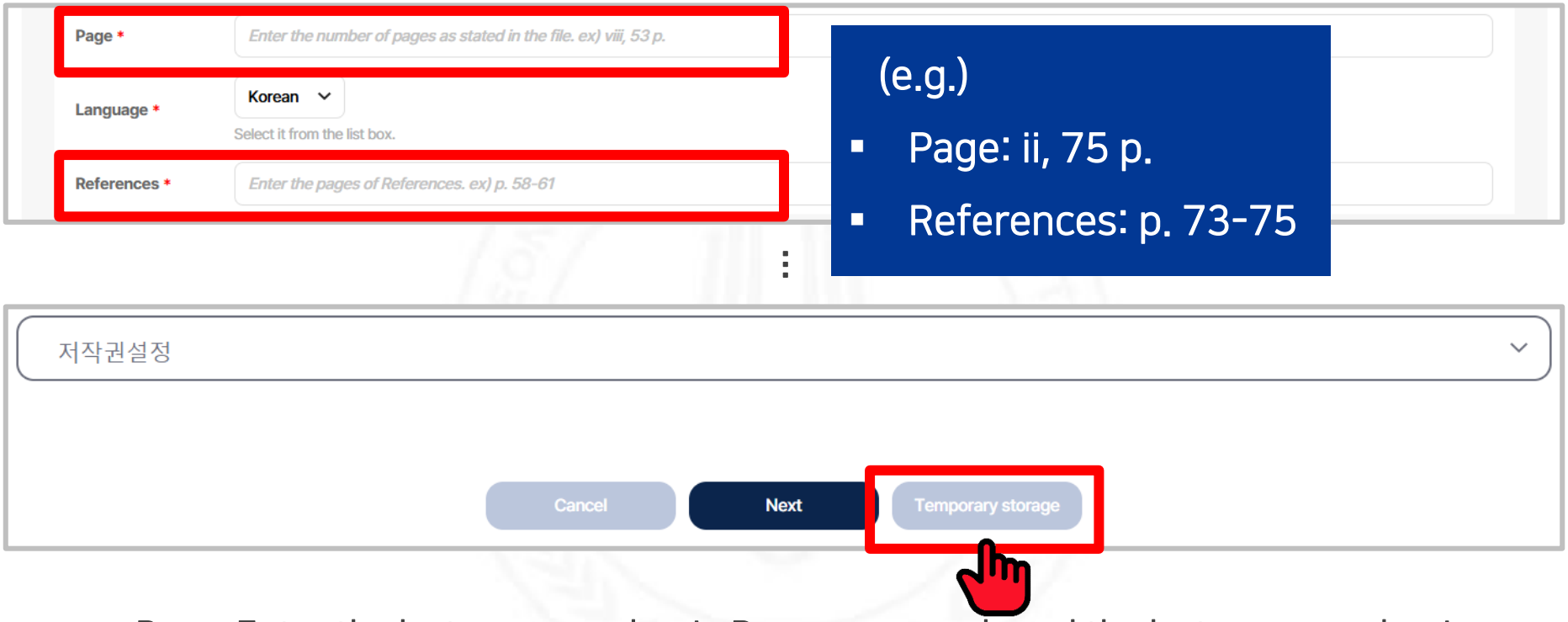

- Abstract: Enter the abstract matching the language selected at the top

  - Even for a 'Case Study Report' without an abstract, enter a brief summary
- Table of contents: Copy and paste the table of contents from the thesis

  (It will be modified later in the bookmark settings)
- Adviser(Korean): Enter only the professor's name in Korean (e.g., 홍길동 (O), 홍길동 교수님 (X), Gil-dong Hong (X))
- Specialty: Enter the specific major if applicable

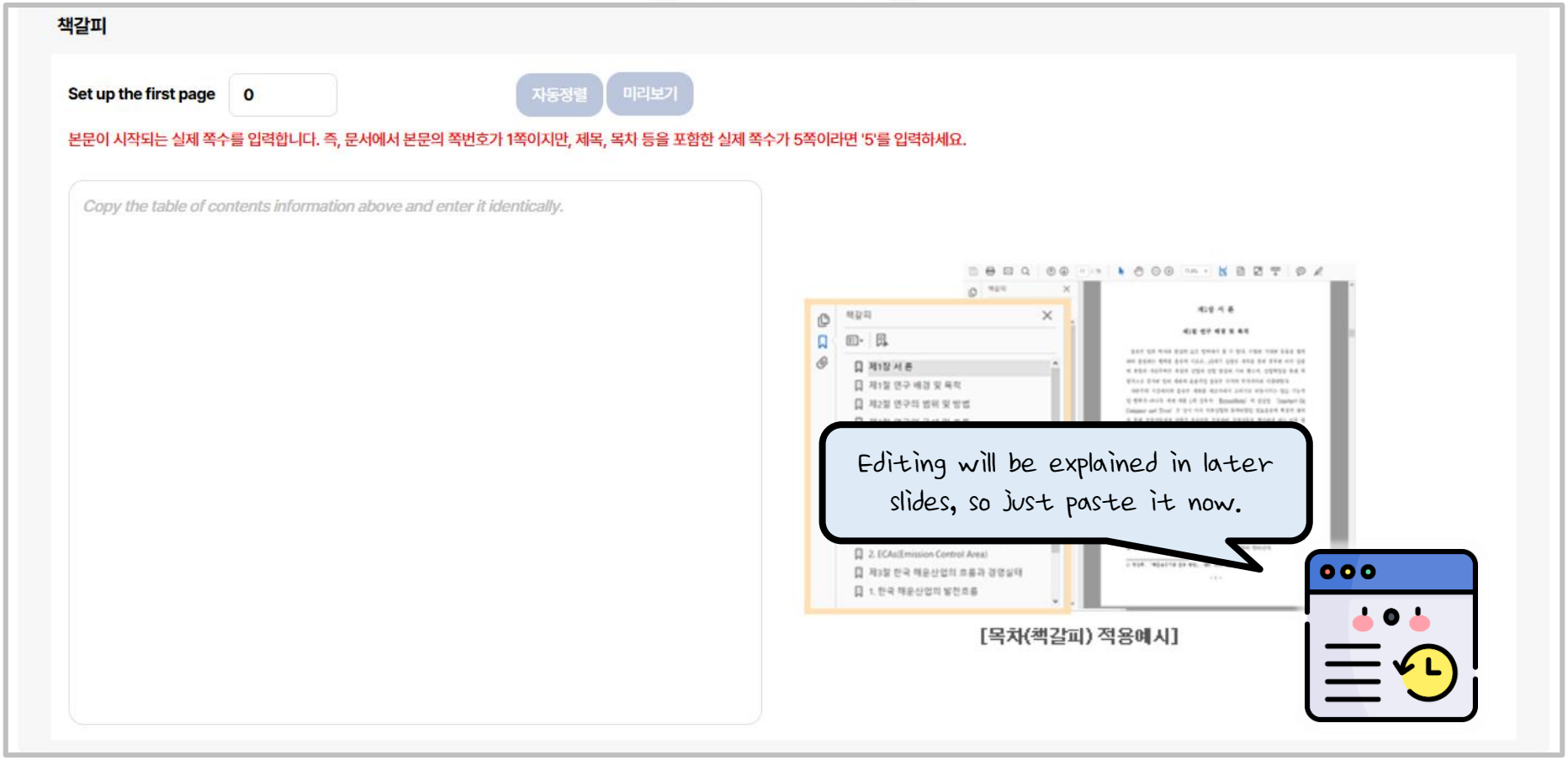
  (e.g., Marketing in the Department of Business Administration - enter Marketing)

# Registration – Thesis Info Registration




- Page: Enter the last page number in Roman numerals and the last page number in Arabic numerals
  (if there are no Roman numeral pages, enter only the Arabic numeral page)
- Language: Select the language of the thesis text
- References: Enter the page number where the references are located
- Be sure to click "Temporary storage" frequently to save your progress

# Registration – Bookmark(Optional)




- Since it will be modified later, paste the earlier table of contents or leave it blank

# Registration – Copyright

| | Agree | Conditional agree | Disagree |
|---|---|---|---|
| Date setting | × | ○ | × |
| Reason | × | ○ | ○ |
| License | ○ | ○ | × |
| Full-text Access* | ○ | × | △<br>※ Accessible only on-campus users |
| External Copy | ○ | × | △<br>※ Copies provided, limited to 50% |

* Provided as a time-limited PDF file with DRM (Digital Rights Management) applied

- Agreeing to copyright will make the full text available on the Library and RISS
- Setting a publication date after agreement is considered conditional agreement
- Non-consent or conditional consent is allowed only with a valid reason

# Registration – Agree

## 저작권설정

### Copyright

I approve and agree that the (master, doctor) dissertation/article written by myself can be used in following methods and conditions.

