

**GUIDELINES
FOR WRITING RESEARCH
PROPOSALS AND
THESIS/DISSERTATION**



**POSTGRADUATE DEGREE PROGRAM
FACULTY OF PHARMACY
UNIVERSITAS PADJADJARAN
2020**

FOREWORD

The Postgraduate Degree Program of the Faculty of Pharmacy, Universitas Padjadjaran is one of the supporting units to implement academic activities at Universitas Padjadjaran which is responsible for organizing other academic programs together with another postgraduate education program. The basic foundation of the entire design of this program is based on the efforts of Universitas Padjadjaran to make the postgraduate program the spearhead of education at Universitas Padjadjaran.

In an effort to achieve this, the Postgraduate Degree Program of Faculty of Pharmacy, Universitas Padjadjaran always tries to formulate several guiding policies related to quality assurance efforts and their implementation, among others by compiling this document, namely "Guidelines for Writing Thesis and Dissertation". Hopefully, this handbook can be a reference for all postgraduate students of the Faculty of Pharmacy, Universitas Padjadjaran to prepare a Thesis and Dissertation at Faculty of Pharmacy, Universitas Padjadjaran.

This handbook covers all aspects related to thesis/dissertation writing, although it is recognized that there are still shortcomings. **Please submit suggestions for improvement** to the Postgraduate Degree Program of the Faculty of Pharmacy, Universitas Padjadjaran and this thesis and dissertation manual can be accessed through the website of the Faculty of Pharmacy, Universitas Padjadjaran in <http://farmasi.unpad.ac.id/pascasarjana>.

Bandung, January 2020
Dean of the Faculty of Pharmacy,
Universitas Padjadjaran

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Chapter I

Introduction

Guideline for Writing Research Proposals and Thesis/Dissertation of the Faculty of Pharmacy, Universitas Padjadjaran 2020 was prepared with the aim to help masters students to write theses and their research proposals, and doctoral students to write their dissertations and research proposals. This guideline only regulates the method and format of writing a Thesis and Dissertation and only applies in Faculty of Pharmacy, Universitas Padjadjaran.

This guideline does not set a limit on the number of pages of Research Proposals and Thesis/Dissertation, but it is highly recommended to write efficiently and not being long-winded, focusing on problems, analyzes and conclusions, so as to produce a comprehensive Research Proposal and Thesis/Dissertation with a total number of pages that are not (necessarily/too) thick. The title of the research contains a statement that specifically reflects the content of the research carried out, reflects the concept or the relationship between the concepts of the phenomenon/phenomenon being studied.

The provisions of this guideline, together with all the formats contained therein, must be followed in writing Research Proposals and Thesis and Dissertation at the Faculty of Pharmacy, Universitas Padjadjaran, including the preparation section, main section, references and appendix.

I.1 WRITING A RESEARCH PROPOSAL THESIS/DISERTATION

A. QUANTITATIVE OR HYPOTHETICAL REASONING RESEARCH

Proposed Research (UP) for research that builds a hypothetical statement/framework can be presented in the following format:

TITLE

The title of the study contains a statement that specifically reflects the content of the research being conducted. will be carried out (reflecting the concept or relationship between concepts from the phenomenon under study). The maximum number of words in the title are 20 words (including

conjunctions).

CHAPTER I INTRODUCTION

1.1. Research Background

- State the background for selecting the research topic, including the significance of choosing the research topic; research can be lifted from empirical phenomena or practical problems and/or theoretical problems.
- Presenting and placing the research to be carried out in the scientific map to be concerned by the researcher; shows previous studies conducted by researchers and other researchers that are relevant to the research to be carried out.

1.2. Research Problem or Problem Statement

Formulate a research problem and put forward a problem statement.

1.3. Research Objectives

- State the objectives of the research to be conducted.
- In deductive-hypothetical research, the research objective is usually to explain/measure the relationship (association or causality) between the variables of interest in the study.

1.4. Research Benefits Expressing specific uses to be achieved from:

- Theoretical (scientific) aspects by mentioning what theoretical benefits can be achieved from the problem under study.
- The practical aspect (to implement) by mentioning what benefits can be achieved from the application of the knowledge generated by this research.

CHAPTER II LITERATURE REVIEW, THINKING FRAMEWORK AND HYPOTHESES

This chapter presents a literature review, thinking framework and hypotheses.

2.1. Literature Review

- Conduct a literature review that is relevant to the research problem.
- In this section, a study/discussion is conducted on the concepts and theories used based on the available literature, especially from articles published in various scientific journals.

The library used must be from a primary library (journal) with at least the last 10 years from the time of writing.

- Literature review serves to build concepts or theories that form the basis of the study.

2.2. Thinking Framework

Basically, the thinking framework is derived from (several) concepts/theories relevant to the problem under study, giving rise to assumptions and/or propositions, which can be displayed in the form of a flow chart, which can then be formulated into operational hypotheses or hypotheses. which can be tested.

2.3 Premises

Premises are statements that are used as the basis for taking conclusions. Sentence or proposition as the basis to take the conclusions;

- **the major** premise which contains the term which is the predicate of the conclusion;
- **the minor** premise that contains the term that will be the subject of a conclusion;
- **a syllogism of** two premises (major and minor) that embodies the antecedent

2.4. Hypothesis

Hypothesis is a tentative statement about the relationship (association/causality) between several variables. In quantitative research, the hypothesis is usually written in a separate sub-chapter (see the explanation of the Thinking Framework).

CHAPTER III METHODOLOGY

Describes the paradigm/approach/method to be used in the research. The description includes, but is not limited to the following things:

- A description of the research design selected.
- Sampling/sampling procedures and determination of the unit of analysis.
- Sources and techniques of data collection and research instruments.
- Data processing and analysis including (testing) the validity of the data in accordance with the

proposed research design.

- Location and time of research. In some exact disciplines, this chapter can be entitled "MATERIALS/OBJECTS AND RESEARCH METHODS". In accordance with the title, the description in this chapter begins with a description of the material, subject, and object of research in the section with the sub-heading "Research Materials/Objects". Then proceed with a description with the sub-heading "Research Method"; the description contains points as in the paradigm/approach/method above.

REFERENCES

List of all the literature used/referenced in the text. How to write see Chapter III on Techniques for Writing Thesis and Dissertation in this manual.

APPENDIX

Contains attachments on matters relevant to the Research Proposal, such as questionnaires/questionnaires, interview guidelines, and location maps.

B. QUALITATIVE RESEARCH OR INDUCTIVE NON-HYPOTHETICAL REASONS

Research proposals (UP) for research that do not build a hypothetical statement/framework can be presented in the following format:

Title

The title of the study contains a statement that specifically reflects the content of the research to be carried out (reflecting the concept of the symptoms/ phenomenon under study).

The maximum number of words in the title is 20 words (including conjunctions).

BACKGROUND OF THE RESEARCH

This section contains a brief description of:

- Things/symptoms that are generally be the background of the research (things that interest researchers to conduct research).
- The purpose of research to be conducted (research purpose). This section also mentions the types of studies that will be proposed, such as phenomenological, historical studies, case

studies, descriptive surveys, etc.

- In this section, the benefits of the research results can be stated.

Literature Review

This section contains a description of:

- Literature review of the theory/concept of previous/existing research results, which are relevant to the study/research to be carried out. This study is an approach for researchers in proposing research.
- The literature review is not merely to review some literatures, but to show the relevance of the proposed study to the literature under review.
- A description of the literature review that contributes to the reader's understanding of the research topic to be studied and to explain the theoretical framework used in the study.

Research Focus or Problem Statement

This section describes a specific sentence statement about the phenomenon or phenomenon to be studied. Researcher can choose one of the Research Focus or Problem Statement:

- Research Focus, if the researcher wants to express a statement sentence to show that the research leads to only one particular symptom or phenomenon. At the focus of this research, the researcher can continue his explanation through Research Questions to describe more specifically the selected symptom or phenomenon.
- Problem Statement, if the researcher wants to express a statement sentence to show that the research leads to the problem of finding a solution. In this problem statement, researchers can continue their explanation through Problem Identification to describe more specifically the problems raised, or Hypotheses (temporary assumptions) to guide research in finding solutions.

METHODOLOGY

This section describes the research method used, explains why the method is used and describes several things such as:

- Research paradigm, in the form of an explanation of how researchers view reality/phenomena

(ontological and epistemological aspects).

- The research method in a narrow sense contains an explanation of the type of study that will be carried out.
- Selection of data sources containing descriptions of how to determine data sources or informants, location, time and so on.
- Data collection procedures or techniques, such as interview, observation, document review, etc.
- Data analysis plan,
- Description of how to maintain data validity/authenticity.

REFERENCES

List of all the literature used/referenced in the text. How to write see Chapter III on Techniques for Writing Thesis and Dissertation in this manual. **Appendix** Contains attachments on matters relevant to the research proposal, such as interview guidelines, observation guidelines, and location maps.

I.2 THESIS/DISERTATION WRITING

A. QUANTITATIVE RESEARCH OR DEDUCTIVE-HYPOTHETICAL REASON

Thesis/Dissertation writing for research that builds a hypothetical statement/framework can be presented in the following format:

TITLE

The title of the research contains a statement that specifically reflects the content of the research being carried out (reflecting concepts or relationships between concepts of the phenomena/phenomenon studied).

APPROVAL PAGE

A sign of approval from the Advisory Committee or Promoter stating that the thesis/dissertation is approved to be tested.

STATEMENT PAGE

This page contains statements regarding:

- The thesis/dissertation submitted is original and has never been submitted for an academic degree (bachelor, master, and/or doctorate at any university/college).

