



**THESIS WRITING GUIDELINES**

**14<sup>TH</sup> EDITION**

**FACULTY OF VETERINARY MEDICINE**

**UNIVERSITAS AIRLANGGA**

**SURABAYA**

**2018**

## **PREFACE**

Bachelor degree thesis writing is an academic writing which educates university students to write objectively. The materials of the writing are research findings. Hence, they need to be continuously updated so that the students easily comprehend them and correctly follow the guidelines.

The 14<sup>th</sup> Edition of Thesis Writing Guidelines published in 2018 is the revised version of 13<sup>th</sup> Edition of Thesis Writing Guidelines published in 2017. Both the contents and meaning of the previous guidelines remain the same. Some changes and updates are already written in the current 14<sup>th</sup> edition.

During this opportunity, we would like to thank all parties involved in suggesting for improvement of Thesis Writing Guidelines of Faculty of Veterinary Medicine, Universitas Airlangga.

Though this book of Thesis Writing Guidelines, students are expected to understand the thesis writing. We believe that the existence of this book avoids doubts in writing thesis.

Surabaya, 07June 2018

Faculty of Veterinary Medicine Unair

Dean

Prof. Dr.Pudji Srianto, drh.,M.Kes

**REVISION TEAM OF THESIS WRITING GUIDELINES  
14<sup>TH</sup> EDITION 2018**

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## 1. INTRODUCTION

Bachelor degree graduates of Faculty of Veterinary Medicine, Universitas Airlangga are required to conduct a research and it must be written in an undergraduate thesis. The materials of the research must comply with the scope of Veterinary Medical Education. Therefore, the report needs to be objectively written supported with data. This is expected to educate the graduates to:

- a. Have a responsibility of knowledge acquired during the study.
- b. Improve the sharpening process of scientific thinking
- c. Improve both acceleration and accuracy of analysis skills
- d. Scientifically contribute their thoughts to both the society and the alma mater.
- e. Have the ability to express ideas based on systematically collected data or problems and evaluate the obtained information collection in detail as a comparison.

The scientific reports are an objective writing applying real and original data which are proven. Meanwhile, the reference is information source used in thesis writing, journal of research result, short communication and review journal. Plagiarism must be avoided.

In organizing thesis, some types of references are needed, including bibliography, both empirical and field research, as well as experimental research.

Thesis writing guidelines are meant to guide students in writing undergraduate thesis. This guideline book is merely targeted for university students majoring Bachelor Degree of Faculty of Veterinary Medicine Universitas Airlangga.

## 2. THESIS WRITING REQUIREMENTS

### 2.1. Materials and Size of Paper

The manuscripts are typed in HVS paper sized 21 x 29.7 cm or A4 paper size weighed 70 grams.

The front cover is made of light yellow linen paper (*hard cover*), with writing on its edge containing author's name and the thesis title.

### 2.2. Language

The language used is the standard bahasa Indonesia (Indonesian language) with correct and proper grammar. The sentences must be in passive voice. The sentences must not mention first or second person pronouns, e.g. 'I' or 'we'. In the acknowledgement page, 'I' must be substituted with 'the author'. When needed or when there is no equivalent Indonesian term, it is allowed to use its original language while paying attention to the method of writing loanword, typed with italics.

Conjunctions such as, "*sehingga* (so that), *dan* (and), *sedangkan* (while), *dari* (from), *dengan demikian* (therefore), *untuk* (for), *dalam* (in), *dengan* (with)" are not allowed to use in the beginning of sentences. Prepositions indicating locations/places such as *di* (in), *ke* (to), and *dari* (from) must be typed separately from their objects, e.g.: *di mana* (where), *di kantor* (in the office), *ke pasar* (to the market), *dari sana* (from there), and *ke mana* (where). Exceptions of the rule apply to *daripada* (compared to), *kepada* (to), and *kemari* (here). Those words and the nouns after them must be written separately.

The use of numbers or symbols of numbers in the beginning of sentences is not allowed. Numbers are used for dates, page numbers, and time, e.g. 10 December 2017 page 450, and 10 AM. When the numbers are units of measurement, then it is better to use metric units and to avoid the non-metric ones. Units of measurement which come after numbers must be shortened and they do not need any full stop mark at the end, e.g. 15 cm, 10 g, and 10 °C. Numbers less than ten must be written in words, but number more than ten must be written in numerals. However, for a combination of numbers involving number both less and more than ten, the writing must only use numerals. When the measurement units are not preceded by numbers, then they should be written in a complete form, namely "Centimeter is used to measure height," not "Cm is used to measure height."

### 2.3. Typing models

#### a. Format, Size, Font, Spacing, and Paragraph

The typing margins are 4 cm of the left and top and 3 cm of the right and bottom. All thesis manuscripts, starting from the cover until the appendices use *Times New Roman font* sized 12, except the title on the front cover which uses bold uppercase fonts sized 16.

The common formats of the manuscripts are typed using right alignment spaced 2, except when it is specifically regulated, and it is not allowed to use double-sided pages.

The new paragraph starts at the sixth typing of the paper edge. One line from a paragraph must not be left on the bottom of the page, unless there is enough space for at least two lines.

#### b. Numbering and Illustration

The numbering of the beginning of the thesis page uses small Roman numerals, except the front cover page. The page numbering at the beginning of the thesis starts from the title page with "i", but this number is not listed on the page. For the next page the Roman numerals are listed at the bottom center of the page.

The page numbering of the main and final parts of the thesis uses Arabic numbers without dots. Each chapter starts on a new page and the page number is placed at the bottom of the center. On the next page, the page number is placed in the upper right corner with a distance of 2 cm from the top of the paper and 3 cm from the right border. The title or the next sentences are then double-spaced typed below the page number.

The referred illustrations in this thesis writing guidelines are tables and images. Images can be paintings, graphics, maps or photos. Images are not permitted in the form of patches on paper manuscripts.

All tables and images are numbered according to the numbering in the chapter. If tables and images are placed in a text (not on a separate page), then they both were given triple-spaced margin of the end of preceding and following sentences.

The table title is typed above the table. The capital letters are only used at the beginning of the sentences, without *bold*. If the title is more than one line, it single-spaced types below the line above it and is started just below the first letter of the beginning word of the title. Tables that are too broad should be simplified. It is not allowed to cut tables or move some tables to another page. If necessary, the typing of the tables can be reduced to a maximum of 50% of their origin if they are included in the texts. If deemed necessary, in addition to the simplified table, the overly broad tables are placed as appendix.

The image title is typed below the image. The capital letters are only used at the beginning of the sentences, without *bold*. If the title is more than one line, it single-spaced typed below the line above it and is started just below the first letter of the beginning word of the title.