1. I allow copy and DB building through changes in edition or format on the condition of not changing the contents of the writing
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network including internet for the purpose of academic study.
3. The usage period for the writings shall be three years, and the period shall be continuously extended unless otherwise there is no expression within two months from the expiration of the agreement.
4. In case an author transfers the copyright to others, this permission will not be effective thereby. If publishing is allowed, it shall be immediately notified to the university.
5. The university shall not be legally responsible against the infringement occurred due to the writings after the permission.
6. The author allows providing the writing to any contracted institutions (Korea Education & Research Information Service, etc.) of the university to transfer, copy and printing the writing through information network including internet

◉ Agree ○ Not agree

### Creative Commons License (CCL)

CC라이선스는 저작자가 일정한 조건하에 자신의 저작물을 다른 사람들이 자유롭게 이용할 수 있도록 허락하는 라이선스 입니다.

◉ 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 purp
○ Yes ◉ No

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

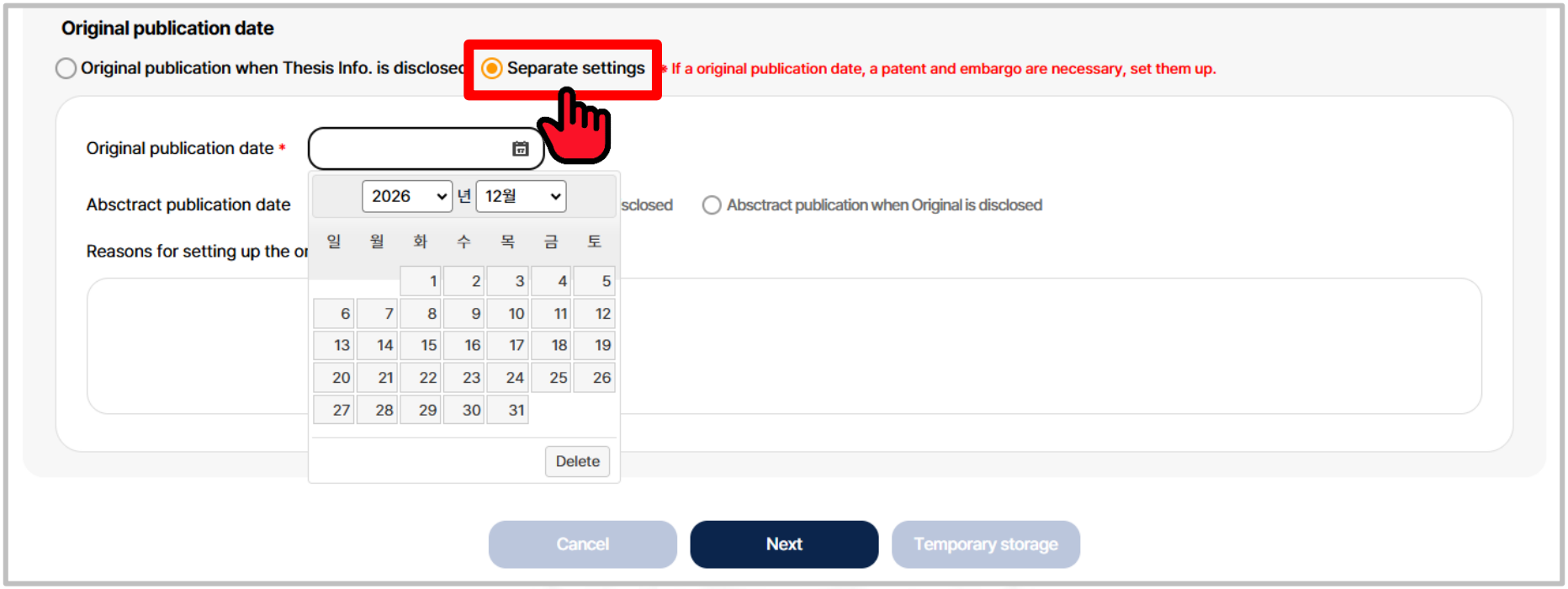
- Proceed with the default settings

※ dCollection a Creative Commons License(CCL)compliant.

### Original publication date

◉ Original publication when Thesis Info. is disclosed ○ Separate settings ※ If a original publication date, a patent and embargo are necessary, set them up.

