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NATIONAL UNIVERSITY

Transforming the World
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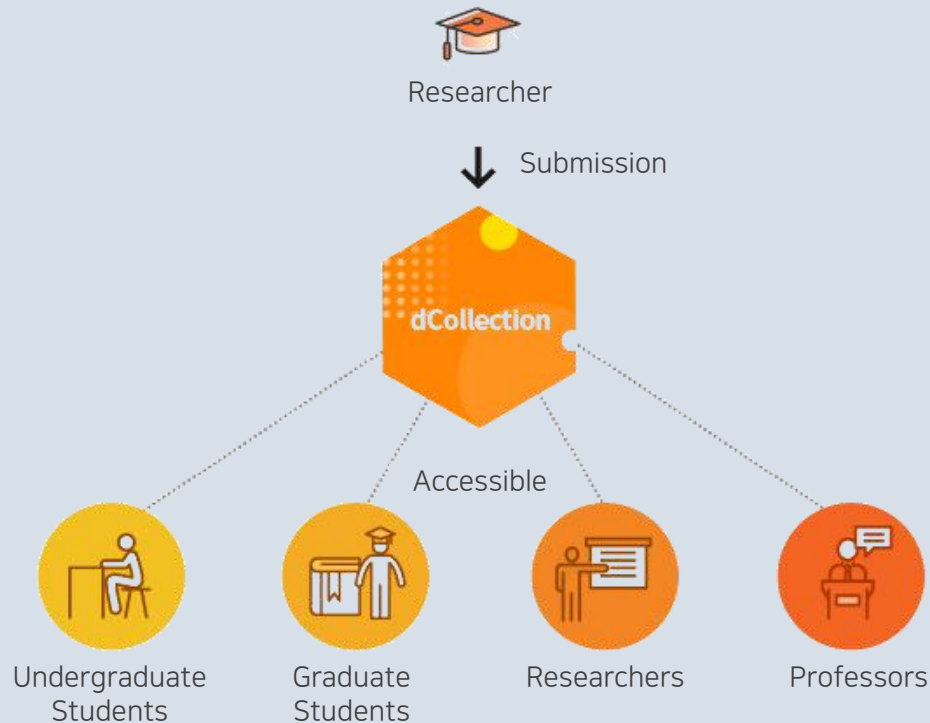
dCollection Online Thesis Submission Training

JEONBUK NATIONAL UNIVERSITY

Central Library
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dCollection?



- A nationwide digital distribution system established to provide academic information services for the general public
- Submitting a thesis to dCollection → Accessible to anyone through university libraries, dCollection, and RISS

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Overview

1. **Online Submission Guidelines**
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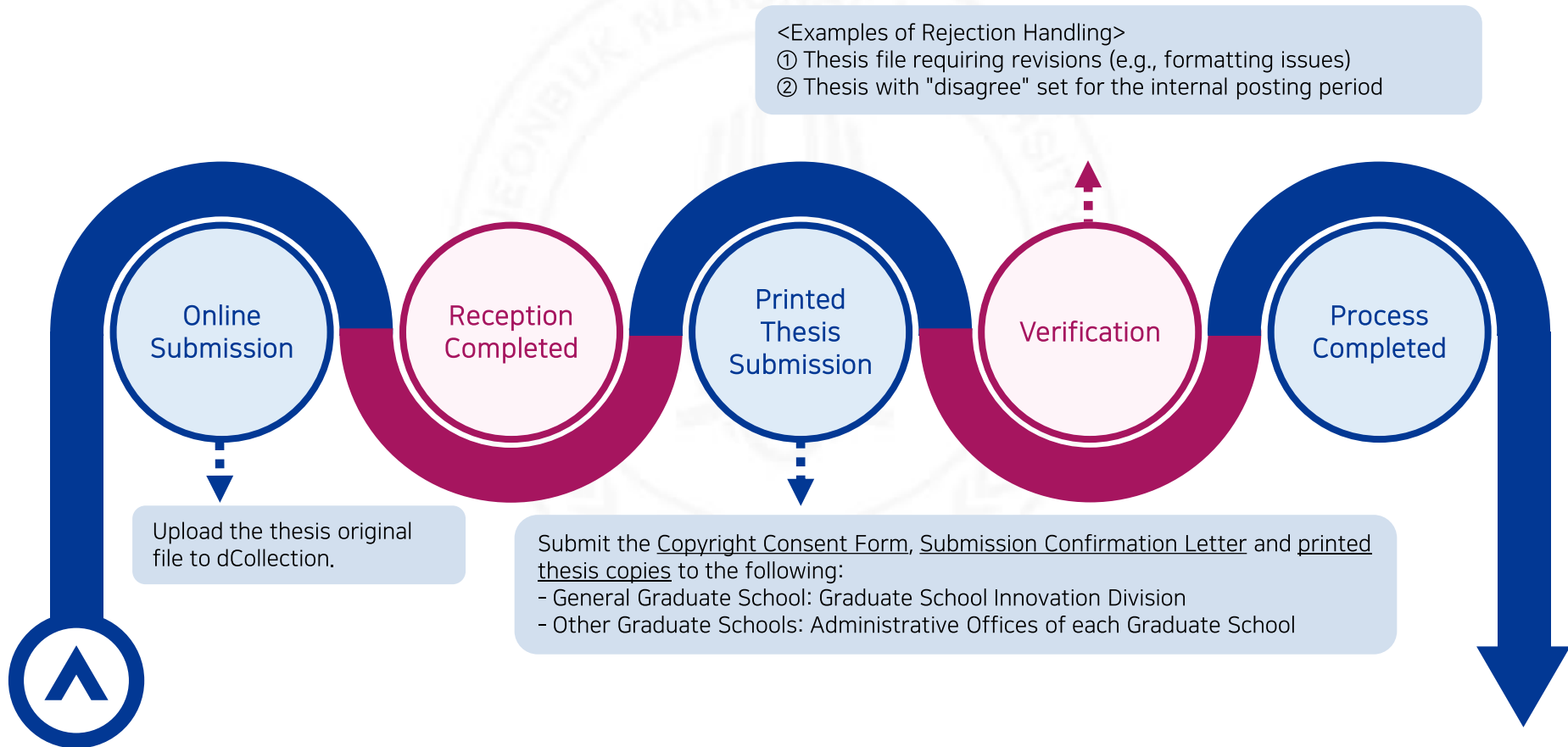
1. Online Submission Guidelines

