GUIDELINES FOR WRITING THESIS & DISSERTATIONS

FACULTY OF FISHERIES AND MARINE SCIENCES
UNIVERSITAS DIPONEGORO
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DEAN'S WELCOME

Let us express our gratitude to God Almighty for His blessings, enabling the completion of the 2023 edition of the Thesis and Dissertation Writing Guidelines for the Faculty of Fisheries and Marine Sciences, Diponegoro University.

This 2023 edition of the Thesis and Dissertation Writing Guidelines draws on the guidelines from previous years, with several improvements and adjustments to reflect new regulations. This guideline is expected to be easier to understand and apply for the academic community of the Faculty of Fisheries and Marine Sciences, Diponegoro University. This book serves as a guide for writing scientific papers, particularly Theses and Dissertations, for the academic community of the Faculty of Fisheries and Marine Sciences, in both Indonesian and English.

The Faculty Leadership would like to thank the original manuscript drafting team and the editorial team from 2004 to 2022 for successfully producing this guidebook. We hope it is helpful.

Semarang, August 2023
Dean,

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FOREWORD

We express our gratitude to God Almighty for all His abundant grace and blessings, enabling the completion of this 2023 edition of the Thesis and Dissertation Writing Guidelines.

Based on Regulation of the Minister of Research, Technology, and Higher Education Number 44 of 2015 concerning National Standards for Higher Education and Regulation of the Rector of Diponegoro University Number 5 of 2020 concerning Academic Regulations for Postgraduate Program Education at Diponegoro University, the Master's program has a credit load of 36 (thirty-six) to 42 (forty-two) credits, and the Doctoral program has a credit load of 42 (forty-two) to 50 (fifty).

This Guideline was developed to provide standardized writing guidance for final assignments for Postgraduate students enrolled in the Faculty of Fisheries and Marine Sciences (FPIK), Diponegoro University, Semarang. These Postgraduate Program Writing Guidelines can be used in the preparation of proposals and final reports. These guidelines are effective as of the date of their publication and are in conjunction with the FPIK Academic Regulations for Master's and Doctoral students.
The Program Management would like to express its gratitude to all those who assisted in the preparation of this Guidebook. Finally, we hope this book will be beneficial for all postgraduate students at FPIK Undip.

Semarang, August 2023

Team

LIST OF CONTENTS

LIST OF TABLES

DAFTAR LAMPIRAN

I. INTRODUCTION

I.1. Background

The Faculty of Fisheries and Marine Sciences, Diponegoro University, offers four postgraduate study programs: the Doctoral Program (S3) in Aquatic Resources Management; the Doctoral Program (S3) in Marine Science; the Master's Program (S2) in Aquatic Resources Management; and the Master's Program (S2) in Marine Science.

This Thesis and Dissertation Writing Guidelines aim to cover all aspects of writing, ensuring uniformity for postgraduate students (S2 and S3) in the Faculty of Fisheries and Marine Sciences, Diponegoro University, Semarang. **The proposal format is the same for both coursework and research programs.**

I.2. Purpose

This book is compiled to provide guidance to Masters and Doctoral students and their supervisors or promoters regarding the standard format for writing theses and dissertations which are mandatory provisions to be complied with and apply within the Postgraduate Program, Faculty of Fisheries and Marine Sciences (FPIK), Diponegoro University, Semarang.

I.3. General Provisions for Writing Methods

I.3.1. Media and Writing Limits

The thesis/dissertation manuscript is typed on A4 80 gr white HVS paper with a margin of 3 cm from the left edge and top edge of the paper, and 2.5 cm from the right edge and bottom edge of the paper (see Appendix 1A).

I.3.2. Font Type

The font used for the entire contents of the manuscript must be the same, namely Arial 11, except for the title on the cover (font 15-20) and chapter titles (font 13-14), which are printed in bold.

I.3.3. Language

a. The language used is standard English (international)
b. Each sentence in a paragraph must be written in its entirety, containing a main clause and a subordinate clause, with a subject, predicate, and object.
c. Sentences must be written in the passive voice, using appropriate, clear, formal language. Avoid using colloquial or slang words, as well as pronouns such as "I," "he," "you," "we," or "they" (except when expressing gratitude).
d. Terms used must be Indonesian or Indonesianized. If a foreign term for which there is no Indonesian equivalent must be used, it should be written in italics.

I.3.4. Line and Paragraph Spacing

a. Line spacing in sentences is 1.5 spaces, except for abstracts, direct quotations, table and figure titles that are longer than one line, and bibliographies, which are single-spaced.

b. New paragraphs begin with an indentation of 1 tab (2 cm) from the left margin. Each paragraph consists of a minimum of 2 sentences and a maximum of 5 sentences.

I.3.5. **Chapter and Chapter Title Settings**

a. The word "CHAPTER" does not need to be included. Only use Roman numerals (I-V) in the order of numbering. The chapter title is written below it, double-spaced, typed in bold capital letters in Arial 13 font, arranged symmetrically from the top of the page.
b. A new chapter always begins on a new page, while the last page of a chapter contains at least two lines of text.
c. Subchapters and sub-subchapters are written from the left margin of the typing in a new paragraph with two Arabic numerals indicating the chapter number and its numbering order, separated by a period followed by the title and printed in bold.
d. Subchapter and sub-subchapter titles are printed three spaces below the last line of the chapter and sub-chapter titles. Capitalize each word in the title, except for conjunctions, which are printed in bold and do not end with a period because the title is not a sentence.
e. Sub-sub-subchapter titles are written using only the first letter of the sentence, capitalized, italicized, and do not end with a period.
f. An illustration of the spacing between chapter titles, sub-chapters, sub-sub-chapters and sub-sub-sub-chapters can be seen in Appendix 1A.

I.3.6. **Page Numbering**

a. Page numbering at the beginning (from the inside cover to the glossary) uses lowercase Roman numerals (i, ii, iii, and so on) arranged symmetrically at the bottom center of the paper, 1.5 cm from the bottom edge.
b. Page numbering in the main body uses Arabic numerals (1, 2, 3, 4, and so on).
c. On the first page of a chapter, the page number is arranged symmetrically at the bottom center of the paper, 1.5 cm from the bottom edge. Page numbers are then placed at the top right corner of the page, 1.5 cm from the top edge (see Appendix 1A).
d. On landscape-style pages, the page number is adjusted to match the contents page (see Appendix 1B).
e. An illustration of how to number the front and contents pages can be seen in Appendix 1A.

I.3.7. **Writing Figures and Tables**

a. Figures and tables may be presented in the Literature Review, Methodology, and Results and Discussion chapters; however, they are not typically presented in the Introduction and Conclusion chapters.
b. If the message and meaning conveyed by a figure and a table are the same, then only one should be presented, not both.
c. Each figure and table should be numbered and have a reference sentence before or after it.

I.3.7.1. *Figures*

The term "figure" in this manual includes curves, graphs, diagrams, charts, plans, maps, monograms, and photographs. The terms for writing figures in manuscripts are as follows:

a. Figures presented in the main body of the manuscript are those directly related to the research; if they are less important, they can be presented in an appendix using the attachment identifier (not the figure).
b. Figures must be printed symmetrically in the center of the manuscript page with clear and legible information (letters, numbers, symbols, or other punctuation).
c. Figure titles are written below the figure, beginning with the word "Figure" followed by the figure number and followed by a period. Two spaces after the figure title, type the figure title, single-spaced, using only the first letter of the sentence in capital letters, and ending with a period. If the figure title extends beyond two lines, the second line and subsequent lines should be indented to the left margin of the figure title on the first line.
d. Figure numbers consist of two Arabic numerals separated by a period. The first number indicates the chapter number in which the figure appears, while the second number indicates the figure's sequential number within the chapter.
e. Figures cited from other sources must be identified below the figure title, including the author's name and the year of publication, and listed in the bibliography.
f. Images in the form of curves, graphs, or histograms are presented proportionally, without borders, and without background color.
g. Images in the form of maps must follow cartographic rules (coordinates, scale, cardinal directions, legend, compiler, year of creation) so that they are understandable to the reader. Images other than maps must be adjusted to the paper size for easy reading.
h. Images that require paper larger than the manuscript page are acceptable as long as the paper used is the same type and, when folded once, reaches the manuscript paper size. If an image is reduced in size, the caption must be typed in the same standard size as the rest of the manuscript.
i. Images must contain complete captions so that they can provide a complete explanation when separated from the body paragraph. The format for writing images can be seen in the illustrations in Appendices 2A and 2B.

I.3.7.2. *Table*

Tables are created on manuscript paper, with the table letters and numbers printed (not handwritten). Table columns are arranged so that the table is legible. The rules for writing tables in a thesis/dissertation manuscript are as follows:

a. Tables are placed symmetrically in the center of the page, with borders not exceeding the typing limit and on the same page (they must not be cut off). If the data is large, the data presented can be shortened (complete data can be referred to in the appendix).
b. Tables are placed parallel to the width or length of the paper. In this case, the bottom border of the table should be three spaces above the paragraph or sentence below the table.

c. Tables are formatted with a single solid line (not double or dotted) and horizontally. Vertical lines are not necessary, but ensure that the separation between columns is clearly visible.
d. Table titles are written above the table border, beginning with the word "Table" followed by the number as described above. Table titles are capitalized for each word (except prepositions and conjunctions), single-spaced, and ended without a period. If the table title extends beyond two lines, the second and subsequent lines are indented to the left margin of the table title on the first line.
e. The first line of the table title should be three spaces below the last paragraph or text, while the last line of the table title should be two spaces above the table line.
f. Tables requiring paper larger than the manuscript page are acceptable as long as the paper used, when folded once, fits the manuscript paper size.
g. Tables cited from other sources must be cited with the author and year of publication below the table. If the cited table originates from multiple sources, each set of data from one source is given a superscript, explained in a footnote below the table. The source can also be listed in a dedicated column within the table.
h. The format for writing, numbering, and table titles can be found in Appendix 3.

I.3.8. **Printing and Binding**

a. Thesis/dissertation manuscripts are printed on one page (not double-sided) in black ink (not dot matrix). Figures or tables requiring color may be printed in colored ink.
b. Blank page dividers are provided between chapters using thin blue paper with the Undip logo (final paper only).
c. Thesis/dissertation proposal manuscripts for submission to examinations (Colloquium, Results Seminar, Special Doctoral Eligibility, and Thesis Defense) are bound in a regular A4 70g softcover with a blue cover and black ink.
d. The final thesis/dissertation manuscript must be bound in an A4 80g hardcover with a dark blue cover for even years, a salted egg blue cover for odd years, and gold lettering.

II.
THESIS AND DISSERTATION SECTION

2.1. Initial Section

The initial section consists of:

1) Front cover
2) Title page
3) Declaration of authenticity page
4) Abstract
5) Summary
6) Inside cover
7) Advisor approval page
8) Examiner approval page
9) Foreword
10) Dedication
11) Table of contents
12) List of tables
13) List of figures
14) List of appendices
15) Glossary of terms, abbreviations, and symbols

Each section is printed on a new page, in the middle of the typing page, without sequential numbers, using Arial 11 capital letters in bold and not ending with a period.

2.1.1. Front Cover

The front cover of the thesis/dissertation includes the Diponegoro University logo, title, full name and student ID number of the author, institution and year of completion written in the center with the following provisions:

a. The Diponegoro University logo, 4 cm high and 3 cm wide.
b. Thesis/dissertation title, written in bold, capital letters using Arial 15 font.
c. The words "Thesis/Dissertation Proposal; Thesis/Dissertation" are written in bold, capital letters using Arial 15 font.
d. The words "Compiled by" are followed by the author's full name (without academic degree) and Student ID number, written sequentially below with 1.5 spacing and 1 space using Arial 11 font.
e. The name of the study program, for example, "Master of Aquatic Resources Management/Doctorate in Marine Science" is written in bold, capital letters in Arial 15, "Faculty of Fisheries and Marine Sciences" (Arial 20), "Diponegoro University" (Arial 15), and the year of manuscript preparation (Arial 15) single-spaced.
f. The spine of the cover includes the Undip logo, the year of manuscript completion, the title of the thesis/dissertation, and the author's name and student ID number, written in bold, capital letters in Arial 11.
g. Illustrations for writing a thesis/dissertation front cover and spine can be seen in Appendix 4 A and B.

2.1.2. **Title Page**

The title page contains the same data or information as the cover, which includes the logo, title, author's name, and name of the study program.

2.1.3. **Statement of Authenticity of Scientific Work Page**

This page is the author's honest academic statement that this thesis/dissertation is his/her original scientific work and has never been submitted for an academic degree at any other university. The author also states that all other sources of information used in compiling this thesis/dissertation have been cited in the text and included in the bibliography. The writing requirements are as follows:

a. The words "**DECLARE OF AUTHENTICITY OF SCIENTIFIC WORK**" are written on a new page in Arial 15 font, centered symmetrically in bold capital letters.
b. The text of the statement is written in Arial 11 font, 1.5 spacing, and neatly formatted (justified).
c. The final line includes the place, date, signature, name, and student ID number, placed on the right, with the author's name underlined. The date listed is the date of completion of the thesis/dissertation examination (final exam).
d. The statement of authenticity of the scientific work is signed on a 10,000 rupiah stamp.
e. An example of how to write a statement of authenticity of a scientific work is in Appendix 5.

