

**GUIDELINES FOR WRITING
SUBSTITUTION OF THESIS DURING
COVID 19 PANDEMIC**



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

GUIDELINES FOR WRITING SUBSTITUTION OF THESIS DURING COVID 19 PANDEMIC

AUTHORS:

**Dr. Apt., Aliya Nur Hasanah M.Si
Prof. Dr. Apt., Muchtaridi Ph.D**

**POSTGRADUATE DEGREE
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 Substitution of Thesis during Covid-19 Pandemic". This handbook can be a reference for all postgraduate students of the Faculty of Pharmacy, Universitas Padjadjaran to prepare a substitution of thesis during the Covid-19 Pandemic.

This handbook covers all aspects related to thesis/dissertation writing, although it is recognized that there are still shortcomings.

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

TABLE OF CONTENTS

WRITING GUIDELINES	1
SUBSTITUTION OF THESIS DURING THE COVID PANDEMIC 19	1
FOREWORD	3
TABLE OF CONTENTS	4
CHAPTER I	6
CHAPTER II	10
2.3 Abstracts	11
2.4 Thesis User Guideline Page	11
2.5 Approval Page	12
2.6 Foreword Page	12
2.7 Table of Contents Page	12
2.8 List of Appendix Page	13
2.9 List of Figures and Illustrations Page	14
2.10 List of Tables page	14
2.11 List of Abbreviations and Symbols Page	14
2.12 Appendix	15
CHAPTER III	16
CHAPTER IV	30
4.1 Figure	30
4.2 Unacceptable Images	30
4.4 Figure Numbering and Figure Title	31
4.6 Image Source	32
4.7 Table	32
4.8 Table of Secondary Data (Derived from Other Sources)	33
CHAPTER V	34
5.1 Symbols	34
5.2 Units and Abbreviations	34
5.3 Digits and Numbers	35
5.3.1 Digits	35
5.3.2 Numbers	35
	4

5.4 Italic	36
5.5 Writing Formulas and Numerical Calculations	36
5.6 Quotations	37
5.7 How to Write Nouns Followed by Number	37
REFERENCES	39
APPENDIX	40
APPENDIX A	40
APPENDIX F	45
APPENDIX G	46
APPENDIX H	47
APPENDIX I	48
APPENDIX J	49
APPENDIX K	50
APPENDIX L	51
APPENDIX M	52

CHAPTER I INTRODUCTION

Guidelines for Writing Substitution of Thesis during Covid-19 Pandemic, Faculty of Pharmacy, Universitas Padjadjaran 2020, hereinafter referred to as the study guidebook. The thesis guide was prepared with the aim of making it easier for master students to write a Thesis Substitution during the Covid 19 Pandemic.

The provisions in this manual, along with all the formats contained therein, must be followed in writing a Thesis Substitution during Covid 19 Pandemic at the Faculty of Pharmacy, Universitas Padjadjaran, including the preparation section, main section, references and appendix.

THESIS WRITING

The thesis is composed of:

TITLE

The title contains a statement that specifically reflects the contents of the literature review article that has been sent to the journal publisher, whether it has been published or is still in review by the reviewer.

APPROVAL PAGE

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

STATEMENT SHEET

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 contents of the substitution for the thesis, the presentation of the essence of the literature review article which has been made and in the process of being reviewed at least in Q4 international journals. Descriptions are written in English and Indonesian, no more than 500 words each.

FOREWORD

This section presents things such as difficulties in conducting research and things that facilitate the implementation of making literature review articles as well as expressions of gratitude to various parties for the completion of literature review articles as substitution of a thesis.

TABLE OF CONTENTS

The composition of the contents of the thesis is in accordance with the order or systematics of writing a thesis. 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 Background

State the background that forms the basis of the proposed thesis title, if the substitution for the thesis

consists of two literature review articles, the replacement title for thesis is a combined title of the two the article.

1.2. Thesis Objectives

State the purpose of the proposed thesis replacement title

1.3. Thesis Outcome

State the outcomes that have been obtained from this thesis that has been carried out. For example, publications in journal A indexed by Scopus Q1/Q2/Q3/Q4 with the status of published/accepted/in-review with the title B

CHAPTER II METHODOLOGY

In this section, the methodology for making literature review articles is presented. A description of the method of making literature review articles carried out starting from the keywords used for searching, the limitations of the literature cited in the literature review articles, as well as the website used to search the references. In this description, a flow scheme for making literature review articles is also made.

CHAPTER III REVIEWS OF LITERATURE THAT HAVE BEEN PUBLISHED

In this review, it is necessary to write down the novelty of the published review articles before presenting the literature review articles that have been made. This chapter presents literature review articles that have been submitted to international journals at least Q4 and are in minimal status in review. If students have more than one literature review article, they are divided into sub-chapters.

3.1 Review Article Literature 1

3.2 Review Article Literature 2

3.3 Review Article Literature 3

CHAPTER IV PROSPECTS AND RECOMMENDATIONS

This chapter reviews prospects from literature reviews that have been carried out and

recommendations related to research in the field of study from literature review articles in the future.

CHAPTER V CONCLUSION

This chapter states the researcher's understanding of the results of the literature review articles made.

REFERENCES

List of all the literature used/referenced in the text of at least 20 primary libraries. At least 80% of the references are primary literature and 80% are references for the last 10 years. It is recommended that the bibliography be written using the help of a library manager such as Mendeley, Zotero, word library and EndNote. Writing a library with a library manager will be a separate point of assessment.

APPENDIX

Contains an attachment to the output status of the literature review that has been made on the website where the literature review article is submitted.

CHAPTER II THESIS PREPARATION

2.1 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.

2.2 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 literature review article in Indonesian (if there is more than one article, the title of the article is a summary of all the literature studies titles that have been made), the name of the master student, student number, study program, name and signature of the supervisor and the date of approval. 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).

2.3 Abstracts

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 ± 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).