Secondary data in the forms of tables or images originating from one source must specify the origin of data source under the tables or images (see the contents of appendix 15). If the secondary data is a collection of various sources, each source is marked with a superscript, and the superscript is explained below the table (see the example table) or a special column that describes the data source is provided.

### c. Title Levels

See attachment 16.

## 2.4. Quotation

Names in texts should only be written by the last name or family/clan name. For authors who are more than two people, the writing should be followed by an abbreviation of *et al.*

- a. If the writer or author consists of only one or two people.  
Example: According to Jones quoted by Sarwendah and Wibisono (2015), giant leucanea seeds contain mimosine poison.
- b. If the author or author is more than two people.  
Example: Djohadikusumo et al. (2014).
- c. If the books use foreign languages, then just use et al., as a substitute for dkk. (in Indonesian language)

The writing of names in the bibliography must be completely listed. It is not allowed using dkk. or et al. The scholar degree must not be included, neither in the texts nor in the

bibliography. If the author's name is more than one word, only the last name or the family name should be written then followed by the a comma and next followed by the abbreviations of the first and middle names. All ends of name abbreviations are given full stop. Regarding the order of the authors, both abbreviations of the author's name are placed in front of the last name.

Example: Sumitro Djojohadikusumo. 2014. became Djojohadikusumo, S. 2014.  
Djojohadikusumo, S. and J.H. Hutasoit. 2015.

There are several ways of writing library resources in the literature review, namely:

a. At the beginning of the sentence:

Madonna (2014) mentions .....

b. In the middle of the sentence:

This situation seems to be in accordance with the opinion of Eckles (2015) who stated .....

c. At the end of the sentence:

.....secreted through urine (Sukrosono, 2016).

d. Quoting from 2 authors:

Madonna and Colins (2017) found ... ..

e. Quoting more than 2 authors:

Mineral contents in milk can be affected by mineral contents in the blood (Riswati et al., 2014). Mineral contents in milk can be affected by mineral contents in the blood (Maynard *et al.*, 2016)

f. Quoting from more than two sources

According to Kon and Cowie (2016), Davis and Woods (2014) and Agasi (2015) research on .....

g. Citations from the secondary sources:

The quotation from the secondary sources must mention the name of the original authors, the name of the authors of the book or magazine which were read. It is recommended that the original one is read.

Example:

The same results are also shown by Douglas and Boggie (2017).

In the example above, it is only written Douglas and Boggie (2017), not Adinda et al. According to the rule, it should not be written only in Douglas and Boggie (2017), but also including Adinda et.al., as follows:

The same results are also shown by Adinda et al. (in Douglas and Boggie, 2017).

## 2.5. Reference Writing Method

The reference should consist of 80% of scientific journals and 20% of textbooks, research reports, undergraduate theses, theses or dissertations. To stay current, the year of cited publishing references should be in the last five years except history. The reference writing method in the references of undergraduate thesis is elaborated as follows:

### a. Authors or Writers of the Articles

The name of authors or writers of the article is written by the last name in the beginning, followed by a coma and abbreviations of the first and second alphabets (when exist). Likewise, it also applies to the second author or writer etc, although the abbreviations were placed in the beginning. If there are two authors within an article then between the two

authors, it is associated with the words "and" (and = English; et = French; und = German, etc.). If there are more than two authors, then between authors I and II, etc are, a comma is given, then before the last author, it is connected with the word "and". Through According to this technique, the names of all authors must be included in the reference writing.

Some things that must be considered in writing the name of the authors, specifically:

- a.1. Unknown articles or writings. If this happens, then in the reference, the name of publishing institutions should be written.

Example: Ministry of Agriculture, 2006. Guidelines for Prevention and Control of Avian Influenza in Small-Scale Poultry Farms. Bureau of Law and Public Relations of the Ministry of Agriculture. Jakarta.

- a.2. Name writing :

- a. Indonesian names

For authors' name consisting of one word, it should be completely, e.g. Sardjono. For authors' name consisting of two or more words, the last name is considered as the family name, e.g. Adi Radityo becomes Radityo, A., Arnold Hutagalung becomes Hutagalung, A.

- b. Chinese names

Go Bang Hong becomes Go, B. H.

Liem Ban Po becomes Liem, B. P.

- c. Arabic names

Mohammad Magrib becomes Magrib, M.

Ali Ibnu-Saud becomes Ibnu-Saud, A.

- d. Dutch names

Kees de Vries becomes De Vries, K.

A. Van der Haar becomes Van der Haar, A.

- e. German names

H. Zur Horst-Meyer becomes Zur Horst-Meyer.H

H. Carl von Schmidt becomes Von Schmidt, C.H

- f. Brazilian or Portuguese names

Mario dos Kempes becomes Dos Kempes, M.

S. do Silva becomes Do Silva, S.

- g. Hungarian names

Since the family name precedes the first name, the writing does not need to be reversed, for example Farkas Karoly becomes Farkas, K.

Szent-Giorgy Albert becomes Szent-Giorgy, A. Because the family name is already in front, it does not need to be reversed. Karoly Farkas becomes Farkas, K.

Szent-Giorgy Albert becomes Szent-Giorgy, A.

- h. Indian names

The name Sen or Das is combined with the family name.

B. C. Sen Gupta becomes Sen Gupta, B. C.

A. D. Das Gupta becomes Das Gupta, A. D.

- i. French names

Words such as le, la, les, du, de la and des are placed in front of the family name, while de is placed behind it.

J. Le Bean becomes Le Bean, J.

V. du Barry becomes Du Barry, V.

A de Barry becomes Barry, A. de.

- j. Nama-nama Vietnam atau Thailand

Vietnamese names, for example Nguyen-cao-Ky (middle name is written in lowercase letters and given a dash), the name is written as Nguyen-cao-Ky.

## b. Publication Year

The publication year of a book or article is written after the author's name by providing a fullstop in between. Some things that must be considered in writing the publication year are:

- 1) If in the same year the author writes more than one article or writing, then the way to write the reference is to give a notation a, b or c (depending on the number of articles that year) behind the publication year without spaces.
- 2) If the same author writes several articles in different years, then the order of reference is based on the older year. It is written earlier. In both cases the names of the authors must be completely rewritten.

## c. Abbreviations

Abbreviations are usually used for magazines, except for the name of the magazine which consists of only one word. Each journal generally has its own name abbreviations in scientific articles. The way to abbreviate this magazine should use the method recommended by the American Standard Association, namely:

- 1) It is not allowed to abbreviate the name of a magazine which consists of only one word. Example: Phytopathology, Geoderma, Hilgardia.
- 2) It is not allowed to abbreviate people's names, if the names are in front of the magazine. Example: Hoppe - Seyler's Z. Physiol. Chem.
- 3) Create an abbreviation by removing a row of letters and it should end with a consonant letter. Example: Biol. and not Bio. for Biology.
- 4) Eliminate prepositions, connectors and instructions. The first letters of the abbreviation must be uppercases. Example: Can. J. Microbiol.
- 5) For compound words such as Dutch and German names, only the last part is abbreviated. Example: Landbouwhogeschool becomes Landbouwhogesch. Bodenforschung becomes Bodenforsch.

