

CHAPTER III

WRITING PROCEDURES

Writing procedures include: paper type and size, typing, numbering, tables and figures, language, and writing names.

A. Paper Type and Size

1. Cover

The cover for the Research Proposal is made of paper *buffaloor* something similar, while for theses/dissertations it is reinforced with cardboard (*hard cover*) and coated with plastic (lamination). The cover color of Research Proposals and theses is light blue, while Research Proposals and dissertations are dark blue. The text on the cover includes the title of the research/thesis/dissertation proposal, the purpose of the research/thesis/dissertation proposal, the symbol of Gadjah Mada University, the name and number of the student, the target institution and the year of completion. For Research Proposals, please include the month of submission. The cover is made in A4 size (21.0 cm x 29.7 cm).

An example of a cover letter can be seen in Appendix 1.

2. Manuscript

The manuscript is written on HVS A80 gram/m paper² and don't go back and forth. The manuscript is made in A4 size (21.0 cm x 29.7 cm).

B. Typing

Typing includes things including: typeface, numbers and units, line spacing, margins, space filling, new paragraphs, beginning of sentences, titles, subtitles, sub-subtitles, *header/footer*, downward details and symmetrical laying.

1. Type of Letters

- a. The manuscript should be typed in Times New Roman font size (*font*) 12 and the entire manuscript must use the same size. For certain sections such as the title and subtitles, it can be written in a larger size, namely size 14. For tables, pictures and formulas, the font size for the contents can be smaller, at least size 10. The title is typed *bold* and referred to in the text/manuscript.
- b. Italics are intended for foreign language writing and species names.

2. Numbers and units

- a. Numbers are written with numbers, except at the beginning of sentences for example: Ten grams of material.
- b. Decimal numbers are marked with commas, not with dots, for example the weight of NaCl is 20.5 mg.
- c. Units are expressed by their standard abbreviation without a dot after them, for example m, g, and kg.

3. Line spacing

The distance between 2 lines is made of 2 spaces, except for the essence, direct quotations, table titles, figure descriptions that exceed one line and the bibliography, written with a distance of 1 space down.

4. Edge borders

- | | | |
|---|-------------|-----|
| a | upper limit | : 4 |
| . | | cm; |
| b | lower limit | : 3 |
| . | | cm; |
| c | left border | : 4 |
| . | | cm; |
| d | right | : 3 |
| . | border | cm. |

Typing limits in terms of paper size are set as follows:

5. Filling the room

The space on the manuscript page must be completely filled, meaning that typing starts from the left edge to the right edge, so that no space is wasted (*formatjustify*).

6. New paragraph

The new paragraph is typed indented with the tabulate key equal to 6 letters.

7. Beginning of sentences

Numbers, symbols or chemical formulas that start a sentence must be spelled out, for example: Ten mice... Alpha fetoprotein... Calcium hydroxide in...

8. Title, subtitle, sub-subtitle and others

a. Title

Titles are written in all capital letters and arranged sequentially symmetrical (*formatcenter*) without ending with a period in size 14 bold letters.

b. Subtitle

written symmetrically and all words in the sentence begin with a capital letter, except for conjunctions and prepositions, in size 14 bold letters.

c. Subtitle child

typed starting from the left border in bold size 12 letters, only the first letter is capitalized without a period. The first sentence after the subtitle begins with a new paragraph

d. Sub sub subtitles starting parallel to the subtitle, typed starting from the left border with size 12 letters. The first sentence that follows then starts with a new paragraph

Examples of writing titles and others can be seen in Appendix 5.

9. Header/Footer

Header/footer written in italics, starting with a capital letter at the beginning of the word except when writing on a page.

10. Details down

If when writing a manuscript there are details that must be arranged downwards, the order is made by numbering numbers or letters according to the degree of detail. The use of symbols in front of details is not permitted.

11. Symmetrical location

Figures, tables, equations, titles and subtitles are written symmetrically to the left and right typing edges (*formatCenter*).

C. Numbering

This section includes page numbering, tables, figures and equations.

1. Page

- a. The initial part of the research/thesis/dissertation proposal starting from the title page to the abstract is given a page number with small Roman numerals in the lower right corner of the page.
- b. The main section is numbered using Arabic numerals written in the lower right corner.
- c. Page numbers are written in Times New Roman font 12.

2. Table

Tables are numbered sequentially with Arabic numerals written above the table (and referred to in the text).

For example: Red betel extract has a high phagocytosis index (Table 1).