2.4 Thesis User Guidelines Page

The thesis user guideline is printed on a new page and is entitled THESIS USER GUIDELINE. This page contains guidelines for using Thesis. Thesis 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 manual page can be seen in the attachment of this manual.

2.5 Dedication Page

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

2.6 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.

2.7 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.

2.8 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.

2.9 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.

2.10 List of Table 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 loaded. 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.

2.11 List of Abbreviations and Symbols

The abbreviation and symbol list page, 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. space. 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.

2.12 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 III REFERENCES MAKING

3.1 Searching of References

References sources can be divided into 3 parts:

1. Primary literature, obtained from research results (seminar proceedings, collection of abstracts), patents, journal articles, research reports (thesis, thesis, and dissertation). and databases (encyclopedias and dictionaries).
2. Secondary literature, which consists of reviews, handbooks, and popular scientific works.
3. Tertiary literature, such as newspaper news, internet light articles, and magazines.

Primary libraries are libraries that are prioritized, especially in making a research proposal, or an article for publication.

Currently, there are many ways to find the latest literature to support our experiments, especially electronic publications. In addition to publication via the internet, several publishers of journal articles have provided CD-ROOM containing articles of 5-year research results (Halsey in Hall, 1998).

Abstract collections have been provided by several publishers such as Chemical Abstract, CAB abstract, FSTA, Agricola, Pubmed (Medline), JPS abstract and others. These collections can be accessed free of charge (such as PubMed, and Chemical abstract), while those accessed by subscription are FSTA, JPS abstract, and Agricola. Here's an example of an abstract from PubMed that can be accessed for free.

Links:
Order this document
Food Addit Contam 1998 Nov-Dec;15(8):863-75
Validation and use of the CALUX-bioassay for the determination of dioxins and PCBs in bovine milk.
Bovee TF, Hoogenboom LA, Hamers AR, Traag WA, Zuidema T, Aarts JM, Brouwer A, Kuiper HA
State Institute for Quality Control of Agricultural Products (RIKILT-DLO), Wageningen, The Netherlands.
There is a strong need for the development of relatively cheap and rapid bioassays for the determination of dioxins and related compounds in food. A newly developed CALUX (Chemical-Activated Luciferase gene eXpression) bioassay was tested for its possible use to determine low levels of dioxins in bovine milk. Data show that this mammalian cell-based test is very sensitive for 2,3,7,8-substituted dioxins and related PCBs, thereby reflecting the relative potencies of these compounds in comparison to TCDD (TEF-values). The limit of detection was about 50 fg of TCDD. Furthermore, the response obtained with a mixture of dioxins was additive, in accordance with the TEF-principle. Milk fat was isolated by centrifugation followed by clean-up of the fat with n-pentane, removal of the fat on a 33% Et2SO4 silica column, and determination of Ah receptor agonist activity with the CALUX-bioassay. An equivalent of 67 mg fat was tested per experimental unit, resulting in a limit of quantification around 1 pg I-TEQ/g fat. To investigate the performance of the method, butter fat was cleaned and spiked with a mixture of 17 different 2,3,7,8-substituted PCDD and PCDF congeners at 1, 3, 6, 9, 12 and 15 pg TEQ/g fat, as confirmed by GC/MS. In this concentration range, the method showed a recovery of TEQs around 67% (58-87%). The reproducibility, determined in three

Figure 1. Abstract Examples from Pubmed

Searching engines (yahoo, lycos, goggle) can also be relied to find the latest libraries, we usually use them in PDF format from Acrobat reader.

The image below shows an abstract example from the FSTA and a patent example.

TI: Gastric antisecretory, antiulcer and cytoprotective properties of ethanolic extract of *Alpinia galanga* Willd. in rats.
 AU: Al-Yahya-MA; Rafatullah-S; Mossa-JS; Ageel-AM; Al-Said-MS; Tariq-M
 AD: College of Pharmacy, King Saud University, Riyadh 11451, Saudi Arabia.
 SO: Phytotherapy-Research. 1990, 4: 3, 112-114; 20 ref.
 PY: 1990
 LA: English
 AB: Rhizomes of *A. galanga* are used widely in Arabian and Unani systems of medicina to treat stomach disorders. The ethanolic extract at a dose of 500 mg/kg significantly reduced the intensity of induced gastric mucosal damage in rats. It also significantly reduced gastric secretion and showed marked cytoprotective activity; It is suggested that these properties may be responsible for the antiulcer activity of *A. galanga*.
 DE: Rhizomes-; medicinal-properties; medicinal-plants
 CD: Alpinia-galanga
 GE: Saudi-Arabia
 BT: plants; Alpinia; Zingiberaceae; Zingiberales; monocotyledons; angiosperms; Spermatophyta; Middle-East; West-Asia; Asia
 CC: FF000; VV000; HH400
 CD: Plants-of-Economic-Importance-General; Human-Health-and-Hygiene-General; Control-by-Chemicals-and-Drugs
 PT: Journal-article
 IS: 0951-418X
 UD: 950316
 AN: 910302759