- The thesis/dissertation is purely the author's own ideas, design and research without the help of other parties, except for the direction of the supervisor team or the promoter team.
- In the thesis/dissertation there are no works or opinions that have been written or published by other people, except in writing clearly including them as references and writing down the sources of reference in the references list.
- Approval from the research ethics committee for those who require it.

ABSTRACT

Reflects the entire content of the thesis/dissertation by revealing the essence of the research problem, the approach used or framework of thought, research methods, research findings, and conclusions. Descriptions are written in English and Indonesian, no more than 500 words each.

FOREWORD

This section presents the main issues under study. In addition to this, it can also be stated things such as difficulties in conducting research and things that facilitate the implementation of research and writing of theses/dissertations as well as expressions of gratitude to various parties for carrying out research and writing of theses/dissertation.

TABLE OF CONTENTS

The composition of the contents of the thesis/dissertation is in accordance with the order or systematics of writing a thesis/dissertation. Only the headers after the 'Table of Contents' are entered.

LIST OF TABLES, LIST OF FIGURES, LIST OF SYMBOLS, LIST OF ABBREVIATIONS, AND LIST OF APPENDICES

CHAPTER I INTRODUCTION

1.1. Research Background

- State the background for selecting the research topic, including the significance of choosing

the research topic; research can be lifted from empirical phenomena or practical problems and/or theoretical problems.

- Presenting and placing the research carried out in a scientific map that is of concern to the researcher; shows previous studies conducted by researchers and other researchers that are relevant to the research to be carried out.
- The literature referred to in the background should be a primary literature published in the last 10 years and showing the novelty/differentiation of the research from research that has been done by others

1.2. Research Problem or Problem Identification

Formulate a research problem and put forward a problem statement.

1.3. Research Objectives

- State the objectives of the research conducted.
- In deductive-hypothetical research, the research objective is usually to explain/measure the relationship (association or causality) between the variables of interest in the study.

1.4. Research Benefit Expressing specific uses that can be achieved from:

- Theoretical (scientific) aspects by mentioning what theoretical benefit can be achieved from the problem under study.
- The practical aspect (to implement) by mentioning what benefit can be achieved from the application of the knowledge generated by this research.

CHAPTER II LITERATURE REVIEW, THINKING FRAMEWORK, AND HYPOTHESES

This chapter presents a literature review, thinking framework and hypotheses.

2.1. Literature Review

- Conduct a literature review that is relevant to the research problem to be studied.
- In this section, a study/discussion is conducted on the concepts and theories used based on

the available literature, especially from articles published in various scientific journals. The year of publication of scientific articles that have been cited for at least the last 10 years, scientific articles must dominate as a reference in the literature review with a percentage of 80%.

- A literature review serves to build concepts or theories that form the basis of the study.

2.2. Thinking Framework

Basically, the framework of thought is derived from (several) concepts/theories that are relevant to the problem under study, giving rise to assumptions and/or propositions, which can be displayed in the form of a flow chart, which then, if possible, can be formulated into operational hypotheses. or testable hypotheses.

2.3 Premises

Premises are statements that are used as the basis for drawing conclusions. Sentence or proposition as the basis of inference in logic;

- **the major** premise which contains the term which is the predicate of the conclusion;
- **the minor** premise that contains the term that will be the subject of a conclusion;
- **a syllogism of** two premises (major and minor) that embodies the antecedent

2.4. Hypothesis

Hypothesis is a tentative statement about the relationship (association/causality) between several variables. In quantitative research, the hypothesis is usually written in a separate sub-chapter (see the explanation of the Thinking Framework).

CHAPTER III METHODOLOGY

Describes the paradigm/approach/method used in the research. The description includes, but is not limited to the following things:

- A description of the selected research design/design.
- Research tools and materials used

- Operational definitions of terms used in the research methodology
- Sampling procedures and determination of units of analysis.
- Sources and techniques of data collection and research instruments.
- Data processing and analysis including (testing) the validity of the data in accordance with the proposed research design.
- Location and time of research. In several disciplines in the exact sciences, this chapter is entitled "MATERIALS/OBJECTS AND RESEARCH METHODS". In accordance with the title, the description in this chapter begins with a description of the research materials, subjects, and objects in the section entitled "Research Materials/Objects". Then proceed with a description given the sub-heading "Research Method"; the description contains points as in the paradigm/approach/method above.
- Research timeline. This sub-chapter is made in the form of a table containing the activities carried out and the year of implementation as well as the output to be achieved in each year of implementation.

CHAPTER IV RESULTS AND DISCUSSION

This chapter presents the results of the research and discussion. In practice, the results and discussion can be presented in several chapters as needed. In connection with this, the number and titles of chapters are also adjusted to the needs. The description of the results and discussion can be presented in separate chapters or sub-chapters or each chapter or sub-chapter can simultaneously present data and discussion according to the topic/subject of the chapter/sub-chapter.

In presenting the results and discussion, the description can be preceded by a description of the location/*setting*/object of research that is relevant to the research problem. This description can be presented in a separate chapter or sub-chapter:

- The description of the results and discussion are presented in only 1 chapter, sub-chapter 4.1 describes the Research Results which can be started by discussing the overview of research locations, while a description of the next discussion is presented in sub-chapter 4.2. etc.

CHAPTER V CONCLUSIONS AND RECOMMENDATIONS

This chapter states the researcher's understanding of the problem under study related to the thesis/dissertation in the form of conclusions and suggestions.

5.1. Conclusion

This sub-chapter states the research findings based on the results of the research and discussion.

5.2. Suggestions

This sub-chapter provides theoretical suggestions on what needs to be further researched for the development of knowledge from the field of science being studied, as well as practical suggestions related to the statement of the application of related science.

REFERENCES

List of all the literature used/referenced in the text. At least 80% of the references are primary literature and 80% of the references are literature for the last 10 years.

APPENDIX

Contains data attachments or other matters relevant to the research problem, which are considered important to be included, starting with the basic arguments/things, then for example attachments to basic data, statistical calculations, questionnaires/questionnaires and interview guidelines, photos, location maps, curriculum vitae author and approval of the ethics committee for those who require it.

B. QUALITATIVE RESEARCH OR INDUCTIVE NON-HYPOTHETICAL REASONS

Writing a Thesis/Dissertation for research that does not build a hypothetical statement/framework can be presented in the following format:

TITLE

The title of the study contains a statement that specifically reflects the content of the research conducted (reflects the concept of the symptom/phenomenon that is being carried out). researched).

APPROVAL PAGE

A sign of approval from the Advisory Committee or Promoter stating that the thesis/dissertation approved to be tested.

STATEMENT PAGE

This sheet contains statements regarding:

- The thesis/dissertation submitted is original and has never been submitted for an academic degree (bachelor, master, and/or doctorate at any university/college).
- The thesis/dissertation is purely the author's own ideas, design and research without the help of other parties, except for the direction of the supervisor team or the promoter team.
- Works or opinions that have been written or published by other people, which are listed as references and the reference sources are also listed in the references list.
- Approval from the research ethics committee for those who require it.

ABSTRACT

Reflects the entire content of the thesis/dissertation by revealing the essence of the research problem, the approach used or framework of thought, research methods, research findings, and conclusions. Descriptions are written in English and Indonesian, not more than 500 words each.

PREFACE

This section presents the main issues under study. In addition to this, it can also be stated things such as difficulties in conducting research and things that facilitate the implementation of research and writing of theses/dissertations as well as expressions of gratitude to various parties for carrying out research and writing of theses/dissertation.

TABLE OF CONTENTS

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CHAPTER I INTRODUCTION

1.1. Background of the Research

This section contains a brief description of:

- Things/symptoms that generally become the background of the research (things that interest researchers to conduct research) research).
- Research purpose. This section also mentions the types of studies, for example, phenomenological, historical studies, case studies, descriptive surveys, and so on.
- In this section, the benefits of the research results can be stated.

1.2. Literature Review

This section contains a description of:

- Literature review of the theory/concept of the results of previous/existing studies, relevant to the study/research undertaken. This study is a design for researchers in proposing research.
- The literature review is not merely to review some literatures, but to show the relevance of the proposed study with the literature under review.
- A description of the literature review that contributes to the reader's understanding of the research topic and explains the theoretical framework used in the study.

1.3. Research Focus or Problem Statement

This section describes a specific sentence statement about the phenomenon or phenomenon being studied. Researcher can choose one of the Research Focus or Problem Statement:

- Research Focus, if the researcher wants to express a statement sentence to show that the research leads to only one particular symptom or phenomenon. At the focus of this research, the researcher can continue his explanation through Research Questions to describe more specifically the selected symptom or phenomenon.
- Problem Statement, if the researcher wants to express a statement sentence to show that the research leads to the problem of finding a solution. In this problem statement, researchers can continue their explanation through Problem Identification to describe more specifically the problems raised, or Hypotheses (temporary assumptions) to guide research in finding solutions.

1.4. Methodology

This section describes the research method used, explains why the method is used and describes several things such as:

- Research paradigm, in the form of an explanation of how researchers view reality/phenomena (ontological and epistemological aspects).
- The research method in a narrow sense contains an explanation of the types of studies that have been carried out,
- Selection of data sources containing descriptions of how to determine data sources or informants, location, time and so on,
- Procedures or data collection techniques, such as interviews, observations, studies documents, etc.,
- Description of data analysis,
- Description of how to maintain data validity/authenticity.

CHAPTER II RESULTS AND DISCUSSION

This chapter presents the results of the research and discussion. The descriptions are presented in only one chapter and in two or more sub-chapters. The numbering of chapters and sub-chapters is adjusted to the choice of description.