2.1.4. **Abstract**

An abstract is a summary of a summary and generally consists of one paragraph. Abstracts are typically used in published article manuscripts. The abstract should comprehensively yet concisely explain the most relevant theoretical basis, research objectives, research results, and conclusions or hypotheses. The abstract should be limited to 250-300 words and should contain keywords listed in alphabetical order at the bottom left (Appendix 6).

2.1.5. **Summary**

The summary provides a concise overview and information about the thesis/dissertation, in Indonesian only, with a maximum of 2 pages/1,000 words. It includes the background and objectives, the novelty of the research, the materials and methods, the working methods, data analysis, the results and discussion of each objective, and the conclusion.

Each section on this page should be written in a separate paragraph, indented and single-spaced. An illustrative example of writing a summary can be seen in Appendix 7.

2.1.6. **Inside Cover**

The inside cover is printed specifically for the final thesis/dissertation manuscript. The writing format on the inside cover is almost the same as the outer cover, but without the Undip logo and before the name and student ID number.

The statement above uses capital letters with Arial 14 font, except for the word THESIS/DISERTATION, which uses Arial 12 font. An example of an illustration of writing an inside cover can be seen in Appendix 8.

2.1.7. **Advisor Approval Page**

This page contains the title of the proposal/thesis/dissertation, the name and student ID number, and the approval statement, along with the name and signature of the supervisor, dated in the signature space provided. The requirements for writing the supervisor approval sheet are as follows:

a. The text on this page should be printed in Arial 11 font, 1.5 spacing, and should not end with a period.
b. The title of the thesis/dissertation on this page should begin with a capital letter for each word (except prepositions and conjunctions). If the title extends beyond two lines, the second line and subsequent lines should be indented to the left margin of the thesis/dissertation title on the first line.
c. If there are two members of the supervisory committee, the Promoter's signature should be placed on the left, and the Co-Promoter's signature should be placed on the right, with the name clearly underlined below, and the Head of the Study Program should be identified at the bottom.
d. If there are three members of the supervisory committee, namely one Promoter and two Co-Promoters, the Promoter's signature should be placed in the center, with the first Co-Promoter's signature on the left and the second Co-Promoter's signature on the right, with the name clearly underlined below, and the Head of the Study Program should be identified at the bottom.
e. The final thesis/dissertation manuscript for study program archiving purposes must be signed by the Dean of the Faculty of Fisheries and Marine Sciences, Diponegoro University (FPIK UNDIP) and affixed with a wet stamp.
f. Examples of proposal approval pages can be seen in Appendix 9A (Thesis) and Appendix 9D (Dissertation), and the final report can be seen in Appendix 9B (Thesis) and Appendix 9E (Dissertation).

2.1.8. **Examiner Approval Page**

This page is intended solely for the final report of the thesis/dissertation closed-door final examination. The text and formatting on this page are almost identical to the supervisor's approval sheet, except the supervisor's name is replaced with the examiner's name and signature, listed in the correct order. Illustrations of the examiner's approval page can be found in Appendix 9C (Final Thesis) and Appendix 9F (Final Dissertation).

2.1.9. **Foreword**

This page contains a written statement of gratitude from the master's/doctoral candidate to the supervisory team, examiners, and other individuals who provided guidance, advice, suggestions, and criticism, to those who assisted in the research and preparation of the thesis/dissertation, or to organizations that provided financial assistance, and so on.

There are various ways to write a foreword, but all should use standard sentence structure. Acknowledgments should be kept concise and limited to scientifically relevant content. The foreword should be written on one page. An example of a foreword can be seen in Appendix 10.

2.1.10. **Dedication**

This page is tentative and is printed on the final thesis/dissertation report (study program archive). It contains acknowledgments to those who supported and

participated in the preparation of the thesis/dissertation. This dedication sheet should be a maximum of one page. An example of an illustration of the dedication sheet can be seen in Appendix 11.

2.1.11. **Table of Contents**

This page contains the number and title of the chapter, subchapter, and subsubchapter, as well as the page number where the chapter, subchapter, and subsubchapter title is published, starting from the foreword and ending. The rules for creating a table of contents are as follows:

a. Chapter numbers are written in Roman numerals without a period, while subchapters and sub-subchapters are written in Arabic numerals separated by a period.
b. Chapter titles are written in capital letters.
c. Sub-chapter and sub-sub-chapter titles are written in lowercase letters except for the first letter of each word, which is capitalized.
d. Sub-sub-sub-chapter titles are written in lowercase letters except for the first letter of the title, which is italicized.
e. Spacing between chapters is 1.5 spaces, while spacing between sub-chapters is 1 space.
f. An example of a table of contents page, its layout format, and how to write a table of contents page can be seen in Appendix 12.
g. A table of contents is created using the Heading format in Microsoft Word, using the References > Table of Contents menu to facilitate browsing each section of the thesis/dissertation.

2.1.12. **List of Tables**

This page contains the table number, table title, and page number where the table appears in the thesis/dissertation manuscript. The rules for creating a list of tables are as follows:

a. Tables are numbered using two Arabic numerals separated by a period. The first number indicates the chapter number where the table appears; the second number indicates the table's serial number within the chapter.
b. Table titles are capitalized with each word (except prepositions and conjunctions) and single-spaced. The spacing between table titles is 1.5 spaces.
c. An example of a list of tables page, along with the formatting and writing instructions for a list of tables page, can be seen in the illustration in Appendix 13.

2.1.13. **List of Figures**

This page contains the figure number, figure title, and page number where the figure appears in the thesis/dissertation. The rules for creating a list of figures are as follows:

a. Figure numbers are written in two Arabic numerals separated by a period. The first number indicates the chapter number where the figure appears; the second number indicates the figure's sequential number within the chapter.
b. Figure titles are written in lowercase, except for the first letter of the first word, which is capitalized, single-spaced; and the spacing between figure titles is 1.5 spaces.

c. An example of a list of figures page, along with the format and how to write a list of figures page, can be seen in Appendix 14.

2.1.14. **List of Appendices**

This page contains the appendix number, appendix title, and sub-appendix title, as well as the page number where the appendix title and sub-appendix title appear in the manuscript. The following are the rules for writing the list of appendices:

a. The order of appendices is written in Arabic numerals, while sub-appendices are written in capital letters of the Latin alphabet A, B, C, and so on.
b. The method for writing appendix and sub-appendix titles is the same as the method for writing chapter and sub-chapter titles in the table of contents. The appendix title is written in capital letters for each word (except prepositions and conjunctions, which are lowercase) with single spacing; while the spacing between appendix titles is 1.5 spaces.
c. An example of a list of appendices page can be seen in Appendix 15.

2.1.15. Glossary of terms, abbreviations, and symbols

This page contains abbreviations for terms, units, and symbols for variables/quantities (written in the first column), the full name of the variable and the term, written after the symbol and abbreviation (written in the second column), and the page number where the abbreviated symbol first appears (written in the third column). The rules for creating a list of terms, abbreviations, and symbols are as follows:

a. Abbreviations and symbols in the first column are arranged according to the Latin alphabet, using capital letters, followed by lowercase letters, followed by symbols written in Greek letters, also arranged according to the Greek alphabet.
b. The name of the variable/quantity or abbreviated term in the second column is written in lowercase letters except for the first letter, which is capitalized.
c. An example of a list of terms, abbreviations, and symbols, along with the format and how to write a list of terms, can be found in Appendix 16.

2.2. **Contents Section**

The entire main content of the thesis/dissertation is the sole responsibility of the master's/doctoral candidate and the supervisory team (the Principal Supervisor and Member Supervisors/Promoters and Co-Promoters). The main section is divided into several chapters, beginning with an introduction and ending with a bibliography. There are five chapters in total.

2.2.1. Introduction

The introductory chapter contains the following (presented in sub-chapters):

1) Background of the research
2) Identification and formulation of the research problem
3) Research hypothesis
4) Research objectives
5) Benefits of the research
6) Originality and novelty

2.2.1.1. Research Background

This chapter contains the background in the sense of theory or thinking that is

the basis for the concerns or obsessions of the master's/doctoral candidate to reveal a particular symptom/concept/suspect, so that the urgency of this research needs to be described scientifically and practically.

2.2.1.2. Identification and formulation of research problems

The research problem identification process is described clearly and comprehensively, along with solutions that have been implemented (possibly by other researchers) and those that have not, which motivate or justify the importance of conducting the research. The problem identification and formulation process can be realized in the form of a problem-solving framework.

The problem to be addressed in the thesis/dissertation should be formulated clearly, firmly, and in detail (including approaches and concepts for problem-solving), considering the specificity and generality of the problem within the candidate's field of specialization.

The problem formulation description does not have to be in the form of a question but can be a statement. Characteristics of a researchable problem include:

1) Feasible
2) Scientific, representing a valuable and original contribution to knowledge
3) Ethical in all efforts to address the problem

2.2.1.3. Research hypothesis

A hypothesis is a tentative answer to a previously formulated problem, based on a literature review, that needs to be proven or tested through research using the appropriate methods. A hypothesis can be defined as a generally accepted assumption that explains facts or serves as the basis for research.

Hypotheses should be stated clearly and operationally, in line with the research problem formulation and objectives, and in accordance with statistical (quantitative) or qualitative (descriptive) analysis and the principles of conclusion drawing. In exploratory or qualitative research, hypotheses do not need to be explicitly stated in the proposal or final thesis/dissertation report.

2.2.1.5. Research purposes

Research objectives are derived from the problem formulation and written at two levels: General Objectives and Specific Objectives. General objectives describe in general terms the activities to be undertaken to find answers to the research questions. Specific objectives are specific, measurable elaborations of the general objectives; written in sequences or systematically broken down using several domains according to their level of depth; for example: reviewing, analyzing, explaining, outlining, examining, formulating, discovering, and so on.

2.2.1.6. Benefits of research

This section explains the benefits or contributions of the research and its results to the development of science and technology. The research benefits are divided into two parts. First, it outlines the academic benefits, which are expected to be useful for the development of theories and methods. Second, it outlines the practical benefits, which are expected to be useful in solving development problems and benefit the environment and society.

2.2.1.7. *Originality and novelty*

Originality requires the authenticity of thought, including the problem or its solution, approach, or analysis. Novelty refers to the desired novelty, whether in terms of theory/concept, method, model, product, strategy, and/or policy. This section is intended for doctoral programs only.

2.2.2. **Literature Review**

The literature review contains a description of the state of the art of research and the position achieved by the master's/doctoral candidate. Essentially, a researcher's research findings are not isolated discoveries but rather relate to previous research findings. The largest percentage of literature reviews comes from recent scientific journals.

The literature review is not a "clipping" of previous research findings related to the problem, research area, objectives, research variables, and/or novelties and scientific advances in the field being studied. Instead, it must be elaborated extensively and comprehensively to provide a snapshot of the state of the art of knowledge underlying the master's/doctoral candidate's research, clearly demonstrating their mastery of the underlying science, and their contribution to the body of knowledge in their field. Therefore, the literature review should NOT focus on descriptions of established or proposed methods and/or theoretical foundations.

If deemed necessary, the literature review may include content chapters (according to writing requirements and the conventions of each discipline) and does not have to be presented as separate chapters.

2.2.2.1. *Special provisions regarding literature reviews*

Information sources cited from various literature to describe theories, concepts, findings, symptoms, and signs that generate ideas and provide a basis (basis for consideration) for a doctoral candidate's research must meet the following criteria:

a. Relevant to the research being conducted, meaning they encompass and integrate with the issues outlined in the problem statement and research questions.
b. Original, meaning the articles used as references are original articles in scientific journals and/or textbooks.
c. Current, meaning the various references cited are up-to-date (from the last 5 years).
d. Each literature review is systematically structured and focused on the problem statement, followed by literature on answers or analogies to answers or parts of answers to the proposed problem. The maximum number of pages in the literature review chapter is 10 pages.