Figure 2. Example of an abstract from FSTA



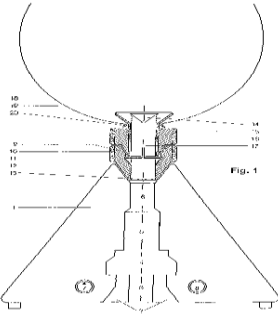
		Europäisches Patentamt European Patent Office Office européen des brevets	 (11) EP 0 933 093 A2
EUROPÄISCHE PATENTANMELDUNG			
(43) Veröffentlichungstag: 04.06.1999 Patentblatt 1999/31		(51) Int. Cl.®: A61M 15/00	
(21) Anmeldenummer: 99101643.0		(22) Anmeldetag: 26.01.1999	
(84) Benannte Vertragsstaaten: AT BE CH CY DE DK ES FI FR GB GR IE IT LI LU MC NL PT SE Benannte Erfindungsstaaten: AL LT LV MK RO SI		(72) Erfinder: Storz, Markus 78532 Tuttlingen (DE)	
(30) Priorität: 29.01.1998 DE 19803376		(74) Vertreter: Patentanwälte Westphal, Mueggnug & Partner Waldstrasse 53 78048 Villingen-Schwenningen (DE)	
(71) Anmelder: Storz, Markus 78532 Tuttlingen (DE)			
(54) Inhalator für die Aromatherapie			
(57) 1. Verfahren zur Inhalation und Inhalator zur Erzeugung von aroma- und wirksstoffhaltigen Dämpfen aus Pflanzenmaterial und/oder Flüssigkeiten mittels Heißluft. 2.1 Die für das - im Gegensatz zum Rauchen - schadstofffreie Verdampfen von Wirkstoffen aus Pflanzenmaterial konzipierten Geräte waren bisher zu umständlich in der Handhabung, so daß sie sich nicht durchsetzen konnten. Der neue Inhalator soll es ermöglichen, die zu verdampfende Portion Pflanzenmaterial oder Flüssigkeit in einem Zug mit Heißluft durchströmen zu lassen und dennoch gewährleisten, daß individuell und bequem in mehreren Zügen inhaliert werden kann. 2.2 Hierbei werden die entstehenden Dämpfe in einem Ballon gesammelt und danach über einen Ventilmechanismus mit aufgeschütztem Mundstück unabhängig vom Dampferzeuger inhaliert. 2.3 Der Inhalator ermöglicht es, die Wirkstoffe aus dafür geeigneten Pflanzenmaterial zu inhalieren (wie z. B. Tabak), ohne daß man die bei einer Verbrennung anfallenden Schadstoffe mitkonnunieren muß. Weiter kann man z. B. in der Aromatherapie geeignete Pflanzen oder Flüssigkeiten (wie z. B. ätherische Öle) verdampfen und wahlweise in die Raumluft blasen oder inhalieren.			
EP 0 933 093 A2			
<small>Filed by Jouve, 75021 FAFB (FR)</small>			

Figure 3. Example of a Patent

3.2 Arranging the References

At the end of the thesis, there is a references list made based on the arrangement of a particular library reference system. The references in the Name-Year system are arranged alphabetically by the author's name, while in the Name-Number system it is arranged according to the number in which it appears in the text. Only the referenced literature in the body of the article can be included in the references list and thus the reference sources in the references list must be in the body of the article.

The literature must be stated in full to make it easier for readers to trace back. Information about this literature should be re-matched with the original literature. Writing incorrect or incomplete literature will not be of much use and will directly indicate the quality of the author. Regardless of the literature reference system used, the author's name written is the author's surname or last name followed by the initials of the first name and middle name without punctuation. The surname and initials are separated by a single space; The names of subsequent authors are separated from each other by commas and spaces. The names of more than five authors are simply represented by the first author followed by *et al.* As well as references in the body of writing for authors who number more than two people.

The order of the literature in the references list is based on the alphabetical order of the first letters of the surname of the first author. Furthermore, the alphabetical order of the first author's name is based on alphabetical order letter by letter to the right and followed by his initial name; followed by the surname of the next author in alphabetical order based on the new surname of the initials. If two or more libraries have the exact same author's surname, the order is based on the year of publication. The following will explain the order of components needed to write a references list in detail, starting from the author's name, year of publication, title, journal name, volume, number, and pages for reference sources from the journal. Likewise, for sources from other books.

Journal

Author name. The name of the author in an article in scientific work and the way in which the literature is written vary depending on the name of the author. The author's name is written with

the surname followed by the initials of the first name with one space. The names of subsequent authors are separated from each other by commas and spaces. A period is given to distinguish the description of the author's name and year of publication.

It should be emphasized that the name of the author referred to must be the same as that stated in the original article. If the author is named Jusup M in one article and Jusup M in another, do not change the name for obedience. To simplify the reference using the Year-Name system in the body of the article, the name of the institution that acts as the author needs to be preceded by its abbreviation which is set in square brackets. The writing of this institution is carried out in a hierarchical manner and starts from the highest institution. What is meant by the highest here is the institution that is most relevant and responsible for the contents of a document. Thus, the abbreviated form is only needed for that institution. For example, for the composition "Department of National Education, Directorate General of Higher Education, Bogor Agricultural Institute, Faculty of Agriculture" it is enough to write (IPB) Bogor Agricultural Institute, Faculty of Agriculture.

Publication Year. A period is given after the year of publication or the year of publication followed by the letters a, b, or so on.

The year listed in the bibliography is the year the publication was carried out. For theses, theses, and dissertations, it is the year a person obtained a certificate of graduation, while for a patent it is the year the patent was issued.

Article Title. The title quoted must be the same as the title in the original publication. Only initial letters are capitalized. Capital letters in articles are only used for certain cases, for example, standard abbreviations (such as USDA, UNPAD, DNA, pH) and taxon names of organisms following scientific nomenclature. Capital letters are also used for the beginning of words which in sentences are always written in capital letters, for example in German all nouns are capitalized.

Insertion und Assemblierung von Proteinen des Antennenpigment-Komplexes von Rhodobacter capsulatus im in vitro System.

In the title of the article accompanied by a subtitle, the writing of the main title ends with a period

and is followed by a sub-heading which is a new sentence so that the writing of the subtitle begins with a word using a capital letter. If the main title ends with a colon, then the first word in the subtitle begins with a lowercase letter, not using a capital letter.

“Mechanism of infection with Epstein-Barr virus. I. Viral DNA replication and information of non-infectious virus particles in superinfected Raji cells”.

“Avian leukemia virus OK 10:analysis of its myc oncogene by molecular cloning”.

Journal Name. Journal names consisting of only one word are not abbreviated (eg Hayati, Science, nature), but generally, journal names are written in abbreviated form in the bibliography. Journal name abbreviations can be referenced from the World List of Periodicals.

