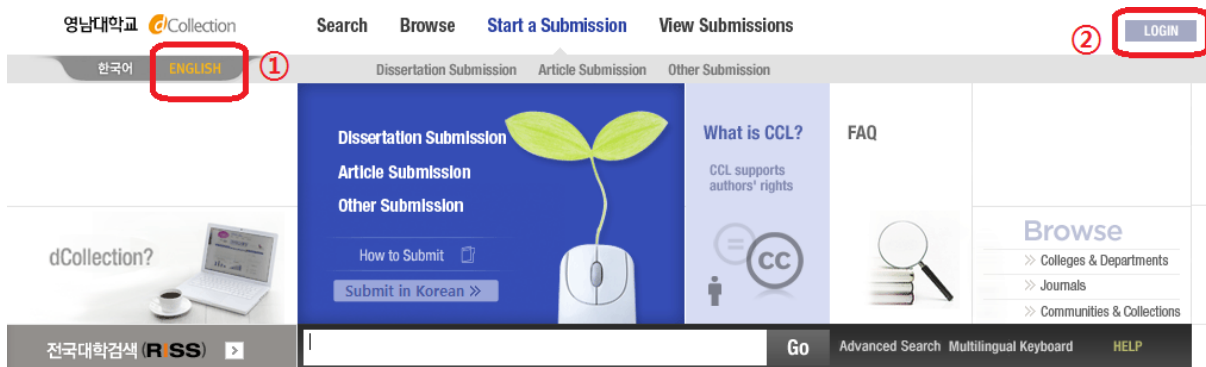


Guideline for Submission of Thesis File in the Online

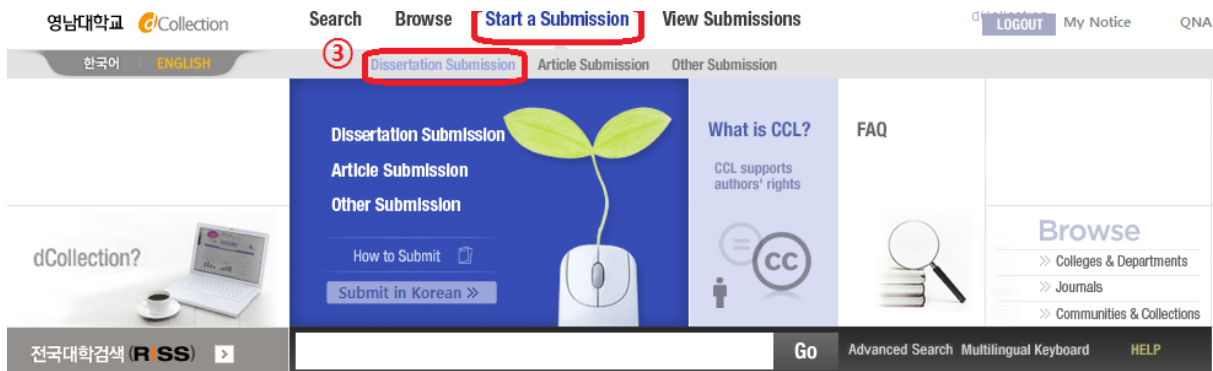
* Thesis file (soft copy) and bookbinding (hard copy) shall be the same.