2.2.2.2. Citations

Citation is the use of ideas, concepts, theories, formulas, and the like from other sources, either directly or indirectly. All references cited in the thesis/dissertation text MUST be included in the Bibliography to prevent accusations of intellectual property plagiarism. Information sources that may be cited in a thesis/dissertation must be relevant and up-to-date (from the last 5-10 years) and must originate from journals, books, scientific magazines, bulletins, proceedings, theses/dissertations, research reports, or reputable websites. In these guidelines, the citation rules are as follows:

All references from a library should include only the author's last name/family name/surname and the year of publication.

a. Thesis/dissertations are included in the bibliography, even if they are unpublished. They can generally be found in libraries.
b. Unpublished sources not included in the bibliography may be listed in footnotes on the relevant pages. However, it is highly recommended to avoid footnotes and, whenever possible, ensure that they are described/disclosed within the text of the thesis/dissertation.
c. Quotations from publications by an institution/organization are written with the abbreviated name of the institution followed by the year of publication. However, in the bibliography, the abbreviated name of the institution is written followed by the full name in parentheses.
d. If there are more than two authors, a comma is placed after the first author's name, followed by et al. and the year of publication. For example, Kramer, et al. (2005). If the text of the thesis/dissertation contains a reference with et al., all authors, if more than two, must be listed in full in the bibliography.
e. Citations of more than one source must be ordered by year of publication, starting from the oldest to the most recent. If the year is the same, they are arranged alphabetically by the author's surname. If the author's name and year are exactly the same, the year of publication is followed by a superscript letter. If the source citation is placed at the beginning of the sentence, the sources are separated by a comma and the word "and" at the end. However, if the citation is placed at the end of the sentence in parentheses, the sources are separated by a semicolon and without the word "and" at the end.
f. Statements or information obtained from oral discussions or personal communications may be cited with the source (company name, year); however, it may not be included in the bibliography.
g. Formula citations must cite the source by directly writing the author's name followed by the year of publication.
h. Direct citations must be indented, enclosed in quotation marks, single-spaced, and include the page number where the statement is quoted

2.2.3. **Research Materials and Methods**

This chapter describes everything related to the implementation of the research conducted, including research materials, place and time of research, research flow framework, research design, population and sample, research variables, data collection techniques, data processing and analysis as well as details of the research implementation schedule (Appendix 23) and completion of the thesis/dissertation (including completion of national and international journal articles).

2.2.3.1. Research Materials

The research material, which is the object of study, needs to be explained through an operational definition, along with inclusion and exclusion criteria. Furthermore, to support the research, the materials and tools presented in the following subchapters are used. The following is an example of the operationalization of the definition of research material:

a. Water was used to examine the concentration of electrolytes and organic matter used as a seaweed culture medium and was collected from Semarang Bay waters between 4:00 and 6:00 a.m., 12:00 and 2:00 p.m., 4:00 and 6:00 p.m., and 10:00 and 12:00 p.m.;

b. Fish gut contents were used to examine feeding habits and were collected from the esophagus to the anus;
c. Fish blood or shrimp hemolymph was used to examine the osmolarity and osmotic workload of the cultivar and was collected using a 23G syringe from the gills and pericardium, respectively;
d. Plankton was used to measure the diversity and saprophytic index of the waters and was collected from the surface of the Segara Anakan Lagoon in the morning, afternoon, evening, and night;
e. Satellite imagery was used to compile base maps and thematic maps of the coastal area following field observations (ground checks).

Examples of operationalization of research materials:

a. Chemical reagents are used to examine the quality of water samples in the laboratory, including: Osmette reagent, osmotic reagent, and electrolyte reagent.
b. Bacterial growth media are used in microbiological research in the laboratory, including: nutrient agar, nutrient broth, and Zobell agar;

Examples of operationalization of research equipment:

a. Water quality checkers are used to check temperature, salinity, conductivity, pH, and dissolved oxygen content in water.
b. Osmometers are used to measure the osmolarity or osmolality of the body fluids of aquatic organisms.
c. Current meters are used to measure surface currents.
d. Secchi disks are used to determine water clarity.

2.2.3.2. Place and time of research

This section describes the location and time of the research, both at the laboratory and field levels. The research location is the location in the field and/or laboratory/institution where data were obtained (research subjects, materials/samples were taken or examined). The research timeframe should include the duration and month of the study. The arguments or reasons for selecting the location and timeframe should also be stated.

2.2.3.3. *Research flow*

This section presents a research flow framework that includes the sequence of steps that have been, are being, and will be implemented in concise and clear detail, and refers to the research problem formulation, objectives, hypotheses, and novelty. The research flowchart can be displayed in an integrated and synergistic manner with the research roadmap.

2.2.3.4. *Research Design*

The design aims to answer the research question, while minimizing errors by maximizing validity and reliability. The research design chosen depends on the problem formulation, research objectives and hypotheses, and the desired novelty. Research designs can be experimental, non-experimental (observational), or a combination of both.

The research design formulation should focus on solving/answering the problem using an observational and/or experimental approach to verify the hypothesis and realize the novel value. It is also necessary to state the assumptions and arguments behind the chosen research design, along with an explanation of its advantages and limitations.

2.2.3.5. *Population and Samples*

A research population is a collection of individual research subjects (humans, biota, fish, microorganisms, compounds, or systems) with certain characteristics that have an equal chance of being used as a research sample (example).

A research sample is a group of individual subjects in a number that meets the planned statistical analysis principles, represents the selected (representative) research population, meets the inclusion criteria, and is not covered by the exclusion criteria. This section should explain the detailed and logical method for selecting a sample that matches the population characteristics.

Inclusion criteria are general requirements that must be met by research subjects to be included in the research. Inclusiveness requirements include: (a) subject characteristics, (b) geographic or demographic distribution patterns, and (c) time period or season.

Exclusion criteria, also known as rejection criteria, are circumstances that prevent research subjects who meet the inclusion criteria from being included in the research. For example: (a) research subjects do not come from one parent source (the same strain), (b) subjects (humans) refuse to be interviewed (made respondents), (c) there is initial diversity in research subjects that is difficult to handle, (d) there are concomitant variables that cannot be controlled, (e) there are congenital defects in research subjects.

2.2.3.6. *Research variables*

A variable is a quantity (part of a parameter) that varies in value and can be measured using standard instruments. Research variables can be independent variables, dependent variables, concomitant variables, and other variables.

Research variables must be written completely and clearly, referring to the research conceptual framework, including:

a. Variable name/type: primary variable, supporting/assistant variable, independent variable, dependent variable, treatment variable, response variable, control variable;
b. Conceptual definition of variable: This is the limitation imposed on the variable, for example: Dissolved oxygen, which is the dissolved oxygen content in water measured in situ with a DO meter in the morning, afternoon, evening, and night.
c. Operational definition of variable: which explains: (a) the name of the variable, (b) the method or method of measuring the variable, (c) the unit of the variable, (d) the scale or range of the variable's magnitude, (e) the tool or instrument used to measure the variable. Operational definitions of variables are created to facilitate the data collection process, minimize differences in interpretation, and limit the scope of the variable. Variables included in the operational definition should be limited to primary variables and/or key parameters that can be measured operationally using standard equipment.

2.2.3.7. *Data collection methods/techniques*

This section explains the methods and techniques for collecting data, both primary and secondary. The methods and tools used for data collection should be detailed and specific, for example:

a. Secondary data was collected by gathering information from research reports from relevant agencies, literature reviews, or data compilation forms;
b. Data on community perceptions and aspirations was collected through interviews with respondents using a semi-closed questionnaire;
c. Water quality data was collected through direct in-situ measurements in the field using a water quality checker and sample examination at the UNDIP Integrated Laboratory.*Metode/teknik pengolahan dan analisis data*

This section explains how primary and secondary data were processed and analyzed according to the research objectives and hypotheses. Data processing focuses on how the data was processed, grouped, or simplified through tabulation or transformation, either manually or by computer.

If data processing was performed manually, a detailed explanation is necessary; for example, before processing, the data was recorded on a recorder, then transferred into written narrative form or tabulated. If processed using a computer, the program package used should be explained, for example: SAS (statistical analysis system), SPSS, Database, Epi-Info, or other relevant programs.

The data analysis section should explain the type of analysis used, whether qualitative descriptive analysis and/or quantitative inferential analysis. It should be emphasized here whether the data analysis used parametric, non-parametric statistical analysis, analysis of variance, or analysis of covariance. If in the research there are basic assumptions that must be met by statistical tests, it is best to explain the analysis and initial validity tests, including tests for normality and homogeneity of data variance, additivity, validity and reliability.

2.2.3.8. *Research schedule and completion of thesis/dissertation (Specifically for Thesis/Dissertation Proposals)*

The research schedule must be tabulated, containing details of weekly activities during the research period as well as the preparation of the thesis/dissertation and scientific publications (national and international journal articles). The description of activities needs to be written systematically and sequentially according to the objectives to be achieved, starting from preparation (preparation of proposals, colloquiums, preparation of permits, research materials and tools, questionnaires), research implementation, data processing and analysis, preparation of the thesis/dissertation and scientific publications (output/publication objectives), results seminars, feasibility examinations, closed examinations.

2.2.3.9. *Budget Plan (RAB) (Specifically for Thesis and Dissertation Proposals)*

The budget plan is tabulated, containing details of expenditures according to the components incurred, such as honorarium expenses, tools and materials, travel/duty, etc. (attachment 17).

2.2.4. **Research Results and Discussion/Chapter – Chapter**

The number of chapters is adjusted according to needs. These chapters describe all research findings in a complete and detailed manner, sequentially, according to the research objectives. It is recommended that research findings be presented in a separate section in the manuscript.

The findings may include an overview, data analysis, hypothesis testing, experimental observations, or field data and information collection. The discussion of the findings represents the approach and/or interpretation of the research hypothesis

testing. This section should be compared (inferred) with other research findings and integrated with the research findings of others and the theories (concepts) discussed in the Literature Review.

The findings and discussion can be presented in a single, synergistic and integrated section, if the promoter and co-promoter desire.

2.2.5. **Conclusions and Suggestions**

In this section, the research conclusions and suggestions based on the research conclusions are written, in two separate, sequential parts.

2.2.5.1. *Conclusions*

This section contains an elaboration and detailed summary of the conclusions written in the abstract and/or summary. The conclusions should be directly related to the research objectives and concisely summarize important findings that address the research objectives and hypotheses.

2.2.5.2. *Suggestions*

Recommendations are the consequences and follow-up of research conclusions for further research and the practical implications of the work of master's/doctoral candidates. Recommendations should be divided into academic and practical. Academic suggestions focus on their implementation for the development of science and technology, particularly in the development of theories and methods. Practical suggestions focus on their implementation for the government, society, and the environment. Recommendations should be formulated concretely and operationally (not normatively).

2.3. **Final Section**

2.3.1. **References**

The bibliography is not a separate chapter; therefore, it is not numbered. The bibliography is centered on a new page in bold capital letters without a period after the last letter.

The bibliography contains all references cited in the thesis/dissertation, whether in the form of journal articles, books, or published proceedings, typically found in libraries or on websites. The total number of references should be >50, with 75% of these being scientific journals, with a minimum of 20 titles from international journals. The bibliography can be written using a reference manager such as Mendeley, End-Note, or others.

The format for the bibliography uses the Harvard system, with author surnames arranged alphabetically, without sequential numbering. The following are the guidelines for writing:

a. Bibliography should be typed starting from the left margin, with single-spaced lines and 1 cm indentation for the second and subsequent lines, while the spacing between references is double-spaced.
b. The last name/family name is listed first, followed by a comma and the first initial.
c. For more than one author, all authors' names should be listed, then arranged according to the bibliography (only the first author's name is reversed) and the order should be as listed in the thesis/dissertation text.
d. Academic titles, such as Prof., Dr., Drs., and others, should not be listed.

e. References with the same author's name are arranged in order of publication year, with the author's name replaced by an eight-character long line from the left margin in subsequent works, representing the author's name.
f. If the same author's name is found in the bibliography, an underscore of the same length is used instead.
g. If more than one reference with the same author's name is listed, they are listed in order of publication year. However, if the publication year is also the same, the year is followed by a superscript lowercase letter a, b, c, and so on (in the order of their use in the text) without spaces.
h. Avoid using the word "Anonymous" as the author's name; instead, use the name of the government agency, committee, or other organization that published the book or work as the author's corporate name.
i. If the reference is from the internet/website, it is separated in the bibliography and titled "References from Internet Sites" and placed after the last line in the bibliography.
j. For sources with unknown authors, the name of the institution, organization, or editor is listed.
k. An example of the format for a bibliography can be found in Appendix 18.

2.3.2. **Appendices**

Appendices contain additional information that clarifies and supports the content of the paper; for example, detailed materials and explanations, supporting data, questionnaires, analyses or derivations of lengthy mathematical formulas, repeated figures, detailed drawings, supporting data, analyses, testing techniques, and computer code or programs.

Each appendix is identified alphabetically in capital letters with a title placed below its identification. These appendices are written on a new page with the title APPENDIX. The page numbers of the appendices are a continuation of the page numbers in the body of the thesis/dissertation.

2.3.3. **Curriculum Vitae**

The curriculum vitae (CV) is printed on a new page as the final page of the thesis/dissertation, with a maximum of two pages. This page contains the author's personal biographical data, written chronologically, including place and date of birth, level of education, work experience, and awards/scholarly achievements (over the past 5-10 years).

The CV is accompanied by a 2x3 cm color photograph placed in the upper left corner. Because it is not a scientific work, it does not need to be included in the table of contents. An example of how to write a CV can be seen in Appendix 19.