If the abbreviation you are looking for is not found in the abbreviation, the abbreviation can be made by taking into account the following provisions:

1. In general, words are shortened by removing at least the last two letters of the word. The abbreviated exception by eliminating the middle letters occurs in Ctry (Country), Jpn (Japan), Natl (National), and Ztg (Zeitung). Abbreviations should end in a consonant. Biol. And not Bio. for Biology.
2. Words with the same root are abbreviated to the same abbreviated form, for example, Chem for Chemistry, Chemical, and Chemists; however, if there are different letters in the main word, the abbreviations will be different, for example, Bull (Bulletin), Bul (Buletin), Bol (Boletin), Boll (Bollettino).
3. Words that do not share the same root are abbreviated differently: Trans, Transplant, Transp, and Transl for Transactions, Transplantation, Transport, and Translation, respectively.
4. Words with commonly abbreviated roots (such as nat for Nature), if they are the first element of a compound word, are written in full. Nat stands for Nature, but Naturforsch is not abbreviated.
5. Words of five or six letters are usually abbreviated, except for common words such as Blood, Child, Drugs, Enzyme, and Plant.

6. Abbreviations in journal titles do not use prepositions, conjunctions, pointers, and punctuation marks unless they are part of a term. For example, *In Vitro Cellular and Development Biology* is shortened to *In Vitro Cell Dev Biol*.

Table 1. Variations in the variety of literary writings of authors' names in scientific journals

Variations of Author Names by Country	Author's Name	Literature Writing
(1)	(2)	(3)
Author's surname with one surname	Constantine J. Alexopoulos	Alexopoulos CJ
Indonesian name with surname system	Andi Hakim Nasoetion	Nasoetion AH
Indonesian name followed by husband's name	Yayah Koswara	Koswara Y
The Indonesian name consists of one word	Siswandi, Soekarno	Siswandi, Soekaro
Japanese and Korean rank name or compound family name	names Hiroko Yakamoto John Doc Sr. H. Vanden-Brink	Yakamoto H Family Doc JSr Vanden-Brink H
French name with de, de la, des, du, le, la, les.	A de Bary V du Bary J le Beau	Bary A de Bary V du Beau J le
Dutch name; words such as de, van, van dn, van der, and von in German names, do in Brazilian names are placed at the end of the name.	Kees de Vries A van der Haar	Vries K de Haar A van der
(1)	(2)	(3)
Hungarian names always start with the surname followed by the surname.	Farkas Karoly Bartok Bela	Farkas K. Bartok B
Words in Arabic names such as Abdul, Abdoul, Abel, Abu, Aboul, and Ibn are considered part of the surname	Hassan Fahmi Khalil Ali Abel Aziz Ali Ibn Saud	Khalil HF Abel-Aziz A Ibn-Saud A
Indian names, words Sen and Das combined with family names	BC Sen Gupta AD Das Gupta	San Gupta BC Das Gupta AD
Vietnamese and Thai names	Nguyen Cao Ky Nguyen Lam Tiep	Nguyen-cao-ky Tiep NL?
Chinese names always start with a surname; if the name is associated with a sign (-), the name is the initial name.	Go Ban Hong Kin-Ying To	Go BH To KY The
name Burna is usually only one word, but can also be preceded by a form of respect	U Thant	Thant U

The first letter of each abbreviated word is capitalized. All punctuation marks in journal names are removed; abbreviated form followed by a space and not by a period.

Volume and Page Number. The volume and volume number of the journal is written in Arabic letters after the journal name separated by a space and directly without a space followed by a colon and the complete page number (114-120) to indicate pages 114 to 120, not 114-20) ending with a period sign.

For example: J Biol Chem 193:114-120.

Volume numbers that do not use Arabic numerals, for example, volume XXVI are changed to 26.

The number issue is usually found in the journal and is written in Arabic numerals. The numbers are placed in brackets after the volume number, all of which are written directly without spaces. For example 27(6):8-16. The issue number does not need to be included in the page numbering is continuous in one volume. For example, Hayati Volume 7 Number 3 pages 91-95 is written Hayati 7:91-95, not Hayati 7(3):91:95.

Supplement. Supplementary articles contained in an issue of a volume are indicated by the abbreviation Suppl (Supplement).

Books

Compilation of bibliography for books is written in order of author's name, known publication, the title of book, place of publication, and name of the publisher. Basically, the information for writing the author's name and year of publication is the same as in the journal, while other information will be explained below.

Book title. The title of the book is written with every word starting with a capital letter except for prepositions and conjunctions.

Edition. Information about the edition is placed after the title is written for example "3rd Ed". Even though the original book listed for example "Third Edition", in writing the bibliography the word pair needs to be changed to "3rd Ed". The words "new revised edition" that we often encounter in a book need to be shortened to "Ed rev". The first edition is not followed by the next edition. It does not need to be identified as "1st Ed", but if it is later known that a new

edition has been published, the first edition of the book needs to be stated as “1st Ed”.

Place of Publishing. The place of publication can be found on the title page of the referenced book. When several places of publication are listed, the name of the place first written is used to compile the bibliography. If the city where the book is published is not listed in the book, but it can be identified where the city name is written in square brackets. If the place of publication is not known at all, the unknown place is written in square brackets: "(unknown place)".

Publisher Name. A publisher is a commercial company or government/private institution that carries out the publication of a book. The publisher's name is usually listed on the title page. The publisher name should be abbreviated. For institutions that act as publishers, the author begins with the highest level, the most relevant and responsible for the contents of the book, then followed by the lower levels. For example "Bogor Agricultural Institute, Primate Animal Study Center". In the event that the institution acts as an author and publisher, the abbreviation of the institution's name can be used to write the author's name. If there is no publisher's name or a name indicating the publisher at all, then it is written "(unknown publisher)".

Page. Page numbers are included or not depending on the reference applied. If page numbers are displayed and the reference is made to the entire book, write for example “525 hlm” for a book where the number 525 is written on the last page. If the reference is made to a certain part of the book, for example from pages 23 to 35, then the writing is “p. 23- 35”; or for limited reference on page 54 it is written “page 54”.