- Participants : Master's and doctoral degree recipients for the **2025 Fall Semester**
(Graduation in **August 2026**)
- Contents: Master's or doctoral theses, including field case study reports
(e.g., practice-based reports and capstone project reports submitted under the alternative master's degree program)
- Submission Website: Access <https://dl.jbnu.ac.kr>
 - Use the same ID/PW as your JUMP account
 - ※ JUMP(Jeonbuk National University Management Platform) under development.
- Online submission deadlines may differ from the hard copy submission deadlines
- If you need to revise your thesis after the submission deadline, an official request must be sent
 - For general graduate schools: Contact the Graduate School Policy Team, Graduate School Innovation Division (☎ 063-270-2117)
 - For specialized graduate schools: Inquire at the administrative office of your respective graduate school or department office

2. Submission Schedule by Graduate School

Graduate School		Submission period
General Graduate School		Jul 6, 2026 – Jul 21, 2026
Specialized Graduate Schools	Business	Jul 1, 2026 – Jul 10, 2026
	Public Policy	Jul 13, 2026 – Jul 24, 2026
	Education	Jul 1, 2026 – Jul 9, 2026
	Law	Jul 3, 2026 – Jul 13, 2026
	Health	Jul 7, 2026 – Jul 17, 2026
	Industrial Technology	Jul 13, 2026 – Jul 24, 2026
	Life and Resource Sciences	Jul 6, 2026 – Jul 16, 2026
	Veterinary Medicine	Jul 7, 2026 – Jul 17, 2026
	Plant Protection	Jul 6, 2026 – Jul 21, 2026
	Environment	Jul 13, 2026 – Jul 24, 2026
Flexible Printed Electronics Professional		Jul 1, 2026 – Jul 14, 2026