The description of the results and discussion are presented **only** in 1 chapter, so sub-chapter 2.1 describes the Research Results which can be started by discussing the Overview of Research Locations or Informant Profiles, while a description of the next discussion is presented in sub-chapter 2.2.

CHAPTER III CONCLUSIONS AND RECOMMENDATIONS

This chapter states the researcher's understanding of the problem under study related to the thesis/dissertation in the form of conclusions and suggestions.

3.1. Conclusion

This sub-chapter states the research findings based on the results of the research and discussion.

3.2. Suggestions

This sub-chapter provides theoretical suggestions on what needs to be further researched for the development of knowledge from the field of science being studied, as well as practical suggestions related to the statement of the application of related science.

If the description of the results and discussion are presented in more than 1 (one) chapter, the numbering of the conclusion and suggestion chapters is adjusted to the number of chapters written previously (the conclusion and suggestion chapter is the last chapter of the Thesis/Dissertation).

REFERENCES

List of all the literature used/referenced in the text. How to write see Chapter III on Techniques for Writing Thesis and Dissertation in this manual. At least 80% of the references is primary literature and 80% is literature for the last 10 years.

APPENDIX

Contains data attachments or other matters relevant to the research problem, which are considered important to be included, starting with explanation, for example, attachments of authentic evidence from complete interviews, questionnaires/questionnaires and interview guidelines, photos, location maps, author's curriculum vitae and approval of the ethics committee for those who require it.

Chapter II

THESIS/DISSERTATION DEVELOPMENT AND WRITING TECHNIQUES

II.1 Use of Standard Indonesian

The Indonesian language used in writing the Thesis/Dissertation manuscript must be Indonesian with a high level of formality (*Bahasa Indonesia Baku*) by adhering to the rules of official grammar. Sentences must be full and complete. Use punctuation marks as necessary and sufficiently so that subordinate clauses can be distinguished from the main sentence, adverbs from the sentence being explained, and so on.

Use the *Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan*, *Pedoman Umum Pembentukan Istilah*, and the *Kamus Besar Bahasa Indonesia* published by the Development and Development Agency for Discussion, or the online *Kamus Besar Bahasa Indonesia* by visiting the official website of the Language Coaching and Development Agency, Ministry of Education and Culture of the Republic of Indonesia in <http://kbbi.kemdikbud.go.id/>. In addition, as a guide, special field dictionaries commonly used by each related field of science can also be used.

Thesis/Dissertation writing must follow proper writing rules, such as:

1. Use of standard language and terms briefly and clearly, using Enhanced Indonesian Spelling.
2. Following the prevalence of writing terms, formulas, notations or symbols in the scientific disciplines that are followed.
3. Personal pronouns, especially first-person pronouns (I and we), should not be used, except in quotations. Arrange the sentences in such a way that they do not need to use personal pronouns.
4. A word can be separated according to grammatical provisions. The last word at the bottom of the page should not be truncated. Separation of foreign words must follow the method indicated in the foreign language dictionary.

5. Pay close attention to how to write "ke" and "di" as prefixes and they must be distinguished from "ke" and "di" as prepositions.
6. It is not permissible to use the word "dimana" in Indonesian sentence if the sentence does not mean a question for a place. It comes from the English translation where, which is not appropriate to be used in Indonesian sentences that are not related to the question (a) place.
7. The use of conjunctions: then, while, or so, should not be used at the beginning of a sentence.
8. Formulas and/or symbols should not be written/placed at the beginning of a sentence.
9. Try to avoid using the word/term is familiar, but if forced, it must be in italics(italic) consistently.
10. Paragraphs contain one main idea / main idea which is composed of several sentences, therefore avoid in one paragraph there is only one sentence.

II.2 Rules for Writing Thesis/Dissertation

The thesis/Dissertation manuscript is made with the help of a computer using a printer (*printer*) with black and color ink if needed, font type *Times New Roman*, and with the size of font is 12.

Thesis/Dissertation writing must comply with the following writing techniques:

1. The thesis/Dissertation is written by a computer on one side/side of the paper page, the left edge is 4 cm and the top, right and bottom edges are 3 cm each.
2. The lines of the Thesis/Dissertation manuscript are double-spaced.
3. Lines space is one-spaced for the connection of long chapter/sub-chapter titles and more than one line, title descriptions and contents of diagrams, tables, pictures, block notation that goes into, footnotes, and references.
4. The type of paragraph writing in the Thesis/Dissertation manuscript is not contain indents, so that the first letter of a new paragraph starts from the left edge of the manuscript and the writing does not indent. The first line of a new paragraph is separated by one blank line (one-half space, font size 12) from the last line of the paragraph that precedes.

5. Do not start a new paragraph at the bottom of the page, unless there is enough space for at least two lines. The last line of a paragraph should not be placed on the next new page, place the last line at the bottom of the page.
6. The first letter after the comma (,), semicolon (;), a double colon (:), and period (.) is printed by setting aside space or space (space between two letters) behind the punctuation mark. There is no gap or space after the last letter of a sentence followed by the punctuation mark {(,), (;), (:), and (.)}.
7. A new chapter is written on a new page.
8. The original manuscript of the Thesis/Dissertation in the final form that has been approved by the supervisor must be signed by all members of the Advisory Team. Furthermore, the manuscript is printed as many as several copies as needed, including for Supervisors, Examiners, Study Programs, and Faculties.

II.3 How to Write Chapter Titles and Sub-Chapter Titles

The way to write chapter titles is as follows, the word "CHAPTER" is written in capital letters, size 14, in bold followed by a chapter number written in Roman numerals, such as CHAPTER I. The chapter and its number are printed 4 cm below the upper border without ending a dot after the Roman numeral and placed symmetrically (centered) within the paper's allowable border. Chapter titles are printed under the chapter number without a dot after the last letter and are placed symmetrically (centered) on the page. The title of the chapter is in font size 14, in bold, written in capital letters and written without a dot behind the last letter. If the title is long and more than one line, the title connection is written on a new line with a single space. Chapter headings are placed symmetrically (centered) within the boundaries of the paper that can be printed.

The first line of chapter titles is separated by one blank line (a distance of one and a half spaces, font size 12) from the last line of the chapter title or the last line of the sub-chapter that precedes it. The chapter titles are bolded in lowercase except for the first letter of each word written in capital letters. Chapter numbers are in bold on the left border. Chapter titles do not end with a period. After the last line, the chapter title can be immediately followed by writing the title of the

sub-chapter (without inserting a sentence between the title of the chapter and the title of the sub-chapter), but it is not allowed to write the chapter title, sub-chapter title, and sub-chapter title in the sub-chapter without inserting a sentence between the three. Insert a sentence of at least 1 (one) paragraph between the chapter title and sub-chapter title or between the title of the sub-chapter and the title of the child in the sub-chapter.

II.4 Page Numbering

The abstract pages and the Thesis/Dissertation preparation section are numbered separately from the main body page number of the Thesis/Dissertation. The preparatory pages are numbered with Roman numerals i, ii, iii, iv, ..., x, xi, ... to distinguish them from the main body page numbers which are Arabic numerals.

The main body pages of the Thesis/Dissertation are given Arabic numerals 1, 2, 3, and the page number is written in the middle with a distance of 1.5 cm from the bottom edge of the paper. The appendix page number is a continuation of the Thesis/Dissertation's main body page number. The method of writing the page number is the same as writing the page number of the main body of the Thesis/Dissertation.

II.5 Printing

Thesis/Dissertation printed on HVS paper which is A4 size (210 mm x 297 mm) and weighs 80 g/m² (HVS 80 gsm). Especially for color images, the original text of the images can be printed in color.

II.6 Binding

The binding of the final Thesis/Dissertation Manuscript must not contain errors and has been approved and signed by the Advisory Team, bound with a hardcover, the Research Proposal (UP) manuscript for S2 students must be thinly bound (softcover) in blue, while at the time of the thesis examination the manuscript must be thinly bound (softcover) in yellow and the writing on the cover printed in black ink. The cover of the thesis is dark yellow, omega paper type no. 10, bound with a

hard cover and black ink for the final thesis (submitted to the library and study program).

When a doctoral student will conduct a Doctoral Promotion Session (DPS), the dissertation must have been bound (hardcover in yellow).

II.7 Revision of Errors

The thesis/dissertation manuscript can be revised before it is approved and signed by the Advisory Team. The final Thesis/Dissertation manuscript that has been ratified and signed by the Advisory Team may no longer contain errors, or correct errors.

CHAPTER III MAIN PART OF THE THESIS/DISSERTATION

In the main body of the Thesis/Dissertation, the contents of the entire main body are entirely the responsibility of the student and supervisor. The main body is divided into chapters, beginning with the Introduction and ending with the References. Each chapter starts on a new page. How to write and place chapters and chapter titles are explained in Section II.2 of this guide.

III.1 CHAPTER I INTRODUCTION

CHAPTER I INTRODUCTION, which is the first chapter, covers the background of the research, problem formulation, hypotheses, research objectives and research benefits. The introductory chapter at least contains a description of the topic of study and the background of the problem being studied, research questions, assumptions, hypotheses, objectives, and scope of the problem, approaches and research methods used and systematics (outline) research.

The chapter title (size 14, bold), named Introduction, which is written in capital letters, is printed under the word CHAPTER I without a dot behind the last letter and is placed symmetrically (centered) on the page. The numbering and method of writing sub-chapter titles is carried out as described in Subchapter II.2 in this manual.