Volume, beginning pages and ending pages of periodicals are written in Arabic letters after the name or abbreviation of the magazine's name. If the magazine has a number in one volume, then the number is written after the volume and placed in parentheses.

Example: a. A magazine with volume but without number, 4: 1 - 12

b. A magazine with both volume and number, 4 (2): 1 - 12

Successively, textbook writing is the author's name, publication year, book title, edition number, publisher's name, publishing place and the referred pages. Each sequence ends with a fullstop and all words in the title of the textbook begin with uppercase letters.

Successively, the writing of magazines or journals the author's name, publication year, article title, magazine name, the referred number and the article pages. Each sequence ends with a fullstop and all words in the title of the textbook begins with uppercase letters.

Meanwhile, in writing taken from the internet, the website is mentioned along with the date of access.

The following are examples for reference writing according to the sources:

## **Textbooks**

Blaker, A. A. 2013. Photography for Scientific Publication. W. H. Freeman and Co. San Francisco. New York. 158.

## **Anthologies**

Colcord, N. L., G. L. Hover and C. Weems. 2016. The Effects of Prostaglandin E<sub>2</sub> (PGE<sub>2</sub>) As an Antiluteolytic on Estrogen Induced Luteolysis in Ewes. In: E. S. E. Hafez (Ed.). Reproduction in Farm Animals. 4<sup>th</sup>. ed. Lea & Febiger. Philadelphia. Tokyo. London. 546 – 559.

## **Magazines/Journals**

Seidel Jr., G. E. 2016. Application of Embryo Transfer and Related Technologies To Cattle. J. Dairy Sci. 67: 86 – 96.

## **Abstracts**

Hildebrand, A. C. 2015. Influence of Some Carbon Compound on Growth of Plant Tissue Cultures in Vitro. Anat. Rec. 100 (Abstr.): 674.

## **Articles/Papers from Internet**

P.J. Quinn, B.K. Markey, M.E. Carter, W.J. Donnelly and F.C. Leonard. 2004. Veterinary Microbiology and Microbial Disease. //http.www.nebi.nlm.gov/Pubmed/biomed.net.com. [15 Pebruari 2006]

## **Reports**

Mc. Clellar, R. O., J.R. Kenne and C. K. Bustad. 2007. Metabolism and Dosimetry of Cesium in Rams. In: Anford Biology Research Animals Report for 2002. Hanford Lab., Richland. p.105-115

## **Seminar Proceedings**

Solomon, R. M. and F. C. Bowder. 2007. Analysis of Some Microtic Virus Disease of The Sheep. Roy. Soc. Proc. London. p.53 – 73.

## **News**

Hinkle, D. A. and J. D. Garrett. 2004. Corn Fertilizer and Spacing Experiments. Arkansas Agric. Exp. Sta. Bull. p.111-112.

## **Newspapers**

Sudarmadji, C. 2004. Bahasa statistika di Indonesia sangat beragam. Kompas. 8 Maret. No. 321. Th. 32. Hal. 17.

## **Undergraduate thesis/Tesis/Dissertation**

Atmodirono, B. 1994. Pengaruh Pemberian Ekstrak Daun Lamtoro Terhadap Fertilitas Mencit Dewasa [Skripsi]. Fakultas Kedokteran Hewan. Universitas Airlangga. Hal. 82.

Atkinson, S. K. 1985. The Characterisation of Induced Ovarian Follicles in Seasonally Anoestrous Ewes [M.Sc. Thesis]. Murdoch Univ.p.87-93.

Schmitz, M.E. 1989. Der Einfluss Gonadotroper Hormone auf den Stimulationserfolg bei Superovulierten Kuhen [Disertation Doktor]. Justus-Liebig-Universitat. Giessen. p.68-75.

### **d. Footnotes**

The use of footnotes is an exposition about materials or tools or other information obtained from non-scientific sources (brochures, machine tool manuals, etc.).

Footnotes are located at the bottom of the page or at the end of each chapter. The writing of footnotes uses Times New Roman font sized 10. To write it is by using a 5-cm-horizontal line after double spaces below the last sentence. The first sentence is indented by pressing the space bar 5 times.

Example:

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<sup>1</sup>Drenching; is orally administering a small amount of fluid volume to cows using a tool called "drench gun".

<sup>2</sup> Kit RIA Progesteron (DPC USA)

### 3. THESIS WRITING SYSTEM

The thesis writing system consists of three parts, namely: the beginning, the main and the final parts.

#### 3.1. Beginning Parts

Beginning parts consist of:

- a. Front Cover Page
- b. Title Page
- c. Statement Page
- d. Identity Page
- e. Summary
- f. Abstract
- g. Acknowledgements
- h. Table of Contents
- i. Table List
- j. Illustration List
- k. Appendices
- l. Abbreviations and Symbol Meanings

#### 3.2. Main Parts

Main parts consist of:

- CHAPTER 1 Introduction
  - 1.1 Background of the study
  - 1.2 Research problems
  - 1.3 Theoretical background and frameworks
  - 1.4 Research objectives
  - 1.5 Benefits of Research Results
  - 1.6 Hypotheses
- CHAPTER 2 Literature Review
- CHAPTER 3 Materials and Research Method
- CHAPTER 4 Results
- CHAPTER 5 Discussions
- CHAPTER 6 Conclusions and Suggestion

#### 3.3. Ending Parts

Ending parts consist of:

- a. References
- b. Appendices

#### 3.1. Beginning Parts

Successively the main parts consist of the following 12 components:

##### a. Front Cover Page

The front cover page contains writings printed in black ink and all in uppercases (see appendix 1). Sequentially, the writings are from top to bottom as follows:

- 1) *Undergraduate Thesis*, written in uppercases in the upper left.
- 2) *Undergraduate Thesis* title, written in uppercases of Times New Roman sized 16, single-

spaced and without punctuation. If the title of the undergraduate thesis is more than one, it is arranged in the shape of an inverted cone symmetrically from the right and left margins. The undergraduate thesis title is made short, concise and informative, and must not be ambiguous.

3) **The Logo of Universitas Airlangga** is printed in blue on the inner side (the garuda image is in front) and yellow on the outer side surrounding it, located between the title and name of the student.

4) **The name of the student** submitting the undergraduate thesis is written in full (no abbreviation is allowed), located symmetrically from the left and right margins. The student identification number is written under the name.

5) **The name of the Faculty of Veterinary Medicine, Universitas Airlangga, Surabaya**, is printed 5 cm from the bottom margin and is symmetrical from the left and right margins.