Proceedings

The bibliography for the proceedings is written by displaying the name of the meeting. The name of the meeting is written with the beginning of each word using a capital letter except for conjunctions. The name of the meeting is separated from the place and time of each meeting with a semicolon space. The time of the meeting is stated in the order of “date month year”; the name of the month is abbreviated to contain the first three letters and without a period.

One author

NN Co-Buchbauer G. Biological Effects of fragrances and Essential Oils. *Perfumer and flavorist* **1993**; 18:19-24.

Two authors

NN Aoshima, H. and Y. Tenpaku. Modulation of GABA receptors expressed in *Xenopus* oocytes by 13-L-hydroxylinoleic acid and food additives. *Biosci Biotechnol Biochem* **1997**; 61(12):2051-2057

More than two authors

NN Jirovetz L, G Buchbauer, W Jager, A Woidich, A Nikiforov. Investigation of animal blood samples after drug inhalation by Gas Chromatography/Mass Spectrometry with chemical ionization and selected ion monitoring. *J Mas Spectro* **1991**; 20: 801-803.

More than five authors

NN Sonavane GS *et al.* Anxiogenic activity of *Myristica fragrans* HOUTT seeds. *J Pharmacol Biochem Behavior* **2002**; 71(1-2):239.

Article without author

NN _____. Human electroencephalographic (EEG) response to olfactory stimulation: two experiments using the aroma of food. *Int J Psychop* . **1998**; 30(3):287-302.

Special articles

Special articles are short communications, research notes, reviews, and editorials, or review journals.

N-N Lee HS, TC Jeong , JH Kim. **1998**. In vitro and in vivo metabolism of myristicin in the rat [Short communication]. *J Chromatography B* 705 : 367–372..

N-N Supriyadi Y. Sistem informasi publik dalam kimia [Ulasan]. *Mathematica et Natura Acta*. **2002**; 1(2): 34–39.

Example for Book

NN Author [or editor] name. Book title. Place of publication: name of the publisher. publication Year.

Book by author

NN Foye W. Principles of Medicinal Chemistry. 1th Edition. Philadelphia: *LEA & FEBRIGER*; **1981**.

Books with editors

NN Gilman AG, LS Goodman, A Gilman, editors. *Pharmacology and Therapeutics*. 6th Edition. New York: *MacMillcan Publishing*; **1980**.

Book with the organization

NN Ministry of Health of the Republic of Indonesia. *Farmakope Indonesia*. Edition IV. Jakarta : Ministry of Health of the Republic of Indonesia; **1995**.

Books translated without editor

NN Petruchi R. *General Chemistry: Principles and Modern Applications*. Suminar Achmadi, translator. Jakarta: Gramedia; 1985.

Books translated with editor

Luzikov VN. *Mitochondrial Biogenesis and Breakdown*. Galkin AV, translator; Roodyn DP, editor. New York: Consultant Bureau; 1985.

Volume book entitled

NN Wijayakusumah MH, Dalimartha S, Wirian As. *Tanaman Berkhasiat Obat di Indonesia*. Volume ke-4. Jakarta: Pustaka Kartini; 1998.

Example for proceedings

NN Author's name. Article title. In: Editor's name. Publication Title. or the name of the scientific meeting or both; Meeting place, Meeting date. Place of Publication: Name of Publisher; publication Year. Article Pages

NT Muchtaridi, Anton, A., Anas S., and Slamet B. Analysis of volatile active compounds of essential oils of some aromatical plants possessing inhibitory properties on mice locomotor activity. *Traditional Medicine. Proceedings of the International Symposium on Biomedicine*, 18-19 September 2003. Bogor : Biopharmaca Center IPB. pp. 31-40.

Example for Abstract

NN Author name. Abstract title [abstract]. In: Editor's name. Publication Title. or the name of the scientific meeting or both; Meeting place, Meeting date. Place of Publication: Name of Publisher; publication Year. No. Abstract.

NN Muchtaridi, Anas S, Anton A. Active Compounds of Nutmeg Oil on inhibitory Locomtory Effect. In: *Proceedings of the International Symposium on Biomedicine*, 18-19 September 2003. Bogor : Biopharmaca Center IPB; 2003. abstract P011.

Patent

NN Name of patent inventor, said inventor; patent holders. Title of patent Publication date. No. Patent.

NN Sunsten, D Bruce. Transdermal Devices Comprising Essential Oil for Aromatherapy. *Word Intellectual Property Organization*. Patent No. WO.00/1675; **1999**.

Newspaper

NN Author's name. Article title. Newspaper name and date of publication: Page number (column).

NN Herdiwan H. Hutan serbaada, sebuah pemikiran. *Pikiran Rakyat* 13 Desember 2003 : 20(3-8).

Electronic Publications

NN Author's name. Article title. Year.website adress.[date of access]

NN Martin W. Essential oils their lack of skin absorption, but effectiveness via inhalation. **1995**. <http://www.aromamedical.demon.co.uk>. [Accessed 7 July 2000].

Volume with Supplement

NT Magni F, Rossoni G, Berti F. 1988. BN-52021 protects guinea-pig from heart anaphylaxis. *Pharm Res Commun* 20 Suppl 5:75-78.

NN Magni F, Rossoni G, Berti F. BN-52021 protects guinea-pig from heart anaphylaxis. *Pharm Res Commun* 1988 20 Suppl; 5:75-78.

Article translated

NT Irsan C, Sostromarsono S, Buchori D, Triwidodo H. 1998.[Aphids (Homoptera: Aphididae) on solanace plants in West Java][in Indonesian]. *Bulb HPT* 10(2):1-4.

NN Irsan C, Sostromarsono S, Buchori D, Triwidodo H. [Aphids (Homoptera: Aphididae) on solanace plants in West Java][in Indonesian]. *Bul HPT* 1998;10(2):1-4.