3. Image

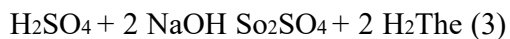
Images are numbered sequentially with Arabic numerals below the image (and referred to in the text).

Example: *Countourplot* power spread (Picture 2) ...

4. Eq

The serial number of an equation in the form of a mathematical formula, chemical reaction or something similar is written in Arabic numerals in brackets () and placed at the right margin.

Example:



D. Tables and Figures

1. Table

- a. The table number ends with a period, then followed by a title placed above the table without ending with a period.
- b. The table cannot be cut, unless it is too long so it is impossible to type it on 1 page. The table number and the word "continued" without a title are listed on the table continuation page.
- c. The columns are named and maintained so that the separation between one and the other is quite clear.
- d. If the table is wider than the width of the paper, it must be made *Landscape*, then the top of the table should be placed to the left of the paper.
- e. The table is made symmetrical.
- f. The table is placed separately from the text, in a central position (*center*).
- g. Table captions are placed at the bottom of the table.

2. Image

- a. Charts, graphs, maps or photos are all called images.
- b. The image number ends with a dot, followed by a title placed below the image without ending with a dot.
- c. Pictures cannot be cropped.
- d. Image explanations are written in the blank spaces in the image. Image captions are written below the image without dots.
- e. If the picture is made to extend along the height of the paper, then the top of the picture is placed on the left side of the paper.

- f. The size of the picture is worked on accordingly (not so small that it is not clear or not too fat).
- g. The position of the image is made symmetrical.
- h. Images are placed separately from the text, in a central position (*center*).
- i. The description of the picture is placed in the title line of the picture.

E. Language

1. The language used

The language used is standard Indonesian (at least it has a subject and predicate). With permission from the Postgraduate Program in the Pharmaceutical Sciences Study Program, Faculty of Pharmacy, UGM, a thesis or dissertation proposal, thesis or dissertation can be written in English.

2. Form sentences

The form of the sentence must not feature the first person (singular/plural) or the second person (me, me, us, you and others), but should be made in the form of a passive sentence. At the presentation of thanks in the preface, the word I was replaced by the author.

3. Terms

- a. The terms used are Indonesian terms or those that have been adopted into Indonesian (Indonesiakan).
- b. If the foreign term has no equivalent in Indonesian, the term can be written in italics(*Italic*).

4. Spelling

The spelling used is the latest Enhanced Spelling (EYD) (PERMENDIKNAS No. 46 of 2009, concerning General Guidelines for Enhanced Indonesian Spelling).

5. Errors that often occur

- a. Connecting words, for example so, whereas, next, should not be used to start (beginning) a sentence.
- b. Preposition, for example, **on**, not placed in front of the subject.
- c. Say **Whereandfrom**, often used inappropriately. These words are often used like words *where* or *of* in English.
- d. Prefix **theandOf** must be distinguished from the prepositions to and in, for example **Of** office and **Of** make.
- e. Punctuation must be used correctly.

See Appendix 7 for the most frequently used punctuation marks in written works.

F. How to Write Reference Names in Manuscripts

Writing or including references in the manuscript and bibliography is important to show appreciation for the source of information or ideas referred to. This is also to prevent plagiarism and to make it easier for readers to trace where the written information can be obtained. Writing literature in the Postgraduate Program in the Pharmaceutical Sciences Study Program, Faculty of Pharmacy, UGM uses a system **HARVARD**. According to this system, what is included in the paper is the family name (~*surname*) writer and the year the referenced article was published. Some examples of such writing are as follows below:

1. Only 1 person is the author

The author referred to in the description is only mentioned by his last name (surname) or the name chosen by the author. For example, Ika Puspita Sari chose Sari as her chosen name even though it is not her family name.

Bachelor's degrees and others are not written. Example:

- a. According to Sari (2010)
- b. The results of previous research show that (Pudjiwati, 2009).

2. The author consists of 2 people

If the author consists of 2 people, then the names of both people should be included.

Example:

- a. Attard and Cuschieri (2009) stated that cherry leaf extract.....
- b. Red betel leaf extract (*P. crocatum*) has an effect...
(Yuswanto and Wahyuono, 2009).

3. The author consists of more than 2 people

If the author consists of more than 2 people then the way to write is to only include the first person followed **et al.**, (if the article is in Indonesian, or **et al.**, (if the article is in English or another foreign language).

Example:

- a. Satibi et al. (2010) conducted research on
- b. Ginsana, a polysaccharide derived from *Panax ginseng* apparently shows immunomodulatory effects (Kim et al., 2009).

4. Writers with the same last name

If the authors have the same surname, the writing must include the initials of the first name.