6) **The year of Undergraduate Thesis Completion** is the year of graduating the thesis exam and placed under the word Surabaya.

## **b. Title Page**

This page contains the title of the undergraduate thesis, the aim of the thesis writing, the name and number of the student and the approval of the supervising commission. To clarify things, what need to be typed on the title page is:

1) The aim of the undergraduate thesis which is to fulfill some of the requirements to obtain Bachelor Degree of Veterinary Medicine. In the middle of the page is written: Undergraduate thesis as one of the requirements to obtain Bachelor Degree of Veterinary Medicine at the Faculty of Veterinary Medicine, Universitas Airlangga (see appendix 2).  
2) The Supervising Commission is a group of lecturers assigned to guide the thesis consisting of Main Advisor written on the left and the Assistant Advisor written on the right (see appendix 2).

## **c. Statement Page**

This page is an originality statement of a thesis manuscript written by the student. On this page it is written STATEMENT which is written in uppercases in the middle of the top of the page, followed by: I hereby declare that in the thesis entitled ....., no work has ever been submitted to obtain a university degree in a university and to the best of my knowledge there are no works or opinions that have been written or published by other people, except those written in this manuscript and mentioned in the references. Furthermore, Surabaya is written. The year is written on the lower right with the author's name below it (see appendix 3).

## **d. Identity Page**

This page contains validation sentences and fullname of the student completed with the titles of advisors and examiners, the date, month and year of graduating the exam and the signature and fullname of the Dean (see appendix 4 and 5).

## **e. Summary**

Summary is a summary of the research that covers all the chapters in one thesis completely, but briefly and clearly. This summary includes background, research objectives,

theoretical frameworks, research method, results of research and discussion that need to be highlighted, as well as conclusions and suggestions.

Each chapter in one thesis is written briefly and each of the chapter is a paragraph. It is recommended to write this summary no more than two pages, put it in front before the abstract written using double-spaced spacing.

#### **f. Abstract**

Abstract is written in English, one paragraph with a distance of single space containing the objectives, methodology and results of the research in one paragraph, accompanied by *keywords* at the end of the abstract page. The number of words in the abstract is 200 words at least and 250 words at most. The maximum number of keywords is 5 words.

The title is placed in the center of the top row of pages, arranged in an inverted cone and written in uppercases, with a distance of single space. The author's name is placed in the center symmetrically with a distance of three spaces from the title.

The word ABSTRACT is written in uppercases, placed in the center of the page symmetrically under the name of the author with a distance of three spaces. Then three spaces below are placed the context of the abstract in one paragraph (see appendix 6).

#### **g. Acknowledgements**

Acknowledgments are written on a new page, typed in uppercases, without an underscore and fullstop, placed in the center of the page on the top row. The contents of Acknowledgments in thesis writing are namely;

- 1) Acknowledgement to God the Almighty for completing the undergraduate thesis by writing the title.
- 2) Acknowledgment to all parties who have directly or indirectly helped. This should be written completely. If it is a name, the name must be a fullname, not a nickname.
- 3) The expectations of the author or the results of the research that are realized in the thesis.
- 4) On the bottom right is written: City, month and year which are written on one line, and underneath is written the word Author, on the right it is given are four spaces below the last line (see appendix 7).

#### **h. Table of Contents**

Title TABLE OF CONTENTS is written on a new page, typed in uppercases without fullstop, is placed in the center of the page on the top row.

The table of contents is arranged in order according to the number of pages that contain statement page, identity page, abstracts, acknowledgements, table list, illustration list, appendices, list of abbreviations and titles of chapter and subchapters, and references and attachments. Information preceding the table of contents does not need to be contained in the table of contents. The writing of the subchapter in the table of contents should be a maximum of the last 5 spaces and may not cut words (see attachment 8).

The word "page" is typed on the right edge, double spaces below the table of contents. The table of contents arrangement is placed two spaces below it. If the table of contents requires more than one page, then continue on the next page. The distance between chapters is double spaced, while between sections of the child is single spaced. Writing of subchapters more than one row is single spaced.

The titles of each chapter are typed in uppercases. The first letter of each word in the chapter title is typed in uppercases, except for prepositions and conjunctions. The writing pattern in the table of contents must be in accordance with the writing in the text.

### **i. Table List**

The table list is typed similar to the typing of the table of contents. The table list is created on a new page and typed in uppercases. Table numbers use Arabic numbers. The distance from the table list title to the first table is four spaces. Two spaces below the table list title, on the left margin, right above the margin the word Table is typed, while the word Page is placed on the right and both are in one row.

The table title in the table list must be the same as the table title in the manuscript. The end of each table title is linked by full stops to the page number of the table in the thesis manuscript. Titles requiring more than one line are single-spaced typed and begin below the fifth letter of the first line of the sentence above and the words cannot be separated. The distance between the two table titles is two spaces (see attachment 9).

### **j. Illustration List**

The illustration list is typed on a new page, and arranged like a table list. There is no distinction between graphics, maps or photos, all numbered in Arabic numerals (see attachment 10).

### **k. Appendices**

Appendices are typed on a new page and arranged like the table list (see attachment 11).

### **l. Abbreviations and Symbol Meanings**

In an undergraduate thesis there are abbreviations or symbols that are often only used in a limited scope. Therefore it is necessary to explain the meaning of the abbreviations or symbols so that the results of the study can be communicated in a wider scope and do not cause understanding bias (see attachment 12).

Example: PGF<sub>2</sub> = Prostaglandin F<sub>2</sub> $\alpha$   
DMSO = Dimethyl Sulfoxide  
 $\sigma$  = Male

## **3.2. Main Parts**

Successively the main parts consist of the following 6 components:

### **CHAPTER 1 INTRODUCTION**

The introduction chapter is the first part of the undergraduate thesis manuscript. The writing CHAPTER 1 INTRODUCTION is written in uppercases, bold and placed in the middle of the page on the top row. This section provides a brief overview to the readers about the background of the study related to the research conducted by previous researchers. This section briefly contains the research problems, the research objectives, the theoretical background and frameworks, hypotheses and the expected benefits of this research for sciences as well as for the development of the state and nation.

#### **1.1 Research Background**

This is general explanation about matters relating to the problem (*problem statements*) that become the object of research in accordance with the flow of research, why the research needs to be done (*problem statements*). There are objects of research, independent and dependent variables, containing reinforcement information (objectives/benefits/etc)

### **1.2 Research Problems**

The research problems contain problems that will be clearly examined and arranged in the form of question sentences. The problem statements are in accordance with the title. There is explanation why the problems have not been resolved yet.

### **1.3 Research Objectives**

In this section, the general and specific objectives to be achieved in the study are presented. Objectives are in accordance with the research problems

### **1.4. Benefits of Research Results**

#### **1.4.1 Theoretical Benefits**

This section clearly states the expected benefits of this researchs, for the sake of sciences. The benefits of the research are relevant to the research objectives.