NT Du TY, Xiong JJ, Huang MD. 1987. [Observations on bionomic of hostmet resistant strain of *Amblyseius ehara* et Lee][in Chinese]. *Nat Enem Insects* 9:173-176.

NN Du TY, Xiong JJ, Huang MD.. [Observations on bionomic of parasite resistant strain of *Amblyseius ehara* et Lee][in Chinese]. *Nat Enem Insects* 1987;9:173-176.

Reprint article

NT Young DS. 1987. Implementation os SI units for elinical laboratory data: style specification tables. *Ann Intern Med* 106:114-129. Reprint in *J Nutrition* 1990;120:20-35.

NN Young DS. Implementation os SI units for elinical laboratory data: style specification tables. *Ann Intern Med* 1987;106:114-129. Reprint in *J Nutrition* 1990;120:20-35.

Research results to be published but not yet published.

Information on research results that have not been published, but have been approved for publication in a journal, is written without mentioning the year, article title, and volume number.

Ahmadi SS. Hayati, ready to rise.

Thesis and Dissertation

- NT Author's name, year of publication, Title [type of publication]. Place of institution: The name of the institution that awarded the degree.
- NN Author name, Title [type of publication]. Place of institution: Name of the institution that awarded the degree; Publication Year.
- NT Wibisono YW. 1995. Perbandingan dua konfigurasi N-titik: analisis procrustes [thesis]. Bogor: Bogor Agricultural Institute, Faculty of Mathematics and Natural Sciences.
- NN Wibisono YW. Perbandingan dua konfigurasi N-titik: analisis procrustes [thesis]. Bogor: Bogor Agricultural Institute, Faculty of Mathematics and Natural Sciences; 1995.
- NT Wiendah H, A Subarnas, Supriyatna. **2000**. Penapisan fitokimia dan efek ekstrak metanol beberapa tanaman terhadap aktivitas lokomotor mencit dengan metode *Wheel Cage* [Thesis]. Bandung: Department of Pharmacy, Faculty of Mathematics and Natural Sciences, UNPAD.
- NN Wiendah H, A Subarnas, Supriyatna. Penapisan fitokimia dan efek ekstrak metanol beberapa tanaman terhadap aktivitas lokomotor mencit dengan metode *Wheel Cage* [Thesis]. Bandung: Department of Pharmacy, FMIPA UNPAD; **2000**.

Bibliography

- NT Association name. Publication Year. Title [type of publication]. Place of publication: publisher name.
- NN Association name. Title [type of publication]. Place of publication: publisher's name; Publication Year.
- NT Gluckstein FP, Glock MH, Hill JG, compilers. 1990. Bovine somatotropin [bibliography]. Bethesda: National Library of Medicine, Reference Section.
- NN Gluckstein FP, Glock MH, Hill JG, compilers. Bovine somatotropin [bibliography]. Bethesda: National Library of Medicine, Reference Section. 1990.

Map

- NT Area represented. Publication Year. Title [map type]. Publisher's place. Physical description.
- NN Area represented. Title [map type]. Place of publication: publisher's name; Publication Year. Physical description.

Map sheet

- NT Indonesia. 1953. Malaria DDT spraying programs [demographic map]. Washington: US Army Map Service. 3 sheets.
- NN Indonesia. Malaria DDT spraying programs [demographic map]. Washington:US Army Map Service; 1953. 3 sheets.

Atlas map

- NT China. 1979. Stomach (male) cancer mortality, 1973-1975, by county [demographic map]. In: Atlas of cancer mortality in people's Republic of China. Shanghai: China Map Pr. pp. 53-54. Colored, scale 1: 12 000 000.
- NN China. Stomach (male) cancer mortality, 1973-1975, by county [demographic map]. In: Atlas of cancer mortality in people's Republic of China. Shanghai: China Map Pr; 1979. pp. 53-54. Color, scale 1 : 12 000 000.

Audio

- NT Name of author or editor or a combination thereof. Publication Year. Title [media type]. producer (if different from the publisher). place of publication: publisher name.
- NN Name of author or editor or a combination thereof. Title [media type]. producer (if different from the publisher). place of publication: name of publisher; Publication Year.

Audio Cassette

- NT Clark R et al., ed. 1976. Topics in clinical microbiology [audio cassette]. American Society for Microbiology, manufacturer. Baltimor: Williams & Wilkins. 24 audiocassettes: 2-track, 480 minutes.
- NN Clark R et al., ed. Topics in clinical microbiology [audio cassette]. American Society for Microbiology, manufacturer. Baltimor: Williams & Wilkins. 1976. 24 audiocassettes: 2-track, 480 minutes.

Videotape

- NT Wood RM, ed. 1989. New horizons in esthetic dentistry [videotape]. Visualeyeyes Production, producer. [Chicago]: Chicago Dental Society. 2 videocassettes: 170 minutes, voiced, black and white, in. (Clinical topics in density; No. 46). Comes with: 1 guide.
- NN Wood RM, ed. New horizons in esthetic dentistry [video cassette]. Visualeyeyes Production, producer. [Chicago]: Chicago Dental Society; 1989. 2 videocassettes: 170 minutes, voiced, black and white, in. (Clinical topics in density; No. 46). Comes with: 1 guide.

CHAPTER IV HOW TO CREATE PICTURES AND TABLES

4.1 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.

4.2 Unacceptable Figures

Unacceptable figures as part of the 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.

4.3 How to Place Graphics and Drawings

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 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 of the thesis. Images larger than that should be included in the appendix.

4.4 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.

4.5 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).

4.6 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.

4.7 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.

4.8 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 V OTHER GUIDELINES

5.1 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.

5.2 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.

5.3 Digits and Numbers

5.3.1 Digits

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

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.

5.3.2 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 them 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.

5.4 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.

5.5 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

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

(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.

5.6 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.

5.7 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.