III.1.1. Research Background

State the reasons behind the selection of research topics, including the significance of the choice of research topics; research can be lifted from empirical phenomena or practical problems and/or theoretical problems.

Presenting and placing the research to be carried out in the scientific map that is of concern to the researcher; shows previous studies conducted by researchers and other researchers that are relevant to the research to be carried out.

III.1.2. Research Problem or Problem Identification

Formulate a research problem and put forward a problem statement. The sentences used do not have to be in interrogative sentences. The formulation of the problem relates to the hypothesis and research objectives and is finally answered in the concluding chapter.

III.1.3. Research purposes

State the purpose of the research to be carried out. In deductive-hypothetical research, the research objective is usually to explain/measure the relationship (association or causality) between the variables of interest in the study.

III.1.4. Research Benefit

Research Benefit reveals specifically the benefit to be achieved from the theoretical (scientific) aspect by mentioning what theoretical benefits can be achieved from the problem under study, as well as practical aspects (to implement) by mentioning what benefits can be achieved from the application of the knowledge generated by the research.

III.2 CHAPTER II LITERATURE REVIEW, THINKING FRAMEWORK, AND HYPOTHESES

The literature review chapter contains a description of the flow of thought and scientific developments in the topic of study. In essence, the results of a researcher's research are not a new discovery that stands alone but something related to the results of previous research. In this chapter, a study/discussion is conducted on the concepts and theories used based on the available literature, especially from articles published in various scientific journals. Literature review serves to build the concept or theory that forms the basis of the study as well as the elaboration of the results of previous researchers related to the problem to be studied so as to provide an overview of the development of knowledge that underlies the writing of the Thesis/Dissertation. With this literature review, S2/S3 students are required to demonstrate that they master the knowledge that underlies or relates to the problem being studied. Thus, the Literature Review is NOT a description of the methods and/or theoretical foundations that are already prevalent or that will be used.

The literature review should be arranged in accordance with the order of development of the branch of knowledge it contains and the literature review should also contain a review of the conclusions of each title in the references. S2/S3 students are encouraged to be able to show why and how the topic of study was chosen and the direction they will take in completing the discussion/completion of the study topic. If deemed necessary, the literature review can be inserted into the content chapters (according to the needs of writing and the prevalence of each scientific discipline) and does not have to be written in separate chapters.

The premise is a statement that is considered true as a basis in formulating a hypothesis, the rationale; reason; assumption; sentences or propositions that are used as the basis for drawing hypotheses in logic; The premise can be the major premise that contains the term that is the predicate of the conclusion; minor premise that contains the term that will be the subject of a conclusion; or a syllogism of two premises (major and minor) that embodies the antecedent.

Hypothesis is a tentative statement about the relationship (association/causality) between several variables. In quantitative research, hypotheses. Basically, the framework is derived from (several) concepts/theories that are relevant to the problem under study, giving rise to assumptions and/or propositions, which can be displayed in the form of a flow chart, which can then be formulated into operational hypotheses or hypotheses that can be tested.

III.3. CHAPTER III RESEARCH METHODOLOGY

Describes the paradigm/approach/method used in the research. The descriptions include, among others, a description of the selected research design, sampling/sampling procedures and determination of the unit of analysis, sources and techniques of data collection as well as research instruments, data processing and analysis including (testing) the validity of the data in accordance with the proposed research design, as well as the location and research time. This chapter begins with a description of the material, subject, and object of research in the section with the sub-heading of materials, tools and animals (if used), then continues with a description that is sub-titled according to the method used, the description contains the following points: -points as in the above

paradigm/approach/method.

In making a dissertation, both a proposal and a dissertation book, the research methodology section is also written the research timeline in a table containing the activities carried out, the year/semester of implementation of each activity and the expected outcomes.

III.4. CHAPTER IV RESULTS AND DISCUSSION

This chapter contains the results of the research as well as a discussion of the results. The discussion can be strengthened by the results of the literature review and the elaboration of the research results obtained with the results of related previous researchers.

III.5. CHAPTER V CONCLUSION

This chapter contains the elaboration and details of the conclusions written in the abstract. Conclusions must answer the problem formulation, hypotheses and research objectives (see Sub-chapter III.1.2).

III.6. CHAPTER VI FURTHER RESEARCH FLOW

This chapter contains a plan that can be carried out as a further research flow, as a follow-up study and practical implications of the work of S2/S3 students.

CHAPTER IV

THESIS/DISSERTATION PREPARATION SECTION

IV.1 Cover

The Thesis/Dissertation cover is dark yellow, Omega paper No. 10, bound with a hard cover, and the writing ink on the cover is black. On the cover is printed the title Thesis/Dissertation, the symbol of Universitas Padjadjaran, the full name of the S2/S3 student, the line of UNIVERSITY PADJADJARAN, and the year of completion. The title of the Thesis/Dissertation, the student's full name, and the line UNIVERSITAS PADJADJARAN are written in capital letters (See the example in the attachment).

On the back cover the author's name, NPM, title, Unpad logo, and year of completion of the Thesis/Dissertation are written. The lines on the cover of the Thesis/Dissertation are one spaced apart. The type and size of the letters are determined as follows:

1. Title of Thesis/Dissertation: font type “Times New Roman”, capital letters with font size 14, bold.
2. The word “Thesis/Dissertation”: written the same as the title
3. The lines under the word “Thesis/Dissertation”, same font type and different font size:
 - The word “By” : size 12, in bold
 - Student name : size 14, in bold
 - NPM number : size 14, in bold
 - Study Program : size 14, in bold
 - The word “UNIVERSITAS PADJADJARAN” and year of completion: size 14, in bold. An example of the format for writing a Thesis/Dissertation cover can be seen in the attachment.
4. Logo of Universitas Padjadjaran : 3.5 cm high (vertical: horizontal = 3.5 : 2.35 cm), transparent type.

IV.2 Approval Page

The approval page is printed on a new page. The lines on the approval page are one spaced apart.

This page includes the title of the Thesis/Dissertation, the name of the S2/S3 student, student number, study program, name and signature of the supervisor, as well as the date of approval of the Thesis/Dissertation. The approval page format for the number of supervisors with only one person is placed in the middle of the page. If there are two supervisors, the names of the supervisors are written in parallel starting with the first supervisor on the left and followed by the second supervisor on the right. If there are more than two supervisors, the name of the main supervisor is written on the top line, followed by two co-supervisors written in parallel below (See the example in the attachment).

IV.3 Abstract

Abstract Thesis/Dissertation load comprehensively research issues which will be implemented by describing the scientific issues that have been examined and it includes the background, the problems that were examined, stages, objectives, methods used, a brief review and explanation of the results and conclusions obtained in the study. Abstract is written in Indonesian and English. Each abstract starts on a new page, consisting of 500 words. In the abstract, there should be no references (there should be no study results from references).

Abstracts are printed one spaced apart and have the same border as the main body of the Thesis/Dissertation. The pages contain the abstracts entitled respectively, each Abstract is within \pm 3 cm from the top edge of the paper. This page also contains the title of Thesis/Dissertation, the word “By”, the full name of the student, student number, and the name of the study program. The first sentence of the Thesis/Dissertation abstract is 3 spaces from the last line of the name of the study program.

The word “ABSTRACT”, the title of the Thesis/Dissertation, the name of the student, the student number, and the name of the study program are printed in font size 14 and bold, while the others are printed in size 12 and not bold. The first word or the beginning of a new paragraph in the abstract is separated by one space from the last sentence of the paragraph that precedes it. The end of the Abstract, still in the abstract sheet, ends with 3-7 keywords and is not a sentence (See the example

format in the attachment).

IV.4 Thesis/Dissertation User Guidelines Page

The Thesis/Dissertation guidelines page is printed on a new page and is entitled THESIS/DISERTATION USER GUIDELINE. This page contains guidelines for using Thesis/Dissertation. Thesis/Dissertation in its original form is not the result of publication. Therefore, its circulation is very limited. The contents, format of the arrangement, and the method of writing the Thesis/Dissertation guide page can be seen in the attachments to this manual.

IV.5 Dedication Page

The dedication page is not a required page. If there is, on the page, it is written to whom the Thesis/Dissertation is dedicated. An example of the designation page can be seen in the Appendix of this manual.

IV.6 Foreword Page

The foreword page is printed on a new page. On this page, students have the opportunity to express their gratitude to supervisors and other individuals who have provided guidance, advice, suggestions and criticism, as well as to those who have helped conduct research, to individuals or entities that have provided financial assistance, and so on. There are various ways to write an introduction, but all of them should use standard sentences. Acknowledgments should be made not excessive and limited to only "scientifically related". The foreword pages listed in the Appendix to this manual are examples only.

IV.7 Table of Contents

The table of contents page is printed on a new page and is entitled TABLE OF CONTENTS (size 14, bold type) which is written in capital letters and does not end with a period. The lines of words on the table of contents are one and a half spaces apart, except for long chapter/sub-chapter titles and more than one line spaced apart. This page contains the chapter number, sub-chapter number, chapter title, sub-chapter title, and the page number where the chapter title and sub-chapter title are

located. The chapter number, chapter title, and page number are each written in three consecutive columns.

Chapter numbers are written with Roman numerals without ending with a period, while chapter numbers are written with Roman numerals and Arabic numerals separated by a period. Chapter titles and sub-chapters do not end with a period, because the title is not a sentence.

In chapter numbering, Roman numerals indicate the chapter number, while Arabic numerals indicate the serial number of the chapters in the chapter. Numbers and titles of sub-chapters, if any, do not need to be included on the table of contents page. However, the child numbers in the chapters are written with one Roman numeral and two Arabic numerals, each separated by a period. Roman numerals indicate the chapter number, the first Arabic numeral indicates the serial number of the sub-chapter in the chapter, while the second Arabic numeral indicates the serial number of the child in that sub-chapter.