3. Submission Process

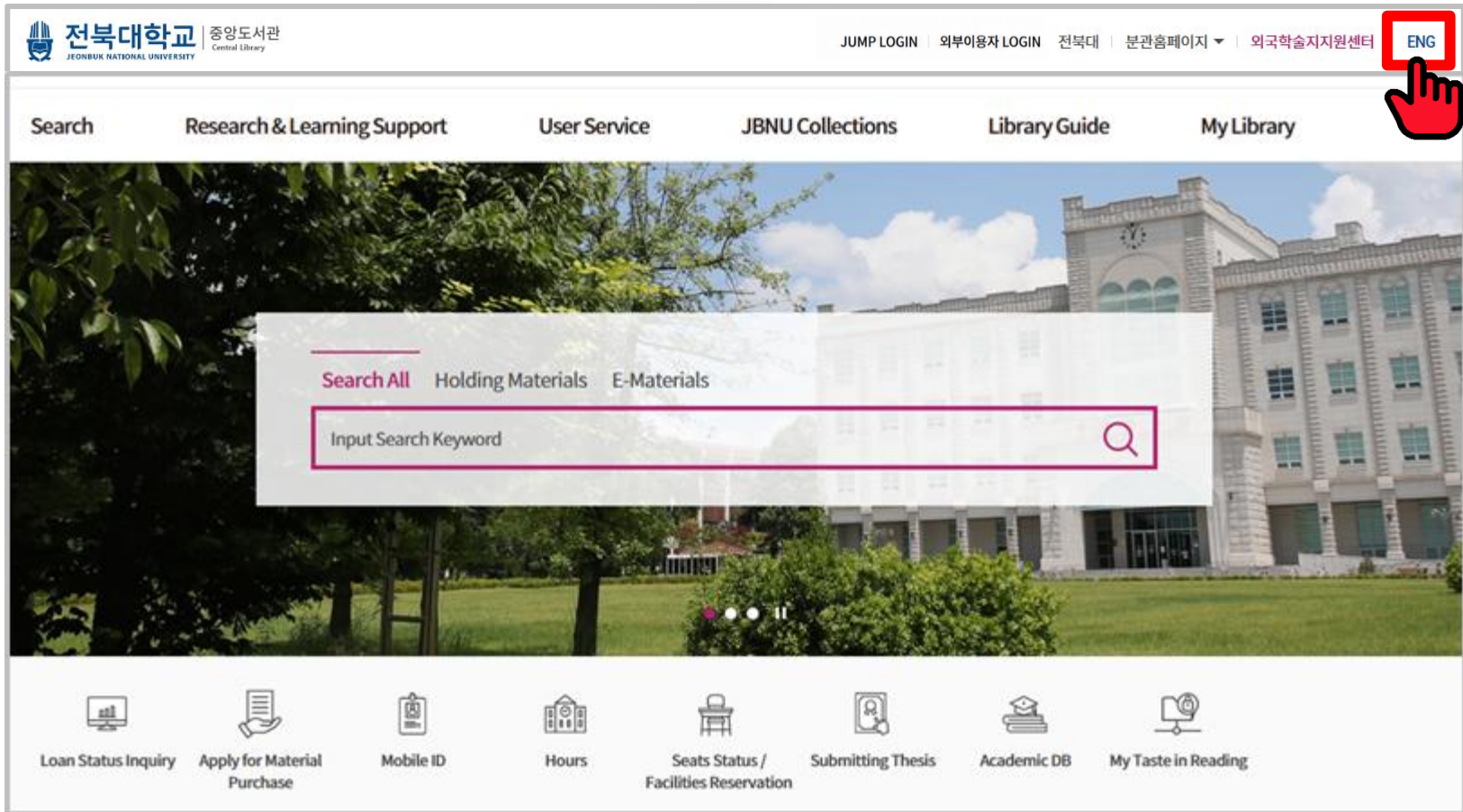




Submission

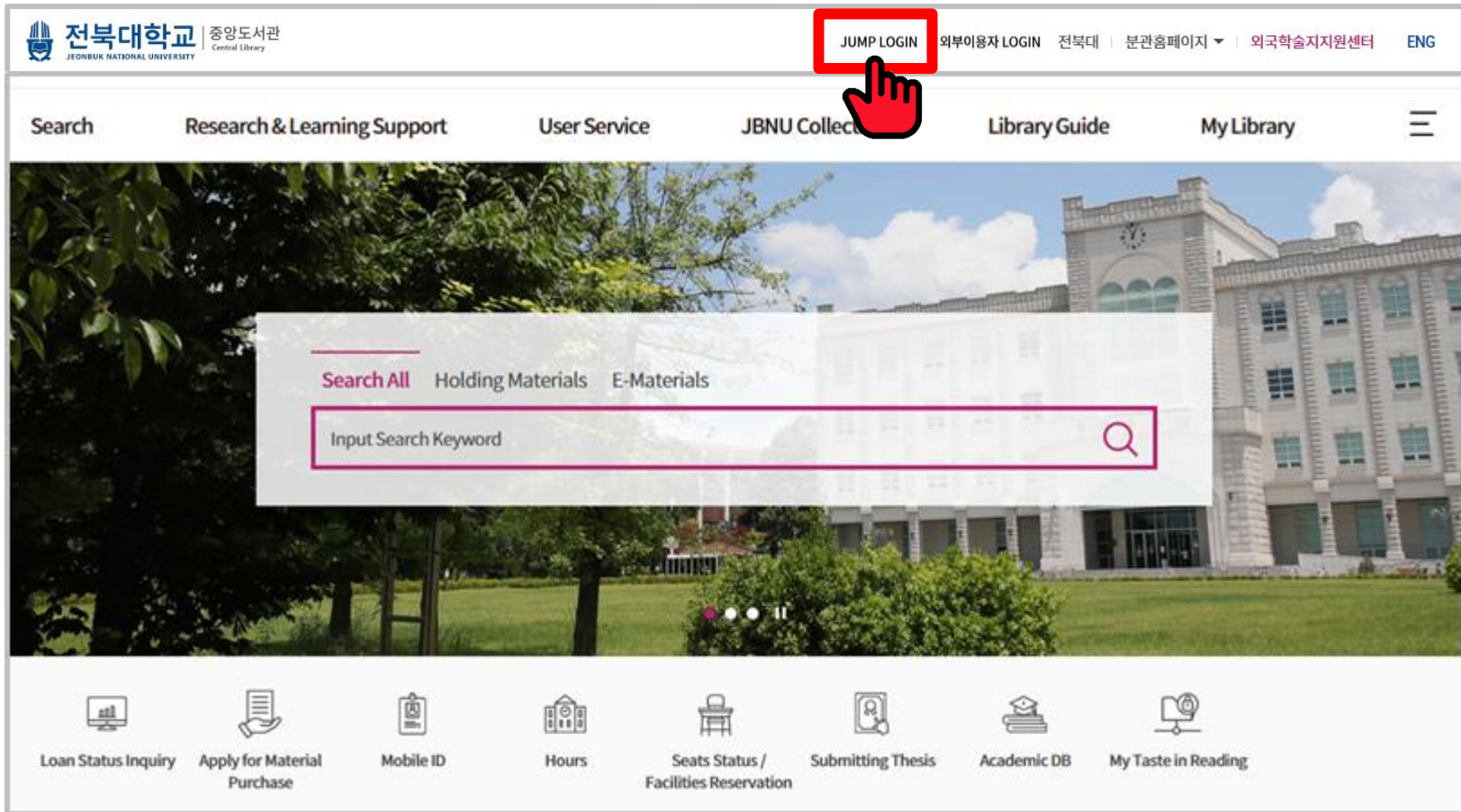
1. dCollection Access
2. Thesis Submission
3. My Information
4. Registration
5. Final Confirmation
6. Complete submission

