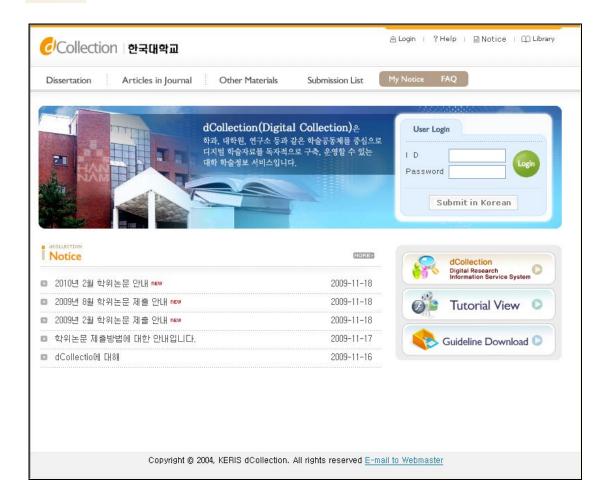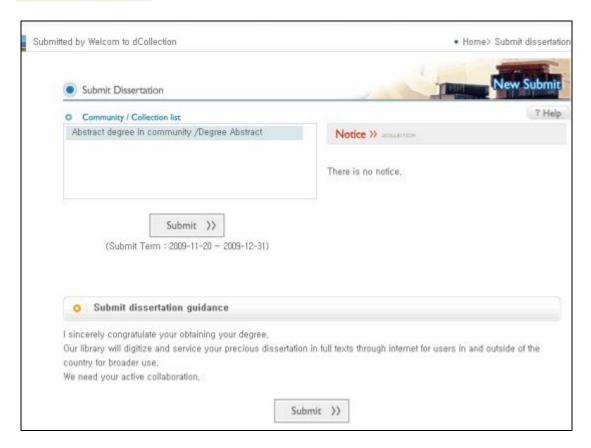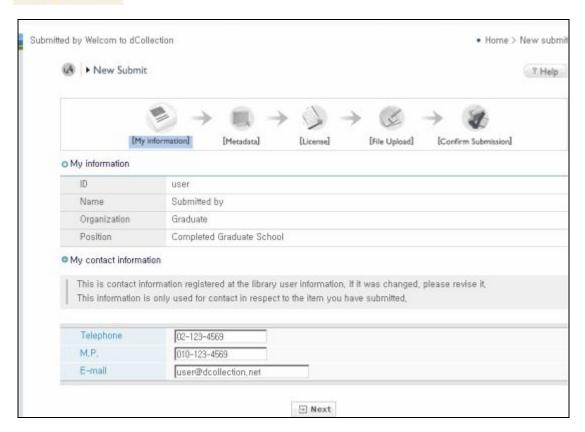## Login

1) Enter your ID (library account ID - student number) and password (library account password) to log in.

2) After log in, select the menu of dissertation submission menu.

▶ Choose Collection

● Submit Dissertation   New Submit

○ Community / Collection list   ? Help

Abstract degree in community /Degree Abstract   Notice >> dCOLLECTION

                                                         There is no notice.

Submit >>

(Submit Term : 2009-11-20 ~ 2009-12-31)

○ **Submit dissertation guidance**

I sincerely congratulate your obtaining your degree.
Our library will digitize and service your precious dissertation in full texts through internet for users in and outside of the country for broader use.
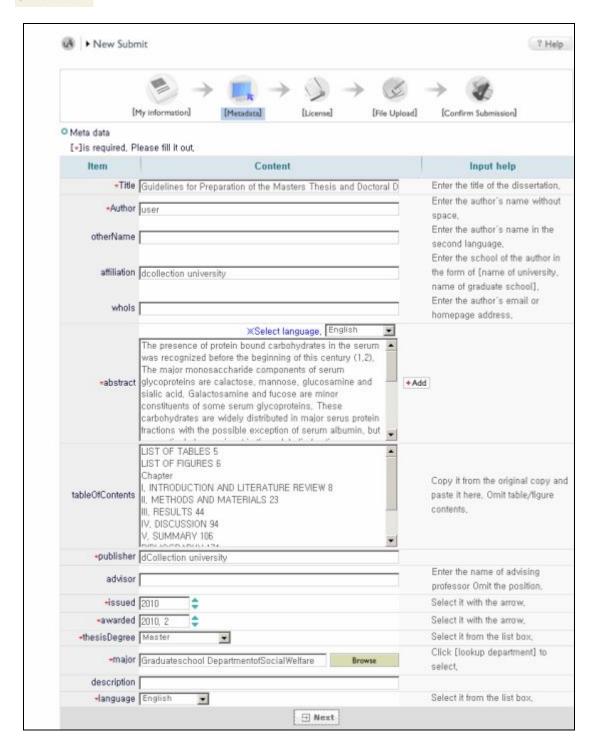We need your active collaboration.