# Registration – Conditional Agree

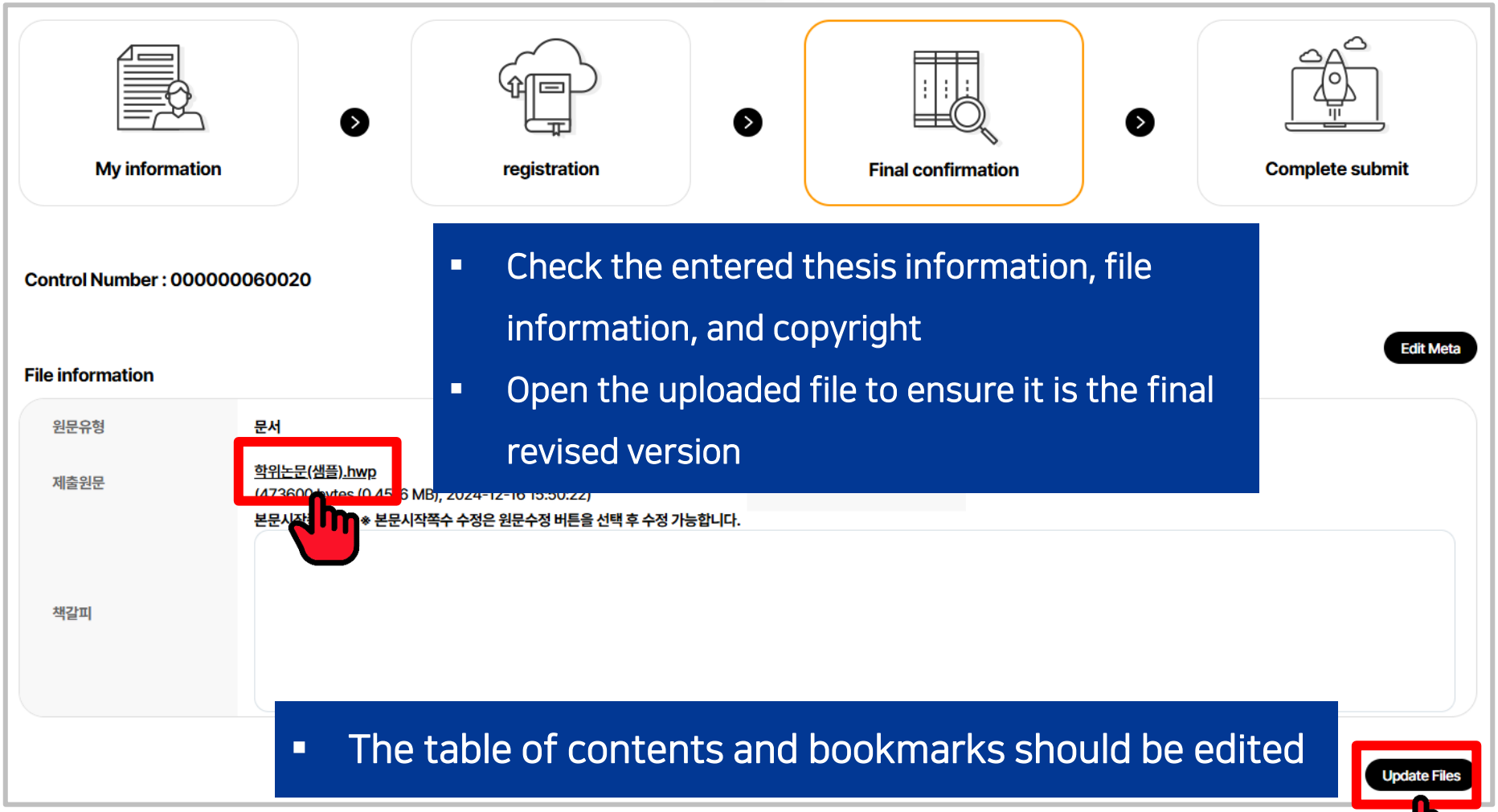



- Thesis viewing and copy requests unavailable during the set period
- The copyright setting will automatically change to agreement after the set period
- Clear reasons required: personal information, military secrets, journal publication, patent application

# 4. Registration – Not Agree(disagree)

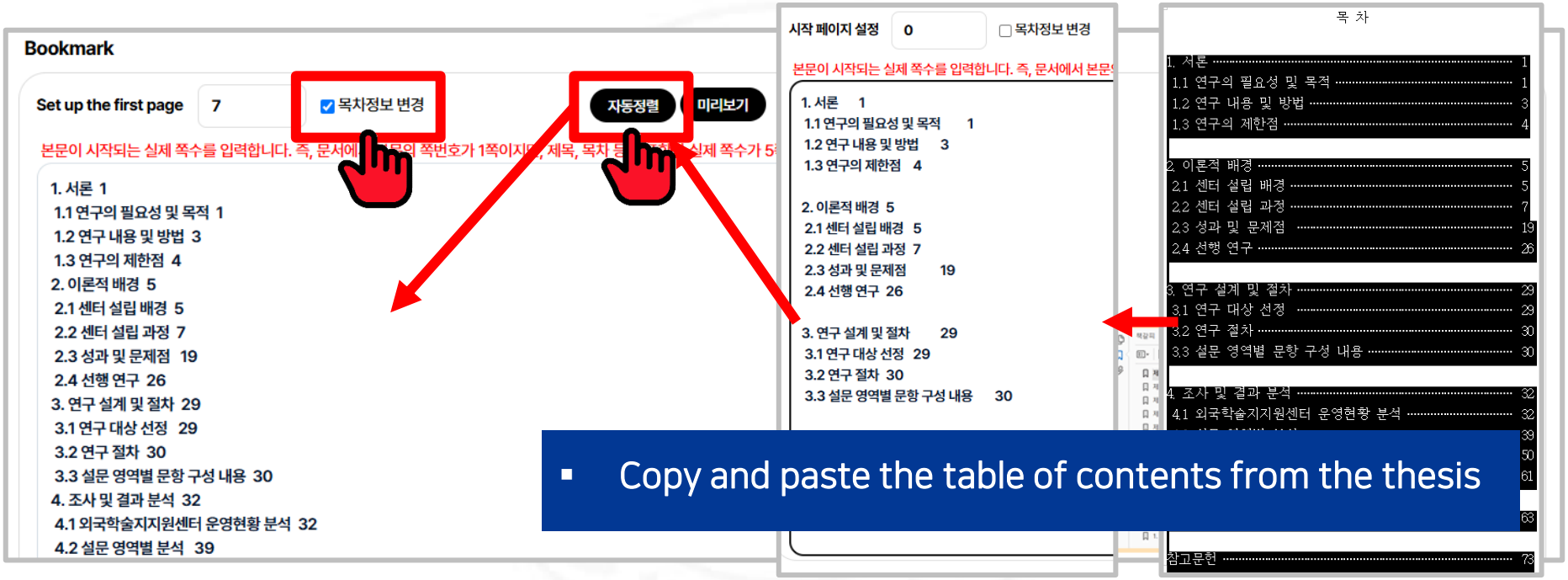
- Accessible only to on-campus users via the Central Library website (no saving and printing)
- Not accessible on external platforms like RISS, the National Library of Korea, or the National Assembly Library
- Up to 50% can be provided for copy requests from other institutions
  (choose conditional agreement if you wish to opt out)
- Clear reasons required: personal information, military secrets, journal publication, patent application
- Possible to set the in-school service start date

# Final Confirmation




- Check the entered thesis information, file information, and copyright
- Open the uploaded file to ensure it is the final revised version
- The table of contents and bookmarks should be edited

# Final Confirmation – Bookmark




- Copy and paste the table of contents from the thesis

- Do not enter the cover page, Roman numeral page numbers(table of contents, abstract, etc.) in the bookmark
- After entering, check "목차정보 변경(Change table of contents information)" to modify thesis details(recommended)
- Click "자동정렬(Auto-align)" to automatically remove spaces and adjust indentation