1. dCollection Access



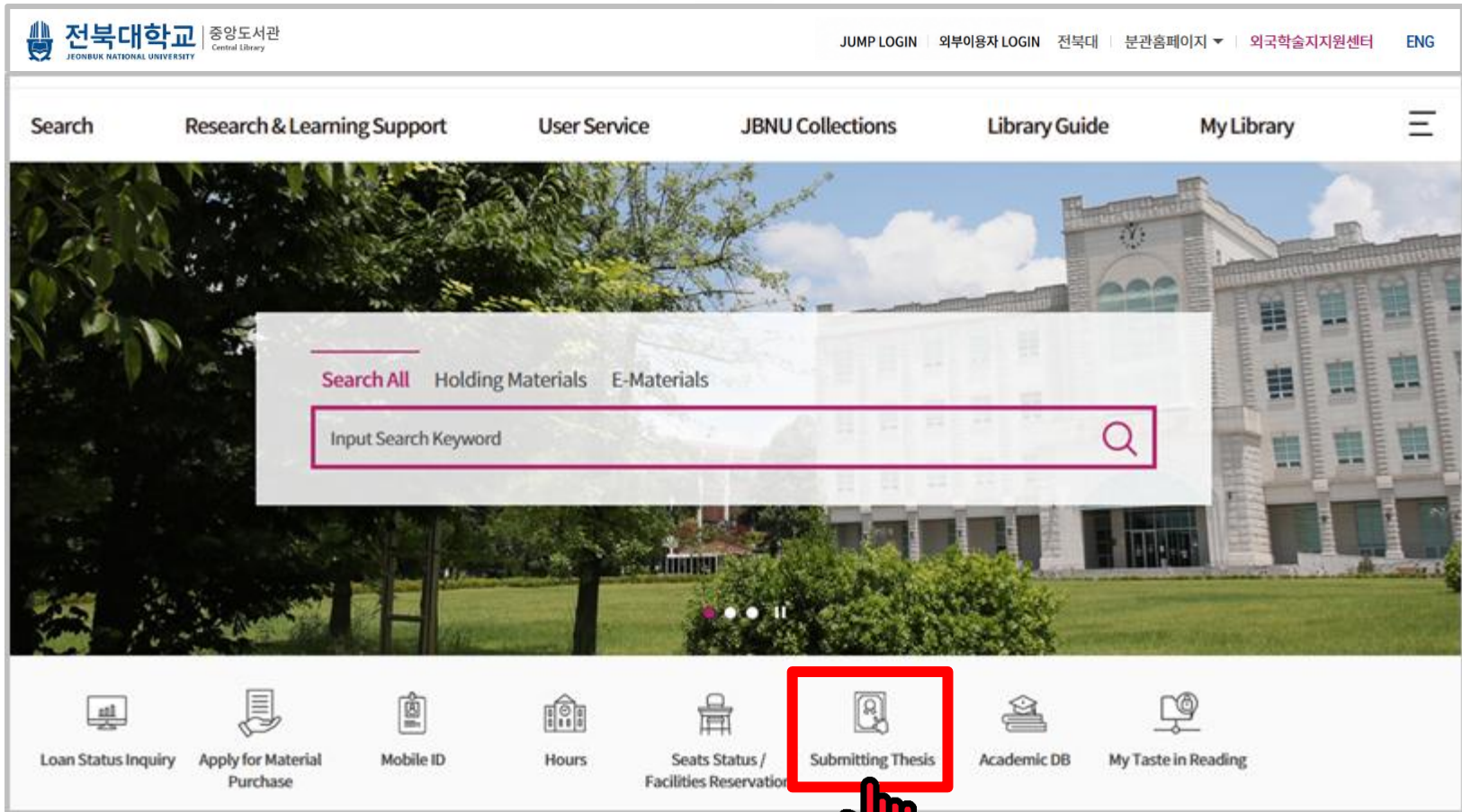
- Click on "ENG" in the top right corner to change the language on the library website (<https://dl.jbnu.ac.kr>)

1. dCollection Access



- Click on "JUMP LOGIN" (Available after signing up for JUMP)
- JUMP is currently under development and the actual screens may vary.

1. dCollection Access



- Click on "Submitting Thesis"

1. dCollection Access

Submitting Thesis

[Home](#) > [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 dCollection 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

- Upload the full-text file of thesis to

Reception completed

- Copyright agreement and submission confirmation can be printed

Verification

- If correction is required, contact after returning

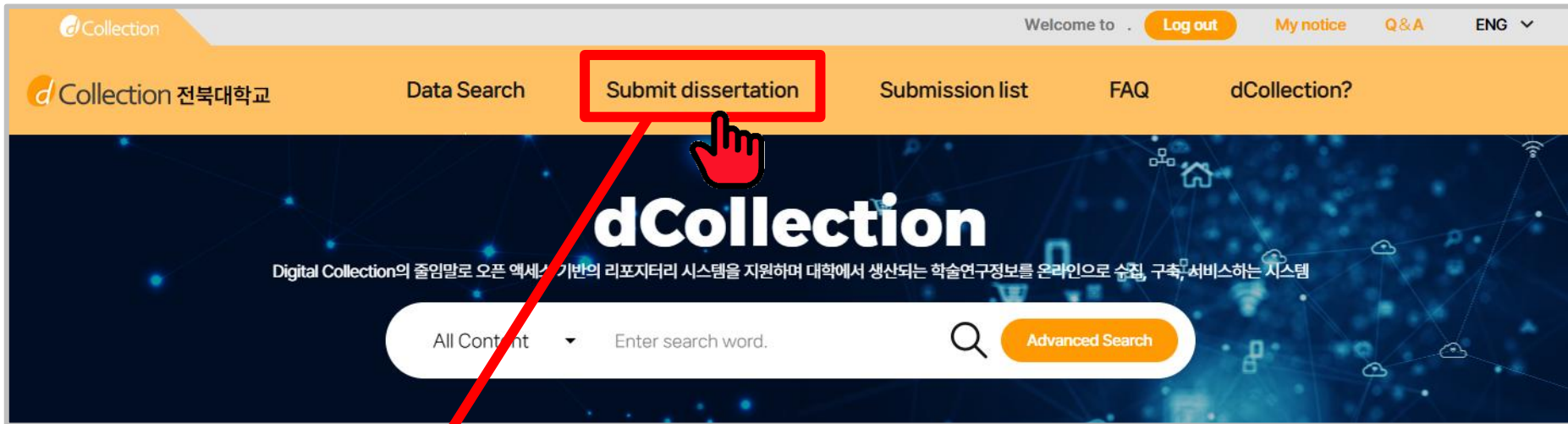
Submission completed

- Information on how to submit(download)

[dCollection submission guide download](#)

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

2. Thesis Submission



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.