III.

SPECIAL GUIDELINES

3.1. Title

The title should describe the entire scientific work, written with appropriate (accurate) word choice, be engaging, and informative. The number of words in a research title is limited, ensuring it is concise (concise, concise, and clear). Each word in the title has meaning; therefore, if a word is omitted without changing the description or substance of the research, the title is considered incomplete.

The use of words like "Analysis," "Study," or similar words should not be included in the thesis/dissertation title, as the use of such words is already part of the thesis/dissertation development process. The title should reflect the study program.

3.2. Literature Review

3.2.1. Literature Review

A literature review is an expression of a researcher's efforts to answer research theoretically or to support theories, concepts, findings, symptoms, and signs that give rise to ideas and the basis (basis for consideration) for the research being reviewed. The number of cited literature should be more than 50 titles, with the largest portion (75%) coming from journals.

The cited literature must meet the following criteria:

a. Relevant to the research being conducted, meaning it encompasses and integrates with the problems outlined in the problem statements and research questions.
b. Original, meaning it comes from primary sources in scientific journals and/or textbooks.
c. Current, meaning it is the most recent publication within the last 5-10 years (up to date).

Writing research results and various related literature cited in the literature review should not be just "clippings", but must be summarized, described and discussed clearly and systematically to avoid plagiarism. The compilation of the literature review should represent all aspects reflected in the keywords. According to its importance, the organization of the writing is written with deductive or tapered (focused) thinking, from general information in the problem formulation, followed by more specific information about the answer or analogy of the answer or part of the answer to the problem posed.

3.2.2. Citations

Citations in the text of a thesis/dissertation originating from a source (book, scientific magazine, journal, bulletin, proceedings, or website) must be included in the bibliography. References in the text follow the Harvard or author-date system, where only the author's last name/family name/surname and the year of publication are cited parenthetically (in parentheses).

Thesis/dissertations are included in the bibliography because, although unpublished, they can generally be found in libraries. Unpublished sources are not included in the bibliography; they may be listed in footnotes on the relevant pages; however, this is strongly recommended.

The method for citing references in the text is as follows:

a. If the name of a source is written by two authors/writers, connect them with the word "and." If the quote is written by more than three authors, then a comma is placed after the first author's name and the word "et al." (which means "with colleagues").
b. If the quote is a direct statement from the author, it must be indented, typed single-spaced, enclosed in quotation marks (" …… "), and include the page number where the statement is quoted.
c. If an author publishes two books in the same year, the year of the first book cited is listed alphabetically.
d. Citations of more than one source in a single sentence must be ordered by year of publication, from oldest to newest, with each source separated by a semicolon.
e. If there are multiple sources cited in the same year, the authors' names are listed alphabetically.
f. All references referred to and quoted in the thesis/dissertation text MUST be listed completely and correctly in the Bibliography. Several examples of how to cite references from various sources can be seen in Appendix 20.

3.3. **Numerals**

Roman numerals are not commonly used to represent numbers. Arabic numerals, on the other hand, can be easily understood to represent:

a. specific quantities, such as population (9,400 people), height (164 cm), area (200 ha), mass (72.0 kg), temperature (27°C), percentage (87.7%), and so on;
b. page numbers;
c. dates (September 7, 1968);
d. times (11:15);
e. numbers in algebraic calculations and formulas, including fractions.

Numbers in sentences smaller than ten are written with words, for example: seven universities; but if they are larger than ten, they are written with numerals, for example, 12 observation stations.

Indefinite quantities and numbers used to express magnitude are generally written with words, for example, six years ago, fifty years old, two hours from now, three times a day, several hundred meters, and so on.

Decimals are indicated by commas, for example, 15.5 (fifteen and a half). Thousands are indicated by periods, for example, 2,000,000 (two million).

A sentence should not begin with a number. If the beginning of a sentence requires a number or digit, write it out with words; or restructure the sentence so that the number is no longer at the beginning of the sentence.

3.4. **Formula**

Formula writing is written between two brackets placed symmetrically (centered) within the limits of the paper that can be printed. The hierarchy of brackets in this manual is as follows:

[{( )}]

Long formulas are written on two or more lines. Long formulas are truncated at the arithmetic operation symbols, namely the plus sign, parentheses, multiplication

sign (not a period), and division sign (not a slash). These arithmetic operation symbols are preceded and followed by at least one hyphen (a space between two words).

Each formula is numbered, consisting of two digits separated by a period. The first digit, a Roman numeral, indicates the chapter in which the formula is located. The second digit, an Arabic numeral, indicates the formula's ordinal number within the chapter.

3.5. **Symbol**

Variable symbols are used to simplify the writing of variables in formulas and other algebraic expressions. All letters of the Latin and Greek alphabets, both uppercase and lowercase, can be used as variable symbols. As a general rule, choose symbols that are commonly used in your field. Symbols can be letters and/or numbers consisting of one or two letters. Symbols can be placed below (subscript) and/or above (superscript). Some symbols are written in italics.

3.6. **Units and Abbreviations**

The units used in theses/dissertations are the International System of Units (SI). Commonly used abbreviations are written in lowercase letters without a period or symbol.

Units such as % or degrees Celsius are placed directly after the number without a space. If not followed by a number, they are written as "percent." Units as nouns are written in full, as are units at the beginning or within a sentence, or not preceded by a number. For example, water volume is expressed in liters, or area is expressed in hectares.

Unit abbreviations are not italicized. Unit abbreviations can consist of one, two, or up to four Latin letters. Unit abbreviations can be preceded by an initial letter or symbol, such as μ (micro), m (milli), c (centi), d (deci), h (hecto), k (kilo), or M (mega). Units indicating quantity are written after the number with their abbreviations. Examples: 7cm, 10m^2, 15kg, 100g, 5mL, 25ha, 25 g L-1, and so on.

3.7. **Terms**

Abbreviations of terms when used for the first time must be written in full, for example carbon dioxide (CO_2), analysis of variance (ANOVA). Writing the biological name/Latin name of a species (for example, *Penaeus monodon*), if written more than once in the same chapter, then for subsequent writing it is abbreviated as *P. monodon*.

IV.
RESEARCH SERIES REPORT

4.1. Background

The development of technology and the internet has facilitated all forms of human activities in the 21st century. This has implications for the educational process that leads to Outcome-Based Education (OBE). Based on the Regulation of the Minister of Research, Technology, and Higher Education Number 50 of 2018 concerning Amendments to the Regulation of the Minister of Research, Technology, and Higher Education Number 44 of 2015 concerning National Standards for Higher Education and referring to the Circular Letter from the Director General at the Directorate General of Learning and Student Affairs, Ministry of Research, Technology, and Higher Education dated May 31, 2019, Number: B / 323 / B.B1 / SE / 2019 concerning Publication of Scientific Works for Undergraduate Programs, Masters Programs, and Doctoral Programs. In terms of writing a final assignment, graduates of the master's program can compile a thesis or other equivalent form and papers published in accredited scientific journals or accepted for publication in international journals; while graduates of the doctoral program compile a thesis / dissertation and papers that have been published in reputable international journals. In accordance with the OBE mentioned above, which states that the program's output is a published article, this chapter explains how to compile a collection of articles into a final project report. This report is intended **only for students in research or coursework programs who have published more than the required number of publications for both master's and doctoral programs**.

4.2. Writing Format

General provisions for writing refer to sub-chapter 1.3.1. Specific provisions for this series of research reports include the initial section being written in two languages: English and Indonesian. Chapter I can be written in English or bilingual. Chapter 2 and subsequent sections are a collection of published scientific articles and are adapted to the general writing format. An overview of the contents of this report can be seen in Appendix 21.

4.2.1. Beginning (page ii-and so on)

- Executive Summary

The summary should be written as comprehensively as possible of the research conducted. Information should be presented in the passive voice and should include the 5Ws + 1H (What, When, Where, Who, Why, How). The page limit for writing a summary is two pages without keywords.

- Acknowledgements

In this section, students can express their gratitude to their supervisors, examiners, technicians, funders, family, and other individuals and organizations who contributed to the completion of their final project.

- Abbreviations

This list contains specific terms found only in certain disciplines/fields, including the most frequently occurring abbreviations, listed in alphabetical order without page

citations.

4.2.2. Contents Section (page 1-onwards)

- Chapter 1. General Introduction

This section contains the research background, outlined point by point in subchapters. The final section includes gaps in previous research that will be addressed in accordance with the objectives of the thesis/dissertation.

- Chapter 2. Publication Title I

This section contains the first publication. The chapters should be presented as a series of interconnected stories, not as separate pieces of research.

- Chapter 3. Publication Title II
- Chapter 4. Publication Title III
- Chapter 5. General Discussion
- This section discusses the publications that have been published as part of a coherent series of research results.
- Chapter 6. Conclusion
- This section contains conclusions from the overall research conducted.

4.2.3. Appendix/Supplementary Data Section

- Appendix 1. Research data (raw data) in the form of a non-printed file, included in a hard copy with a special link (from the Study Program).
- Appendix 2. Copyright Permissions from the journal publisher.

Contains a copy of the email requesting permission to publish the published content in the doctoral dissertation and the permission granted by the journal publisher.

- Appendix 3. Permission from the research institution/agency/laboratory if using research facilities from institutions/agencies/laboratories outside Undip.
- Appendix 4. Documentation of research activities.

V.
PUBLICATION ASSESSMENT

5.1. Publication Assessment Standards for Masters and Doctoral Degrees

Scientific publication can be defined as an effort to disseminate the thoughts or ideas of an individual or group of individuals in the form of scientific reviews and research reports, both simple and informal. Publishing research reports is an essential part of the research process. Through this activity, various research findings can be made public, enabling the research to provide tangible benefits to society. This assessment is based on the Academic Regulations applicable at Diponegoro University in general and the Faculty of Fisheries and Marine Sciences in particular. Types of publications that can be used as graduation requirements include reputable international journals and accredited national journals. Scientific forum activities such as international and national seminars can be used as supporting activities. A detailed explanation can be seen in Table 1 for the master's program and Table 2 for the doctoral program.

Table 1. Publication Assessment applicable to Master's Programs by Course and by Research

No	Scheme	Publication Type					Grade
		Reputable International Journal	Accredited National Journal (Sinta 2)	Accredited National Journal (Sinta 3-4)	International Seminar (as presenter)	National Seminar (as presenter)	
1	Scheme I	1	(1)		(1)	(1)	A *)
2	Scheme II	1					B *)
3	Scheme III	1					A
4	Scheme IV		1		(1)	(1)	A
5	Scheme V		1				B
6	Scheme VI			1	(1)	(1)	B
7	Scheme VII			1			C

Note: The number indicates the number of publications.
The () symbol indicates that you may choose one.
The *) symbol indicates that you may choose the Master's by Research program.

Table 2. Publication assessment that applies to the Doctoral Program by Course and by Research

No	Scheme	Publication Type				Grade
		Reputable International Journal (Quartile 1-3)	Reputable International Journal (Quartile 4)	Accredited National Journal (Sinta 2)	International Seminar (as presenter)	
1	Scheme I	2		(1)	(1)	A *)
2	Scheme II		3	(1)	(1)	A *)
3	Scheme III		2	1		A
4	Scheme IV		2	1		B *)
5	Scheme V		1	(1)	(1)	B