1. Access to <http://yu.dcollection.net/jsp/index.jsp>

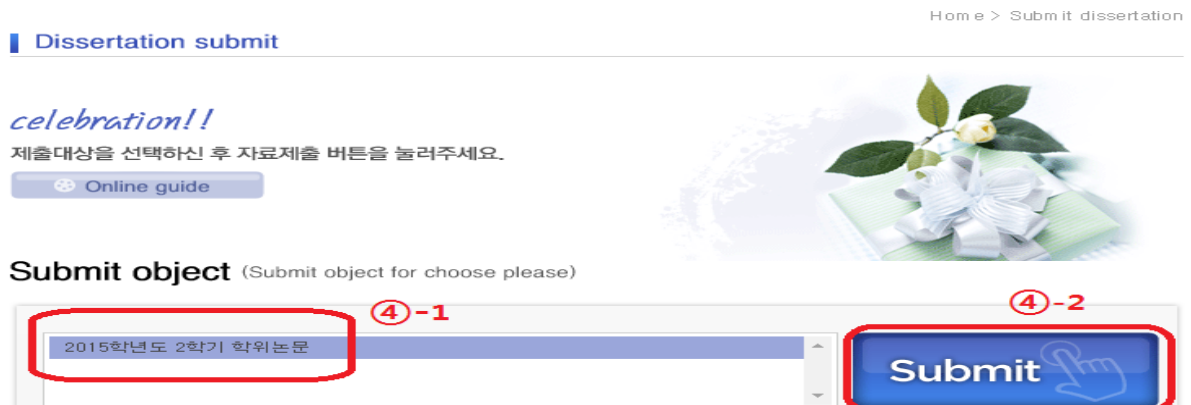
- ① Click the “English” menu.
- ② Login
 - ID: Your student ID number
 - Password: (NOT your URP PW) Password for YU Library website will work.
Default password is first 6 digits of alien card number.



③ Click the “Start a Submission - Dissertation Submission” menu.



④ Click the “Submit object” and “Submit” button.



My Information

Submitted by Welcom to dCollection Home > New submit

New Submit ? Help

→ → → →

My information

ID	user
Name	Submitted by
Organization	Graduate
Position	Completed Graduate School

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.

Telephone	<input type="text" value="02-123-4569"/>
M.P.	<input type="text" value="010-123-4569"/>
E-mail	<input type="text" value="user@dcollection.net"/>

Next

- 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

New Submit
Help

[My information]

[Metadata]

[License]

[File Upload]

[Confirm Submission]


Meta data

[*] is required. Please fill it out.

Item	Content	Input help
+Title	Guidelines for Preparation of the Masters Thesis and Doctoral D	Enter the title of the dissertation.
+Author	user	Enter the author's name without space.
otherName		Enter the author's name in the second language.
affiliation	dcollection university	Enter the school of the author in the form of [name of university, name of graduate school].
whols		Enter the author's email or homepage address.
+abstract	<div> Select language. English </div> <p>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</p>	<div>+Add</div>
tableOfContents	<p>LIST OF TABLES 5</p> <p>LIST OF FIGURES 6</p> <p>Chapter</p> <p>I. INTRODUCTION AND LITERATURE REVIEW 8</p> <p>II. METHODS AND MATERIALS 23</p> <p>III. RESULTS 44</p> <p>IV. DISCUSSION 94</p> <p>V. SUMMARY 106</p>	Copy it from the original copy and paste it here. Omit table/figure contents.
+publisher	dCollection university	
advisor		Enter the name of advising professor Omit the position.
+issued	2010	Select it with the arrow.
+awarded	2010, 2	Select it with the arrow.
+thesisDegree	Master	Select it from the list box.
+major	Graduateschool DepartmentofSocialWelfare Browse	Click [lookup department] to select.
description		
+language	English	Select it from the list box.

Next

- 1) In this stage, bibliography information about dissertation will be entered
- 2) Since * is required field, you have to fill it out.
- 3) +Add mark allows you to enter multiple items.

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

If you want to delete the additions, then select  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

New Submit
Help

[My Information]

[Metadata]

[License]

[File Upload]

[Confirm Submission]

Author Permission Agreement

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

☒ Agree
 ☐ Not agree

You have to agree license to provide the full-text service.

Full-text service start date [Change](#)

Do you want to set up the scope of license(approval for using)? ☒ Yes ☐ No

▶ The writer should be marked when using your writing?([Detail](#))

☒ Yes(Required)
 ☐ No

▶ Do you allow to use the writing for commercial purpose? ([Detail](#))

☐ Yes
 ☐ No

▶ Do you allow to change your writing? ([Detail](#))

☐ Yes
 ☐ Yes, but only when same condition applies ([Detail](#))
 ☐ No

You ... creative commons Mark writer 2.0 South Korea You have selected license. To user Check out how does license look like.

× dCollection is compliant with the [Creative Commons License](#).

Next

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.

New Submit ? Help

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

Author Permission Agreement

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

1. I allow copy and changing the content
2. I allow transmission of the information network
3. The usage period for the writings shall be three years, and the period shall be continuously

Windows Internet Explorer

Although the license is not agreed, school's policy allows in-school users to view the original only.