The title of the chapter is written in capital letters, while the sub-chapter and the child in the sub-chapter are written in lowercase except for the first letter of each word is written in capital letters. It should be noted that the first letter of the conjunction which is located in the middle of writing the chapter title, sub-chapter, and child in sub-chapter is not written in capital letters, such as: which, because, because, between, whereas, in, that, and, for, as, or, but, if, also, even though, although, with, so, by, as well as, will. The same is true for prepositions located in the middle of writing the title, such as: from, rather than, against, at, to, then the first letter is not written with a capital letter. The table of contents page consists of one or more pages. An example of a table of contents page, the format of the arrangement, and how to write a table of contents page can be seen in the appendix of this manual.

IV.8 List of Appendices Page

List of appendices page is printed on a new page. The lines of words on the list of appendices page are one and a half spaces apart unless the appendix title name connection is long and more than one line is one space apart. This page contains the appendix number, the appendix title, and the page

number where the appendix title is loaded.

The order of the appendix is written in capital letters of the Latin alphabet A, B, ..., and so on. The way of writing the title of the appendix is the same as writing the chapter title and sub-chapter title on the table of contents page. An example of an appendix list page, the format of the arrangement, and how to write the appendix page can be seen in the Appendix of this manual.

IV.9 List of Figures and Illustrations Page

The list of figures and illustrations is printed on a new page. The lines of words on the page of the list of figures and illustrations are one and a half spaces apart unless the connection names of figures and illustrations are long and more than one line is one space apart. This page contains the image/illustration number, image/illustration title, and page number where the image/illustration is loaded.

Figure/illustration number is written with two numbers separated by a dot. The first number written in Roman numerals indicates the number of the chapter where the image is located, while the second number written in Arabic numerals indicates the serial number of the image/illustration in the chapter. The title or name of the image/illustration is written in lowercase, except for the first letter of the first word which is written in capital letters. The page number written in Arabic numerals indicates the page number where the image/illustration is loaded. An example of a list of pictures and illustrations page, the format of the arrangement and how to write a list of pictures and illustrations page can be seen in the appendix of this manual.

IV.10 List of Tables Page

The list of tables page is printed on a new page. The word lines on the table list page are one and a half spaces apart, except for long table headings and more than one line spaced apart. This page contains the table number, title or name of the table, and the page number on which the table is loaded. Writing the table number is the same as writing the figure/illustration number, writing the title or table name is also the same as writing the picture/illustration title. The page number written

in Arabic numerals indicates the page number on which the table is located. An example of a table list page, the layout format and how to write a table list page can be seen in the appendix of this manual.

IV.11 List of Abbreviations and Symbols

Page that list abbreviations and symbols, if required, is written on a new page. The word lines on the abbreviation and symbol list page are spaced one and a half spaces apart, except for long abbreviations and symbols that are more than one line spaced apart. This page contains abbreviations for terms, units and symbols of variables/quantities (written in the first column), variable names and full-term names written behind the symbols and their abbreviations (written in the second column), and the page number where the symbol abbreviation appears for the first time (written in the third column).

Abbreviations and symbols in the first column are sorted according to the Latin alphabet, capital letters are then followed by lowercase letters, then followed by symbols written in Greek letters which are also sorted according to the Greek alphabet. Variable/quantity names or term names in the second column are written in lowercase except for the first letter which is written in capital letters. An example of a list of abbreviations and symbols, the format of the arrangement, and the way of writing can be seen in the appendix of this manual.

IV.12 Appendix

The appendix is preceded by first page which only contains the word APPENDIX (size 14, bold) in the middle of the page and is given a page number. Appendix can consist of several pieces. Attachments can be in the form of tables, pictures, etc. which are (considered) not part of the main body of the Thesis/Dissertation. Appendix may contain additional information, derivation of formulas, examples of calculations, raw research data, and so on, which if included in the body of the Thesis/Dissertation will interfere with the smooth expression of the Thesis/Dissertation. Each appendix is numbered sequentially in the form of capital letters of the Latin alphabet A, B, C, ... and so on.

Chapter V References

The references list is not a separate chapter and there are several ways to write a references list. How to write a references list which is used as a format in this Thesis/Dissertation Writing Guidelines will be described in the following section.

V.1 Writing of References List in Thesis/Dissertation

The references list contains all the references used by S2/S3 students in preparing and completing their Thesis/Dissertation. All libraries listed in the references list must be properly referenced in the Thesis/Dissertation text, and vice versa. It is strongly discouraged to use foot-note to indicate references and that efforts should be made to make them described/disclosed together in the Thesis/Dissertation text.

The reference/bibliography list consists of published papers and books and can usually be found in libraries. In addition, libraries can also be retrieved from internet site pages (web/website) by referring to the applicable rules in their respective fields. Thesis/Dissertations are included in the references because even though they are not published, they can generally be found in libraries. Textbooks that are included in the references so that the most recent publications are sought.

In Thesis/Dissertation, if the author/authors of the two men, then both the author/authors listed, whereas if more than two people, the name of the author/authors listed is the first author followed by et.al. (which stands for and friends). If in the text there is a reference to the name with *et.al.*, then in the references list, the names of all authors/authors must be written in full. All libraries that have been referenced and quoted in the Thesis/Dissertation text, MUST be listed in the references list in a complete and correct way of writing.

The recommended way of writing in the Thesis/Dissertation text is as follows: “Statements about the importance of understanding how to write references/libraries in the Thesis/Dissertation text must indeed be considered and followed because it is very important in writing a

Thesis/Dissertation research (Sumbi, 2003). The same thing about the importance of understanding how to write references/libraries in the Thesis/Dissertation text was also conveyed by language experts, such as Tarub and Tingkir (2013)".

For more than two authors/authors, the first author's name is written, followed by *et.al.*, then the year of publication. For example: "Kramer *et.al* (2005) stated that the fossil hominid tooth that his team had found from the Ciamis area was the first hominid fossil found in West Java".

V.2 References

The references list is not a separate chapter, so the writing is not given a chapter number. Reference sources are written on a new page with the title REFERENCES printed 3 cm below the top edge of the page and written in capital letters (size 14) and bold, and without a dot behind the last letter.

Reference sources (libraries) can consist of three sources of reference, namely:

1. References sourced from scientific books, scientific papers in journals, proceedings, etc.
2. References that come from films or television.
3. A library sourced from the official website of an institution on the internet.

If the literature comes from the three reference sources as mentioned above, then in the references list after references from scientific books, scientific papers in journals, proceedings, etc., the title of the library from films or television and internet sites is made. It should be noted that sources from films or television can be used as references if they are part of the research material/subject or in other words, not just as references. Examples of references list from Film or Television and Internet Sites (*web site*) can be seen in the Appendix.

The references list is arranged in alphabetical order according to the first author's surname, no serial number is required. The lines of each library are printed with a single space, while the first line of the next library is also printed one space below the last line of the library that precedes it. The first letter of the first line of each library is the first letter of the first author's name. The second line which is a continuation of the library from the first line, the initial letter starts 7 beats or rongak (*hanging indentation: 1.27 cm*) from the first letter in the first line (see the example in the

Appendix).

V.3 Writing References of Scientific Books, Scientific Magazines, Journals, Bulletins, or Proceedings

In the References List, the referenced literature from papers in scientific magazines, journals, bulletins, or proceedings is written as follows:

1. If the references are quoted in the text Thesis/Dissertation consists of a single author, so what is written in the references list is the author's family name written in front and ending with a comma, then followed by the initials/abbreviation of the first name ending with a dot. The year of publication is then written in brackets followed by a double dot, followed by the title of the paper, which is written in lowercase except for the first letter of the title which is written in capital letters and ends with a comma, then the name of the journal and the publication page, for example:

Cotton, FA (1998) : Kinetics of gasification of brown coal, *Journal of the American Chemical Society*, **54**, 38 – 43.

2. If the author consists of two authors, the first author is written as in point (1) then followed by the words and (not with the word *and* or sign &), followed by the surname of the second author after the first author and followed by the initials of his first name. After that, the year of publication is written in parentheses followed by a colon, followed by the title of the paper written in lowercase except for the first letter of the title which is written in capital letters and ends with a comma, and then the name of the journal and the publication page, for example:

Tarub, J. dan Tingkir, D. (1999): The impact of deforestation and erosion in the upper reaches of the Bengawan Solo River on the potential for flooding around its estuary, *Forestry Magazine*, **7**, 12 – 22.

3. If the reference is quoted in the text of the Thesis/Dissertation, it consists of more than two people author, or those written with et.al then in the references list, all authors' names must be written, beginning with the surname of the first author as in point (1) above, then subsequent authors as in point (2), before the author's name last followed by the word and (not with the word and or the sign &). For example, in the text it is written Kramer

et al. (2005), then in the references list, the names of the authors must be written in full such as the following examples:

Kramer, A., Djubiantono, T., Aziz, F., Bogard, JS, Weeks, RA, Weinand, DC, Hames, WE, Elam, JM, Durband, AC, and Agus (2005): The first hominid fossil recovered from West Java, Indonesia, *Journal of Human Evolution*, **48**, 661 – 667.

From some of the guidelines and examples of writing the references list above, there are still some important things that must be considered and remembered as the following:

1. The name of the magazine or journal is written in italics (*italics*) with lowercase letters except for the first letter of each word which is written in capital letters, and may be abbreviated according to international custom and end with a comma, followed by ";".
2. The volume number or volume is in bold, ending with a comma, followed by ";".
3. The starting page is followed by a flat line and followed by the final page of the paper.