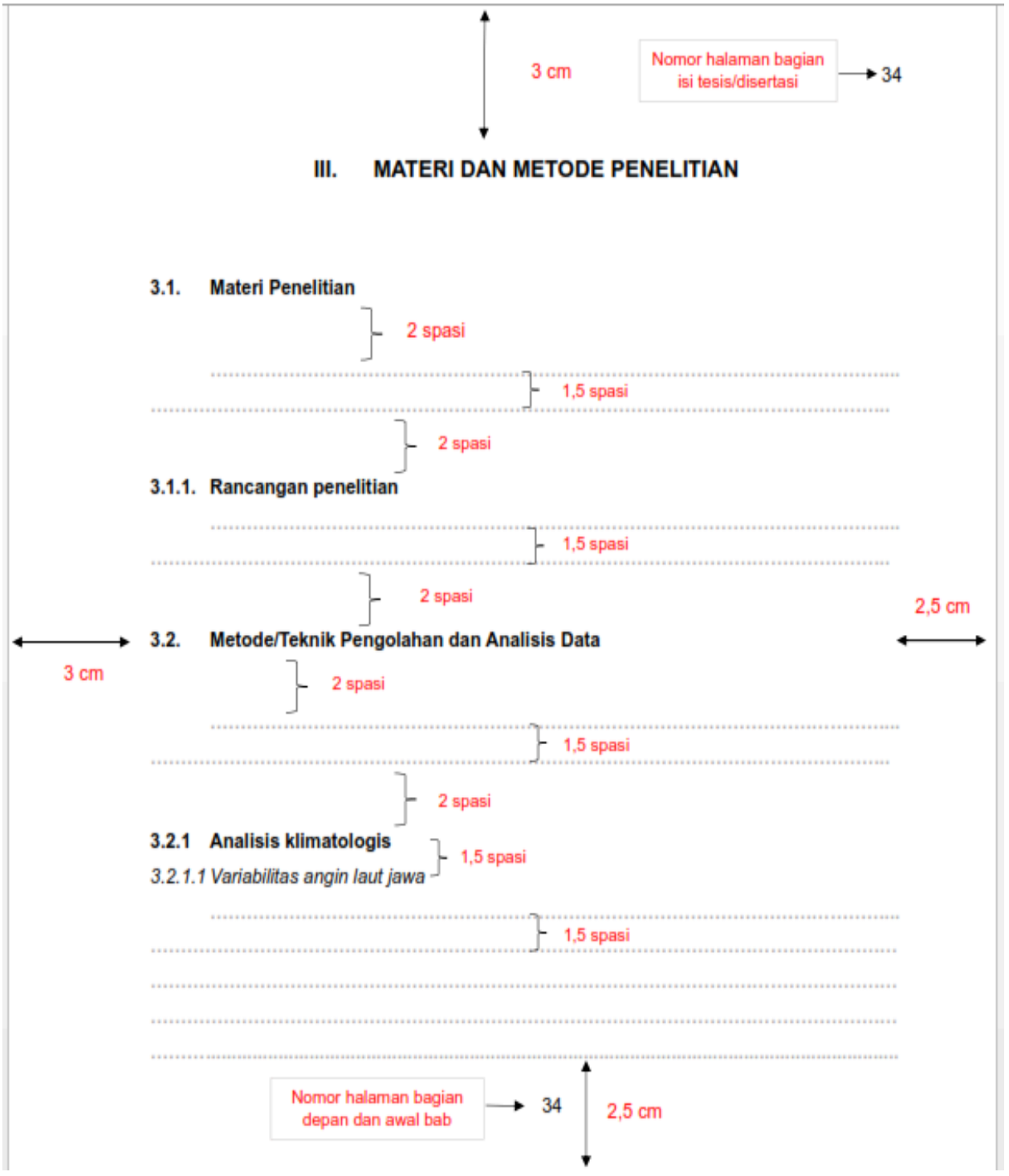
Note: The number indicates the number of publications.
The () symbol indicates that you can choose one.
The * symbol indicates that you can choose the Doctoral By Research program.

ATTACHMENT

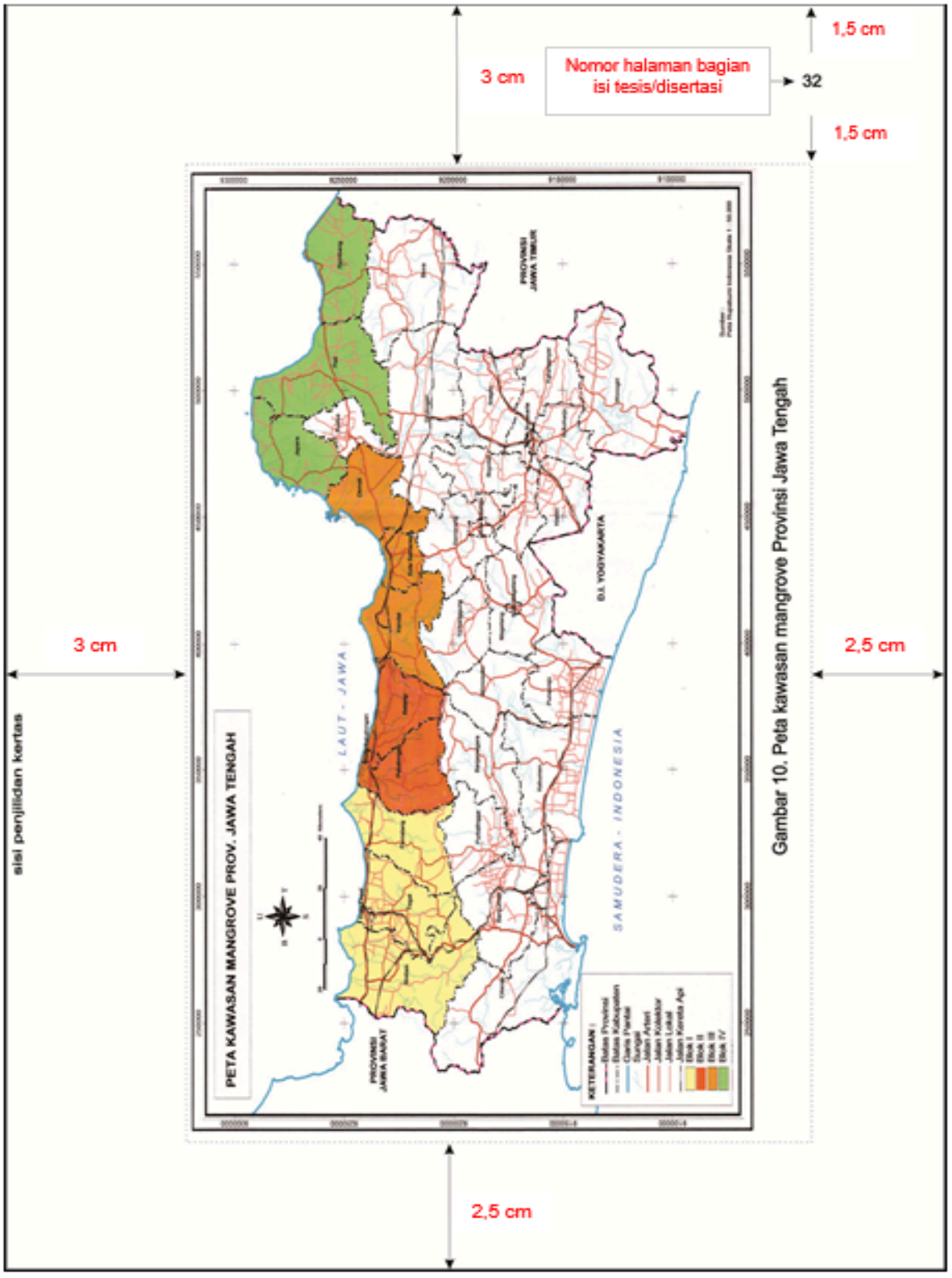
Attachments in General

Appendix 1. Writing Format and Writing Media

A. Paper Margins, Page Numbering, and Spacing Between Chapter and Subchapter Titles



B. Page Numbering with Landscape Settings



Appendix 2A. Example of Writing an Image/Scheme/Flow Chart

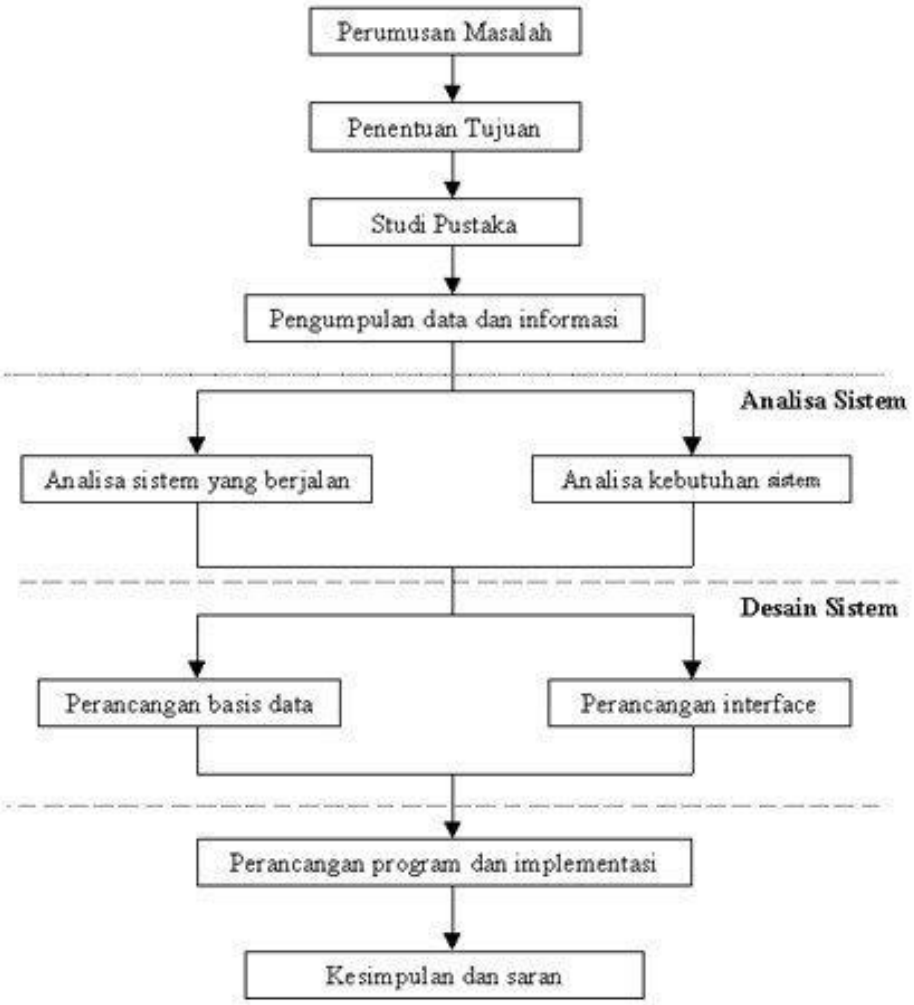
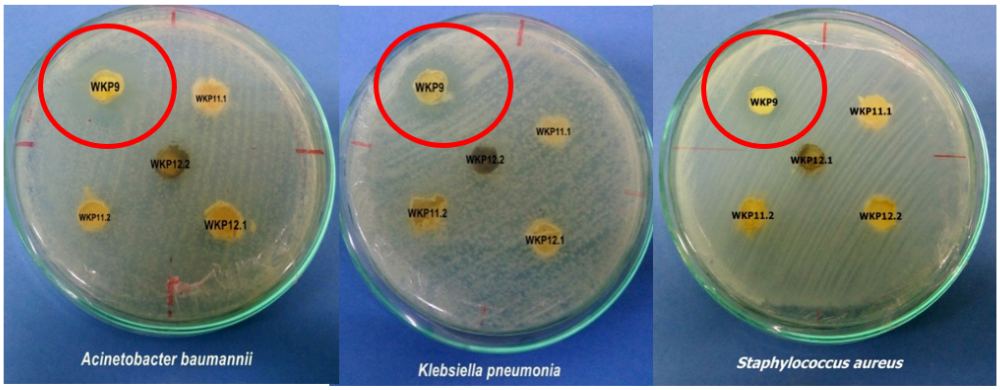
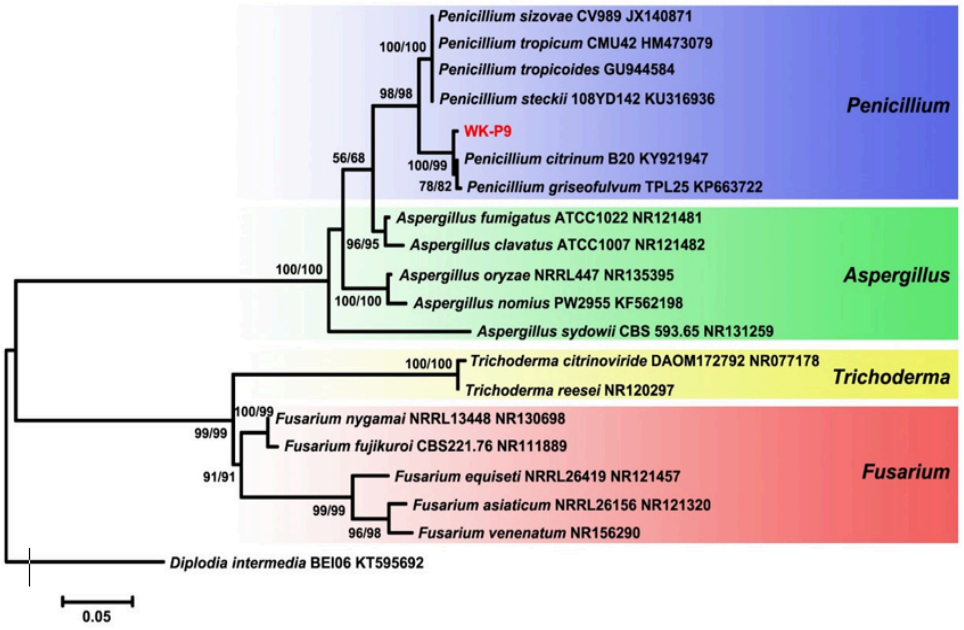


Figure 3.1. General scheme for seaweed commodity development in Wakatobi

Appendix 2B. Example of Complete Image Writing



Gambar 4.6. Uji pendahuluan aktivitas antibakteri terhadap MDR- *A. baumannii*, *K. pneumonia* dan *S. aureus* dari jamur simbion *marine sponge* asal perairan Taman Nasional Wakatobi dengan menggunakan metode *agar plug diffusion* ditunjukkan oleh lingkaran merah.