Submit

Manual

- If there is no option to select, contact the Q&A board
- For temporarily saved theses, click on the thesis title in the "Submission list" to continue

2. Submit Thesis

Submit Object

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

Submit object (Submit object for choose please)

학위논문 > 일반대학원

Submit

- Select the submit object available

3. My Information


My information

>


registration

>


Final confirmation

>


Complete submit

Private policy

1. 개인정보의 수집·이용 목적
 가. dCollection은 개인정보를 다음의 목적을 위해 처리합니다.
 처리한 개인정보는 다음의 목적 이외의 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.

My information

Write your name in Korean

ID

Name * 존도

Department Name * 학과조회에서 선택하세요. Department search

Contact * 01012345678

Student ID 12345

Name (2nd Language) * John Doe

Degree * ☐ Master ☐ Doctor

E-mail * 00000@jbnu.ac.kr

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

☒ Agree

Make sure to double-check your contact number and email address

• This is contact information r
 • This information is only used
 • 제출관련 문의는 학교 dcollection

3. My Information

My information

ID	*****12345	Student ID	12345
Name *	존도	Name (2nd Language) *	John Doe
Department Name *	학과조회에서 선택하세요. 학과조회에서 선택하세요.	Degree *	☐ Master ☐ Doctor
Contact *	01012345678 ex) 010-1234-5678 ('-' 를 포함하여 입력해주세요).	E-mail *	00000@jbnu.ac.kr ex) dcollection@naver.com

Department search

대학원	✓	대학원 > 건축공학
법무대학원		대학원 > 경영학
보건대학원		대학원 > 경영학(경영학)

경영대학원	✓	경영대학원 > 경영학
공공정책(행정)대학원		경영대학원 > 경영학(경영학)
교육대학원		경영대학원 > 경영학(마케팅)

대학원	✓	대학원 > 교육학
법무대학원		대학원 > 교육학(교육과정)
보건대학원		대학원 > 교육학(교육심리)

경영대학원		교육대학원 > 교육학
공공정책(행정)대학원		교육대학원 > 교육학(AI기반융합교육)
교육대학원	✓	교육대학원 > 교육학(가정교육)

- Select the correct department
(distinguish between **general** and **specialized** graduate schools)
- If difficulty in selecting a department, inquire at the department office

4. Registration – File upload


My information

➤


registration

➤


Final confirmation

➤


Complete submit

File Upload ^

Select File Type

☒ Document
 ☐ Video

Original registration

hwp, doc, docx, pdf 확장자 파일만 등록하세요.
+ My PC

hwp, doc, docx, pdf 확장자 파일만 등록하세요.
+ My PC

- 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

4. Registration – Thesis Info Registration

Thesis Info Registration
^

논문정보

Title(Korean) *	<i>Enter the title of the dissertation.</i>
Sub- title(Korean)	<i>Enter the subtitle.</i>
Alternative	
Translated(English) *	<i>Enter the title in the second language. If there is any subtitle, divide it with [;].</i>
Subject *	<i>to separate parts of keywords, put a comma(", ") after keyword</i>
KDC	
DDC	

- 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

4. Registration – Thesis Info Registration

한국어 ▼

Abstract *

You can cut and paste an abstract into this box. If the number of abstract is more than two, enter all and select item language.

Add

Table of contents *

You can cut and paste an abstract into this box Omit table/figure contents.