# Final Confirmation – Bookmark

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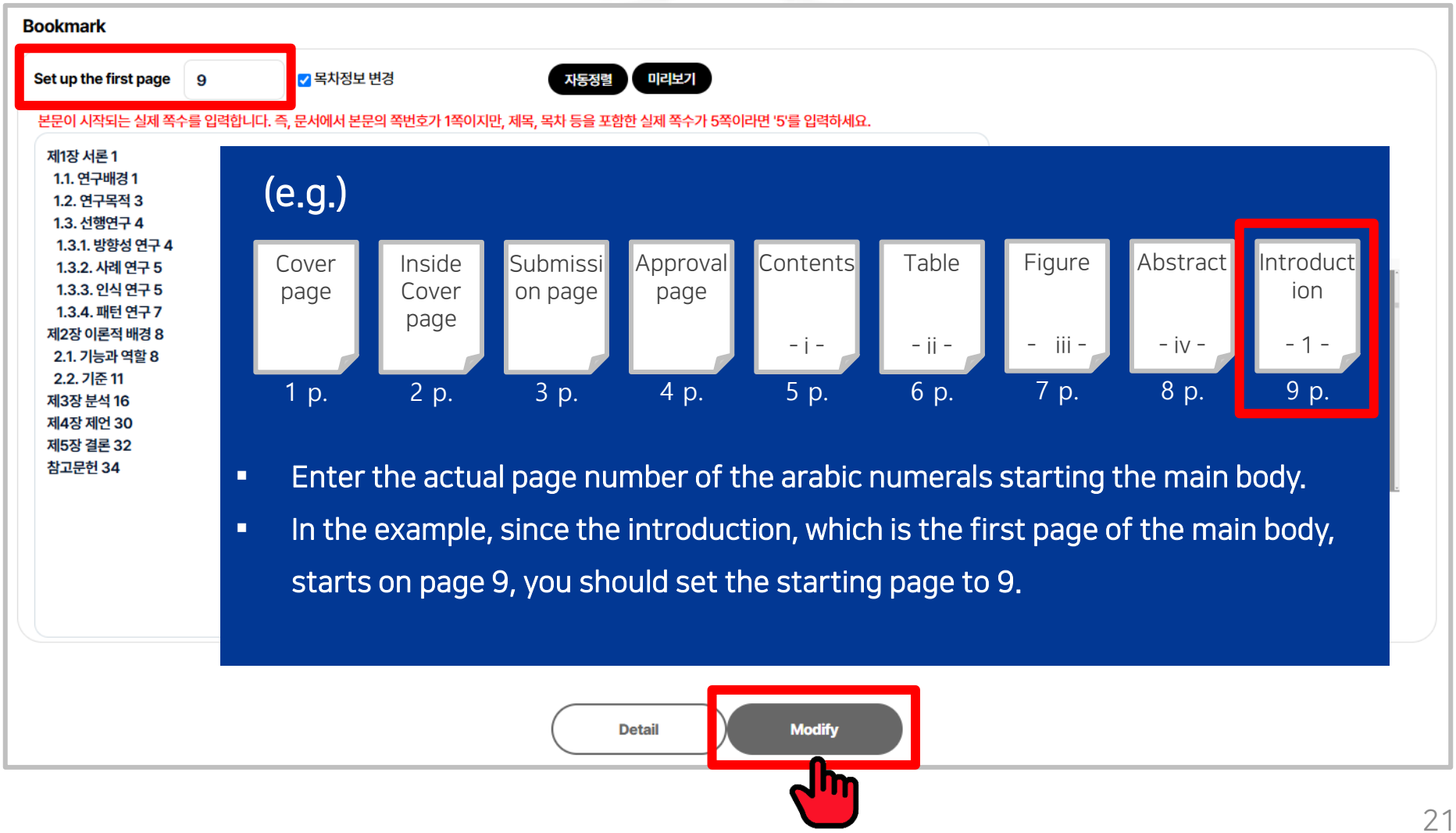
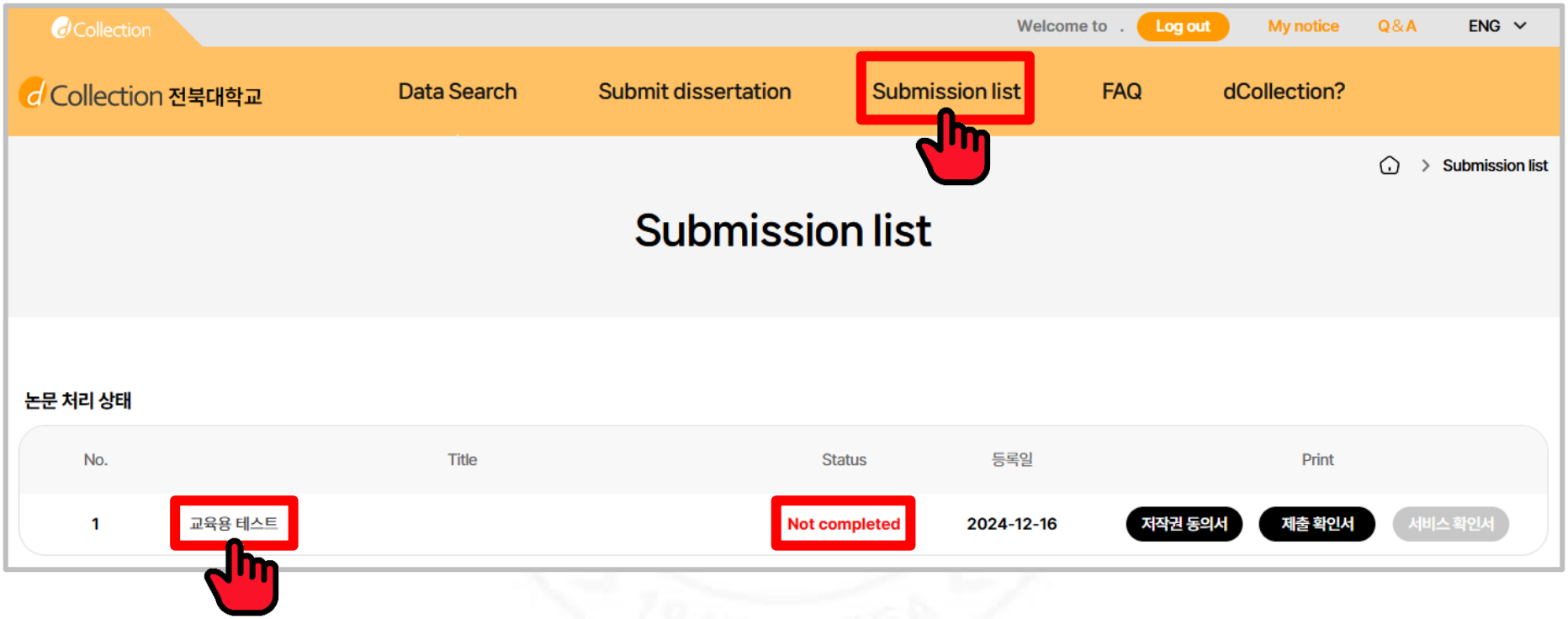
3. 연구 설계 및 절차
4. 조사 및 결과 분석
5. 결론
참고문헌

- Classify items by hierarchy using indentation (based on number of spaces)
- Page numbers must be entered for the bookmark (hyperlink) function to work
- When using Roman numerals in the table of contents, type them directly instead of using special characters (e.g.: I, VIII.(O), Ⅰ., Ⅷ.(X))