REFERENCES

- Booth, WC, Colomb, GG, and Williams, JM (1995): *The craft of research*, The University of Chicago Press.
- DIKTI (2014): *Guidelines for submitting research proposals for the DIKTI decentralization research program.2014*, Director General of Higher Education-Kemendikbud.
- Faculty of Mathematics and Natural Sciences UGM (2009): *Guidebook for writing UGM final assignments*, FMIPA-UGM.
- Phillips, EM and Pugh, DS (1993): *How to get a Ph.D*, UBS Publisher's distributors Ltd.
- Muchtaridi, (2019): *Research Methods for Pharmacy and Mathematics and Natural Sciences*, Deepublish: Yogya
- ITB Postgraduate School (2008): *Guidelines for the format of writing a dissertation ITB*, SPs –ITB.
- Padjadjaran University. (2014): *General Guidelines for Compiling and Writing Thesis and Dissertation*.

APPENDIX

**APPENDIX A
EXAMPLE OF COVER PAGE**

**KAJIAN PUSTAKA PERAN HUMAN TYROSINASE-
RELATED PROTEIN (hTRP) DALAM MELANOGENESIS**

Oleh

RIANI HENDRINI

NPM : 2601302120411

PENGGANTI TESIS

Untuk memenuhi salah satu syarat ujian
Guna memperoleh gelar Magister... ..
Program Studi Magister Farmasi/Farmasi Klinik
Konsentrasi



**PROGRAM STUDI MAGISTER FARMASI/FARMASI
KLINIK
UNIVERSITAS PADJADJARAN
2020**

Figure 4.1. Example of a thesis cover page

**APPENDIX B
APPROVAL PAGE**

**KAJIAN PUSTAKA PERAN HUMAN TYROSINASE-RELATED
PROTEIN (hTRP) DALAM MELANOGENESIS**

Oleh

RIANI HENDRINI

NIM: 2601302120411

(Program Studi Magister Farmasi)

Universitas Padjadjaran

Menyetujui

Tim Pembimbing

April 2020

Ketua

(Prof. Dr. Riani Hendrini)

Anggota

Anggota

(Dr. Riani Hendrini)

(Dr. Riani Hendrini2)

Figure 4. 2 Example of approval page

**APPENDIX C
SAMPLE ABSTRACT PAGE**

ABSTRAK

**KAJIAN PUSTAKA PERAN HUMAN TYROSINASE-RELATED
PROTEIN (hTRP) DALAM MELANOGENESIS**

Oleh

Riani Hendrini

NIM: 2601302120411

Abstrak Tesis memuat secara komprehensif kajian Pustaka yang telah dilakukan. 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 abstrak/*abstract* diberi judul masing-masing ABSTRAK atau ABSTRACT, yang berjarak ± 3 cm dari tepi atas kertas. Halaman ini juga memuat judul Tesis, kata "Oleh", nama lengkap mahasiswa, NPM yang bersangkutan, dan nama program studi. Kalimat pertama abstrak Tesis berjarak 3 spasi dari baris terakhir nama program studi.

Figure 4.3 Examples of the abstract page

APPENDIX D EXAMPLES OF USER GUIDELINE PAGE

PEDOMAN PENGGUNAAN TESIS

Tesis Magister yang 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.

Memperbanyak atau menerbitkan sebagian atau seluruh isi tesis haruslah seizin Dekan Fakultas Farmasi, Universitas Padjadjaran.

Figure 4.4 Example User Guideline 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.

(dan seterusnya)

Figure 4.5 Example of foreword/greeting page

**APPENDIX F
EXAMPLE OF TABLE OF CONTENT PAGE**

TABLE OF CONTENTS	
	page
Title	i
Ratification	ii
Statement Sheet.....	iv
ABSTRACT.....	iv
ABSTRACT.....	v
FOREWORD.....	vi
TABLE OF CONTENTS.....	vii
CHAPTER I INTRODUCTION.....	1
CHAPTER II LITERATURE REVIEW	5
REFERENCES	99
APPENDICES	103

Figure 4.6 Example of table of contents

APPENDIX G
EXAMPLE LIST OF APPENDIX PAGE

DAFTAR LAMPIRAN		Halaman
Lampiran A	DETERMINASI TUMBUHAN	69
Lampiran B	PENGAMATAN PERILAKU MENCIT PADA UJI TOKSISITAS AKUT	70
Lampiran C	PERKEMBANGAN BOBOT BADAN MENCIT PADA UJI TOKSISITAS AKUT	72
Lampiran D	KEMATIAN MENCIT PADA UJI TOKSISITAS AKUT	75
Lampiran E	PENGAMATAN PERILAKU TIKUS PADA UJI TOKSISITAS SUBKRONIS	76
Lampiran F	PERKEMBANGAN BOBOT BADAN TIKUS PADA UJI TOKSISITAS SUBKRONIS	78
Lampiran G	PARAMETER DARAH TIKUS PADA UJI TOKSISITAS SUBKRONIS	79
Lampiran H	HASIL PENGAMATAN ORGAN	80
Lampiran I	HISTOLOGI HATI TIKUS PADA UJI TOKSISITAS SUBKRONIS.....	81

Figure 4.7 Example of list of appendix page

APPENDIX H
EXAMPLE OF LIST OF FIGURES

DAFTAR GAMBAR		Halaman
Gambar I.1	Diagram alir penelitian	7
Gambar II.1	Simplisia daun tempuyung	8
Gambar II.2	Struktur kimia kuersetin (Depkes RI., 2008).....	10
Gambar II.3	Proses pembentukan asam urat dalam tubuh	13
Gambar II.4	Struktur kristal xantin oksidase dari sapi dalam kompleks dengan kuersetin, dengan kode <u>PDB 3NVY</u> (Cao dkk, 2014),	14
Gambar II.5	Struktur kimia asam urat (Muray dkk., 2006).....	15
Gambar II.6	Struktur kimia alopurinol (FI, 2014).....	19
Gambar IV.1	Hasil determinasi tumbuhan yang <u>diteliti</u>	69
Gambar IV.2	Grafik kadar asam urat darah mencit pada setiap kelompok dalam uji aktivitas antihiperurisemia <i>in vivo</i> untuk ekstrak etil asetat daun tempuyung.....	42
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 4.8 Example of list of figures page