Example:

- a. J. Smith (2005), A. Smith (2008) dan S. Smith (2009)
States that ...
- b. It has been identified that...(Smith J., 2005; Smith A., 2008).

5. Articles or books published by an institution and without an editor then the institution can be written as the author.

Example:

- a. The Ministry of Health (2008) has announced that
.....
- b. Eradication of TB can only be done if...
(WHO, 2002).

6. When there are 2 or more books written by the same author in the same year then write it by adding the letters a, b, c and so on, for example:

- a. Smith (2010a, 2010b) states that
- b. Toxicity of compound A to the liver and kidneys.....(Sari, 2011a, 2011b).
If cited on a different page then:
- a. Smith (2010a) states that
- b. Besides that, toxicity to.....(Smith, 2010b).

7. When there are 2 or more books written by the same author in different years then write it as follows:

- a. Smith (2010, 2011) states that.....
- b. Toxicity of compound A to the liver and kidneys (Sari, 2010, 2011).

8. When there are 2 or more books referenced and written by different authors then the writing is as follows:

- a. Smith (1999) states..... Subsequent research strengthened this suspicion (Harrison et al., 2000; Goldman, 2005 and Marchaban et al., 2010).
- b. It has become common knowledge.....(Harrison et al., 2000; Goldman, 2005 and Marchaban et al., 2010).

9. When there are other writers who are referred to but obtained from other people's writings (cited) then the writing is as follows;

- a. Discovery by Smith (2001, *cit.* Jones and Marillyn, 2004, p 33) suggests that.....
- b. There is general agreement that.....(Smith, 2001 *cit.* Jones and Marillyn, 2004, p 33).

The writing in point a is only used if the original article cannot be obtained. However, it is strongly recommended that you search for or use the original manuscript,

10. If an article in a journal, magazine or newspaper does not mention the author, then the writing is as follows;

In the latest news published in Kompas (Anonymous, 2009).....

11. If the book referred to is a translated book, the author listed in the paper is the original authorThe translated book is *Physical Pharmacy* Martin's (1983) essay translated by Joshita (1990), then the writing is as follows:
... can be explained using the laws of thermodynamics (Martin, 1983)

12. Personal Communication

Personal communications may be referred to as references in the paper. Personal communication can take the form of letters, interviews or consultations and others. The writing in the paper is as follows;

According to Sudjadi (personal communication, November 10, 2011)
gene transfer into prokaryotic cells

G. How to Do Direct Citation

To avoid plagiarism, when citing a library you need to pay attention to the following things:

When citing a library, you must use paraphrasing, that is, rewriting it in your own words, it is not permissible to quote exactly the same sentences in the referenced literature. However, if what is cited is a work procedure or regulation/law, then it is permissible to quote the same as the original (of course the source referred to must be included).

Quotes or direct quotations is a copying of a library with the same words or sentences as the source can be done

by placing a quotation mark (") at the beginning and end of the quoted sentence and including the page where the sentence is found. As an example:

Rahmawati et al. (2006, p. 12) stated that "The results of the study show that the types of drugs that often interact with other drugs in inpatient geriatric patients are furosemide, captopril, aspirin, and ceftriaxone. In outpatient settings, drugs that often interact are phenytoin, phenobarbital, isoniasid, and rifampicin. Knowledge about the types of drugs that often interact can make it easier to identify drug interactions in patient treatment."

"Olmesartan was associated with a delayed onset of microalbuminuria, even though blood-pressure control in both groups was excellent according to current standards. The higher rate of fatal cardiovascular events with olmesartan among patients with preexisting coronary heart disease is of concern" (Haller *et al.*, 2011, p 289). New lines are written p when only 1 page, and pp when more than 1 page.

H. How to Write Bibliography in the Bibliography

Ika Puspita Sari	written down	Sari, I.P.
My Christianah Adeyeye	written down	Adeyeye, M.C.
David Ganderton	written down	Ganderton, D.

According to the system *HARVARD*, the way of writing literature is arranged alphabetically. The name written is the family name which is an abbreviation of the other name, or to make things easier, the last name written in full is followed by the abbreviation of the other name, for example:

If a book has been reprinted several times, for example:

1st printing in 2000, second printing in 2004, third printing in 2000

2008, then the year of publication in the bibliography is printing 1, namely 2000, or *first published 1999, reprinted*

2000, 2003, 2005, then the year of publication in the bibliography is the one listed *first published, 1999*.

1. There is only 1 author's name a. Book

Family name (*surname*), initials (additional name abbreviations), year of publication, book title (*italics~italics*), edition (if any), publisher, city of publication, country.