# Final Confirmation – First Page Setup

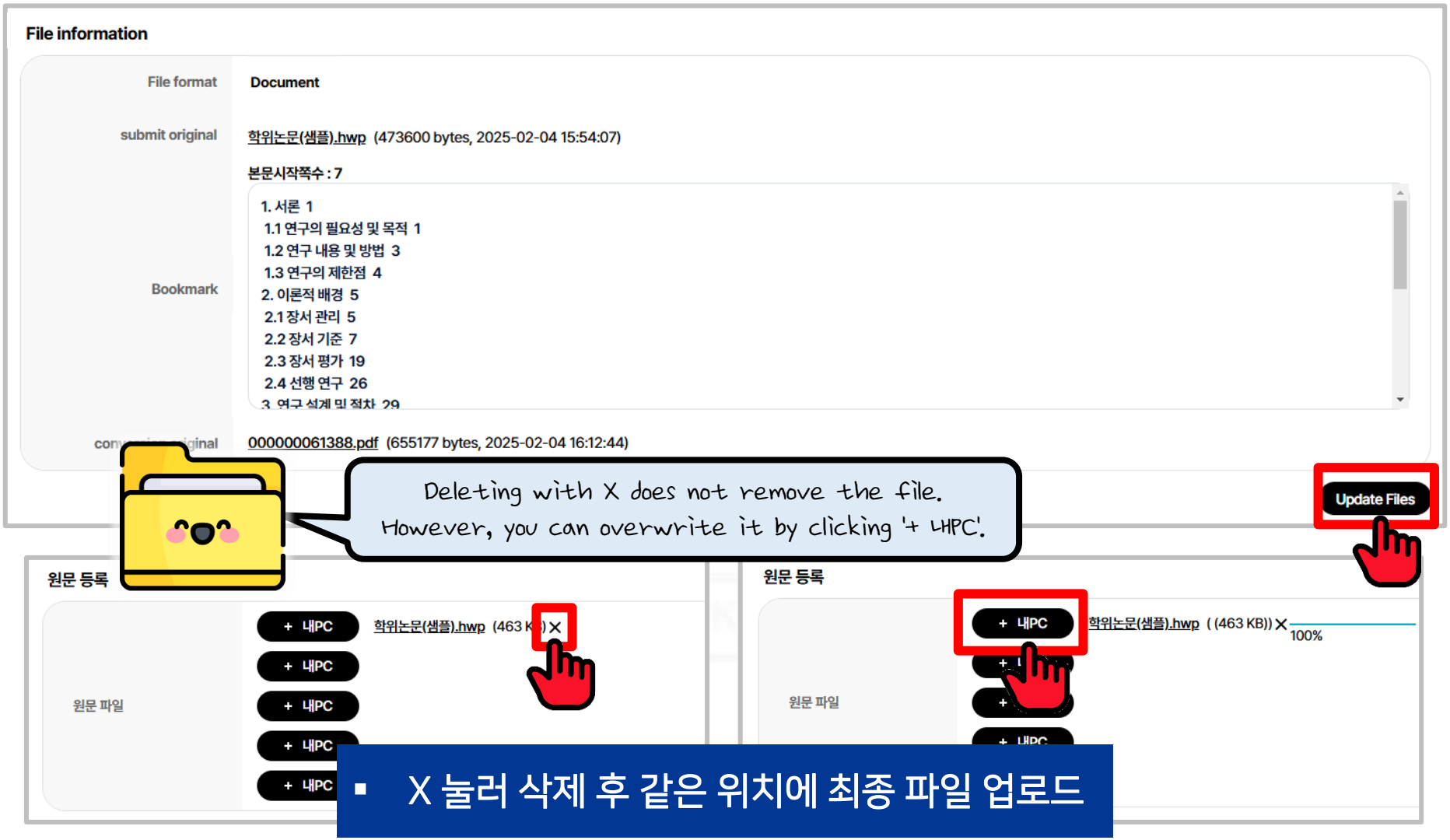


# Final Confirmation – Edit Submission



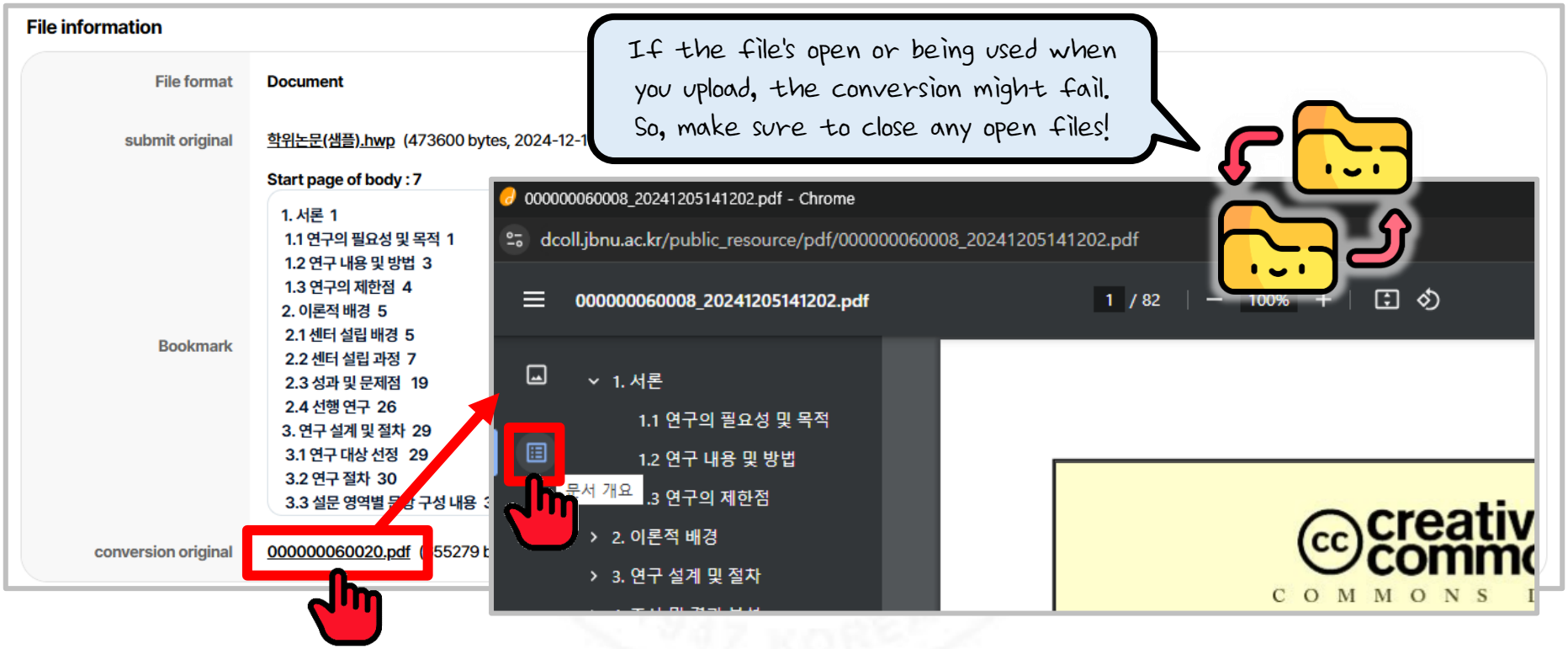

- Click the thesis title to review and modify before "제출완료(Submit)"
- Check if the copyright page has been added to the PDF file generated from the "conversion original" in "File information" and verify if the bookmarks are correctly linked
- The Author Permission Agreement and submission confirmation can be printed after "제출완료(Submit)"

