

Guide to Online Thesis Submission

Chonnam National
University Library

2025.12.

Guide to Online Thesis Submission

- 01** **Period:** 2026.1.2.(Fri) ~ 2026.1.12.(Mon)
- 02** **Thesis Submit Webpage :** <https://dcollection.jnu.ac.kr>
Please use the same ID and PW to sign-in to Portal
- 03** **File Format :** Only **"PDF"** format can be uploaded. (doc or hwp file is not accepted)
- 04** **Signature Page :** When submitting your thesis online, your thesis must contain an approval sheet with names of all the thesis committee members.
***Signatures(or Seals) of the thesis committee members are also mandatory in the PDF file.**
- 05** Verification is processed within 09:00-18:00 in Weekdays.

※ For Online submission Inquiries, Please use dCollection Q&A Board
※ For printed copy inquiries, contact 062) 530-5905 (General graduate school)
_____(Professional & Special Graduate, contact to your graduate school office)

통합검색 | 소장자료 | 전자자료

검색어를 입력하세요.(소장자료 + 전자자료)

인기검색어 Religions.. | C | Engineeri.. | Whales. | Kristen

LOGIN

포털 ID 도서관 ID

아이디

비밀번호

아이디/비밀번호찾기

- 일반공지 | 학술공지 | 신착/신간
- [일반] '2025 광주전남이 읽고 특 하다' 독서클럽 선... 2025-06-05
 - [행사] 『대나무, 곧은 마음을 그리다』 라키비움 ; 이음 ... 2025-06-04
 - [일반] 2025년 6월 도서관 휴관일 안내 2025-05-28
 - [교육] 2025년 6월 주제별 학술 DB 온라인 이용교육 안내 2025-05-27
 - [교육] 6월 도서관 개설교육 'Web of Science ... 2025-05-27

알림 01 02 03 04 05 06 07

연장개관 시
본관 자료 이용안내

도서관 홈페이지 로그인 → 도서 검색 → 본관자료 신청

MY LIBRARY

대출/예약/연장 무인예약관리	희망도서 신청/조회
원문복사 신청/조회	보존자료 신청/조회
이용교육 신청/조회	개인정보 관리

C-LIB SITE

광주·전남 특 | 도서관 소식지 | **학위논문검색 (dCollection)** | 도서관가이드

이용시간

평 일 : (본관) 09:00~18:00
(정보마루) 학기 09:00~22:00
방학 09:00~18:00

토요일 : (정보마루) 09:00~13:00

★별관 : 06:00~24:00 (주말 포함) / 백야 24시간 운영

RISS | S2 Journal



1. Starting Thesis Submission

1) Login to the Library Website
(<https://lib.jnu.ac.kr>)

2) 학위논문 검색/제출 Click
(dCollection)

Submission guide

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



Steps for Submission



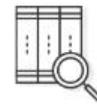
My information

Please enter personal information after you agree with Personal Information Collection and Use Policy, and Personal Information Outsourcing.



registration

Enter the meta information of the thesis you want to submit.



Final confirmation

Confirm your submission.



Complete submit

Complete your submission.

Submit Object

Choose the submission object and click the 'submit documents' button.

Submit object (Submit object for choose please)

전남대학교 학위논문 2026년 2월 졸업

Submit

3. Personal Information Phase

dCollection 전남대학교 Data Search Submit dissertation Submission list FAQ dCollection? Submit Object

학위논문제출

My information → registration → Final confirmation → Complete submit

Private policy

본 개인정보처리 방침 - 개인정보에 관하여는 개인정보처리 방침
③ 제출자 정보
- 제출자 등록 시 필수 항목 : 아이디, 비밀번호, 이름, 학번, 신분, 소속
- 논문 제출 시 필수 항목 : 이메일, 연락처
나. 인터넷 서비스 이용과정에서 아래 개인정보 항목이 자동으로 생성되어 수집될 수 있습니다.
- IP주소, 서비스 이용기록, 방문기록 등
다. 'dCollection'은 정보주체의 이용정보를 저장하고 수시로 불러오는 '쿠키(cookie)'를 사용하지 않습니다.

3. 개인정보의 처리 및 보유 기간

개인정보 수집 및 이용에 대해 (Agree Not agree) 합니다.