Submit >>

1) This screen shows the description of dissertation submission and how to submit dissertation.

2) if you select "Submit dissertation" button, then the screen to submit dissertation will appear.

▶ My Infomation

1) In this stage, the basic information (ID, name, school, status) and contact information (phone, mobile phone, e-mail) of the submitter will be confirmed

2) If the contact information has been changed, revise the information.

※ This information will be used by the library administrator only for matters in regards to the dissertation you have submitted.

3) If you click the next stage button, meta information enter screen will appear.

▶ Metadata

1) In this stage, bibliography information about dissertation will be enetered

2) Since * is required field, you have to fill it out.
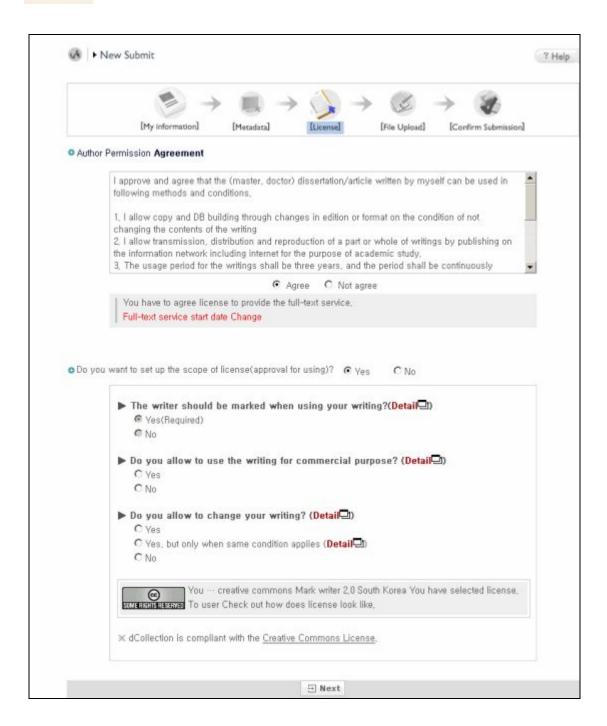
3) +Add mark allows you to enter multiple items.

+Add mark is selected, then items will be added for additional entries.

If you want to delete the additions, then select - Del mark.

4) When entering abstract/summary, be sure to select language. Generally you can copy and paste the abstract/summary of the dissertation.

5) Enter the contents of the dissertation.

Generally, you can copy and paste the contents of the dissertation.

▶ License

1) In this stage, select whether you agree to the license of the dissertation you have submitted in the license agreement stage.

2-1) If you agree, the dissertation will be converted into PDF file and provided to public users.

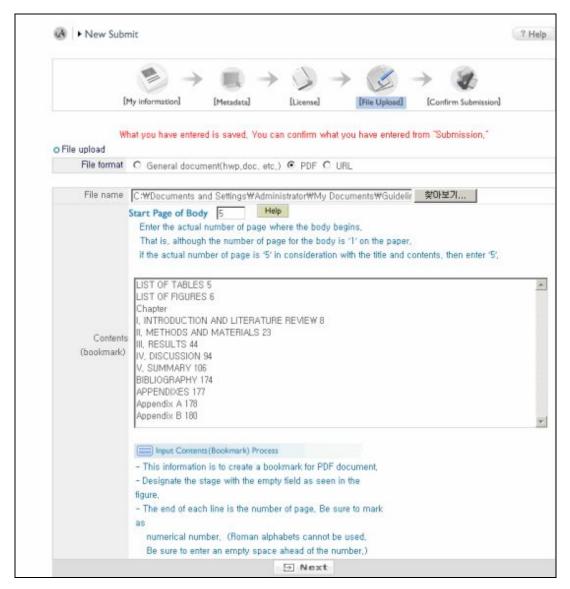**2-2)** If you don't agree, the dissertation will not be provided to public users.