#### **1.4.2 Practical Benefits**

This section clearly states specific objectives that will utilize the results of this (practical) research.

### **1.5 Theoretical Frameworks**

This part is about the theoretical framework which becomes the matter of consideration or thought to solve the research problems. The used theory can come from literatures or findings in preliminary research.

### **1.6 Hypotheses**

Hypotheses are a scientific proportion based on a conceptual frameworks of research with deduction reasoning. The hypotheses are theoretically temporary answers to the problems dealt with, which can be tested for truth based on empirical facts. Hypotheses are arranged in statement sentences.

## **CHAPTER 2 LITERATURE REVIEW**

The chapter must begin with the title CHAPTER 2 LITERATURE REVIEW written in uppercases, bold and placed in the middle of the page on the top row. This literature review must be compiled according to the development of supporting sciences or which is relevant to the author's research.

Literature review can be considered as a conclusion of reviewed quotation that is and intended to explain attention given to a problem. In it are stated things that are in line or contrary to the opinions used to solve problems in the research.

The citation substances are relevant to the research. There are no quotes from pocket books/practical instructions. There are no quotes from the internet which are not journals. All quotes are in accordance with the references.

All sources used must be mentioned by including the name of the author and the year of publication as written in the references. The procedure for reference writing must be in accordance to the provisions of the used guidelines. It is recommended that the used reference is the latest one that does not exceed 10 years.

## **CHAPTER 3 MATERIALS AND METHODS**

This chapter must begin with the title CHAPTER 3 MATERIALS AND METHODS written in uppercases, bold and placed in the middle of the page on the top row. This chapter describes in details about:

### **3.1 Research Design**

Research design is explained in details about the used design appropriate to the research objectives.

### **3.2 Samples and Sample Population**

This section describes in details what samples are used in the research, how many samples are used to be able to represent the research in accordance with the used research design.

### **3.3 Observed and Measured Variables**

This section describes what will be observed and measured while the results are the data to be analyzed.

### **3.4 Operational Variable Definitions**

This section explains in detail what is meant by the data to be measured, how the data are measured and assessed to limit the scope of the research.

### **3.5 Place and Time of the Research**

The place of research must be explained in details (where the research was conducted, in what laboratory or in what District and Regency if in the field). The time of the research must also be mentioned (from what date, month and year to what date, month and year).

### **3.6 Materials and Equipment of the Research**

What materials and equipment are needed to provide an image of the population or sample being studied. In this section it must clearly be stated the technique or method of sampling and the collection of data to be determined. The specific nature of this section and the origin of the sample to be observed must be explained. The equipment used in the study must be clearly described, if necessary provide pictures and their details, such as O'Housse's scales, so does the origin of chemicals. Example: agar Nutrient (Sigma)

### **3.7 Research Procedures or Research Method**

This section describes in details how to carry out the research in accordance with the desired observation criteria and how to collect the data.

### **3.8 Data Analysis**

This section describes the data processing and statistical analysis model used and its significance level.

## **CHAPTER 4 RESULTS**

This chapter must begin with the title CHAPTER 4 RESULTS written in uppercases, bold and placed in the middle of the page on the top row.

The chapter of the results aims to present the results of the research. In this chapter a summary of data that have been processed must be presented, for example in the form of tables or illustrations. The example presents a table as in Table 1.

Table 1. Mean and standard deviation of serum creatinine levels of guinea pigs after ligation of the bile duct

Treatment	Serum Creatinine Levels (mg/dL) (X±SD)
P0	0,53±0,05 <sup>c</sup>
P1	0,61±0,06 <sup>c</sup>
P2	1,17±0,28 <sup>a</sup>
P3	0,89±0,10 <sup>b</sup>

Different superscripts in the same column showed significant difference ( $p < 0.05$ ).

Statistical analysis is a tool for conducting discussions and drawing conclusions, but statistical calculations do not need to be included in the chapter of the research results, but rather mention significant opportunities.

In presenting data in the form of mean values, it should be stated standard deviation (standard deviation = SD) or standard error (standard error = SE). Because the SD or SE can be used as a measure to find out whether the data presented are valid or not.

The results listed should be the results of observations or observations that are processed descriptively or using statistics depending on the type of research (not crude or raw data). If deemed necessary by the author to include raw data, they should be placed in appendices.

The description of the results of the study is not a description that is discussing or giving reasons for the results, but rather a descriptive submission of what is listed in the table or illustration. Tables or illustrations must be clearly titled which describe the research treatment along with specific explanations and signs used in the illustration, for example superscripts.

## CHAPTER 5 DISCUSSION

This chapter must begin with the title CHAPTER 5 DISCUSSION written in uppercase, bold and placed in the middle of the page on the top row. This chapter contains a discussion of the results of research that are associated with reference to the literature related to the results of the study. It is not allowed to review literature that is not related to the results of the study.

Before deciding on things that need to be included in the discussion, the research hypotheses should be first carefully read. This is because the basics of the discussion is the hypotheses that are being examined. If there are several observations or several hypotheses, they should be discussed successively.

The discussion begins based on all research results, both those that support or reject the hypotheses. Complete discussion can be arranged logically and is usually the thesis part containing most information.

It should be noted that the thesis should contain at least 60% of the results and discussion of the main part of the thesis, while the rest is for the other chapters. Most of the references that support the basis and objectives of the research are needed in sufficient quantities and will appear many times in the discussion chapter (the point is to discuss the problem so that it can answer the problem).

## **CHAPTER 6 CONCLUSIONS AND SUGGESTIONS**

This chapter must begin with the title **CHAPTER 6 CONCLUSIONS AND SUGGESTIONS** written in uppercases, bold and placed in the middle of the page on the top row.

Conclusion is a synthesis of the discussion of results, which at least consists of answers to the research problems, general objectives, specific objectives and hypotheses.

Suggestions are the implications of the results of research on the development of science and practical use. At least give suggestions for further research, as a result of research thought on the limitations of the research conducted.

### **3.3. Ending Parts**

Successively, the ending parts consist of 2 following components:

#### **a. References**

The writing **REFERENCES** is written in uppercases, bold and placed in the middle of the page on the top row. This title does not need to be preceded by the words of the chapter.

Reference writing must pay attention to accuracy and ease for the readers and for those who want to browse the references. There are many systems for reference writing, but what is widely used are two systems of writing bibliography, namely the system of names and years and the number system. Thesis writing guidelines at the Faculty of Veterinary Medicine, Universitas Airlangga only adhere to the system of names and years.

The reference writing begins three spaces below the title **REFERENCES** starting from the left margin, the references used in the manuscripts are typed. The line spacing in one reference is typed single-spaced and between the last row with the following references is typed double-spaced. The second line and so on from each reference starts under the sixth letter of the first row.