How to write a library in the form of chapters or articles contained in a book can be seen in the appendix of this manual. The obvious difference is that the title of the book is written in italics and the name of the publisher and city of the book publisher is listed. How to write a library or article published in a proceeding with a proceedings editor can also be seen in the appendix of this manual. Additional criteria, such as what references are appropriate/ineligible to be included in the bibliography, follow the prevalence in each of the respective scientific disciplines.

V.4 Writing References from Film or Television

1. Reference Sources from Films

The way to write references from films in the Thesis/Dissertation text is to include the executive producer/producer and the year the film was released, as in the following example: "(Sagantoro, 2011)". Writing the reference in the references list is to include the name of the executive producer/producer, year of release, film title, as well as the name of the station/studio/production house and the name of the city, as in the following example:

Sagantoro, A. (Producer). (2011). *The Raid* [Live Image]. PT. Merantau

Films and XYZ Films: Jakarta.

2. Source of Reference from Television

In the Thesis/Dissertation text, the writing of reference from television is done by including the name of the executive producer and the year of broadcast/broadcasting.

Example: "(Arlusi and Ginting, 2015)". The reference is written by including the name of the executive producer, time of broadcast (date, month, and year), title/name of the program, as well as the name of the TV station and the name of the city, as in the following examples:

Arlusi, R. and Ginting E. (Producer). Executive). (October 21, 2015). *Mata Najwa* [Television Broadcast]. MetroTV: Jakarta.

V.5 Writing References from the Internet (Web Site)

References taken from the Internet site must be written in the text of the Thesis/Dissertation. The way of writing in the text follows the following example:

"The Pattern of Sea Surface Temperature (SST) in the Equatorial Indian Ocean at the time of DM (+) and DM (-) activity is shown in the SST Pattern map (<http://www.jamstec.go.jp/frsgc/research/d1/iod/>)". In the Bibliography, references from these internet sources must be written and accompanied by the date/time the reference was downloaded, as in the example in the Appendix.

CHAPTER VI HOW TO CREATE FIGURES AND TABLES

VI.1 Figures

In this manual, the term figures include pictures, illustrations, graphs, diagrams, floor plans, maps, charts, monograms, flow charts, and portraits. Figures must be printed on the paper used for the manuscript (Thesis/Dissertation). The original figure is made with a quality printer or plotter or similar image printer. Letters, numbers, and other punctuation marks used in figures must be clear.

VI.2 Unacceptable Figures

Unacceptable figures as part of a Thesis/Dissertation are:

1. Figures made on graph paper;
2. The figure is made on graph paper and then the graph paper is pasted on the script paper;
3. Figures made on other paper pasted on manuscript paper.

VI.3 How to Place Graphics and Figures

Rectangular boundaries on graphs, images, diagrams or illustrations (the border can be a pseudo line) are placed in such a way that the boundary line does not exceed the paper limit that can be printed. The image is placed symmetrically (*centered*) against the border of the paper that can be printed.

The longest side of the image border can be placed parallel to the width of the paper or parallel to the length of the paper. For the latter, graphics or images should be made on a separate page without text for easy reading. The image with the longest side parallel to the width of the paper may be placed in the middle of the page between lines of text. In this case, the upper border of the image must be located two spaces below the line of the previous sentence. The text after the image must be two spaces below the last line of the image. Image number and title.

Images that require a page that is wider than the manuscript page are acceptable. Images that require

one-fold to reach the page size of the manuscript can be included in the body text of the Thesis/Dissertation. Images larger than that should be included in the appendix. The title of the image must be the same as the title of the image listed on the list of images and illustrations page (See sub-chapter IV.9).

VI.4 Figure Numbering and Figure Title

Each image in the Thesis/Dissertation manuscript is numbered. The figure number consists of two numbers separated by a dot. The first number written in Roman numerals indicates the number of the chapter in which the image appears, while the second number written in Arabic indicates the serial number of the image in the chapter.

The title or image name is written in lowercase, except for the first letter of the first word which is capitalized. It should be noted that the first letter of the word denoting the name is still capitalized even though it is located in the middle of writing the title of the picture, such as the name of the place, name of a person, name of a nation, name of the tribe, name of a language, the official name of government and state administration agency/institution, and distinctive name in geography which is an element of self-name (example: Java Sea).

Image title lines are separated by one space. The title of the image is placed below the image. If the title consists of one line, it is placed symmetrically (centered) against the border of the paper that can be printed. If the title of the image consists of two or more lines, the title of the image is placed flush with both the left and right borders of the paper that may be printed (justified text) and in this case the second line of the title and so on which is a continuation of the first line, the initial letter writing begins at under the first letter in the first line of the image title, one space apart.

VI.5 Portraits

Portraits are considered as pictures because they are numbered and titled like pictures. If the portrait is taken/obtained from another source/other, it must include the source, because if it does not include the source, it is included in the category of plagiarism. Images of black and white and color

portraits can be printed on manuscript paper, can also be scanned. If the material in the portrait is in the form of buildings, landscapes, landscapes or the like, it must be accompanied by the direction in which the portrait was taken or the direction of the material (example: the portrait was taken from the south).

VI.6 Image Sources

Images quoted from other sources are explained by including the author's name and year at the end of the image title and then the source must also be listed in the bibliography in accordance with the reference writing procedure described in Chapter V. If the source is not listed at the end of the image title and in the references, it is included in the category of plagiarism.

VI.7 Tables

Tables are made on manuscript paper. Table letters and numbers must be printed (not handwritten). The table columns are arranged in such a way that the table is easy to read. The data in the table is one spaced apart. The table does not contain vertical lines. Tables are arranged so that they are easy to read.

As shown in the figure, the table also has a boundary line which is generally a pseudo-line. The table is placed on the page of the manuscript in such a way that the boundary line does not exceed the limit of the paper that can be printed and the table is located symmetrically (centered) in it. Table columns can be placed parallel to the width of the paper or parallel to the length of the paper. In the latter case, the entire page should be filled with tables without script text. The table may be placed in the middle of the page between the lines of the main body text of the Thesis/Dissertation. In this case, the first line of the table title must be located two spaces below the last line of text, while the last line of the title must be one space above the table's upper borderline and the table's lower borderline must be located two spaces above the top sentence below the table.

The procedure for writing table titles is the same as writing figure titles, but in this case, the table title and table number are placed above the table body. If the title consists of one line, it is placed

symmetrically (centered) against the border of the paper that can be printed. If the table title consists of two or more lines, the rows are separated by one space, placed evenly against the left and right borders of the paper that can be printed (justified text) and in this case the second line of the title and so on which is a continuation of the line. First, the initial letter writing begins under the first letter in the first line of the image title.

Tables that require paper larger than the manuscript page are acceptable. However, it is better if only tables that when folded once have reached the size of the manuscript page are included in the main body text. Larger tables are placed in the appendix.

VI.8 Tables of Secondary Data (Derived from Other Sources)

Secondary data in the form of tables obtained or taken from other sources (references), must be the author's name and year are listed at the end of the table title and then the source must also be listed in the bibliography. If the source is not listed at the end of the table title and in the bibliography, it is included in the category of plagiarism.

A table containing data quoted from several sources, each data set from one source is given a top print (superscript), and the superscript is explained in the notes or descriptions below the table. The source can also be written in a special column in the table and in this case, no superscript is needed.

Chapter VII Other Guidelines

VII.1 Symbols

Symbols of variables are used to facilitate the writing of these variables in formulas and other algebraic statements. All letters in the Latin and Greek alphabets, both uppercase and lowercase, can be used as variable symbols. The coat of arms can consist of one or two letters. Symbols can be underprinted (subscripted) or up-printed (superscripted) or both. Subscripts can be letters or numbers or both, as well as superscripts. Some symbols are written in italics. As a general guide, choose a symbol that is commonly used in your field. The beginning of a sentence is not allowed to start with a variable symbol. So, arrange the sentences in such a way that they don't need to start with a variable symbol.

VII.2 Units and Abbreviations

The units used in the Thesis/Dissertation are the International Units (SI) system. The unit abbreviations used are those recommended by the SI system and are written without a dot or symbol. Unit abbreviations are not written in italics (*italics*). The unit abbreviation may consist of one, two, or a maximum of four Latin letters. Unit abbreviations can be initialized with letters or symbols such as (micro), m (milli), c (centi), d (desi), h (hecto), k (kilo), or M (mega).

Unit as a noun is written in full. Likewise, the units at the beginning of the sentence are written in full. The unit that shows the amount and is written behind, is written with the abbreviation.

VII.3 Digits and Numbers

VII.3.1 Digits

In this case, what is meant by digits in this chapter are Arabic numerals. Digits are used to expressing:

1. The exact size of a measure (eg, 174 cm), mass (81.0 kg), temperature (25°), percentage (95.7%), and others;
2. Page numbers;

3. Date (17 December 1962);
4. Time (10.45 am);
5. Numbers in algebraic calculations and in formulas, including fractional numbers;
6. Others.

VII.3.2 Number

1. The decimal sign is indicated by a comma, for example 25.5 (twenty-five and a half). The thousands sign is indicated by a period, for example 1,000,000 (one million). Do not write decimals with three digits after the comma, so as not to confuse it with thousands. Recommended writing examples: 25.24 or 25.2472, while those that are not recommended: 25.247.
2. In addition, it should also be noted that the number of significant figures, such as 25.2472, should be written as 25.2. But this really depends on the field that requires high accuracy.
3. Numbers in sentences smaller than ten must be written in words, for example six colleges; but greater than ten numbers are used, for example 17 mangoes.
4. Indeterminate quantities and numbers used to express large are generally written in words, for example ten years ago, forty years old, in the next half hour, five times a day, a few hundred centimeters, and so on.
5. Avoid using Roman numerals to represent numbers because they are not immediately understandable.
6. Use scientific numerals like the following example: 1.908.176 can be written as 1.91E6 or 1.91×10^6 .