☐ Agree ☒ Not agree

You have to agree license to provide the full-text service.

In-school service start date Change

Reason

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

New Submit ? Help

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

What you have entered is saved. You can confirm what you have entered from "Submission,"

File upload

File format ☐ General document(hwp,doc, etc.) ☒ PDF ☐ URL

File name 찾아보기...

Start Page of Body Help

Enter the actual number of page where the body begins.
That is, although the number of page for the body is '1' on the paper,
if the actual number of page is '5' in consideration with the title and contents, then enter '5'.

Contents (bookmark)

LIST OF TABLES 5
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

Input Contents (Bookmark) Process

- This information is to create a bookmark for PDF document.
- Designate the stage with the empty field as seen in the figure.
- The end of each line is the number of page. Be sure to mark as numerical number. (Roman alphabets cannot be used. Be sure to enter an empty space ahead of the number,)

Next

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)

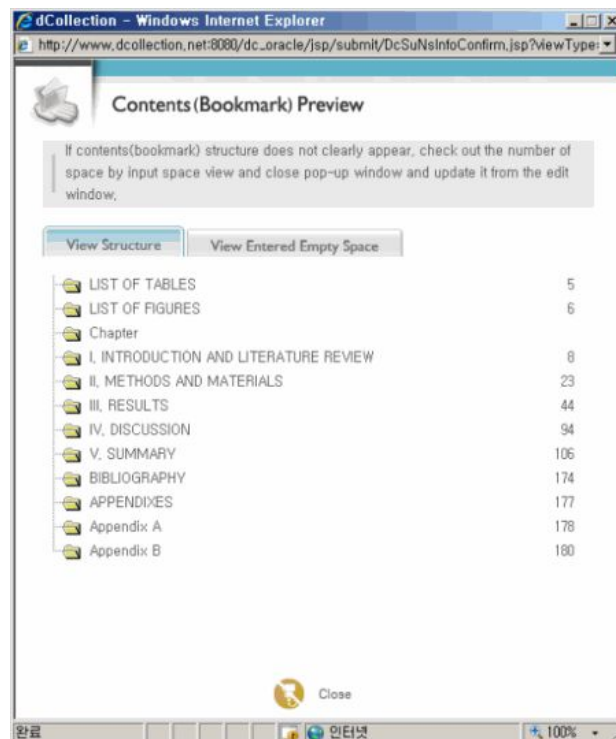
@ **PDF** : In case the dissertation is PDF file (However, in case of PDF file, only one file can be registered.)

@ **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) 1.1~Study background~ · · · ~2 ⇒ 1.1~Study background~2

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

Submission List

[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 stalic acid. Galactosamine and fucose are minor constituents of some serum glycoproteins. These carbohydrates are widely distributed in major serum 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 increased 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, DGlucosamine/CI4 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
tableOfContents	LIST OF TABLES 5 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	
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 <div>Preview Bookmark</div> 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 Fields

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

New Submit
? Help

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

Submission Complete!

ID	user	
Name	Submitted by	
Organization	Graduate	
Position	Completed Graduate School	
Community	Abstract degree in community	
Collection	Degree Abstract	
Title	Guidelines for Preparation of the Masters Thesis and Doctoral Dissertation	
Original File	Guidelines_for_Preparation_of_the_Masters_Thesis_and_Doctoral_Dissertation (20091123100938).pdf [170 K]	
Submit time	2009-11-23	
Full-text service start date	Right after administrator confirms	

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 galactose, mannose, glucosamine and sialic acid, Galactosamine and fucose are minor constituents of some serum glycoproteins. These carbohydrates are widely distributed in major serum protein fractions with the possible exception of serum albumin, but are particularly prominent in the cglbulin fractions. It is well known that the concentration of the glycoprotein in human serum is greatly increased 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. DGlucosamine 1C14 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	


license agreement information

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

Confirm

- 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

 ► Submission List
 + Submission list
 Community/Collection:
 Title: Accept or not:
 ✕ Click the title of dissertation to view the details screen.