Adviser(Korean) *

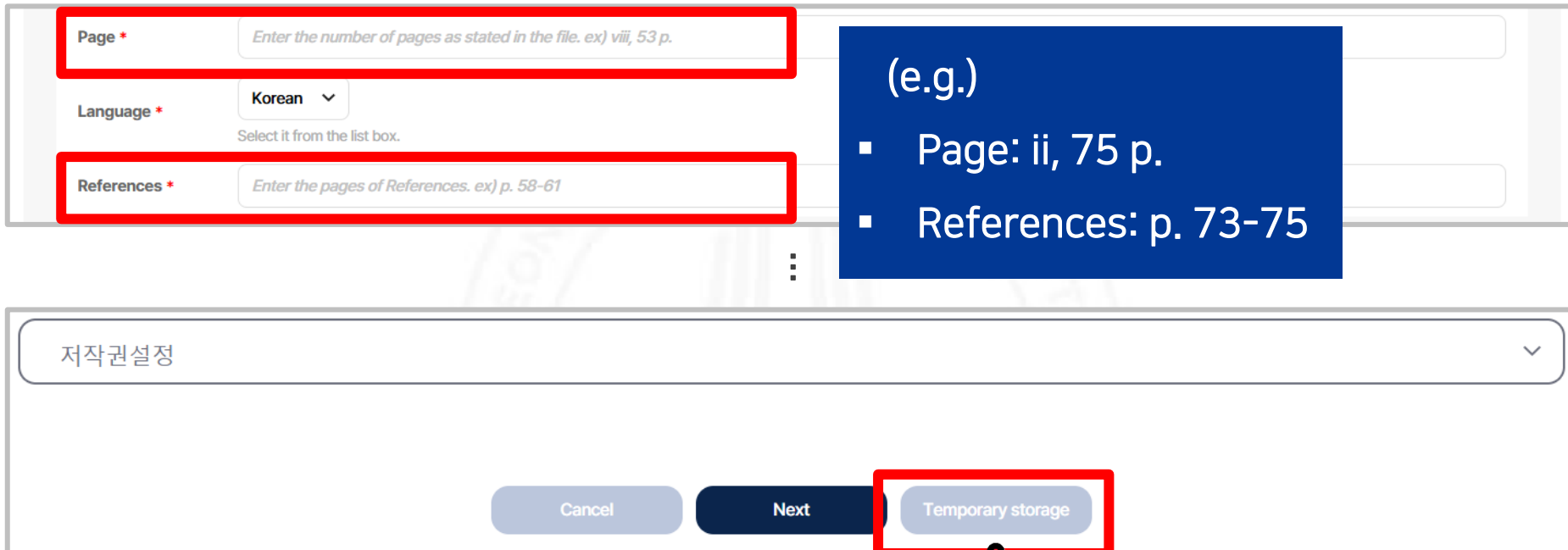
Enter the name of adviser. Omit the position.

Specialty

Enter the specialty.

- 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)

4. Registration – Thesis Info Registration



Page * *Enter the number of pages as stated in the file. ex) viii, 53 p.*

Language * Korean ▼
Select it from the list box.

References * *Enter the pages of References. ex) p. 58-61*

(e.g.)

- Page: ii, 75 p.
- References: p. 73-75

저작권설정

Cancel Next Temporary storage

- 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

4. Registration – Bookmark(Optional)

책갈피

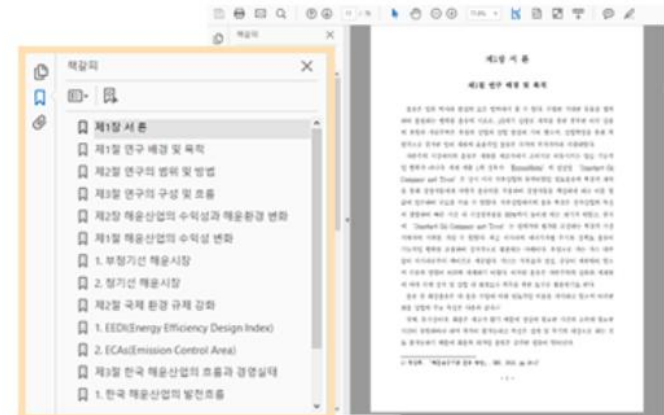
Set up the first page 0

자동정렬

미리보기

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

Copy the table of contents information above and enter it identically.



[목차(책갈피) 적용예시]

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

4. Registration – Copyright

	Agree	Conditional agree	Disagree
Date setting	×	○	×
Reason	×	○	○
License	○	○	×
Full-text Access*	○	×	△ ※ Accessible only B1 Central Library
External Copy	○	×	△ ※ 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

4. 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)

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

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.

4. Registration – Conditional Agree

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 년 월

Reasons for setting up the or

일 월 화 수 목 금 토

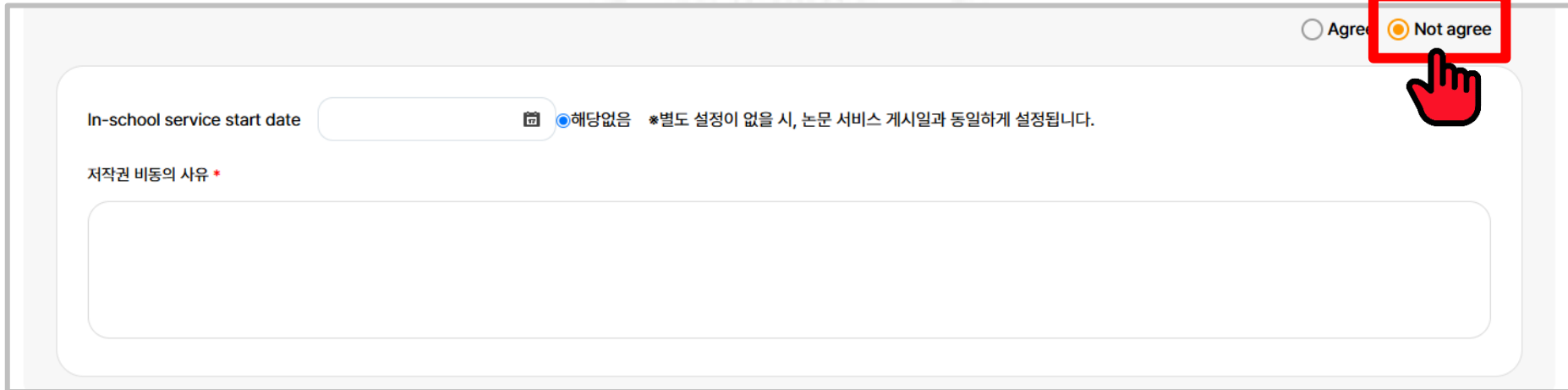
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Delete

Cancel Next Temporary storage

- 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)



The screenshot shows a registration form with the following elements:

- At the top right, there are two radio buttons: "Agree" (unselected) and "Not agree" (selected). The "Not agree" option is highlighted with a red box and a red hand cursor icon.
- Below the radio buttons, there is a text input field for "In-school service start date" with a calendar icon to its right.
- Below the input field, there is a text label "저작권 비동의 사유 *" (Reason for non-consent to copyright).
- Below the text label, there is a large, empty text area for providing reasons.