However, you have to explain the reason of disagreement.

3) Set up display of author, non-profit, prohibition of change and allowance of change on same condition in the scope of license (scope of use) set-up.

@ Attribution: This means the right of paternity (Article 12 Paragraph 1 of the License Law) is exercised. As one of author's moral right, the right is to display the real name or nickname when publishing the copy of original or writings. Therefore, users must display the author to use the writings.

@ 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.

@ No derivative: This means that simple change including substance and format of writings which are not considered as new writing as well as the 2nd writing based on this writing is prohibited

@ Share alike: Although the 2nd writing by using this writing is allowed, the 2nd writing should be applied by same license like the original.

▶ File Upload

1) This is a file uploading screen.

2) First of all, select the type of File.

　(※ The type of file may be different according to the value which the administrator selected.)

@ General document (hwp, doc, etc.) : If the document is made by general document editor such as Hangeul, MS Word, Excel, Powerpoint (in case of general document, multiple files can be registered)

@ PDF : In case the dissertation is PDF file (However, in case of PDF file, only one file can be registered.)

@ URL : If the file is submitted as URL.

@ Separate submission: In case the volume of file is too big to be submitted through online (more than 100MB)

3) In case of general document, multiple files can be registered. When registering multiple files, they have to be registered in the order of the documents.

4) The start page should be actual physical page where the body begins (page with the numerical number) Excluding cover and contents, etc.

5) The contents (bookmark) are basically same as the contents of meta information entering stage.

However, the dots between each item and the page number must be deleted.

ex) 1.1ˇStudy backgroundˇ · · · ˇ2 ⇒ 1.1ˇStudy backgroundˇ2

And if it is hierarchical structure, it has to be indented one by one as it goes down to sub class.

6) If you select next stage, then the preview of the contents (bookmark) will be popped up.

7) If 'confirm' is selected from the preview window of contents (bookmark), the pop-up window will be closed and the file will be uploaded.

8) After the file is uploaded, it goes to 'confirm submission' stage.

Confirm Submission

[My information] → [Metadata] → [License] → [File Upload] → [Confirm Submission]

Meta data

Item	Content	Item Language
Title	Guidelines for Preparation of the Masters Thesis and Doctoral Dissertation	
Author	user	
affiliation	dcollection university	
abstract	The presence of protein bound carbohydrates in the serum was recognized before the beginning of this century (1,2), The major monosaccharide components of serum glycoproteins are calactose, mannose, glucosamine and sialic acid, Galactosamine and fucose are minor constituents of some serum glycoproteins, These carbohydrates are widely distributed in major serus protein fractions with the possible exception of serum albumin, but are particularly prominent in the cglobulin fractions, It is well known that the concentration of the glycoprotein in human serum is greatly in creased in a number of physiological and pathological states, (3), Very little is known at the present time about the metabolic alterations which lead to these changes, In the present investigation the mechanism of serum glycoprotein biosynthesis was studied in normal rats and in rats bearing Walker 256 carcinosarcoma, DGlucosamine1C14 was utilized as a means of following chloride (Fisher), Sephadex (Pharmacia) and DEAE cellulose (Applied Science Lab,, Inc,, washed and pretested for column chromatography)	English
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publisher	dCollection university	
issued	2010	
awarded	2010, 2	
thesisDegree	Master	
major	Graduateschool DepartmentofSocialWelfare	
language	English	

☑ Edit Meta

File information

submit original	Guidelines_for_Preparation_of_the_Masters_Thesis_and_Doctoral_Dissertation,pdf	170 K
conversion original		
– conversion date		
– conversion state	conversion waiting	
contents(bookmark)	Start page of body 5 Preview Bookmark LIST OF FIGURES 6 Chapter I, INTRODUCTION AND LITERATURE REVIEW 8 II, METHODS AND MATERIALS 23 III, RESULTS 44 IV, DISCUSSION 94 V, SUMMARY 106 BIBLIOGRAPHY 174 APPENDIXES 177 Appendix A 178 Appendix B 180	

