**Guide to formatting and submitting thesis/dissertation in English**

1. **Writing your thesis/dissertation**

The basic frame is same as writing a thesis/dissertation in Korean. Please check ‘학위논문작성방법(How to write thesis/dissertation in Korean)’ and a sample written in English(영문샘플). (Candidates for Doctoral Degrees – Dissertation / Candidates for Masters – Thesis)

1. Formatting your thesis/dissertation

* 4 x 6 (Width 128mm, Length 257mm: B5)

※JIS B5 (when using MS Word)

* 25 mm margin for top, bottom, left, right / 0mm for heading and footer
* Black hardcover with gold print should be used for the cover
* Double-sided printing is the norm but single-sided printing may be used when the length of the thesis/dissertation is relatively short

1. Font and Font size

* Use either Times New Roman or Arial
* Refer to ‘How to write thesis/dissertation in Korean’ or the sample file for appropriate font size

1. Contents of your thesis/dissertation
2. Title page
   * Only state the English title (omit the Korean title)
   * For the year of publication, state the year and month of your degree conferral date (year in numbers and month in English)
3. Request page (Page of a request for examination)
   * State either the Korean title or the subtitle under the English title
   * State your degree name after [Doctor of Philosophy XXX] or [Master of Arts / Mater of XXX]. Refer to [별첨2] 일반대학원 석.박사 학과별 전공명 및 학위명 for degree name in English. Students in Specialized school should enquire the administration office.
   * State the month and year of thesis/dissertation examination period for the submittal date (year in numbers and month in English)
4. Approved page (Signed page from examined member)
   * State the year and month of your last thesis/dissertation examination date for approved page(year in numbers and month in English)
   * Doctoral candidates need signature of five committee members (including the main supervisor) and masters candidates need signature of three committee members
   * When you upload file, approved page is available non-signed page.
5. Content
   * HWP: 180-200% line spacing, align text both ways
   * MS WORD: 1.5-2 line spacing, align text both ways
6. References
   * Categorize references into eastern and western texts and state in order of 1) book 2) academic journal 3) thesis/dissertation 4) seminar/interview material 5) newspaper, weekly magazine, monthly magazine 6) web-based data
   * Korean texts should be aligned in Korean alphabetical order and English texts should state last name first and be aligned in alphabetical order
   * When one reference goes over two lines, line starting second line should be indented four spaces
7. Abstract
   * Thesis/dissertation for graduate universities should have English and Korean versions of the abstract
   * English abstract should be placed in front of the main content and Korean abstract should be placed last.
   * If the thesis/dissertation is written in English, a Korean version of the abstract is necessary
   * On the last page of the abstract, place the English keyword on the English version of the abstract and Korean keyword on the Korean version of the abstract (within 6 keywords)
8. Page number
   * No page numbers for cover page, request page, and approved page
   * Table of contents, English Abstract should have lower-case roman letters (i, ii, iii) in the bottom center of the page
9. Acknowledgements
   * Acknowledgements are taken out for Subjecting in the library
10. **Submitting your thesis/dissertation**

1. Submitting via dCollection webpage

1. Enter the dCollection webpage (uploading is available 24 hours)
   * Open the banner that is located on the bottom of the Konkuk Sanghuh Memorial Library website and click on the first banner “dCollection” or access ‘submit thesis/dissertation’ directly via “http:/konkuk.dcollection.net/jsp/index.jsp"
   * ID is your student number and PW is last seven digits of foreign registration number
2. Entering meta-information
   * Enter the title, author, keyword, table of contents, abstract etc.
   * Use the copy (CNTRL + C) paste (CNTRL + V) tool to enter table of contents and abstract
3. Agree/disagree to copyright agreement
   * Decide whether your thesis/dissertation will be open (agree) or closed (disagree)
   * If you decide to disagree, state the reasons for doing so
4. Uploading the file
   * Up to three separate files can be uploaded
   * hwp, doc, pdf files are compatible for uploading
   * After clicking the final submit button, wait for the administrator’s approval
   * When the file is returned, check the reasons for return and resubmit after revising
   * Once approved, proceed to bookbinding
5. Matters to attend to
   * Check whether the actual page numbers match the page numbers on table of contents
   * Proceed to bookbinding only after web approval
   * There is no individual notice for return and approval. Repeated checks from the dCollection website is recommended

2. Submitting a hard copy to the library

* After the final approval from the dCollection website, print out the ‘thesis/dissertation copyright agreement’ and ‘thesis/dissertation approval confirmation’ and hand it with hardcopies (including the original signed copy) acquisition department of Scholar information processing division(학술정보처리팀 수서과) (Ask for the location at the one-stop service at the first floor of the library)
* Hardcopies : Masters - 2 copies, Doctoral Degrees - 4 copies  
   (Law related degree : Masters - 4 copies, Doctoral Degrees- 6 copies)
* Submitting a hard copy is only allowed during office hours(9:30 AM – 5:00 PM)
  + Submission is not allowed during lunch hours (12:00 – 13:00)
* Other questions with respect to submission contact acquisition department of Scholar information processing division (02-450-3855)

1. **Other announcements**

* Submit your thesis/dissertation on time (different deadlines based on schools)
* Once approved, changing the content on your thesis/dissertation by yourself is not allowed