

Guidelines for submission of Doctoral Dissertation (full-text)

Electronic file and Bookbinding of Thesis

It is defined in degree regulations of YNU that person who has been granted the doctoral degree from Graduate School must publish full-text of doctoral dissertation via internet. When you have passed the degree examination, you have to submit the electronic file of doctoral dissertation (full-text) and Letter of Consent for registration of doctoral dissertation onto YNU Repository.

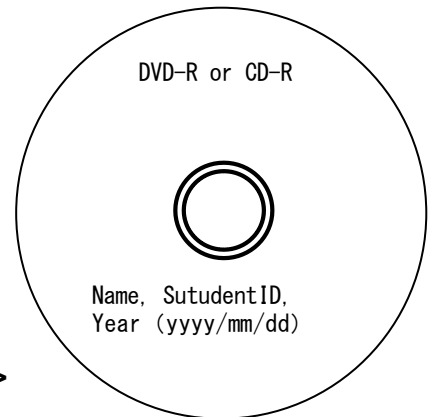
- ※ When creating an electronic file, do not use external references (such as external font), encryption, setting of password or print restriction(do not set the password for opening or printing file) and so on, in order to keep long-term preservation and retention of accessibility for the file.
- ※ If full-text of doctoral dissertation cannot be published in unavoidable reason, and it was accepted by the Faculty Council of Graduate School, submit the summary of contents with the full-text of doctoral dissertation.

< Creation of Electronic file >

Following rules are applied for creation of an electronic file. Refer these rules when creating.

- ① Use PDF file format.
- ② File must be one a person and do not divide it into multiple files (cover, index, introduction, body, etc).
- ③ File name must be “*student ID.pdf*” .
- ④ Use Adobe Distiller and other software for creating the PDF file.
And when making the file, consider the following factors.
 - a Setting of the fonts : If special fonts are used, be sure to embed them into the file.
 - b Resolution of figures : Set 144dpi (dot per inch) or higher.
 - c Security settings : Set the prohibition of print to OFF. Permission settings of other functions such as modification of documents, selection of text/graphic are optional.
 - d Other settings : Other settings such as compression, color, etc. are optional.

- ⑤ Maximum size of the file is 50MB in principle.
- ⑥ Save the PDF file of full-text of doctoral dissertation into a new DVD-R or CD-R. DVD-R and CD-R can be commercial products.
- ⑦ Write your (1) Name, (2) Student ID and (3) Year of graduation (ex. yyyy/mm/dd) on the surface of DVD-R or CD-R, using a permanent marker.



< Precaution (be sure to confirm before submission) >

- ① Confirm that the file is displayed correctly. Check no character corruption (especially in figures), no missing pages, and so on.
- ② If you have any other question about creation of PDF file, ask Graduate School of Urban Innovation Section.

< Bookbinding of Thesis >

About the creation of the bound dissertation, follow the instruction of academic advisor.

<Where to submit, Number of copy and Deadline for submission>

- ① Electronic File (DVD-R or CD-R)
 - Graduate School of Urban Innovation Section: 1 copy (Deadline : refer the attachment 【period must be strictly observed】)
- ② Letter of Consent for registration of thesis onto YNU Repository
 - Graduate School of Urban Innovation Section: 1 copy (Deadline : refer the attachment 【period must be strictly observed】)

※ If there are unavoidable reasons preventing the electronic publication of the full-text doctoral dissertation for over a year (e.g., the inclusion of three-dimensional objects in the dissertation, planned publication in an academic journal prohibiting multiple publications, or planned patent application), please submit the electronic file as instructed. Additionally, provide the Form "Confirmation of Alternative Action for the Publication of the Doctoral Dissertation on the Internet (Publication in the YNU Academic Repository)", the statement of the reason (in free format), and PDF data of "Summary of Dissertation (Form 2)".

- ③ Bound dissertation → Follow the instruction of academic advisor.