# Final Confirmation – File Replacement



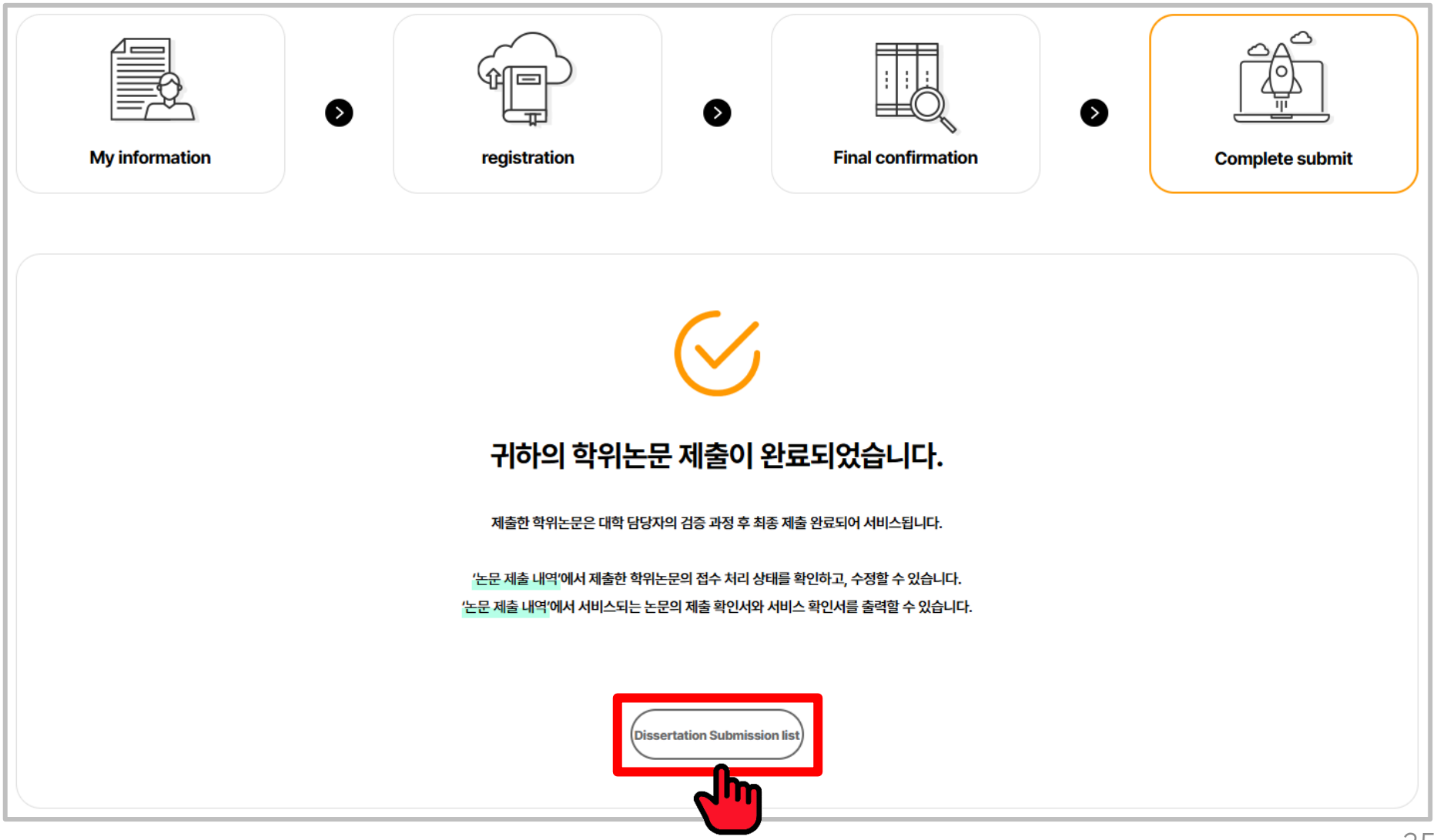

- X 눌러 삭제 후 같은 위치에 최종 파일 업로드

# Final Confirmation – Converted File Check

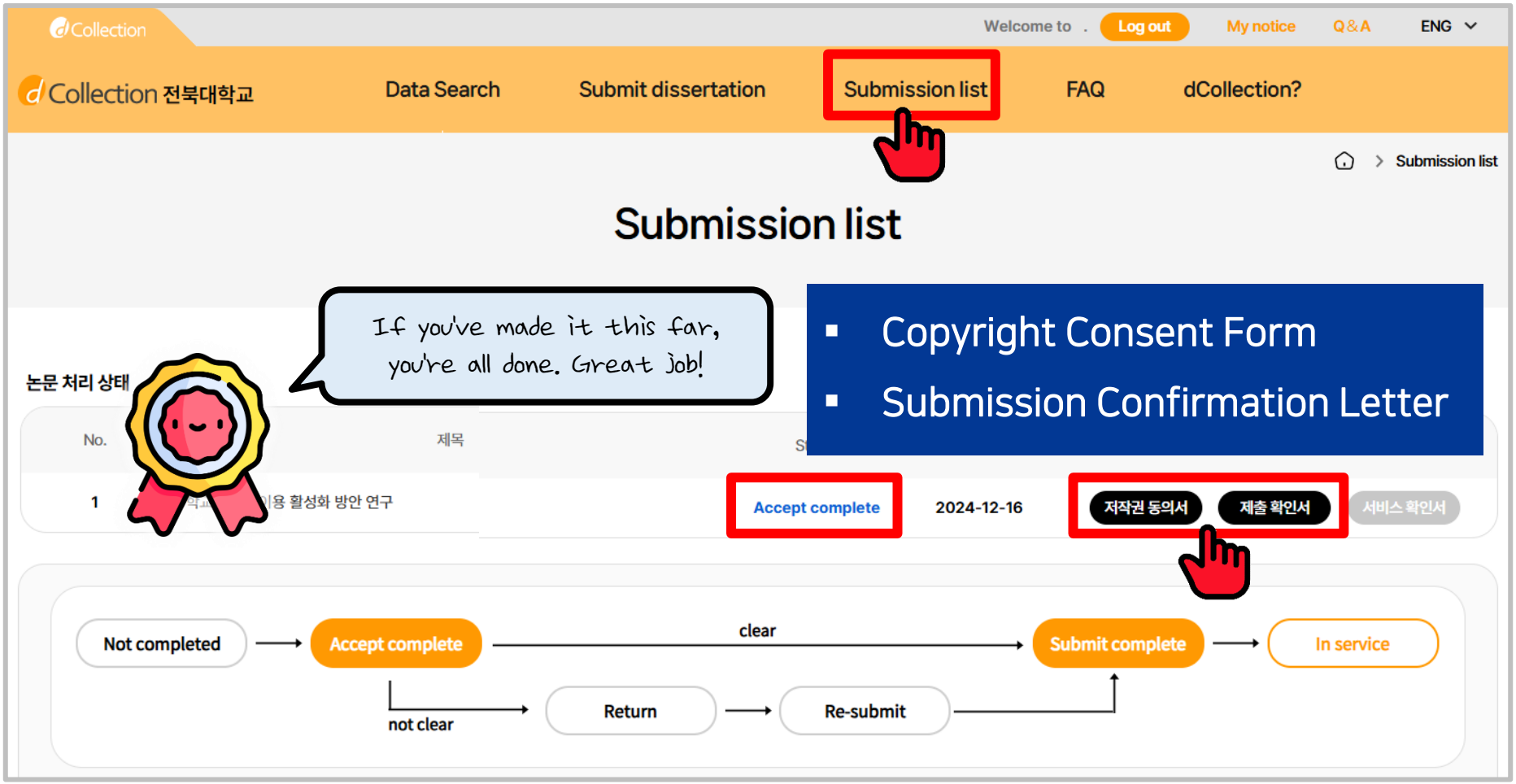



- After uploading, check the PDF in "conversion original" (1 min)
- Check the alignment of tables and images, page positioning, and bookmark links
- If correct, click on “제출완료(Submit)"