The beginning of a sentence cannot start with a number. If the beginning of the sentence requires a number or digits, write the number in words, or change the order of the sentence so that the number is no longer at the beginning of the sentence.

VII.4 Italic

The size of the letters used for italics must be the same size as the letters for the manuscript. Italics are used for book titles and for scientific magazine names. See examples in the bibliography in the Appendix of this manual. Italicizing is also done for the names of micro and macro-organisms such as names of plants and names of animals. Italics must be used for the names of organisms (Genus and species), for example, *Sonchus arvensis* L.

VII.5 Writing Formulas and Numerical Calculations

A formula is placed symmetrically (centered) within the boundaries of the paper that may be printed. Long formulas are written in two or more lines. Long formula truncation is performed on arithmetic operation signs, namely plus signs, brackets, times signs, and divide signs (not slashes). The arithmetic operation sign is preceded and followed by at least one rongak (space between two words). Symbols/symbols that represent formulas are written in italics.

The exponent is written half a space above the variable symbol. Avoid using roots and use fractional exponents. Fractional numbers should not be written using slashes. Use enough parentheses in pairs to clearly show the hierarchy of arithmetic operations. The bracket hierarchy in this manual is defined as follows:

$$\{ \{ () \} \}$$

Each formula is assigned a number written between two brackets and placed on the right border of the paper that may be printed. A formula number consists of two numbers separated by a period. The first number, which is a Roman numeral, indicates the chapter where the formula is located. The second number, which is an Arabic numeral, indicates the serial number of the formula in the chapter, for example

$$V = \frac{1}{n} R^{2/3} S^{1/2} \tag{II.1}$$

where:

V = Flow Velocity

n = Roughness Coefficient Manning
 R = Hydraulic Radius
 S = Channel Base Slope

Variable substitution with its value for arithmetic operations is written as in the formula writing. In this case, do not use a period as a symbol of the multiplication operator.

VII.6 Quotation

Formulas, sentences, paragraphs, or core meanings quoted from a paper or book are indicated by including the name of the author and the year of publication of the paper/book. Furthermore, the reference must also be included in the bibliography in accordance with the procedure for writing a bibliography which has been described in Chapter V. Not including the source (reference) of the citation is an act of plagiarism.

VII.7 How to Write Nouns Followed by Numbers

Nouns are written in lower case unless followed by a number, then the first letter is written with a capital letter even though it is not at the beginning of the sentence, for example writing Chapter I. The same applies to writing words other objects, such as “appendix”, “picture”, “equation”, “table”, etc., if followed by the number or sequence of the noun, the first letter is written in capital letters, for example, Appendix O, Appendix B, Figure V.2, Equation II.2, and Table V.5.

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APPENDIX

**APPENDIX A
EXAMPLE OF COVER PAGE**

**AKTIVITAS ANTIPIRAI SENYAWA AKTIF EKSTRAK
ETIL ASETAT DAUN TEMPUYUNG (*SONCHUS ARVENSIS* L.)**

**ANTIPIRAI ACTIVITY OF ACTIVE COMPOUND FROM ETHYL
ACETATE EXTRACT OF TEMPUYUNG LEAVES (*SONCHUS
ARVENSIS* L.)**

Oleh

RIANI HENDRINI

NPM : 2601302120411

DISERTASI

**Untuk memperoleh gelar Doktor dalam Bidang Ilmu Farmasi
Pada Universitas Padjadjaran
Dengan wibawa Rektor Universitas Padjadjaran
Nama Rektor
Dipertahankan pada tanggal
Di Universitas Padjadjaran**

**UNIVERSITAS PADJADJARAN
2017**

Figure IV.1. Example of a thesis cover page

**APPENDIX A.2
SAMPLE OF COVER PAGE**

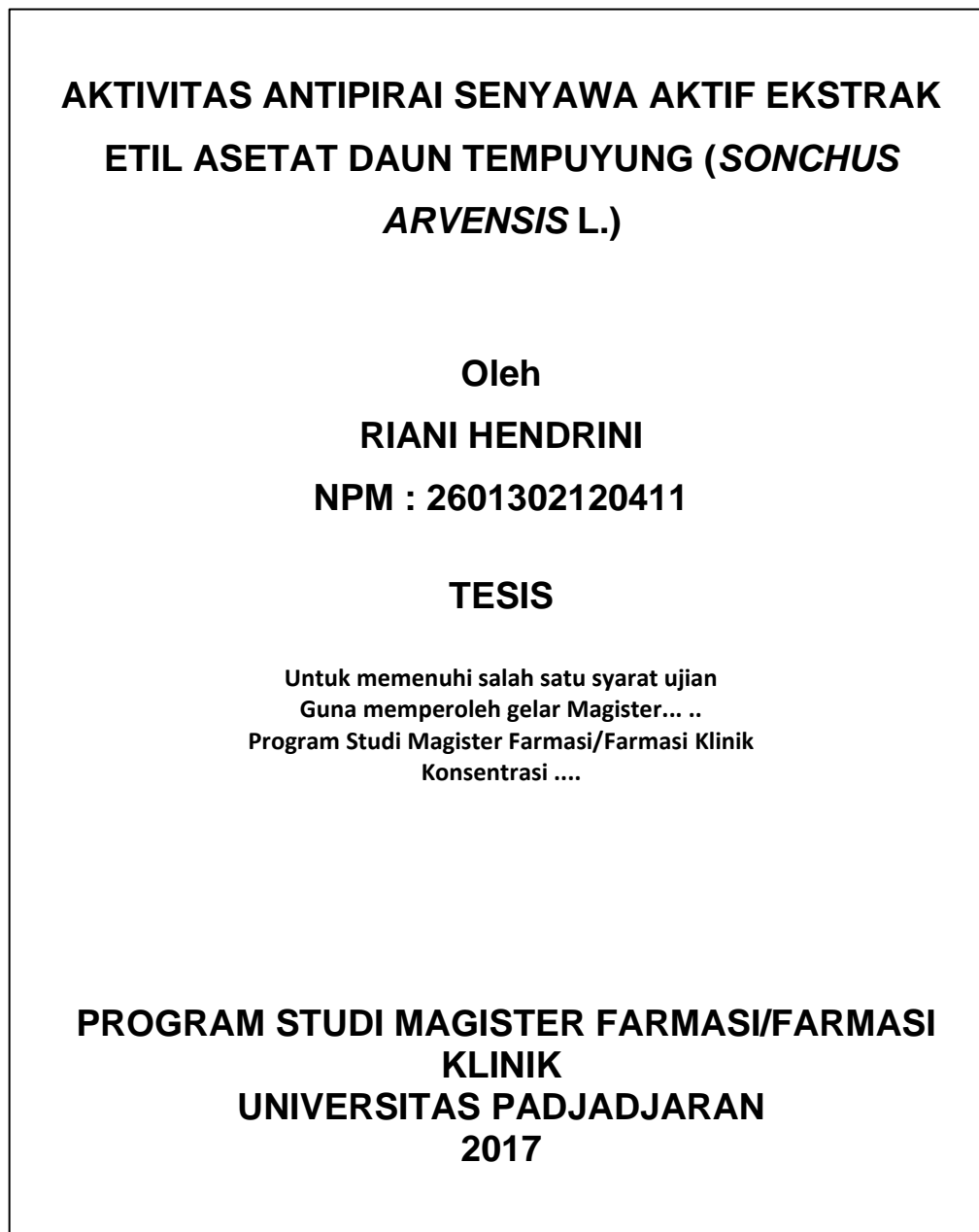


Figure IV.1. Sample thesis cover page

**APPENDIX B
APPROVAL PAGE**

**AKTIVITAS ANTIPIRAI SENYAWA AKTIF EKSTRAK ETIL
ASETAT DAUN TEMPUYUNG (*SONCHUS ARVENSIS* L.)**

Oleh

RIANI HENDRINI

NIM: 2601302120411

(Program Studi Doktor Farmasi)

Universitas Padjadjaran

Menyetujui

Tim Pembimbing

Januari 2017

Ketua

(Prof. Dr. Riani Hendrini)

Anggota

Anggota

Figure IV. 2 Example of approval page

**APPENDIX C
SAMPLE ABSTRACT PAGE**

ABSTRAK

**AKTIVITAS ANTIPIRAI SENYAWA AKTIF EKSTRAK
ETIL ASETAT DAUN TEMPUYUNG (*SONCHUS ARVENSIS* L.)**

Oleh

Riani Hendrini

NIM: 2601302120411

Abstrak Tesis/Disertasi memuat secara komprehensif permasalahan penelitian yang akan dilaksanakan. Abstrak ditulis dalam bahasa Indonesia dan bahasa Inggris sebagai *Abstract* yang merupakan terjemahan ke dalam bahasa Inggris dari Abstrak. Abstrak dan *Abstract* masing-masing dimulai pada halaman baru, terdiri atas 500 - 800 kata. Di dalam abstrak tidak boleh ada rujukan referensi, tidak boleh ada hasil kajian dari referensi.