Gambar 4.8. Pohon filogeni yang dikonstruksi dengan metode *Maximum Likelihood* yang di-*overlay* dengan metode *Neighbor-joining* dengan nilai bootstrap 1000. Jamur simbion *marine sponge* ditunjukkan dengan huruf merah. *Diplodia intermedia* digunakan sebagai *outgroup*.

Appendix 3. Numbering and Writing Table Titles

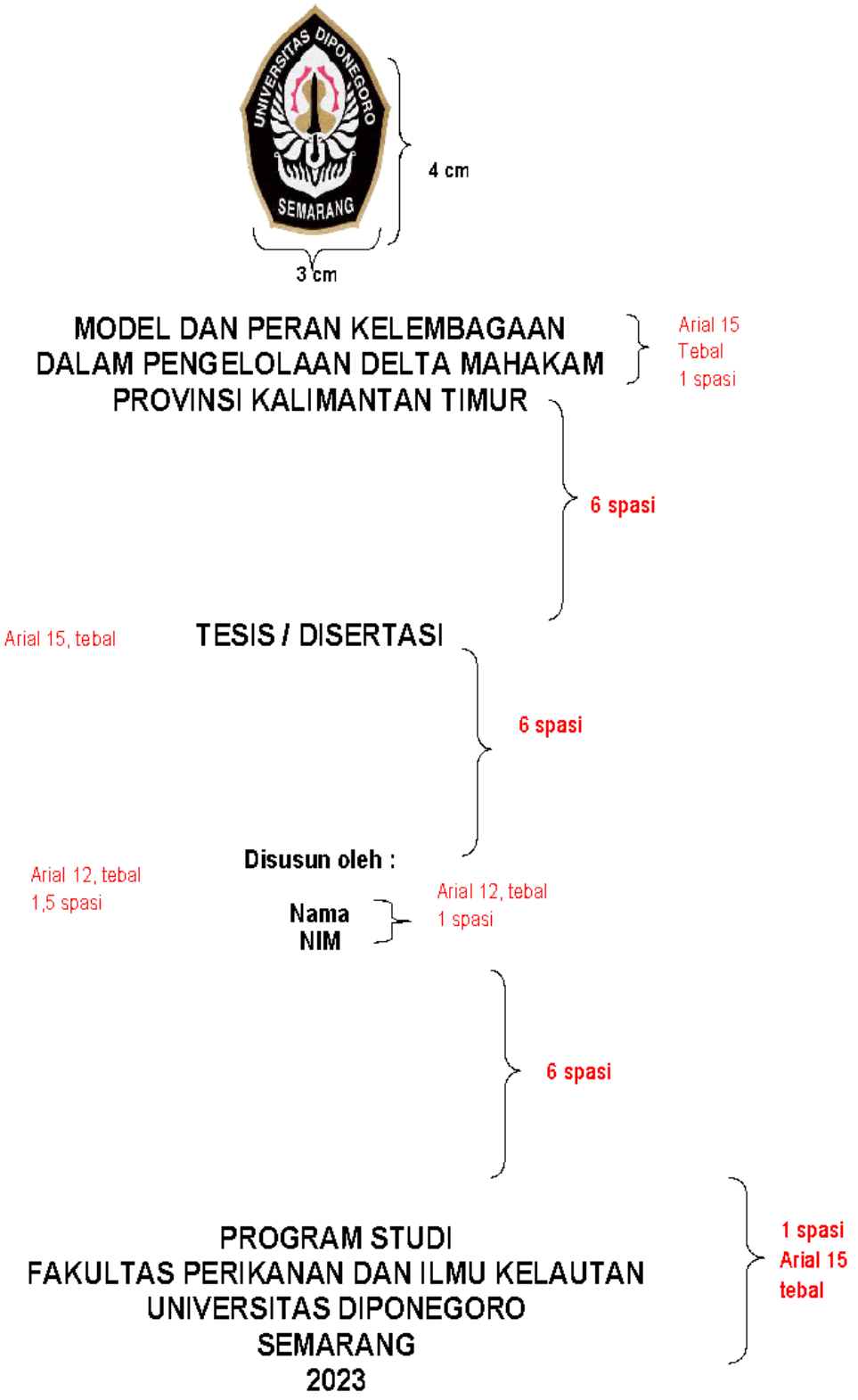
Table 1. Matrix of Location, Area, Geographical Position and Natural Resource Potential in the Core Zone of Karimunjawa National Park

No	Nama	Luas (ha)	Lokasi	Potensi
1.	Karang Besi	1137,318	Perairan sekitar karang besi	Kekayaan jenis ikan karang, biomassa ikan karang, kelimpahan Bintang Laut
2.	Pulau Kumbang	115,851	Perairan sekitar pulau Kumbang	Lokasi pemijahan ikan, Memiliki kekayaan jenis ikan karang, kelimpahan dan biomassa ikan karang
3.	Gosong Kumbang	136,858	Perairan Gosong Kumbang	Rekrutmen karang
4.	Taka Menyawakan	126,727	Perairan Taka Menyawakan	Lokasi pemijahan ikan, Kelimpahan dan kekayaan jenis ikan karang tinggi, biomassa ikan target tinggi, rekruitmen karang tinggi, kelimpahan Kima tinggi
5.	Taka Malang	86,130	Perairan Taka Malang	Lokasi pemijahan ikan, Keterwakilan ekosistem, penutupan karang tinggi, kelimpahan ikan karang tinggi
6.	Pulau Burung	62,326		Tempat pemijahan ikan , Biomassa ikan karang, tempat peneluran penyu
7.	Tanjung Bomang	103,164	Perairan sekitar Tanjung Bomang, sebelah Timur Karimunjawa	Kekayaan jenis ikan karang dan karang, rekrutmen karang
8.	Pulau Menjangan Kecil	102,171	Perairan sebelah selatan Pulau Menjangan Kecil	Biomassa ikan, rekrutmen karang, tempat peneluran Penyu

Sumber : BTNKJ (2010)

Appendix 4. Format for writing covers

A. Front Cover



B. Side Cover

TESIS/DISERTASI
Arial 12

MODEL DAN PERAN KELEMBAGAAN DALAM PENGELOLAAN DELTA MAHAKAM PROVINSI KALIMANTAN TIMUR

Arial 12

NAMA

NIM

Arial 12

Appendix 5. Example of Writing a Statement of Authenticity of Scientific Work (since the results seminar)

STATEMENT OF AUTHENTICITY OF SCIENTIFIC WORK

Saya menyatakan dengan sesungguhnya bahwa Tesis/disertasi dengan judul "..... …… …… ……" disusun dengan arahan promotor dan ko-promotor sebagai salah satu syarat untuk memperoleh gelar Magister/Doktor pada Program Magister/Doktor Manajemen Sumber Daya Perairan atau Ilmu Kelautan, Fakultas Perikanan dan Ilmu Kelautan, Universitas Diponegoro.

Tesis/disertasi ini merupakan hasil karya saya sendiri, bukan merupakan tiruan atau duplikasi dari tesis/disertasi ataupun karya ilmiah yang sudah dipublikasikan dan/atau pernah dipakai untuk mendapatkan gelar kesarjanaan di lingkungan Perguruan Tinggi atau Instansi manapun.

Sumber informasi pada bagian-bagian tertentu dalam penulisan Tesis/disertasi yang saya kutip dari hasil karya orang lain, telah disebutkan secara jelas sesuai dengan norma, kaídah dan etika penulisan ilmiah.

Apabila dikemudian hari ditemukan seluruh atau sebagian dari Tesis/Disertasi ini bukan hasil karya saya sendiri atau adanya plagiat dalam bagian-bagian tertentu, maka saya bersedia menerima sanksi pencabutan gelar akademik yang saya sandang dan sanksi-sanksi lainnya sesuai peraturan perundangan yang berlaku.

Semarang, Agustus 2023

Ttd(di atas materai Rp 10.000,-)

Nama Mahasiswa

NIM

Appendix 6. Example of Abstract Writing (from seminar results to final exam)

ABSTRACT

Student name. 260101..... . Fishing induced groupers stock dynamics in Karimunjawa National Park, Indonesia **(promotor name** and **co-promotor name**)

As a result of high levels of exploitation, in many regions of the world grouper (*Epinephelidae*) populations are at risk and/or declining steadily, such as in Indonesia. The aim of this study was to determine grouper stock sizes in Karimunjawa National Park, Indonesia. If the establishment of the park with no-take zones was effective in protecting grouper populations, the biomass of the grouper populations in this park should have increased or at least have been maintained between 2005 and 2012, the period under study. We found that grouper mean abundance declined between 2005 and 2012, with a fluctuating mean biomass, but that the mean biomass increased from 2009 to 2012. A significant difference was found in the abundance and biomass of groupers between the different core zones, but no significant difference was observed for three observed species between these zones. Three fishing gear types are used by fishermen to catch groupers, with speargun fisheries being the most effective. In 2011, the speargun effort was decreased, based on self-regulation by fishermen; this resulted in a change in the groupers' target size and impacted recruitment success, with an increase in the stock size and biomass of groupers in 2012. Based on our analysis, we conclude that the establishment of marine protected areas alone, as exemplified by the establishment of three core zones in Karimunjawa National Park, is not sufficient on its own to protect natural populations of groupers, and that fishing-gear regulation and community support are also required

Key Words : Groupers, abundance, biomass, MPA, fishing gear, Karimunjawa National Park

Appendix 7. Example Summary (since thesis/dissertation proposal)

SUMMARY

Nama mahasiswa. NIM….... Model Strategi Pelestarian Kawasan Hutan Mangrove Pantai Utara di Provinsi Jawa Tengah Berbasis Masyarakat **(Nama Promotor dan Nama Ko-promotor)**

Interpretasi peta topografi tahun 1963 dan penafsiran peta citra satelit periode tahun 1994 sampai dengan 2003 menunjukkan bahwa kawasan hutan mangrove pantai utara Provinsi Jawa Tengah saat ini dalam kondisi rusak berat dan rusak sedang sebesar 96,95 %. Penyebab kerusakan antara lain adalah alih fungsi lahan untuk industri, pemukiman, pariwisata, usaha tambak intensif dan penebangan liar. Terkait dengan kerusakan tersebut diperlukan proses pelestarian kawasan hutan mangrove dan upaya-upaya merehabilitasi mangrove untuk itu diperlukan upaya pelestarian pada tanaman mangrove.

Pengambilan serta pengumpulan data dilakukan dengan serangkaian penelitian secara bertahap di wilayah Pantai Utara (Pantura) Jawa, Provinsi Jawa Tengah dengan melibatkan beberapa pihak yang terkait dalam bidang sosial-ekonomi, karateristik mangrove sebagai sumberdaya hutan dan kesejahteraan masyarakat. Adapun dari data responden yang telah diambil menunjukkan bahwa jenis kelamin laki-laki memiliki prosentase lebih tinggi dibandingkan dengan jenis kelamin perempuan dan mayoritas seluruh responden adalah beragama Islam. Sebagian besar responden memiliki beban tanggungan > 3 orang (anggota keluarga dan saudara) yang berpengaruh pada kesejahteraan pada kesejahteraan masyarakat. Usia tertinggi 37 – 42 tahun sebesar 28%, peringkat kedua usia 43 – 48 tahun sebesar 23,9% dan peringkat tiga usia 31 – 36 tahun sebesar 23,4%.

Hasil penelitian menunjukkan bahwa secara umum teknis pengelolaan sumberdaya alam hutan mangrove, sumberdaya manusia, sosial ekonomi, kegiatan pariwisata dan teknis budidaya mangrove memberikan pengaruh yang nyata terhadap kelestarian kawasan hutan mangrove di pantai utara Provinsi Jawa Tengah. Sedangkan hukum dan kelembagaan kurang berpengaruh nyata terhadap kelestarian kawasan hutan mangrove di pantai utara Provinsi Jawa Tengah.

Strategi rehabilitasi untuk mencapai kelestarian sumberdaya hutan mangrove secara profesional berbasis masyarakat di pantai utara Provinsi Jawa Tengah yang direkomendasikan adalah perbaikan sosial ekonomi masyarakat dan pelibatan secara aktif masyarakat serta pihak-pihak yang berkepentingan lainnya.