# Complete Submission

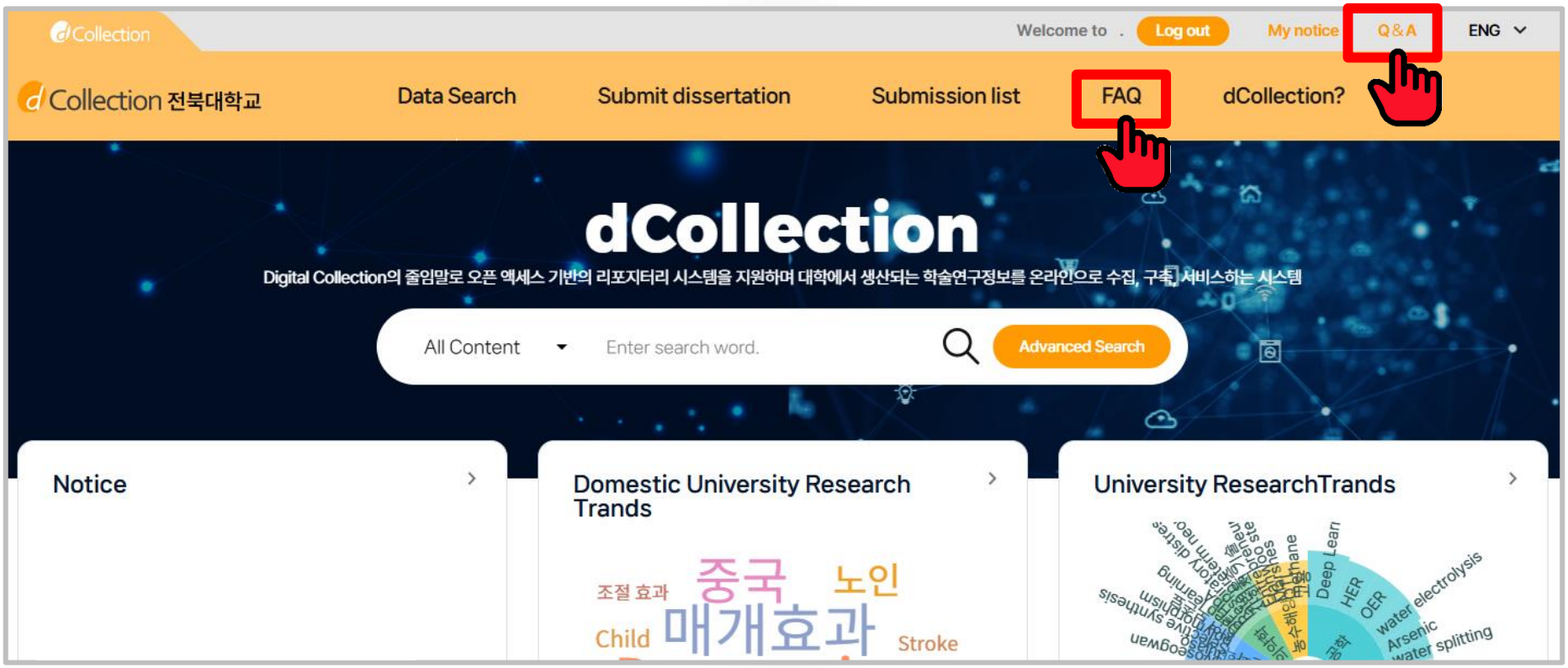


# Submission Document Printing



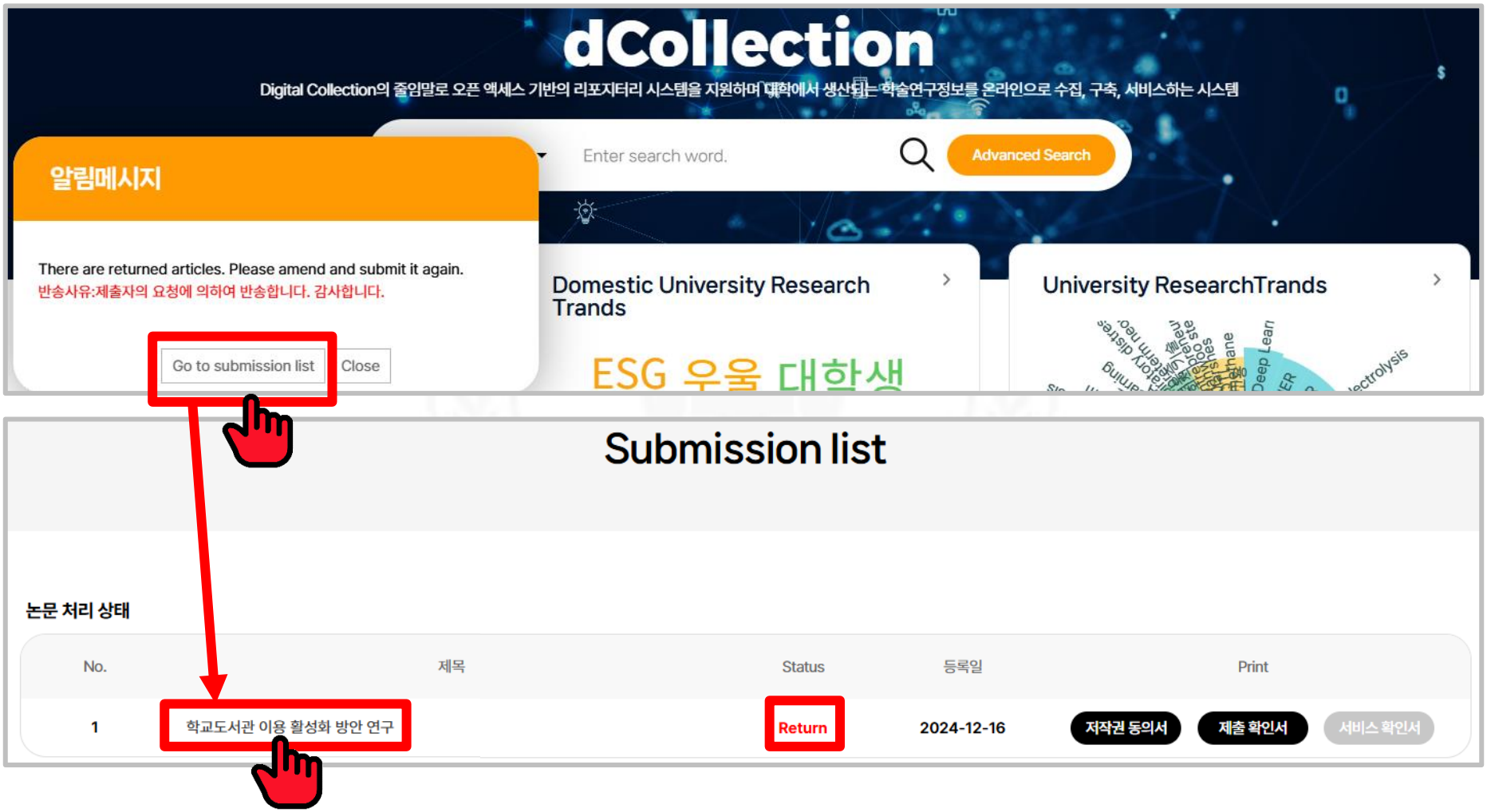

- Submit these documents and printed thesis copies

# FAQ and Q&A board




- For corrections after submission, write a return reason and request a return
- Use the Q&A board for errors or inquiries, as phone support may be unavailable during the submission season

# Returned Submission Check




- Resubmission required after content revision or file replacement

# Reprinting

**논문 처리 상태**

| No. | Title | Status | 등록일 | Print |
|---|---|---|---|---|
| 1 | 학교도서관 이용 활성화 방안 연구 | Re-submit | 2025-02-04 | 저작권 동의서 제출 확인서 서비스 확인서 |

Not completed → Accept complete —clear→ Submit complete → In service

Accept complete —not clear→ Return → Re-submit → Submit complete

- **Not completed** : 논문 제출이 정상적으로 완료되지 않은 경우입니다. 논문 제목을 클릭하여 상세화면으로 이동하여 제출을 완료하세요.
- **Accept complete** : 제출된 논문을 관리자가 처리중인 상태입니다.
- **Resubmission request** : The submitter has requested the manuscript to be returned to them by the administrator
- **Return** : 특정 사유로 인해 관리자에 의해 논문이 반송된 경우입니다.
  마이페이지>개인공지에서 반송사유를 확인하고, 논문 제목을 클릭, 상세화면으로 이동하여 내용을 수정한 후 재제출 하세요.
- **Re-submit** : 반송된 논문을 다시 제출 완료한 상태입니다.
- **Submit complete** : 제출된 논문이 관리자의 검증이 완료되고, 서비스 전 단계입니다.
- **In service** : 제출된 논문이 서비스 상태입니다. 검색을 통해 논문을 확인할 수 있습니다.

The 'Re-submit' status is the same as the 'Accept Complete' status.

- Reprinting required for changes in title, author (English Name), email, contact information, or affiliation

# Thesis Format

- Thesis format: Follow the guidelines provided by the graduate school and academic affairs office
- Thesis template: Check the graduate school, library, and dCollection websites
  - Submit the thesis in both Hangul and Word files (English)
  - For field-based reports and capstone projects, contact the department office
- Remove spine and blank pages (preliminary pages) before uploading
- Include the cover page, inside cover page, submission page, and approval page
- Check graduation date, submission date, and approval date
- Include the name of professor who approved the thesis (signatures or seals not required for upload)

# Additional Information

- Enter the correct thesis formatting standards for each graduate school (varies by cover page)
- Page Numbers: No page numbers from cover page to approval page

  Use lowercase Roman numerals (i) for table of contents to abstract

  Use Arabic numerals (1) for the body of the thesis
- Abstract: If the main text is in Korean, English abstract is required

  If in foreign language, Korean abstract is required
- No changes allowed after file approval

  - Check for typos and the linkage between the table of contents and the text
- The author is responsible for errors in thesis format, content, and typos

# Additional Information

- The file upload date and thesis copy submission date are different
- Submissions are possible on weekends and holidays (phone inquiries available on weekdays from 9 AM to 6 PM)
- The full-text will be made available as an ezPDF file for viewing only (no saving, printing, or editing)
- Store your final thesis file and the original thesis with the professor's signed approval page
- Before submitting, check for unnecessary personal information (e.g., phone numbers) in appendices or surveys

# Degree Titles by Department – Master's

- 공학석사

  - 건축. 도시공학과, 건축공학과, 도시공학과, 기계설계공학과, 금속공학과, 기계공학과, 섬유공학과, 자원. 에너지공학과, 전기공학과, 토목공학과, 정밀기계공학과, 환경공학과, 재료공학과, 산업시스템공학과, 기계설계학과, 농공학과, 농업기계공학과, 고분자. 나노공학과, 식품공학과, 임산공학과, 항공우주공학과, 전자정보공학부(전자공학전공, 컴퓨터공학전공), 반도체. 화학공학부(반도체공학전공, 화학공학전공), 생물산업기계공학과, 유기소재파이버공학과, 탄소소재파이버공학과, 기계시스템공학과, 전자정보재료공학과, IT응용시스템공학과, 소프트웨어공학과, BIN융합공학과, 에너지저장·변환공학과, 영상공학과, 목재응용과학과, 나노융합공학과