My information

ID	000000000140730	학번/교번	140730
Name *	<input type="text"/>	Name (2nd Language)	<input type="text"/>
Department Name *	<input type="text" value="학과조회에서 선택하세요."/> Department search	Degree *	<input type="radio"/> Master <input type="radio"/> Doctor
Contact *	<input type="text" value="ex) 010-1234-5678 ('-'를 포함하여 입력해주세요.)"/>	E-mail *	<input type="text" value="ex) dcollection@naver.com"/>

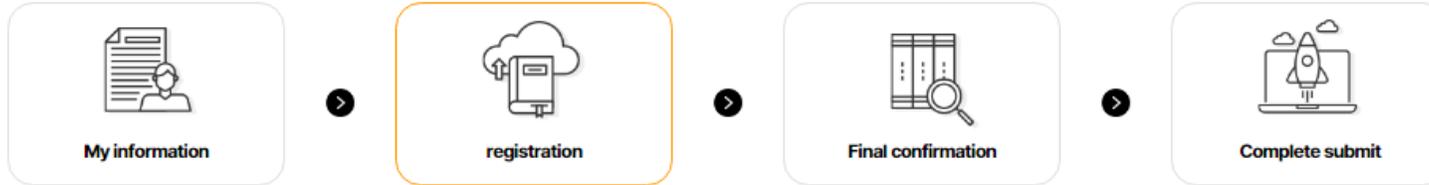
• This is contact information registered at the library user information. If it was changed, please revise it.
• This information is only used for contact in respect to the item you have submitted.
• 제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

Cancel Next

1) After reading Private Policy tick the 'Agree' option.

2) Verify your personal information and then move on to the 'Next' Step.

Submit dissertation



File Upload

Select File Type

 Document

Original registration

 ON 제출한 PDF 파일에서 논문정보를 자동으로 추출하는 기능입니다. 원하지 않는 경우 OFF로 설정해주세요.

Only PDF file possible. HWP(X), DOC(X), PDF(O)

Instructions on how to save PDF

Thesis Info Registration

Copyright

4. File Upload

1) Only "PDF" format can be uploaded.

❌ doc or hwp file is not accepted

If your thesis is in document format (hwp, doc), you have to take additional steps to convert it to PDF format before submitting it.

5. Thesis Info Registration

- In Thesis Info Registration Entry section, you will enter bibliographical information of your thesis.
- Refer to the Data Entry Guidelines for further information.

Please enter the exact information by the guidelines on the following pages.

기본정보 : General information

목차 : Table of Contents

초록 : Abstract (English, Korean)

Submit dissertation

My information → registration → Final confirmation → Complete submit

File Upload

Thesis Info Registration

기본정보 목차 초록

논문정보
The content in the yellow box is automatically extracted from the registered file. Be sure to check for any errors in the content, make corrections, and proceed to the next step.

Title • Enter the title of the dissertation.

Sub-title Enter the subtitle.

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

Subject • to separate parts of keywords, put a comma(",") AFTER KEYWORD

DDC • 900
학과임의 시 자동입력 됩니다.

Adviser • Enter the name of adviser. Omit the position.

Specialty Enter the specialty.

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

Description

Tick all the checkboxes

5-1. Thesis Info Registration Guideline

- **Title** : Enter your thesis cover title.
 - * Please **copy the cover title from the word or PDF file and paste it to the title entry field.**
 - * Please do not put a period(.) at the end of the title.
- **Translated**: Enter the translated thesis title as written on the abstract, title page, or cover.
 - * Please **copy the title from the thesis file and paste it to the title entry field.**
- **Author**: Enter author name as written on the cover.

- **Subject (= Keywords)** : Enter all the keywords in the order of written in all the abstracts.
- **DDC** : This field will be entered automatically when you select your department below.
- **Abstracts** : Use the "Add" button if you have more than one abstract.
- **Specialty** : Enter your detailed specialty. (* mandatory if you have)
- **Page** : Enter the number of the final pages in Arabic numerals. (e.g.) **50(○), 50p.(X)**

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.

Agree Not agree

Creative Commons License (CCL) [CC 라이선스는 저작자가 일정한 조건하에 자신의 저작물을 다른 사람들이 자유롭게 이용할 수 있도록 허락하는 라이선스입니다.](#)

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

* dCollection a Creative Commons License(CCL)compliant.

Selected License

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

**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.

Cancel

Next

Temporary storage

6. Copyright Usage Agreement

- If you choose to "Agree" the copyrights Usage Agreement, then proceed the next phase.
- If you choose to "Not agree", then you must enter the "Reason" for doing so and move on.
- If you have a proper reason, you can set the embargo period.

6-1. Copyright Usage Agreement-Setting Embargo

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.

Original publication date *

Abstract publication date Abstract publication when Thesis Info. is disclosed Abstract publication when Original is disclosed

Reasons for setting up the original publication date. *

- If you have a proper reason, you can set the embargo period of full text service.
- Set the Original publication date –[Separate settings](#)
- Then you must enter the "Reason".(e.g. Patent, Publication)

Things to Consider Regarding Copyrights

- You can set the copyright "Agree / Not agree" and embargo period.