No	Community/collection	Title	Accept	Status	Date	Original	Convert	license agree	submit confirm
1	Abstract degree in community/Degree Abstract	Guidelines for Preparation of the Masters Thesis and Doctoral Dissertation	Not approved	Complete	2009-11-23				

◀ | ▶

- Approve or not
 - Not approved : the approval of administrator is not processed.
 - Approved : the approval of administrator is made, You can print out license agreement and confirmation.
- Status of dissertation
 - Not completed : The submittal is not successfully completed, Move to detailed screen and select submittal is finished.
 - Successful submittal : The dissertation is successfully submitted.
 - verification : submitted dissertation is verified by administrator.
 - In service : submitted dissertation is in service, You can check the dissertation through search.
 - return : The dissertation is returned by administrator due to certain reason, Check out the reason of return in private notice move to the details of the returned dissertation screen from the submission list, update the content and re-submit.
 - Re-submit : returned dissertation is submitted again.

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)

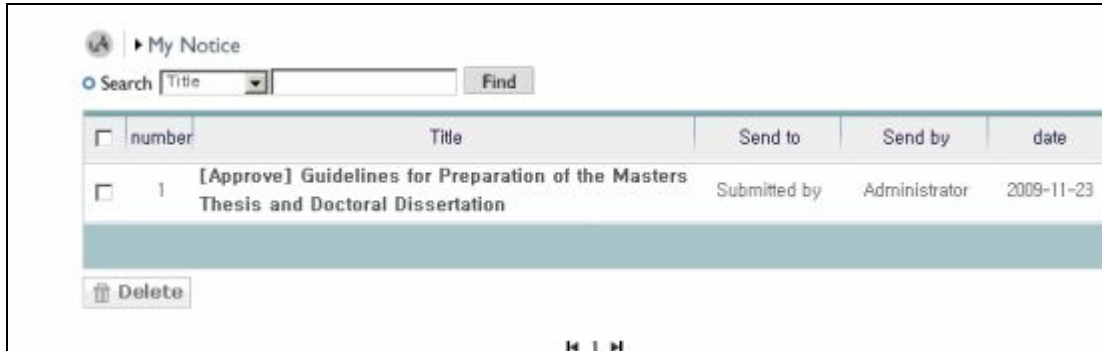
The submitter can check out the matters related to the return from the "lookup submittal" or "private notice."

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

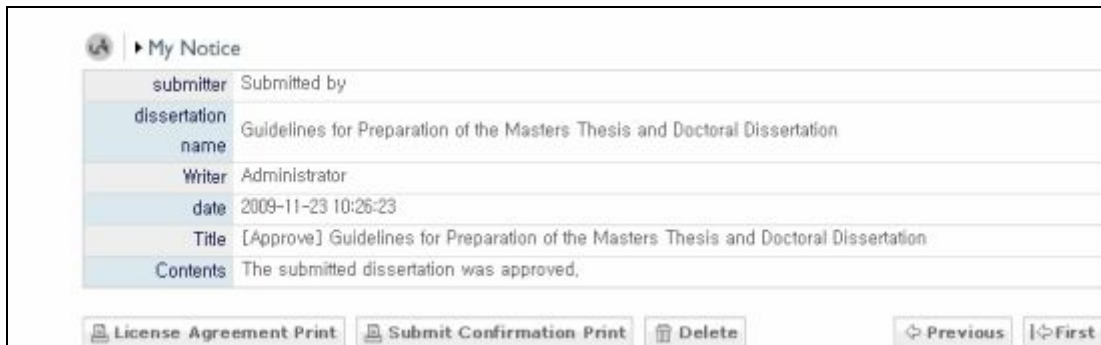


My Notice

Search

<input type="checkbox"/>	number	Title	Send to	Send by	date
<input type="checkbox"/>	1	[Approve] Guidelines for Preparation of the Masters Thesis and Doctoral Dissertation	Submitted by	Administrator	2009-11-23

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



My Notice

submitter	Submitted by
dissertation name	Guidelines for Preparation of the Masters Thesis and Doctoral Dissertation
Writer	Administrator
date	2009-11-23 10:26:23
Title	[Approve] Guidelines for Preparation of the Masters Thesis and Doctoral Dissertation
Contents	The submitted dissertation was approved.

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.