APPENDIX I
EXAMPLE OF LIST OF TABLES

DAFTAR TABEL		
		Halaman
Tabel II.1	Kategori Toksisitas Akut untuk Bahan Pangan dan Obat Tradisional (BPOM, 2009).....	21
Tabel IV.1	Hasil Skrining Penghambatan Aktivitas Enzim Xantin Oksidase secara <i>In Vitro</i> dari 11 Tanaman Uji yang Berpotensi sebagai Antipirai.....	36
Tabel IV.2	Hasil Penapisan Fitokimia Simplisia, Ekstrak dan Fraksi Daun Tempuyung (<i>Sonchus arvensis. L.</i>).....	37
Tabel IV.3	Hasil Karakterisasi Ekstrak Daun Tempuyung (<i>Sonchus arvensis. L.</i>).....	38
Tabel IV.4	Hasil Penghambatan Enzim Xantin Oksidase secara <i>In Vitro</i> dari Fraksi dan Ekstrak Daun Tempuyung.....	39
Tabel IV.5	Kadar Asam Urat Darah Mencit pada Selang Waktu Pengukuran dalam Uji Aktivitas Antihiperurisemia secara <i>In Vivo</i> untuk Ekstrak Etil Asetat Daun Tempuyung.....	42

Figure 4.9 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

DAFTAR PUSTAKA

Baker, A.A., Sosro, K., dan Suditomo, B. (1998) : Pembakaran Hutan di Kalimantan, *Majalah Kehutanan*, **5**, 23 – 25.

Hill, R. (1997): *The Mathematical Theory of Plasticity*, Oxford Press, Oxford, 545 – 547.

Kramer, A., Djubiantono, T., Aziz, F., Bogard, J.S., Weeks, R. A., Weinand, D.C., Hames, W.E., Elam, J.M., Durband, A.C, dan Agus (2005) : The First Hominid Fossil Recovered from West Java, Indonesia, *Journal of Human Evolution*, **48**, 661-667.

Kumai,H., Itihara, M., Sudijono, Shibasaki, T., Aziz, F., Yoshikawa, S., Akahane, S.,Soeradi, T., Hayashi, T., dan Furuyama, K., (1985) : Geology and Stratigraphy of the Mojokerto Area, 55-61 *dalam* Watanabe, N., dan Kadar,D., Eds, *Quaternary Geology of the Hominid Fossil Bearing Formations in Java*, 378 p., Geological Research and Development Centre, Bandung-Indonesia.

Stark, H. (1998): The Dynamics of Surface Adsorption, *Proceedings of the International Congress on Current Aspects of Quantum Chemistry*, London, U.K., Carbo R., Editor, Prentice Hall, 24 – 36.

Wijaya, R. (1996) : *Diagnosis Penyakit Tipus dengan Metode PCR*, Disertasi Program Doktor, Institut Teknologi Bandung, 25 – 29.

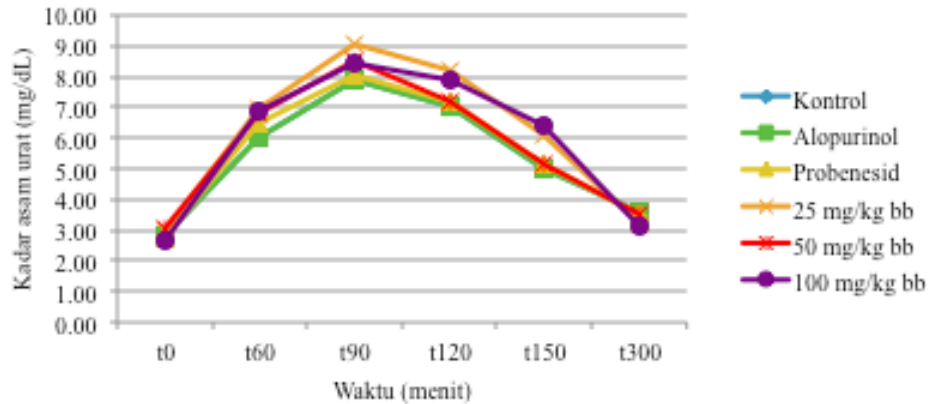
Pustaka dari Situs Internet :

Hardin, J. dan Rocke, D.M. (2002): *The Distribution of Robust Distance*, <http://www.cipic.ucdavis.edu/~dmrocke/preprints.html>., diunduh pada 25 Desember 2006.

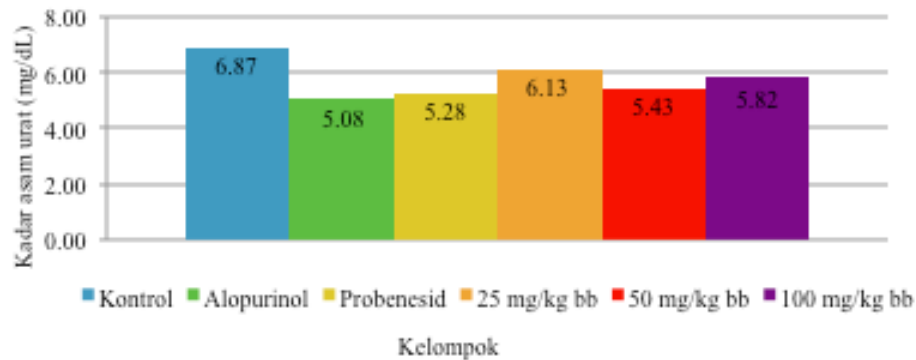
Jorion, P. (1997): *In Defense of VaR*, <http://www.gsm.uci.edu/jorion/oc/ntalib2.html>, diunduh pada 20 Desember 2006.

Figure 5.1 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 6.1 Example of graphic

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 6.2 Example of table