[Agree] Your thesis can be publicly accessed through Chonnam University Library Homepage, RISS and other partners.

~~**[Not agree]** Your thesis can be accessed only within the Chonnam University IP. Your thesis cannot be printed nor downloaded.~~

~~*When submitting online, you must write proper reasons for disagree.~~

(We do not accept Not agree)

[Setting embargo]

Due to reasons such as patent application, the full-text access to your thesis be delayed for a certain period of time. If necessary, you can determine the date of the beginning of the public access to your thesis.

7. File Confirmation

1) File information

2) Click "Update file"
for setting Bookmark

Submit dissertation

Submit Object

My information → registration → **Final confirmation** → Complete submit

File information

원문유형	문서	서비스상태
제출원문	<u>online_thesis_submission_2024.pdf</u> (3804071 bytes (3.6278 MB), 2024-07-10 11:40:50) 본문시작쪽수 : 1	변환원문
책갈피	테스트	

Update Files

원문유형

Document

- 파일을 삭제할 경우 삭제된 파일은 복구가 불가능 합니다.
- 하단 수정버튼을 클릭해야 변경사항이 적용됩니다.

원문 등록

원문 파일

+ online_thesis_submission_2024.pdf (3715 KB) x

pdf 확장자 파일만 등록하세요.

Bookmark

Set up the first page

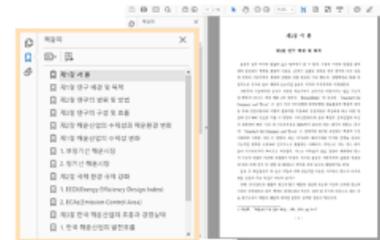
0

목차정보 변경

자동정렬

미리보기

본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에서 본문의 쪽번호가 1쪽이지만, 제목, 목차 등을 포함한 실제 쪽수가 5쪽이라면 '5'를 입력하세요.



[목차(렉걸리) 적용예시]

Detail

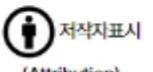
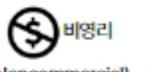
Modify

8. Setting Bookmark

- Please copy the Contents from the PDF file and paste it to the Bookmark entry field.
- Set up the First page.
(The page where the Arabic numeral '1' page number starts)
- Click 'Modify'

9. Online Submission Complete

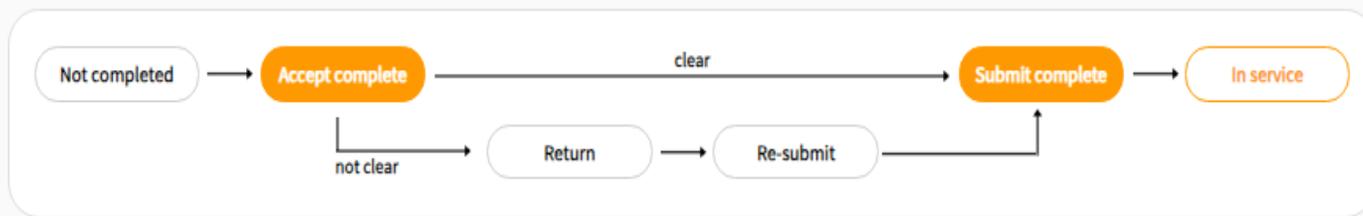
Copyright

Copyright agreement	동의
Full-text service start date	논문정보공개 시 원문공개
Creative Commons License	 저작자표시 (Attribution)  비영리 (Noncommercial)  변경금지 (No Derivative Works)

[Update License](#)

[Complete submit](#)

11. Thesis Status



- **Not completed** : 논문 제출이 정상적으로 완료되지 않은 경우입니다. 논문 제목을 클릭하여 상세화면으로 이동하여 제출을 완료하세요.
- **Accept complete** : 제출된 논문을 관리자가 처리중인 상태입니다.
- **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.

- 1) **Incomplete**: The thesis submission was not correctly completed. Move to the detailed screen and select "Complete Submission."
- 2) **Thesis Submission Received**: The administrator is processing the submitted thesis.
- 3) **Thesis Submission Processed**: The submitted thesis has passed administrator verification and is in the pre-service stage. You can print the "Copyright Agreement" and "Submission Confirmation."
- 4) **In Service**: The submitted thesis is currently in service. You can find the thesis by searching.
- 5) **Resubmitted**: A returned thesis has been successfully resubmitted.
- 6) **Returned**: The thesis has been returned by the administrator for specific reasons. Check the return reason in personal notices, go to the detailed screen of the returned thesis in the submission history, modify the content, and resubmit.