Appendix 8. Example of Inner Cover Writing (specifically for the final exam)

MODEL KEBIJAKAN DAN PERAN KELEMBAGAAN DALAM PENGELOLAAN DELTA MAHAKAM PROVINSI KALIMANTAN TIMUR

1 space
Arial Font
15
Bold

1 spasi
Arial Font 14,
Bold

TESIS/DISERTASI

Diajukan untuk Memenuhi Persyaratan
Guna Mencapai Derajat Magister (S2) / Doktor (S3)
Program Studi Manajemen Sumber Daya Perairan / Ilmu Kelautan

1 spasi
Arial Font
12
Bold

Disusun oleh :

Nama
NIM

1 spasi
Arial Font 12
bold

FAKULTAS PERIKANAN DAN ILMU KELAUTAN
UNIVERSITAS DIPONEGORO
SEMARANG
2023

1 spasi
Arial font 15
bold

Appendix 9. Example of Confirmation Page
A. Example of a Research Proposal Approval Sheet (specifically for Thesis)

APPROVAL PAGE

Thesis Title : Salt Farmers' Response to Geoisolator Technology for People's Salt Production in Kedung District, Jepara Regency
Student Name : ……..
Student ID Number : ……..
Department/Study Program: ……

Suppervisor I	Suppervisor II
Name	Name
NIP. ……	NIP. …….

Mengetahui :

Head of Master's/Doctoral Program
Name of Study Program

Nama
NIP. ……..

B. Example of Supervisor Approval Sheet (specifically for final Thesis report)

APPROVAL PAGE

Thesis Title : Salt Farmers' Response to Geoisolator Technology for People's Salt Production in Kedung District, Jepara Regency
Student Name : ……..
Student ID Number : ……..
Department/Study Program: ……

This thesis has been examined before the Examination Team on the date:
…….

Suppervisor I	Suppervisor II
……...	……...
NIP. ……	NIP. ……
Dean Faculty of Fisheries and Marine Sciences	Head of Master's/Doctoral Program Name of Study Program
……...	……...
NIP. ……	NIP. ……

C. Example of Approval Sheet from Study Program Manager and Examiner (specifically for final Thesis report)

APPROVAL PAGE

Thesis Title : Salt Farmers' Response to Geoisolator Technology for People's Salt Production in Kedung District, Jepara Regency
Student Name : ……..
Student ID Number : ……..
Department/Study Program: ……

This thesis has been examined before the Examination Team on the date:
…….

1. Examiner
(Head of the Examination Team/Supervisor I)

……
NIP.....

2. Examiner
(Secretary of the Examining Team/Supervisor II)

……
NIP.....

3. Examiner
(Testing Team Member/Examiner I)

……
NIP.....

4. Examiner
(Testing Team Member/Examiner II)

……
NIP.....

Head of Master's/Doctoral Program ……

……..
NIP.....

D. Supervisor Approval (for special dissertation proposals)

APPROVAL PAGE

Dissertation title : Ecosystem-Based Integrated Management Model for Lola Snail Resources (Trochus niloticus, Linn) on the Coast of Saparua Island, Saparua District, Central Maluku Regency, Maluku Province

Name : Aaaaa Bbbbb

Student ID Number : ……..

Menyetujui :

Promoter

Name
NIP. ……..

Co-Promoter I

Name
NIP. ……

Co-Promoter II

Name
NIP. ……

Mengetahui :

Head of Master's/Doctoral Program
Name of Study Program

Name
NIP. ……..

E. Supervisor Approval Page (specifically for the final dissertation report, special paper is provided by the Study Program)

APPROVAL PAGE

Dissertation title : Ecosystem-Based Integrated Management Model for Lola Snail Resources (Trochus niloticus, Linn) on the Coast of Saparua Island, Saparua District, Central Maluku Regency, Maluku Province

Name : ……..

Student ID Number : ……..

Exam Date : ……..

Menyetujui :

Promoter

Name
NIP. ……..

Co-Promoter I

Name
NIP. ……

Co-Promoter II

Name
NIP. ……

Mengetahui :

Dean
Faculty of Fisheries and Marine Sciences

Head of Master's/Doctoral
Name of Study Program

Name _____	Name _____
NIP. ……	NIP. ……

F. Pengesahan Penguji (khusus untuk laporan akhir disertasi disediakan kertas khusus dari Program Studi)

APPROVAL PAGE

Dissertation title : Ecosystem-Based Integrated Management Model for Lola Snail Resources (Trochus niloticus, Linn) on the Coast of Saparua Island, Saparua District, Central Maluku Regency, Maluku Province

Name : ……..

Student ID Number : ……..

Exam Date : ……..

Menyetujui :

Examiner I/ Chair of the Session	**Examiner II/ External Examiner**
Name NIP. ……	Name NIP. ……
Examiner III/ Internal Examiner	**Examiner IV/ Co-Promoter II**
Name NIP. ……	Name NIP. ……
Examiner V/ Co-Promoter I	**Examiner IV/ Promoter**
Name NIP. ……	Name NIP. ……

Appendix 10. Example of Foreword

FOREWORD

We express our praise and gratitude to God Almighty for His grace and blessings, enabling the successful completion of this thesis/dissertation. This thesis/dissertation is the result of our research, supported by our supervisor/promoter, co-promoter, and all other relevant parties.

The author extends his sincere appreciation and gratitude to:

1. The names of the supervisors/promoters and co-promoters who provided insights, guidance, and motivation during the preparation of this thesis/dissertation;
2. The names of the examiners who provided input for the improvement of this thesis/dissertation;
3. The names of the heads of the Diponegoro University (Undip) master's/doctoral programs who provided support during the study;
4. The names of the field officers and analysts who assisted in the implementation of the research;
5. The names of the funding institutions;
6. Family and friends who have provided unwavering support through prayers and encouragement to this day.

The author acknowledges that there are still many shortcomings in the preparation of this thesis/dissertation. However, he hopes that this thesis/dissertation will be beneficial to all parties in need, especially for the advancement of science.

Semarang, Agustus 2023

Student name

Appendix 11. Example of a Dedication Sheet

DEDICATION

With all praise and gratitude to God Almighty and the support and prayers of my loved ones, I have finally completed this thesis/dissertation successfully and on time. Therefore, with pride and joy, I express my gratitude and thanks to:

1. God Almighty, because only by His permission and grace can this thesis/dissertation be written and completed on time. I extend my infinite gratitude to God, the Lord of the universe, who blesses and answers all prayers.
2. My beloved parents, Father and Mother, who have provided moral and material support and endless prayers for my success. There are no words as beautiful as the sound of prayer, and no prayer more fervent than the prayers of parents. Words of thanks alone will never be enough to repay your kindness, so please accept my devotion and love for you, Father and Mother.
3. To my supervisors, examiners, and instructors, who have sincerely and wholeheartedly devoted their time to guiding and directing me, providing invaluable guidance and lessons, enabling me to become a better person. Thank you very much, lecturers. Your services will always be etched in my heart.
4. My siblings (brothers and sisters), who have always provided support, encouragement, smiles, and prayers for my success. Your love has fueled my burning passion. Thank you and I love you all.
5. My dearest friends, without your encouragement, support, and help, I would not have reached this point. Thank you for the laughter, tears, and struggles we have shared, and thank you for the sweet memories you have created.

Appendix 12. Example of a Table of Contents Page

TABLE OF CONTENTS

page

Appendix 13. Example of List of Table

LIST OF TABLE

Appendix 14. Example of List of Figure

LIST OF FIGURE

Appendix 15. Example of List of Attachments

LIST OF ATTACHMENTS

Appendix 16. Example of a List of Terms, Abbreviations and Symbols (only intended for the final Dissertation report)

LIST OF TERMS, ABBREVIATIONS AND SYMBOLS

Senarai		Pemakaian pertama kali pada halaman
DKP	Departemen Kelautan dan Perikanan	1
HPLC	*High Performance Liquid Chromatography*	11
IUCN	*International Union for Conservation of Nature*	5
N.M.R.	*Nuclear Magnetic Resonance*	10
PCR	*Polymerase Chain Reaction*	13
TNC	*The Nature Conservation*	9

LAMBANG

A	Konstanta pada hubungan tegangan kecepatan	17
a_1	Fungsi reaksi variabel dalam	20
a_{ij}	Koefisien persamaan diferensial dari persamaan dasar	23
	perambatan gelombang	24
b	Vektor Burger	15
b	Gaya badan spesifik	26
c_0	Kecepatan rambat elastik	31
.		
.		
α_1	Variabel internal pertama	
α_2	Variabel internal kedua	35
δ	Koefisien Viskositas	28
.	Eksponen karakteristik bahan	48
.		53

dan seterusnya..

Appendix 17. Example of Cost Budget Plan (RAB)

Cost Budget Plan

Made for 1-3 years in table form as below:

No	Type of Expenditure	Proposed Fees		
		Year I	Year II	Year III
1	Service Expenses			
2	Consumables and equipment (minimum)			
3	Travel (describe where and for what purpose)			
4	Other (Publications, reports, seminars, etc.)			
Total				

Note: there is no researcher honorarium component

Tabel RIncian Biaya Tahun Pengajuan

A. Belanja Jasa

No	Nama	Volume	Biaya Satuan (Rp/Vol)	Biaya (Rp)		
				Undip	Mitra	Sumber Lain
1						
dst						
Total						

B. Bahan Habis Pakai dan Peralatan

No	Nama Bahan	Volume	Biaya Satuan (Rp/Vol)	Biaya (Rp)		
				Undip	Mitra	Sumber Lain
1						
dst						
Total						

C. Perjalanan dan Akomodasi

No	Tujuan	Volume	Biaya Satuan (Rp/Vol)	Biaya (Rp)		
				Undip	Mitra	Sumber Lain
1						
dst						
Total						

D. Publikasi/Seminar

No	Nama Jurnal/Seminar	Volume	Biaya Satuan (Rp/Vol)	Biaya (Rp)		
				Undip	Mitra	Sumber Lain
1						
dst						
Total						
Total (A+B+C+D)						

Appendix 18. Example of References

REFERENCES

Anggoro, S. 2000.Pola Regulasi Osmotik dan Kerja Enzim Na-K-ATPase Udang Windu (*Penaeus monodon*) pada Berbagai Fase Molting. Aquaculture Indonesia I(2): 15-21.

Anggoro, S. S.B. Payitno., P.W. Purnomo., J. Sumarwan dan A. Setiarto. 1997. Studi Ekofisiologi dan Implementasinya untuk Perbaikan Manajemen Bioteknis Budidaya Udang Windu *(Penaeus monodon).* Laporan Penelitian. Universitas Dipoengoro, Semarang. 66 halm.

Arifin, Z. 2001. Heavy Metal Pollution in Sediment of Coastal Waters of Indonesia. *Dalam*: Proceeding 5th IOC/WESTPAC International Scientific Symposium : 27-31 August 2001, Seoul, South Korea.

Clark, R.J and R. B. Jones. 2012. Coastal Ecosystem Management. Mc Graw Hill, Toronto. 438-497.

Hartoko, A. 2010. Spatial Distribution of *Thunnus* sp. Vertical and Horizontal Sub-surface Multilayer Temperature Profile of Insitu Agro Float Data in Indian Ocean. J. Coastal Development 14(1): 61-74.

_____. 2013. Oceanographic Characters and Plantton Resources of Indonesia. Graha Ilmu, Yogyakarta. 166 halm.

IUCN (International Union for Conservation of Nature). 2008. Establishing Marine Protected Area Networks : making it happen. IUCN-World Commission on Protected Areas, National Oceanic and Atmospheric Administration and the Nature Conservation. Washington DC, USA. 118 p.

KKP (Kementerian Kelautan dan Perikanan) RI. 2014. Pedoman Zonasi dan Pengelolaan Wilayah Pesisir dan Pulau-Pulau Kecil. Direktorat KP3K, KKP, Jakarta.

Purwanti, F. 2008. Konsep Co-management Taman Nasional Karimunjawa. (Tesis/disertasi). Institut Pertanian Bogor, Bogor, 162 halm.

Republik Indonesia. 2014.. Undang-undang Nomor 32 Tahun 2014 tentang Kelautan. Tambahan Lembaran Negara RI Nomor 5603 Sekretariat Negara

Roberts, C.M. 2007[a]. Connectivity and Management of Caribbean Coral Reefs. Science 278: 4.

_____.2007[b]. Ecological Advice for the Global Fisheries Crisis. Tree 12 : 35-40.

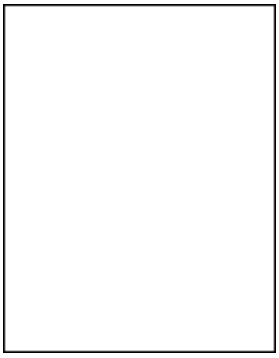
Sahri, A. **,** S. Anggoro and. J. Supriyanto. 2014. Habitat Suitability Modeling of Asian-Moon Scallop (*Amusium pleuronectes*) in Brebes District Waters, Central Java, Indonesia. International Journal of Marine Science, Biopublisher-Canada, 4 (61): 1-13.

TNC (The Nature Conservation), WWF (World Wildlife Fund), CI (Conservation International) and WCS (Wildlife Conservation Society). 2008. Marine Protected Area Networks in the Coral Triangle : Development and Lessons. TNC, WWF, CI, WCS and the United States Agency for International Development, Cebu City, Philippines. 106 p.