- 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

5. Final Confirmation

My information

registration

Final confirmation

Complete submit

Control Number : 000000060020

File information

원문유형	문서
제출원문	학위논문(샘플).hwp (473600 bytes (0.456 MB), 2024-12-18 15:30:22) 본문시작
책갈피	

- 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

Edit Meta

Update Files

5. Final Confirmation – Bookmark

The screenshot shows the 'Bookmark' configuration window. On the left, under 'Set up the first page', the value '7' is set. A red box highlights the '목차정보 변경' (Change Table of Contents Information) button, with a red arrow pointing to it. Another red box highlights the '자동정렬' (Auto-align) button, with a red arrow pointing to it. The main area displays a table of contents for a thesis, with a red arrow pointing from the '자동정렬' button to the table. The table lists sections and their page numbers, such as '1. 서론' (Introduction) on page 1, '2. 이론적 배경' (Theoretical Background) on page 5, and '3. 연구 설계 및 절차' (Research Design and Procedure) on page 29.

Bookmark

Set up the first page 7

☒ 목차정보 변경

자동정렬 미리보기

본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에서 목차의 쪽번호가 1쪽이지만, 제목, 목차 등 앞쪽의 실제 쪽수가 5인 경우, 5를 입력합니다.

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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

5. Final Confirmation – Bookmark

1. 서론 1 1.1 연구의 필요성 및 목적 1 1.2 연구 내용 및 방법 3 1.3 연구의 제한점 4 2. 이론적 배경 5 2.1 장서 관리 5 2.2 장서 기준 7 2.3 장서 평가 19 2.4 선행 연구 26 3. 연구 설계 및 절차 29 3.1 연구 대상 선정 29 3.2 연구 절차 30 3.3 설문 영역별 문항 구성 내용 30 4. 조사 및 결과 분석 32 4.1 학교도서관 운영현황 분석 32 4.2 장서 중심 평가 39 4.3 이용 중심 평가 50 4.4 요약 및 시사점 61 5. 결론 63 참고문헌 73	→	1. 서론 1.1 연구의 필요성 및 목적 1.1.1. 필요성 1.1.2. 목적 1.2 연구 내용 및 방법 1.2.1. 내용 1.2.2. 방법 1.3 연구의 제한점 2. 이론적 배경 2.1 장서 관리 2.2 장서 기준 2.3 장서 평가 2.4 선행 연구 3. 연구 설계 및 절차 3.1 연구 대상 선정	→	1. 서론 1.1 연구의 필요성 및 목적 1.1.1. 필요성 1.1.2. 목적 1.2 연구 내용 및 방법 1.2.1. 내용 1.2.2. 방법 1.3 연구의 제한점 2. 이론적 배경 2.1 장서 관리 2.2 장서 기준 2.3 장서 평가 2.4 선행 연구 3. 연구 설계 및 절차 3.1 연구 대상 선정 3.2 연구 절차 3.3 설문 영역별 문항 구성 내용 4. 조사 및 결과 분석 4.1 학교도서관 운영현황 분석 4.2 장서 중심 평가
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- 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))

5. Final Confirmation – First Page Setup

Bookmark

Set up the first page

9

☒ 목차정보 변경

자동정렬

미라보기

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

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(e.g.)

Cover page	Inside Cover page	Submission page	Approval page	Contents	Table	Figure	Abstract	Introduction
- i -	- ii -	- iii -	- iv -	- 1 -				
1 p.	2 p.	3 p.	4 p.	5 p.	6 p.	7 p.	8 p.	9 p.

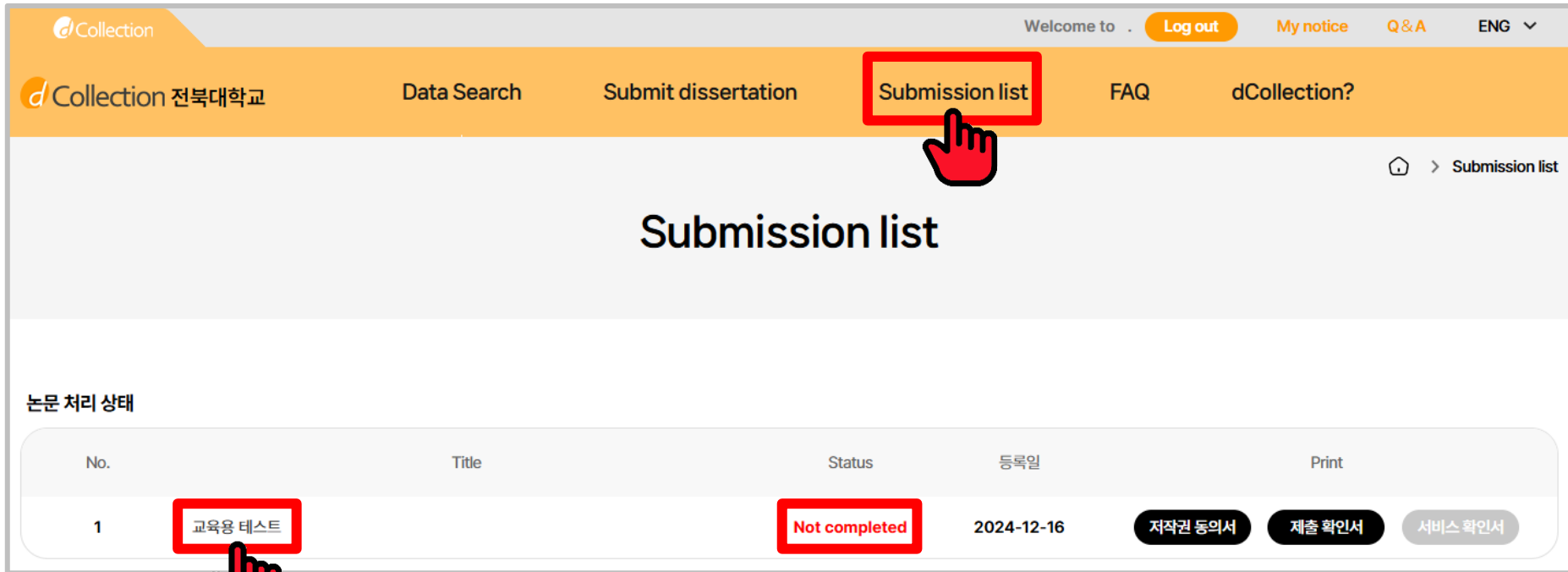
- Enter the actual page number of the arabic numerals starting the main body.
- In the example, since the introduction, which is the first page of the main body, starts on page 9, you should set the starting page to 9.