Abstrak dan *Abstract* dicetak dengan jarak satu spasi dan mempunyai batas tepi yang sama seperti tubuh utama Tesis/Disertasi. Halaman yang memuat

Figure IV.3 Examples of the abstract page

APPENDIX D
EXAMPLES OF USER GUIDE PAGE

PEDOMAN PENGGUNAAN TESIS/DISERTASI

Tesis Magister/ Disertasi Doktor yang tidak dipublikasikan terdaftar dan tersedia di Perpustakaan Universitas Padjadjaran, dan terbuka untuk umum dengan ketentuan bahwa hak cipta ada pada pengarang dengan mengikuti aturan HaKI yang berlaku di Universitas Padjadjaran. Referensi kepustakaan diperkenankan dicatat, tetapi pengutipan atau peringkasan hanya dapat dilakukan seizin pengarang dan harus disertai dengan kebiasaan ilmiah untuk menyebutkan sumbernya.

Figure IV.4 Example User Guide page

APPENDIX E
EXAMPLE OF FOREWORD PAGE

KATA PENGANTAR/ UCAPAN TERIMA KASIH

Penulis sangat berterima kasih pada Prof. Dr. Riani Hendrini sebagai ketua Tim Pembimbing, atas segala saran, bimbingan dan nasehatnya selama penelitian berlangsung dan selama penulisan disertasi ini.

Penulis juga berterima kasih atas saran, kritik dan nasihat dari anggota Tim Pembimbing Prof. Dr. Ir. Riani Hendrini dan Dr. Riani Hendrini.

Terima kasih disampaikan kepada Departemen Pendidikan dan Kebudayaan atas bantuan Beasiswa Pendidikan Pascasarjana (BPPS) yang diterima selama pendidikan program doktor ini.

Figure IV.5 Example of foreword/greeting page

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EXAMPLE OF TABLE OF CONTENT PAGE

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Figure IV.6 Example of table of contents

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Figure IV.7 Example of list of appendix page

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Gambar IV.3	Grafik persentase penurunan kadar asam urat darah mencit pada setiap kelompok dalam uji aktivitas antihiperurisemia <i>in vivo</i> untuk ekstrak etil asetat daun tempuyung.....	43

Figure IV.8 Example of list of figures page

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Figure IV.9 Example of list of tables page

APPENDIX J EXAMPLE OF ABBREVIATIONS AND SYMBOLS

DAFTAR SINGKATAN DAN LAMBANG		
SINGKATAN	Nama	Pemakaian pertama kali pada halaman
N.M.R.	Nuclear Magnetic Resonance	1
HPLC	High Performance Liquid Chromatography	10
PCR	Polymerase Chain Reaction	13
LAMBANG		
A	Konstanta pada hubungan tegangan	17
a_1	kecepatan	20
a_{ij}	Fungsi reaksi variabel dalam	
	Koefisien persamaan diferensial dari	24
b	persamaan dasar perambatan gelombang	15
\mathbf{b}	Vektor Burger	26
c_0	Gaya badan spesifik	31
.	Kecepatan rambat elastik	
.		
.		
α_1	Variabel internal pertama	35
α_2	Variabel internal kedua	28
δ	Koefisien Viskositas	48
.	Eksponen karakteristik bahan	53
.		
dan seterusnya		

Figure IV.10 Example of abbreviations and symbols page

**APPENDIX K
EXAMPLE OF REFERENCES PAGE**

REFERENCES

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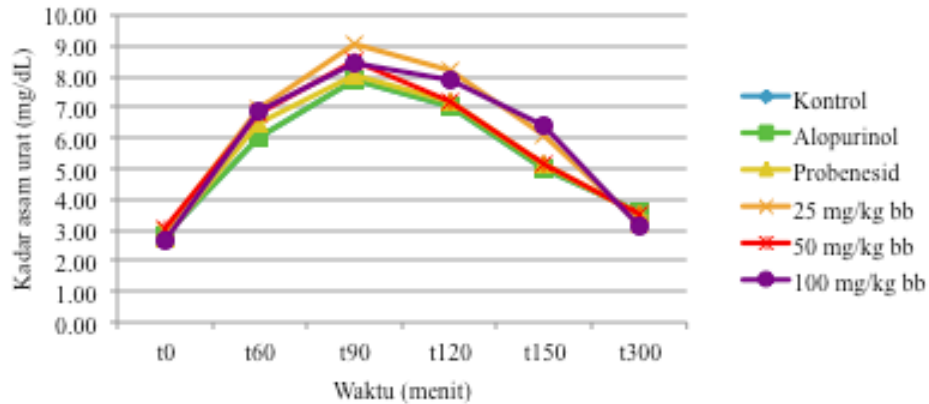
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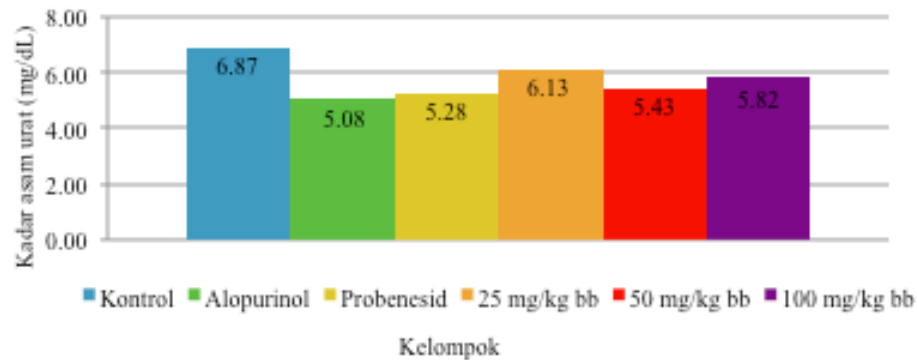
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Figure V.1 Example of references page

APPENDIX L EXAMPLE OF GRAPHIC



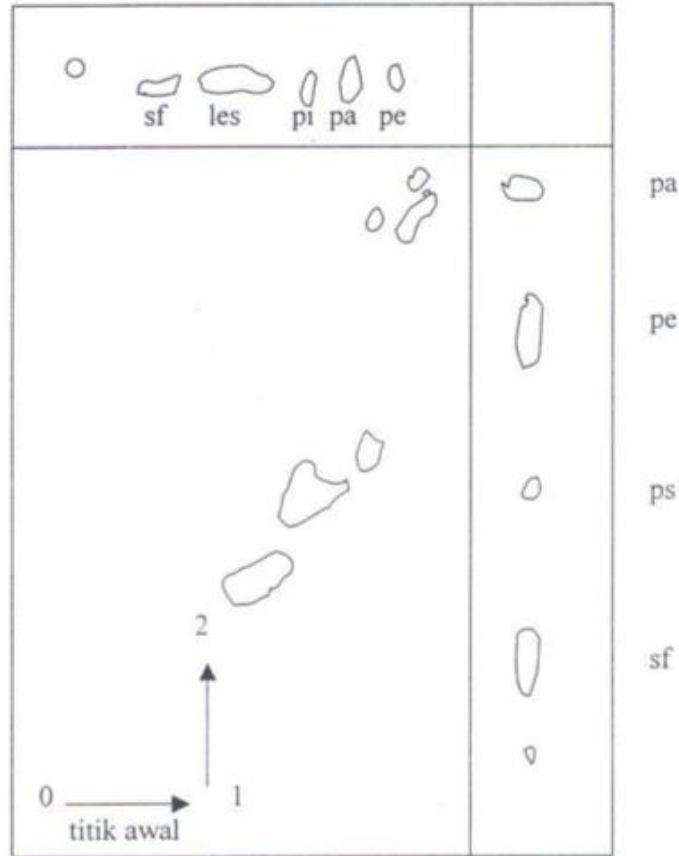
Gambar IV.4. Grafik kadar asam urat darah tikus (mg/dL) pada setiap kelompok dalam uji aktivitas antipirai secara *in vivo* untuk ekstrak etil asetat daun tempuyung.



Gambar IV.5. Grafik peningkatan kadar asam urat darah tikus (mg/dL) pada setiap kelompok dalam uji aktivitas antipirai secara *in vivo* untuk ekstrak etil asetat daun tempuyung.

Figure VI.1 Example of graphic

APPENDIX M
EXAMPLE OF ILLUSTRATIONS



Gambar V.2. Pemisahan dua dimensi sari fosfolipid dari eritrosit manusia. Pelarut : kloroform – metanol – minyak tanah ringan – air (8:8:6:1) pada dimensi pertama dan aseton – kloroform – metanol – air (8:6:2:2:1) pada dimensi kedua.

Figure VI.2 Example of illustration

APPENDIX N
EXAMPLE OF TABLES

Table IV.7 . The results of measuring the urine of rats in each group in the anti-pyretic activity test *In Vivo* for ethyl acetate extract of tempuyung leaves

Group	Urine Volume		Amount of Uric Acid Urine Cumulative 5 hours	
	Total (mL)	Probability (p)	Amount (mg)	Probability (p)
Control	0.85 ± 0.13	-	9.90 ± 2.03	-
Allopurinol	0.90 ± 0.21	0.77	7.86 ± 4.09	0.26
Probenecid	2.38 ± 0.22	0.00*	24.41 ± 1.24	0.00*
Extract 25 mg/kg body weight	1.05 ± 0.34	0.25	11.54 ± 2.59	0.36
Extract 50 mg/kg body weight	1.35 ± 0.26	0.01*	13,21 ± 2.29	0.08
Extract 100 mg/kg bw	1.60 ± 0.18	0.00*	16.00 ± 1.73	0.03*

Note: n= Number of animals in each group= 4, p < 0.05 was significant (*), compared to the control, the confidence level was 0.05.

Figure VI.3 Example of table