The references must contain all the references cited by the author, with the exception of unpublished materials that cannot be obtained from the library. These materials such as brochures, tool manuals, etc., must be explained in footnotes in the text and not be included in the references. Unpublished theses, dissertations or undergraduate theses are exceptions, because they can usually be read in the Library. These must be included in the references and not in the footnotes (see attachment 14). Reference writing should be in alphabetical orders.

#### **b. Appendices**

The appendices are a section that contains additional information or data. In it research methods, raw data from research results, examples of statistical calculations and something which is considered to be able to complete the thesis writing are compiled (attachment 15).

## 4. SCIENTIFIC REPORT WRITING GUIDELINES

### 4.1 General Requirements

- a. Veterinary Media contain scientific writings in the field of Veterinary and Animal Husbandry, in the form of research results, feedback articles (review /mini review) and case reports both in Indonesian and English.
- b. The manuscripts / papers must be original and may not be published in other journals. If accepted for publication in the Veterinary Media, they may not be published in other journals, magazines or media.

### 4.2 Writing Standard

- a. Papers are typed with a double-spaced distance, except Title, Abstract, Title of tables and tables, Illustration title, References, and Appendices are typed according to separate provisions.
- b. The new paragraph starts 3 (three) beats into or (First line 0.3 ").
- c. The standard font for writing is Book Antiqua 11.
- d. Using quarto HVS (8.5x11")- sized paper.
- e. Using Indonesian or English.
- f. Tables/Illustrations/Images must be black and white, very contrast or file scanning (if the papers has been approved for publication).

### 4.3. Methods of Scientific Manuscripts/Papers

- a. The thickness of all papers from the beginning to the ending is a maximum of 12 (twelve) pages.
- b. Topic writing (Title, Author's Name, Abstract, Introduction, Method etc.) does not use uppercases but uses *Title Case* and is placed on the edge (left).
- c. The writing paper system is Title, Author's Name and Identity, Abstract with *Key words*, Introduction, Research Methods, Results and Discussion, Conclusions, Acknowledgments (if any), References and Appendices.
- d. The title must be short, specific, not abbreviated, and informative, written in Indonesian and English.
- e. The author's name is written under the author's title, identity and institution must be clear. They may not be abbreviated and written under the author's name.
- f. Abstract consists of a maximum of 200 (two hundred) words, 1 (single) spaced typed in Indonesian and English.
- g. *Key words* are a maximum of 5 (five) words after the abstract.
- h. Research methods contain the used methods.
- i. References are arranged alphabetically without sequential numbers. Abbreviations of magazines/journals are based on the procedures commonly used by each journal. They are 1 (single)-spaced with *hanging paragraphs* 0.3 " and *before* 3.6 pt. the proportion of references is Scientific Journals/Magazines (60%), and Text Books (40%). Here is an example of reference writing successively of Text Books and Journals.

Roitt, I., J. Brostoff, and D. Male. 2005. Immunology. 6<sup>th</sup>Ed. Black Well Scientific Pub. Oxford.

Staropoli, I., J.M. Clement, M.P. Frenkiel, M. Hofiung and V. Deuble. 2006. Dengue-1 virus envelope glycoprotein gene expressed in recombinant baculovirus elicits virus neutralization antibody in mice and protects them from virus challenge. Am.J. Trop. Med. Hygi; 45: 159-167.

- j . Tables, Image remarks or other explanation in the Appendices are 1 (one)/single-spaced typed with Arial font sized 10.

## **APPENDIX**

**Appendix 1: Cover Page Sample**

**THESIS**

**THE WATER PHASE EFFECTS OF *Justicia gendarussa* Burm.f LEAF  
On MICE TESTES DEVELOPMENT**

**By**

**EMILIANA PUSPITANINGRUM**

**NIM 060130907**

**FACULTY OF VETERINARY MEDICINE**

**UNIVERSITAS AIRLANGGA**

**SURABAYA**

**2018**

**Appendix 2: Title Page Sample**

**THE WATER PHASE EFFECTS OF *Justicia gendarussa* Burm.fLEAF  
on MICE TESTES DEVELOPMENT**

Thesis is as one of the conditions for obtaining a Bachelor Veterinary Medicine  
degree in Faculty of Veterinary Medicine, Universitas Airlangga

by

EMILIANA PUSPITANINGRUM

NIM 060130907

Approved

Advisory Commissions,

(Prof. Dr.Rr. Pantja Madyawati, drh., M.Sc)

Main Advisor

(Ira Sari Yudaniayanti, drh., MP)

Second Advisor

### **Appendix 3: Statement Page Sample**

#### **STATEMENT**

I hereby declare that in the thesis entitled:

**The Water Phase Effects of *Justicia gendarussa* Burm. f Leaf  
on Mice Testes Development**

There are no works that have been proposed to obtain a degree in a college and to the best of my knowledge, there are no works or opinions ever written or published by others, except that in writing referred to in this text and mentioned in the bibliography.

Surabaya, December 10, 2016

Emiliana Puspitaningrum

NIM. 060130907

#### **Appendix 4: Identity Page Sample**

It has been assessed at the Research Result Seminar

Date: December 1, 2016

#### **RESEARCH COMMISSIONS OF RESEARCH RESULTS SEMINAR**

Chairman : Dr. Lilik Maslachah, drh., M.Kes.

Secretary : Dr. Erma Safitri, drh., M.Sc.

Member : M.Gandul Atik Yuliani, drh., M.Kes.

Main Advisor : Prof. Dr.Rr. Pantja Madyawati, drh., M.Sc.

Second Advisor : Ira Sari Yudaniayanti, drh., MP

## Appendix 5: Identity Page Sample

Tested on

Date: January 10, 2016

### THESIS TESTING COMMISSIONS

Chairman : Dr. Lilik Maslachah, drh., M.Kes.

Member : Dr. Erma Safitri, drh., M.Sc.

M.Gandul Atik Yuliani, drh., M.Kes.

Prof. Dr.Pantja Madyawati, drh., M.Sc.

Ira Sari Yudaniayanti, drh., MP

Surabaya, February 24, 2016

Faculty of Veterinary Medicine

Universitas Airlangga

Dean,

Prof. Dr. Pudji Srianto, drh., M.Kes

NIP. 195601051986011001

## **Appendix 6: Abstract Sample**

### **THE WATER PHASE EFFECTS OF *Justicia gendarussa* Burm.f LEAF on MICE TESTES DEVELOPMENT**

Emiliana Puspitaningrum

#### **ABSTRACT**

Milk from eight cows was analyzed for vitamin E by HPLC during the 1<sup>st</sup> month of lactation. Colostrum gave a mean value of 1.9 µg α-tocopherol / ml while the concentration of fresh milk averaged 3 µg α-tocopherol / ml. The d-blood pressure concentrations were observed in very small amounts. When six cows at the end of the 1<sup>st</sup> month of lactation intraperitonally were injected with an emulsion of dl-α-tocopherol acetate (5 g), plasma and milk increased from their original values of 4.5 ug / ml plasma and 3 mg / ml fresh milk to 10.9 µg / ml plasma and 1.6 µg / ml fresh milk, 12 hours later. The result of the intraperitoneal administration of vitamin E to beef cows is an effective way of increasing plasma and milk tocopherol concentration.