Appendix 19. Example of Curriculum Vitae

CURRICULUM VITAE

Formal Photo 4x6



The author was born in Semarang on January 31, 1980 as the first child of Mr. Aaa..... and Mrs. Ccc..... On July 7, 20 ..... married Xxx and has been blessed with a child ..... Bachelor's education was taken at the University of ..... and graduated in the year..... Master's education was completed at ..... in the year..... with a scholarship from ..... in 2010, the author was accepted into the Master's program in Marine Science, Faculty of Fisheries and Marine Sciences, Diponegoro University with a scholarship

During the study period, the author has participated in the scientific seminar ... . on the date ……. ... in ....…and has produced a scientific article entitled ..... …….which was published in the scientific journal ..... volume, number. and …….. which will be published in the scientific journal .....

Appendix 20. How to Write Citations/References

1. ***Journal Writing:***

If the volume and journal number are known:

Author's name. Year. Title of article. Standard abbreviation for the journal in question, journal volume number followed by the journal number written in parentheses, journal article page(s).

Barrett, C. and T. Lybbert. 2010. “Is Bioprospecting a Viable Strategy for Conserving Tropical Ecosystems?,” *Ecological Economics* 34: 293–300. DOI: …..

Ribeiro, P., D.J. Baird and J. Lopez. 2012. Contaminant Driven Genetic Erosion: a Case Study with *Daphnia longispina*. Environ. Toxicol. Chem. J., 31(5): 977-982. DOI: …..

Sahri, A. **,** S. Anggoro and. J. Supriyanto. 2014. Habitat Suitability Modeling of Asian-Moon Scallop (*Amusium pleuronectes*) in Brebes District Waters, Central Java, Indonesia. International Journal of Marine Science, Biopublisher-Canada, 4 (61): 1-13. DOI: …..

If only the journal number or volume is known:

Author's name. Year. Title of article. Standard abbreviation for the journal in question, volume number or journal number, journal article page(s).

Marasco, R.J., D. Goodman, C.B. Grimes, P.W. Lawson, A.E. Punt and H.T.J. Quinn. 2007. Ecosystem based Fisheries Management: some Practical Suggestions. Canadian Jurnal of Fisheries and Aquatic Science, 64: 928-939. DOI: …..

2. ***Writing from Proceedings:***

Author's name. Year. Title of article, page number read/quoted. In or In, Editor's name (ed, if single editor, or eds if more than one person). Title of Proceedings/Workshop/Seminar, Edition, Publisher's name, City and time of meeting.

Arifin, Z. 2001. Heavy Metal Pollution in Sediment of Coastal Waters of Indonesia. *Dalam*: Proceeding 5th IOC/WESTPAC International Scientific Symposium : 27-31 August 2001, Seoul, South Korea.

Pauly, D. 1998. When is Fisheries Management Needed?, p: 97-103. *In* Adams, T., P. Dalzell, and P. Roberts (*eds*), SPC/FFA Workshop on Management of South Pacific Inshore Fisheries, Noumea-New Caledonia, 11-21 July 1998.

3. ***Writing from a Book:***

Author's name. Year. Title of book. Edition or volume of book. Publisher's name, City of publication, pages.

Clark, R.J and R. B. Jones. 2012. Coastal Ecosystem Management. Mc Graw Hill, Toronto. 438-497.

Metcalf, J. S. 2009. Qualitative Modeling to Aid Ecosystem Analysis for Fisheries Management in a Data-limited Situation. University of Rhode Island Publ., Rhode Island.

4. ***Edited Book Writing:***

Editor's Name (Ed./Eds.). Year. Book Title. Publisher's Name. City of Publication.

Kartodihardjo, H, dan H. Jhantani (Eds). 2006. Politik Lingkungan dan Kekuasaan di Indonesia. Equinox. Jakarta.

5. ***Writing Translated Books***

Translator's name (trans.). Author's name of original book. Year. Title of translated book. Edition or volume of book. Publisher's name, City of publication.

Agustinus, R. (trans). Yafee, H. 2015. Ekonomi Revolusi Che Gueveara. Marjin Kiri, Tangerang.

Suharyo, E. (trans) Anderson, D.W., V.D. Vaul dan C.E. Dicson. 1999. Problem. Prospect for the Decades Ahead: Competency Based Teacher Education. PT. Pusaka Pendidikan Indonesia, Jakarta

6. ***Encyclopedia/Dictionary Writing***

Editor's name (Ed/Eds). Year. Title of encyclopedia/dictionary. Edition, Volume, pages. Publisher's name, City of publication.

Heyel, C. (Ed). 1963. The Encyclopedia of Management. Reinhold Pub. Co., New York

Zalta, E.N (Ed). 2012. The Stanford Encyclopedia of Philosophy. Winter 2012 Edition, Methaphysics Research Lab, Stanford.

7. ***Writing Thesis/Dissertations and Research Reports:***

Author's Name. Year. Title. (Category of writing). Name of Institution/University, City, Number of pages.

Purwanti, F. 2008. Konsep Co-management Taman Nasional Karimunjawa. (Tesis/disertasi). Institut Pertanian Bogor, Bogor, 162 halm.

Trimble, M. 2013. Towards Adaptive Co-management of Artisanal Fisheries in Coastal Uruguay: Analysis of Barriers and Opportunities,with Comparisons to Paraty, Brazil. (Dissertation), Universityof Manitoba

If the author or writer is unknown (Anonymous/nameless): use the name of the Government Agency or Institution as a substitute for the name or identity of the author/writer.

Name of Government Agency/Agency/Committee/Organization that published. Year. Title. Publisher, City

EPA (Environmental Protection Agency) U.S. 2008. Water Quality Criteria for Aquatic Animals. EPA-600/9-34/0348-df).

KKP (Kementerian Kelautan dan Perikanan) RI. 2014. Pedoman Zonasi dan Pengelolaan Wilayah Pesisir dan Pulau-Pulau Kecil. Direktorat KP3K, KKP, Jakarta.

8. ***Writing Legislation:***

Nama dan nomor peraturan tentang..... nomor Lembaran

Republik Indonesia. 1990. Undang-undang Nomor 5 Tahun 1990 tentang Konservasi Sumberdaya Alam Hayati dan Ekosistemnya. Lembaran Negara RI Nomor 49. Tambahan Lembaran Negara RI Nomor 3419. Sekretariat Negara.

Republik Indonesia. 2014.. Undang-undang Nomor 32 Tahun 2014 tentang Kelautan. Tambahan Lembaran Negara RI Nomor 5603 Sekretariat Negara

9. ***Writing Electronic Journals:***

Author Name. Year, Month, Date. Article Name. Journal Name, Journal Volume, Pages. Accessed Download Date…., from URL Name

Ceballos-Lascuráin, H. 2001. Integrating Biodiversity into the Tourism Sector: Best Practice Guidelines. Retrieved 20 Januari 2010, from

http://www.planeta.com/ecotravel/mexico/strategy/biodiversity2.html

10. ***Electronic Book Writing***

Author Name.. Date Month Year,. Title of chapter. In Editor Name (Ed/Eds). Title of e-book (chap. no.), accessed date downloaded…., from URL name

Girdler, A.. I. Wellby and R. Welcomme. Tanggal 30 Maret 2010. Fish Stock Assessment *In* Fisheries Management : a Manual for Still-Water Coarse Fisheries (chap no. 11), diakses tanggal 9 Mei 2015 dari www.digitalbookindex.org .

Squires, D. 2010. Tanggal 5Maret 2010. Property and Use Rights in Fisheries. *In* Allen, R., J. Joseph and D. Squires (Eds). Conservation and Management of transnational Tuna Fisheries (chap no.3), diakses tanggal 9 Mei 2015 dari www.digitalbookindex.org

11 Writing Articles on Websites Without Author Names and Writing Dates:

Article title (n.d.), accessed date downloaded, from URL name.

Arthropods (nd), diakses tanggal 20 Mei 2014. dari, http://www.iaees.org/publications/journals/arthropod/online-version.asp

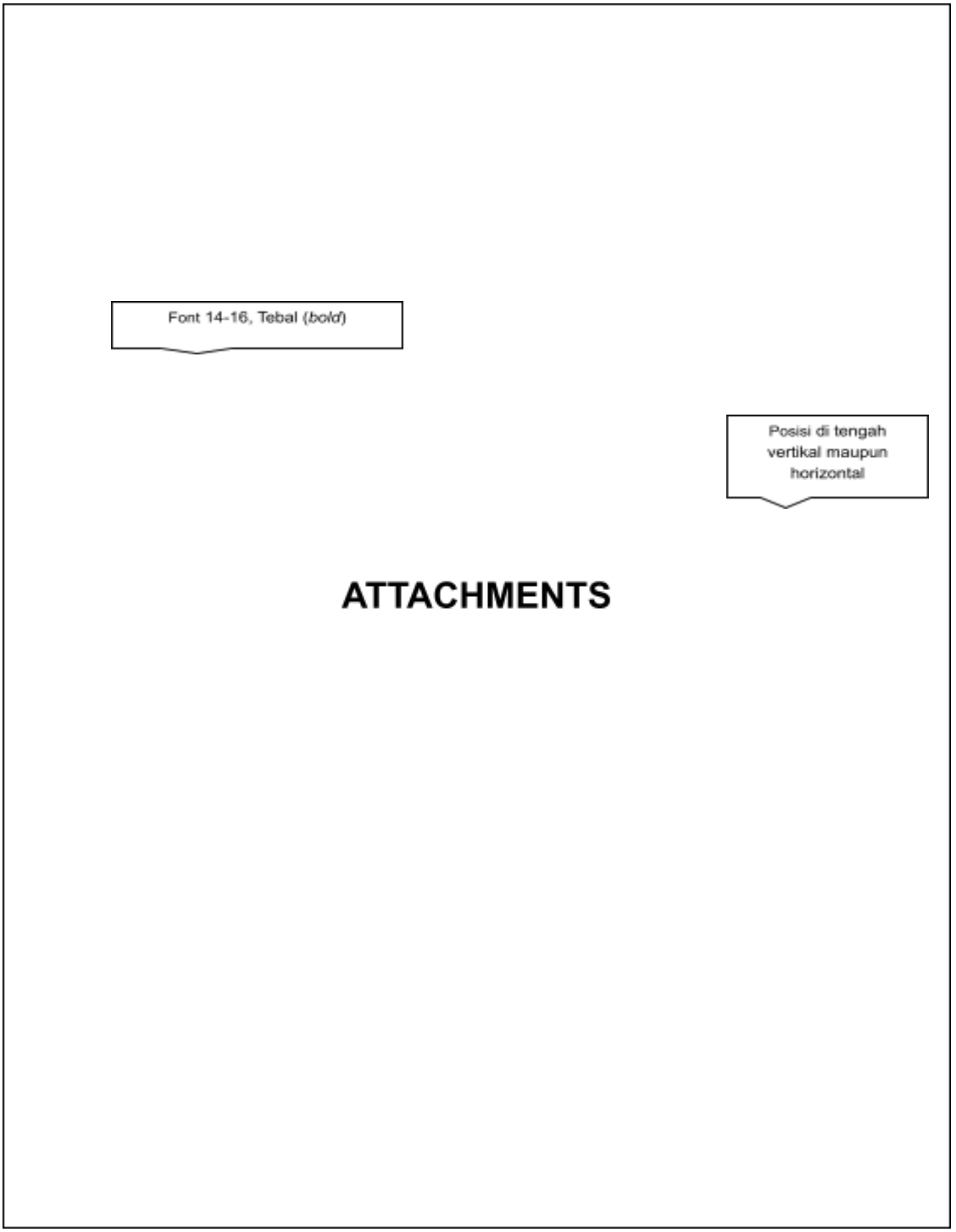
Coral Triangle Insiative Support Activities,. diakses tanggal 10 Juni 2014, dari http://www.environment.gov.au/system/files/pages/f072279b-828c-4743-b08e-c039270aa7b2/files/cti-support-activities.pdf

Appendix 21. Example of a table of contents for a research series report

CONTENTS/DAFTAR ISI

Additional Attachments

Appendix 22. Example of a Divider Sheet between the References and the Appendix Chapter



Appendix 23. Example of Research Implementation Schedule

No.	Activity	Month						
		I	II	III	IV	V	VI	VII
1.	Preparation and Permits	X						
2.	Procurement of Materials and Equipment	X	X					
3.	Setting Up the Maintenance System		X					
4.	Maintenance System Acclimation		X	X				
5.	Maintenance System Evaluation			X				
6.	Procurement of Test Feed			X				
7.	Survey and Procurement of Test Fish Candidates			X	X			
8.	Acclimatization of Test Fish Candidates				X			
9.	Initial Stocking of Test Fish				X			
10.	Maintenance & Monitoring of Test Fish				X	X	X	
11.	Media Monitoring and Maintenance				X	X	X	
12.	Data Collection				X	X	X	
13.	Data Analysis and Processing					X	X	X
14.	Report Writing					X	X	X