📄 Update Fiels   📄 Update Bookmark

license agreement information

Agree or not	Agree
License info	Item not applied by license,

⚙ License Update

management information

Community	Abstract degree in community
Collection	Degree Abstract
submitter name	Submitted by
E-mail	user@dcollection,net
Telephone	02-123-4569
mobile phone	010-123-4569
item state	Not completed
submit approval state	Not approved

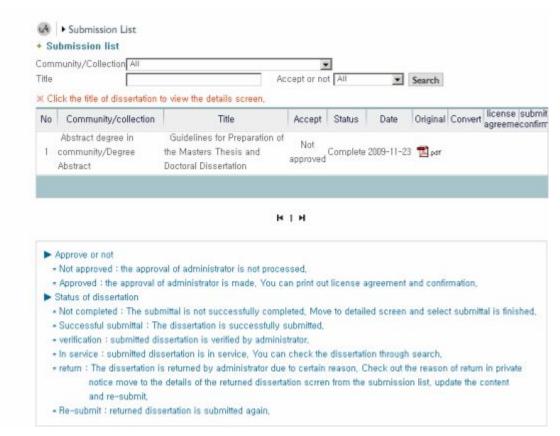📄 Information Update

Submit   Cancel

1) Check out whether the dissertation information (meta information, license agreement, original information) are properly registered in the 'confirm submittal' stage.

2) It allows not only check-out, but also revision of each dissertation information.

3) If the dissertation information is confirmed and successfully revised, **then be sure to select "Final submittal" button.**

4) If you select "Cancel" button, then all information submitted (entered) will be deleted.

▶ Submission Complete

1) If "Final submittal" is selected, a screen showing that the dissertation is successfully submitted will appear.

2) The submittal of dissertation is completed only after this stage is finished.

▶ Submission List

1) The lookup submittal allows to check out the substances of the dissertation, revise detailed information in the submitted dissertation and check out the status made by the administrator.

2) Approval status

　Not approved : The dissertation is not approved by the administrator.

　Approved : The dissertation is approved by the administrator.

　　　　In case the administrator approves, the approval notice mail will be sent to the submitter.

　　　　The submitter can check out the approval notice mail at 'Private notice," and print the license agreement and confirmation of submittal from the detailed screen of the approval notice.

3) The status of dissertation

　Submittal completed : The submittal is completed, and the administrator is waiting to process the submittal

　Not completed : If you do not select "Final submittal" at the last stage, it is not completed.

(The dissertation information can be revised by the submitter)

If you select the name of dissertation, go to detailed information of the dissertation, and select "Final submittal", then the submittal is completed.

Return : Since there are problems with the submitted dissertation, the administrator returns the dissertation to the submitter.

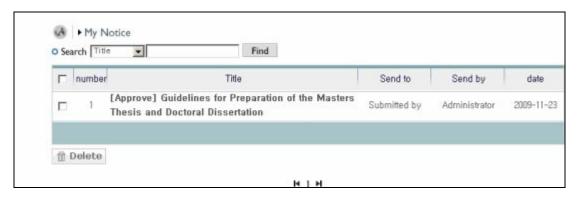(The dissertation information can be revised by the submitter)

The submitter can check out the matters related to the return from the "lookup submittal" or "private notice."

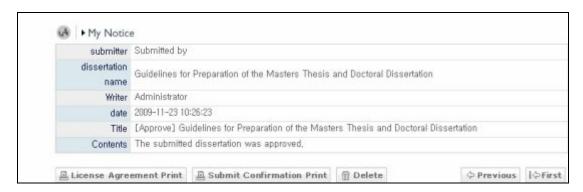Submit the dissertation again after solving the problems.

Verification : The submitted dissertation is being processed by the administrator. (The submitter cannot revise the dissertation information)

In service : The process on the submitted dissertation is completed, and it is now in service for users. (The submitter cannot revise the dissertation information)

▶ My Notice

1) Notice mail sent from the administrator can be read in the private notice.

2) Approval notice: If the submitted dissertation is approved by the administrator, the approval notice mail will be sent to the submitter.

"License agreement" and "confirmation of submittal" can be printed on the approval notice details screen.

3) Return notice: If administrator returns the dissertation due to problems in the submitted dissertation, the return notice mail will be sent to the submitter.

The submitter should check out the matters related to the return from "Lookup submittal" or "Private notice," and submit it again after solving the problem.