**Key words:** vitamin E, beef cows, HPLC

## Appendix 7: Acknowledgment Sample

### Acknowledgment

Praise to Allah for the gift that has been bestowed so I can conduct the research and complete the thesis entitled **The Effect of Ketamine hydrochloride to Plasma Glucose level and Eosinophils Percentage on Dog Blood.**

On this occasion the author would like to give thanks to:

Prof. Dr. Pudji Srianto, drh., M.Kes Dean of the Faculty of Veterinary Medicine, Universitas Airlangga for the opportunity given to attend the education at the Faculty of Veterinary Medicine, Universitas Airlangga.

Prof. Dr. Sri Pantja Madyawati, drh., M.Sc, as my first advisor and Ira Sari Yudaniayanti, drh., MP as my second advisor for their advices and guidance during the thesis completion process

Dr. Lilik Maslachah, drh., M.Kes as the chairman of the examiner, Dr. Erma Safitri, drh., M.Si. as the examiner's secretary and M.Gandul Atik Yuliani, drh., M.Kes. as the member of the examiner

All the teaching staff of the Faculty of Veterinary Medicine, Universitas Airlangga for their scientific insight given during my education at the Faculty of Veterinary Medicine, Universitas Airlangga

All paramedics at the Faculty of Veterinary Medicine Animal Teaching Hospital, Universitas Airlangga, for their technical assistance during the research process

My dear father, mother and brothers who have given everything, pray, encouragement and enthusiasm

Surabaya, February 2016

Author

## Appendix 8:Table of Contents Sample

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### **ABBREVIATIONS AND MEANING OF SYMBOLS**

PGF<sub>2</sub>α = Prostaglandin F<sub>2</sub>α

DMSO = Dimethyl Sulfoxide

♂ = male

## Appendix 13: Summary Sample

### SUMMARY

Oxytetracycline is an antibiotic that is widely used in the treatment of animals. This antibiotic has broad spectrum anti-bacterial action.

About 20 to 50 percent of the tetracycline that is administrated into the body through the mouth is absorbed by the digestive tract. This absorption mostly takes place in the stomach and upper intestine. The absorption of various types of tetracyclines is inhibited by increased acidity and chelating processes in the digestive tract.

The chelating process is the formation of tetracycline complex with other substances such as, calcium, magnesium, barium and iron. In general, these complexes are insoluble in water and difficult to absorb in the digestive tract.

The aim of this study was to determine the effect of intramuscular administration of oxytetracycline on the increasing of calcium levels released through feces. The experimental animals used were 24 Wistar strains (*Rattus norvegicus*) which were divided into three treatments randomly. Treatment I, the mice were injected with distilled water once a day, Treatment II, they were injected with oxytetracycline 20 mg / kg body weight and Treatment III, they were injected with oxytetracycline 20 mg / kg body weight. The injections were carried out once a day for 10 days. Stool sampling is carried out every day after the injection day. This study used a completely randomized design. The data were analyzed using Variance Analysis followed by the Smallest Significant Difference Test.

The results showed an increase in fecal calcium levels in Treatment II and Treatment III was significantly different compared to Treatment I ( $p < 0.01$ ). The

highest increase in calcium levels in stool was obtained in Treatment III. Based on the results of this study, it is recommended to pay attention to the duration of administering oxytetracycline for animal treatment.

## Appendix 1 4 : Bibliography Sample

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## **Appendix 1 5 : Appendices Sample**

### **APPENDICES**

## Appendix 1. Research area topography

Region	Height <sup>1</sup> m / asl	Rainfall <sup>2</sup> mm / year	Area Ha
Driyorejo (Gresik Regency)	10	1970, 00	4976.03
Wonoayu Sidoarjo Regency)	12	1811.60	3266.93
Grati (Pasuruan Regency)	8	1402.80	5783,24
Pacet (Mojokerto Regency)	639	2934.40	4440,55
Senduro (Lumajang Regency)	555	2171, 00	30513.08
Pujon (Malang Regency)	1100	1734.60	14738.35

---

### Description :

<sup>1</sup> asl : Above the sea level

<sup>2</sup> Source : Data from 1981 - 1984 Sub-District level Government

Appendix 2 . Summary of the examination results analysis and protein total serum according to the terrain and the regency in the calf age class with a completely randomized sub-sampling design

Source of variation	Degree of Freedom	Number of squares	Average Number of Squares	F - Count	F - Table 5%
Districts	5	46.98	-	-	-
Errors	1	1,261	1.26	0.11	7.71
Experiment	4	45.72	11.43	-	-
Sampling mistakes	24	8,10	0.34	-	-
Total	29	55.08	-	-	-

Appendix 3. Summary of the examination results analysis of hemoglobin concentrations according to the calcium and phosphorus doses given to the group of dry cattle in a time divided plot design

Source of Variation	Level	total	Average	F	F	
	Freedom	Square	total	Count	Table	
			Square		5%	1%
Main plot	11	84.65	7.69	-	-	-
Treatment	3	44.42	14.81	2.94	4.07	7.59
Random	8	40.23	5.03	-	-	-
Time	9	22.41	2.49	5,12 **	2.01	2.67
Time x Treatment	27	13.14	0.49	0.68	1.62	1.98
Random	72	51.46	0.71	-	-	-
Total	119	171,66	1.44	-	-	-

Description : \*\* Very different ( $p \leq 0.01$ )

**Appendix 1 6 : Title Levels Sample**

**TITLE OR OUTLINE NUMBER LEVELS**

1.1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.1.1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. \_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

1.1.2 \_\_\_\_\_

1.2 \_\_\_\_\_  
\_\_\_\_\_

1.2.1 \_\_\_\_\_  
\_\_\_\_\_

1.2.2 \_\_\_\_\_  
\_\_\_\_\_

a. \_\_\_\_\_  
b. \_\_\_\_\_

2.1 \_\_\_\_\_

2.2

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**Appendix 17 : Examples of Extracts of Scientific Articles and Approval Sheets**