Detail

Modify



5. Final Confirmation – Edit Submission



Collection 전북대학교 Data Search Submit dissertation **Submission list** FAQ dCollection?

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Submission list

논문 처리 상태

No.	Title	Status	등록일	Print
1	교육용 테스트	Not completed	2024-12-16	저작권 동의서 제출 확인서 서비스 확인서

- 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)"

5. Final Confirmation – Converted File Check

File information

File format Document

submit original 학위논문(샘플).hwp (473600 bytes, 2024-12-16 15:50:22)

Start page of body : 7

Bookmark

- 1. 서론 1
 - 1.1 연구의 필요성 및 목적 1
 - 1.2 연구 내용 및 방법 3
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 - 3.3 설문 영역별 문항 구성 내용 3

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dcoll.jbnu.ac.kr/public_resource/pdf/000000060008_20241205141202.pdf

000000060008_20241205141202.pdf 1 / 82 100%

1. 서론

- 1.1 연구의 필요성 및 목적
- 1.2 연구 내용 및 방법
- 1.3 연구의 제한점

2. 이론적 배경

3. 연구 설계 및 절차

CC creative commons

- 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)"



6. Complete Submission



My information



registration



Final confirmation



Complete submit



귀하의 학위논문 제출이 완료되었습니다.

제출한 학위논문은 대학 담당자의 검증 과정 후 최종 제출 완료되어 서비스됩니다.

'논문 제출 내역'에서 제출한 학위논문의 접수 처리 상태를 확인하고, 수정할 수 있습니다.

'논문 제출 내역'에서 서비스되는 논문의 제출 확인서와 서비스 확인서를 출력할 수 있습니다.

Dissertation Submission list





Management

1. Submission Document Printing
2. Returned Submission Check
3. Q&A board

1. Submission Document Printing

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Submission list

Submission list

- Copyright Consent Form
- Submission Confirmation Letter

논문 처리 상태

No.	Title	Status	Date	Buttons
1	교육용 테스트	Accept complete	2024-12-16	저작권 동의서 제출 확인서 서비스 확인서

```

graph LR
    A[Not completed] --> B[Accept complete]
    B -- clear --> C[Submit complete]
    C --> D[In service]
    B -- not clear --> E[Return]
    E --> F[Re-submit]
    F --> C
    
```

- Submit these documents and printed thesis copies

2. Returned Submission Check

Collection 전북대학교

Welcome to
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ENG

Data Search
Submit dissertation
Submission list
FAQ
dCollection?

dCollection

Digital Collection의 줄임말로 오픈 액세스 기반의 리포지터리 시스템을 지원하며 대학에서 생산되는 학술연구정보를 온라인으로 수집, 구축, 서비스하는 시스템

Enter search word.
Advanced Search

알림메시지

There are returned articles. Please amend and submit it again.
반송사유:제출자의 요청에 의하여 반송합니다. 감사합니다.

Go to submission list
Close

Domestic University Research Trands

University ResearchTrands

Submission list

논문 처리 상태

No.	Title	Status	등록일	Print
1	교육용 테스트	Return	2024-12-16	저작권 동의서 제출 확인서 서비스 확인서

3. Q&A board

The screenshot shows the dCollection website interface. The top navigation bar includes 'dCollection', 'Data Search', 'Submit dissertation', 'Submission list', 'FAQ', 'dCollection?', and a 'Q & A' link highlighted with a red box and a hand cursor. Below the navigation bar is a large banner with the 'dCollection' logo and a search bar. The search bar contains the text 'All Content' and 'Enter search word.' with an 'Advanced Search' button. Below the banner are three sections: 'Notice', 'Domestic University Research Trands' (with Korean text '조절 효과', '중국 노인', '매개효과', 'Stroke'), and 'University ResearchTrands' (with a circular diagram showing various research topics like 'Deep Learn', 'HER', 'OER', 'water electrolysis', 'Arsenic', 'water splitting', etc.).

- 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

IV Notes

1. Thesis Format
2. Additional Information

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1. 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)

2. 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**

2. 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

Thank you

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