  - (이하 학과간협동과정) 헬스케어공학과, 정보통신학과, 메카트로닉스공학과, 유기신물질공학과, 생물공정공학과, 디자인제조공학과, 나노반도체디스플레이학과, 수소. 연료전지공학과, 대체에너지공학과, 정보전자재료공학과, 바이오나노시스템공학과, 지능자동차시스템공학과, 정보보호공학과, 에너지공학과, 플라즈마및양자빔응용공학과, 유연인쇄전자공학과, 융합기술공학과, 환경에너지융합학과, 바이오나노융합공학과, 탄소융복합재료공학과, 연료전지공학과, 융합기술경영학과, 전기안전-지능정보융합공학과, 에너지-AI융합공학과

# Degree Titles by Department – Master's

- 농학석사: 농학과, 농화학과, 원예학과, 임학과, 축산학과, 농생물학과, 농축산식품융합학과(학과간협동과정)
- 수의학석사: 수의학과
- 문학석사: 국어국문학과, 영어영문학과, 독어독문학과, 독일학과, 불어불문학과, 사학과, 철학과, 중어중문학과, 윤리학과, 일어일문학과, 일본학과, 고고문화인류학과, 프랑스학과, 프랑스. 아프리카학과, 스페인·중남미학과, 한국어교육학과
- 심리학석사: 심리학과
- 이학석사

  - 물리학과, 생물학과, 수학과, 화학과, 방사선과학기술학과, 통계정보학과, 지구환경과학과, 과학학과, 통계학과, 생활과학과, 주거환경학과, 한약자원학과, 생태조경디자인학과, 의과학과, 분자생물학과, 치의과학과, 과학교육학부(물리교육전공, 생물교육전공, 지구과학교육전공, 화학교육전공), 생명공학과, 식품영양학과

  - (이하 학과간협동과정) 생리활성소재과학과, 바이오융합과학과, 동물의과학과, 나노과학기술학과, 인지과학과, 스포츠과학과, 라이프스타일의학과, 융합환경생명공학과, 환경에너지융합학과
- 교육학석사: 교육학과, 국어교육학과, 수학교육학과, 일반사회교육과
- 법학석사: 법학과

# Degree Titles by Department – Master's

- 정치학석사: 정치학과
- 행정학석사: 행정학과
- 경영학석사: 경영학과, 회계학과, 연금관리학과(학과간협동과정), 융합기술경영학과(학과간협동과정)
- 경제학석사: 농업경제학과, 경제학과, 무역학과, 금융·연금경제학과(학과간협동과정)
- 의학석사: 의학과
- 간호학석사: 간호학과
- 치의학석사: 치의학과
- 음악학석사: 음악학과, 한국음악학과
- 체육학석사: 체육학과
- 미술학석사: 미술학과
- 조경학석사: 조경학과
- 문헌정보학석사: 문헌정보학과
- 상학석사: 사이버무역.지역학과(학과간협동과정), 중남미·패션·통상학과(학과간협동과정)
- 무용학석사: 무용학과

# Degree Titles by Department – Master's

- 사회학석사: 사회학과
- 사회복지학석사: 사회복지학과
- 디자인학석사: 산업디자인학과
- 언어치료학석사: 언어치료학과(학과간협동과정)
- 기록관리학석사: 기록관리학과(학과간협동과정)
- 언론학석사: 신문방송학과
- 아동가족학석사: 아동가족학과
- 무형유산정보학석사: 무형유산정보학과(학과간협동과정)
- 기초인문학석사
- 기초인문학과
- 약학석사
- 약학과
- 의류학석사
- 의류학과

# Degree Titles by Department – Doctoral

- 공학박사

  - 건축. 도시공학과, 금속공학과, 기계공학과, 섬유공학과, 자원. 에너지공학과, 전기공학과, 토목공학과, 정밀기계공학과, 환경공학과, 농공학과, 기계설계학과, 식품공학과, 산업시스템공학과, 재료공학과, 항공우주공학과, 바이오나노시스템공학과, 전자정보공학부(전자공학전공, 컴퓨터공학전공), 반도체. 화학공학부(반도체공학전공, 화학공학전공), 유기소재파이버공학과, 탄소소재파이버공학과, 기계시스템공학과, 전자정보재료공학과, BIN융합공학과, 에너지저장·변환공학과, IT응용시스템공학과, 영상공학과, 나노융합공학과, 목재응용과학과, 기계설계공학과, 소프트웨어공학과

  - (이하 학과간협동과정) 헬스케어공학과, 메카트로닉스공학과, 유기신물질공학과, 생물공정공학과, 디자인제조공학과, 대체에너지공학과, 고분자나노공학과, 나노반도체디스플레이학과, 수소. 연료전지공학과, 정보전자재료공학과, 지능자동차시스템공학과, 정보보호공학과, 에너지공학과, 생물산업정밀기계공학과, IT융합시스템공학과, 플라즈마및양자빔응용공학과, 유연인쇄전자공학과, 융합기술공학과, 환경에너지융합학과, 농업기계공학과, 바이오나노융합공학과, 탄소융복합재료공학과, 연료전지공학과, 융합기술경영학과, 전기안전-지능정보융합공학과, 에너지-AI융합공학과

- 농학박사: 농학과, 농화학과, 원예학과, 임학과, 축산학과, 농생물학과, 농축산식품융합학과(학과간협동과정)

- 수의학박사: 수의학과

# Degree Titles by Department – Doctoral

- 문학박사: 국어국문학과, 영어영문학과, 사학과, 독어독문학과, 독일학과, 불어불문학과, 중어중문학과, 일어일문학과, 일본학과, 고고인류학과, 프랑스학과, 프랑스. 아프리카학과
- 심리학박사: 심리학과
- 철학박사: 철학과, 윤리학과
- 이학박사

  - 물리학과, 생물학과, 수학과, 화학과, 지구환경과학과, 통계정보학과, 생활과학과, 통계학과, 의과학과, 과학학과, 치의과학과, 조경학과, 생명공학과, 주거환경학과, 과학교육학과, 식품영양학과

  - (이하 학과간협동과정) 나노과학기술학과, 방사선과학기술학과, 과학기술문화학과, 생리활성소재과학과, 인지과학과, 라이프스타일의학과, 스포츠과학과, 생태조경디자인학과, 바이오융합과학과, 동물의과학과, 융합환경생명공학과, 환경에너지융합학과
- 법학박사: 법학과
- 교육학박사: 교육학과, 과학교육학과, 사회과교육과, 어문교육학과, 영어교육학과(학과간협동과정), 수학교육학과(학과간협동과정)

# Degree Titles by Department – Doctoral

- 정치학박사: 정치학과
- 행정학박사: 행정학과
- 경영학박사: 경영학과, 회계학과, 연금관리학과(학과간협동과정), 융합기술경영학과(학과간협동과정)
- 경제학박사: 농업경제학과, 경제학과, 무역학과
- 의학박사: 의학과
- 치의학박사: 치의학과
- 사회학박사: 사회학과
- 체육학박사: 체육학과
- 사회복지학박사: 사회복지학과
- 간호학박사: 간호학과
- 언론학박사: 신문방송학과
- 문헌정보학박사: 문헌정보학과

# Degree Titles by Department – Doctoral

- 언어치료학박사: 언어치료학과(학과간협동과정)
- 기록관리학박사: 기록관리학과(학과간협동과정)
- 음악학박사: 한국음악학과, 음악학과
- 음악연주학박사: 음악학과
- 미술학박사: 미술학과
- 무형유산정보학 박사: 무형유산정보학과(학과간협동과정)
- 아동가족학박사: 아동가족학과(학과간협동과정)
- 약학박사: 약학과