**ESTROUS SYNCHRONIZATION USING PGF<sub>2α</sub> AND PREGNANCY FOLLOWING INSEMINATION OF LOCAL GOAT (*Capra sp.*)**

Aryo Permadi<sup>1)</sup>, Imam Mustofa<sup>2)</sup>, Tita Damayanti<sup>2)</sup> Nusdianto Triakoso<sup>3)</sup>, Wiwik Misaco<sup>3)</sup>

<sup>1)</sup> Students, <sup>2)</sup> Departement of Veterinary Reproduction, <sup>3)</sup> Animal Teaching Hospital, Faculty of Veterinary Medicine, Universitas Airlangga

*ABSTRACT*

This research was conducted to investigate the effectiveness of estrous synchronization using prostaglandin (PG)F<sub>2α</sub> intrauterine compared to intramuscular application determined by estrous rate, onset of estrus and pregnancy rate after insemination. Thirty matured local does were randomly divided into three groups. Does in each group were estrous synchronized using 7,5 mg prostaglandin (PG)F<sub>2α</sub> by intramuscular injection, 1.5 and 2.5 mg PGF<sub>2α</sub> intrauterine, respectively. Artificial insemination was conducted using fresh semen containing approximately 60 billion motile sperm Peranakan Ettawa (PE) goat. The fresh semen was diluted in egg yolk citrate. The result showed that the application of 2.5 mg PG F<sub>2α</sub> intrauterine had significantly shortened the onset of estrus (p<0.05). Meanwhile it had been similar (p>0.05) in estrus rate (80%) and pregnancy rate (100 %) compared to the application of 7.5 mg PGF<sub>2α</sub> intramuscularly. Based on this result, for estrous synchronizing in small ruminant, it is suggested to use 2.5 mg PGF<sub>2α</sub> intrauterine instead of using 7.5 mg PGF<sub>2α</sub> intramuscularly.

Key words: estrous synchronization, doe, intrauterine

Approved to be published with Author ....., Surabaya, 30 February 2016.

Student :

Approve  
Advisor I:

Approve  
Advisor II:

( ..... )  
NIM.  
Approve  
Related Lecturer I:

( ..... )  
NIP.  
Approve  
Related Lecturer II:

( ..... )  
NIP.  
Approve  
Related Lecturer III:

( ..... )  
NIP.

( ..... )  
NIP.

( ..... )  
NIP.

	<b>WORK INSTRUCTION</b> PROPOSAL SUBMISSION AND PROPOSAL FEASIBILITY EXAMINATION	Doc. number: Revision: Date of issue Page
<b>Faculty:</b>	Veterinary Medicine	
<b>Study program:</b>	<b>Veterinary Medicine</b>	

Students along with the Thesis Advisor I and II compile the Thesis Proposals based on the following steps:

1. Student fills out and then submits the Thesis Proposal preparation Form
2. Student composes a thesis proposal containing:
  1. Title
  2. Background of the Study
  3. Problem Statement
  4. Purpose of the Study
  5. Theoretical Framework
  6. Hypothesis
  7. Literature Review
  8. Research Materials and Methods
  9. Bibliography
3. Student submits the research proposal that has been approved by the advisors for a proposal test
4. The proposal exam is conducted by 3 examiners and 2 counselors
5. If the proposal is approved, students may start conducting thesis research

6. Student writes the thesis with the direction from the supervisors.

During the mentoring process the student must always bring an academic guidance report book. The advisor gives initials on the book every time the student has consultation.

The span for thesis writing (including proposal preparation) is 6 months (180 working days) maximum, starting from the date of the thesis proposal plan approval.

If the thesis has not been completed within the period given, the student must propose for a thesis writing extension approved by the advisor to the Vice Dean I. The Vice Dean I will respond, approved or rejected, within 7 working days at the latest, from the date of the application letter received.

The extension of the thesis writing is 3 months (90 days) maximum, and if it has not yet been completed, students will get an evaluation by considering the study deadline.

	<b>WORK INSTRUCTION</b>  <b>RESULTS SEMINAR</b>	Doc. Number:  Revision:  Date of issue  Page
<b>Faculty:</b>	Veterinary Medicine	
<b>Study program:</b>	<b>Veterinary Medicine</b>	

After the research and research results writing are completed, under the approval of the advisors, the student registers for taking a seminar exam to the Academic Head of Division with the following activities:

1. The seminar exam registration can be accomplished after going through administrative procedures as stipulated in the Faculty of Veterinary Medicine, Universitas Airlangga's Thesis Writing Guidelines.
  
2. The seminar exam registration should be completed with the academic guidance report book and research report validated by 5 lecturers.
  
3. The Vice Dean I through the Letter of Assignment determines the Seminar Testing Team in accordance with the proposal examiner. The Examiner Criteria and the process of conducting the seminar exam are set out according to the Academic Guidebook. The testing team consists of 5 examiners including the advisors.

4. The seminar exam files submission to the examiners should be done within no later than seven days before the examination day.

	<b>WORK INSTRUCTION</b> <b>THESIS</b>	Doc. Number: Revision: Date of issue Page
<b>Faculty:</b>	Veterinary Medicine	
<b>Study program:</b>	<b>Veterinary Medicine</b>	

After the seminar exam is completed and the student is declared to have passed and have revised the papers suggested at the result seminar, under the advisors approval, the student registers to take the thesis exam to the Academic Head of Division in the following procedures:

1. The thesis exam registration can be accomplished after going through administrative procedures as stipulated in the Faculty of Veterinary Medicine, Universitas Airlangga's Thesis Writing Guidelines.
2. Thesis registration should be completed with the academic guidance report book and the research report authorized by the advisors as many as 5 copies.
3. The Vice Dean I through the Letter of Assignment determines the Thesis Testing Team in accordance with the examiner proposals and seminars. The Examiner Criteria and the process of conducting the thesis exam are set

out according to the Academic Guidebook. The testing team consists of 5 examiners including the advisors.

4. The thesis exam files submission to examiners should be done within no later than seven days before the examination day.
5. The thesis revision must be in accordance with the list of revision and must receive approval from all thesis examiners. Thesis revision is within no later than 30 working days and or before Judiciary.
6. Thesis that has been revised and has been approved by the advisors and the Dean is submitted to SBAK as many as 3 copies of hard cover and scientific articles along with the *soft copy*. Thesis is submitted before the judiciary is held.

	<b>WORK INSTRUCTION</b> APPOINTMENT OF THESIS ADVISORS	Doc. Number: Revision: Date of issue Page
<b>Faculty:</b>	Veterinary Medicine	
<b>Study program:</b>	<b>Veterinary Medicine</b>	

1. Students in the fifth semester obtain thesis supervisors according to their interests based on a questionnaire circulated at the end of semester IV
2. Vice Dean I appoints the Thesis Seminar Coordinator Team.
3. The Thesis Seminar Coordinator Team sets Advisor I and Advisor II for each semester VI student at the beginning of the semester.
4. The Dean assigns Thesis Advisors.