Example:

Coleman, M.D. 2010, *Human Drug Metabolism, An Introduction*, 2nd edition, John Wiley & Sons, London. UK.

b. Books with editors

Example:

Huynh-Ba, K. (ed). 2010, *Pharmaceutical Stability Testing to Support Global Markets*, Springer Verlaag, New York.

c. Journal

Family name (*surname*), initials (additional abbreviation), year of publication, article title, journal name (official abbreviation) are written in italics (*Italic*), volume (written in bold), pages.

Example:

Finn, O.J. 2008, Cancer Immunology, *New England Journal of Medicine*, **358**:2704-2715.

d. Popular magazine, Koran

If the author is known, then the writing is the same as in a journal

Example:

Van Hofe, E. 2011, A New Ally Against Cancer, *Scientific American*, October 2011, pp 50-55.

If the author is not known, the method for writing a bibliography is as follows:

Name of magazine/newspaper, title of article, name of magazine/newspaper, time publication, page.

Example

Gatra, 2011, Unraveling the Rare Meat Problem, *Gatra*, 27 April 2011, p. 45.

2. Names of 2 authors

If the author of the article consists of 2 people, then the way of writing is the same as above.

Example:

Dennis, E.A. and Bradshaw, R.A. 2011, *Intercellular Signaling in Development and Disease*, Academic Press, San Diego, USA. p 480.

Bonate, P.T. and Howard, D.R. (eds), 2011, *Pharmacokinetics in Drug Development*, vol.3, *Advances and Applications*, Springer Verlaag, New York.

Sorio, C. and Melotti, P. 2008, The Role of Macrophages and Their Scavenger Receptors in Cystic Fibrosis, *Journal of Leukocyte Biology*, **86**:465-468.

3. Names of 3 to 6 authors

If the authors of the article consist of 3 – 6 people then all authors are listed. The writing format is the same as the format for the author's name, only 1 person.

Example:

Wainberg, M.A., Zaharatos, G.J. and Brenner, B.G. 2011, Development of Antiretroviral Drug Resistance, *New England Journal of Medicine*, **365**:637-646.

Golan, D.E., Tashjian, Jr., A.H., Armstrong, E.E. and Armstrong, A.W. 2012, *Principles of Pharmacology, the Pathophysiologic Basis of Drug Therapy*, 3rd edn, Lippincott Williams and Wilkins, Philadelphia.

4. The author's name is more than 6 people

If the author of the article consists of more than 6 people, then the writing reaches the 6th name and then a sign is given behind it **al.oret al.**, The writing format is the same as the format for the author's name, only 1 person.

Example:

Ramsey, B.W., Davies, J., McElvaney, N., Tullis, E., Bell, S.C., Drevinek, P., *et al.* 2011, A CFTR Potentiator in Patients with Cystic Fibrosis and the G551D Mutation, *New England Journal of Medicine*, **365**:1663-1672.

5. The author is in someone else's writing (cited or not a primary source), then the writing is as follows;

Ma, Q., Zhou, B. and Pu, W.T. 2008, Reassessment of Isl1 and Nkx2-5 Cardiac Fate Maps Using a Gata4-based Reporter of Cre Activity, *Developmental Biology*, **323**:98-104 cit. Epstein, J.A., 2010, Cardiac Development and Implications for Heart Disease, *New England Journal of Medicine*, **363**:1638-47.

6. When the object is something *chapter* in a book,

then the way to write it follows the formula:

Writer *chapter* (surname and initials), year of publication, title of *chapter* (in single quotation mark '...') in (in) the editor of the book, book title, edition, publisher, place of publication, page.

Example:

Cutler, S.J. and Block, J.H. 2011, 'Metabolic Changes of Drugs and Related Organic Compounds', in Beale, J.M. and Block, J.H., *Wilson and Gisvold's Textbook of Organic Medicinal and Pharmaceutical Chemistry*, 12th ed., Lippincott Williams and Wilkins, Philadelphia, pp 45-100.

7. The article referred to comes from an article presented at a seminar, symposium and others

a. Published

Publications are in the form of proceedings, so the writing follows the formula:

Author of article, year published, title of article (in single quotation marks '...'), Name of the organizing organization or institution, Name of seminar or symposium or Title of proceedings (including time and place of implementation)-in italics (*Italic*), name of editor, publisher, place of publication, page.

Example:

Bourassa, S. 1999, 'Effects of Child Care on Young Children', *Proceedings of the Third Annual Meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp 44-46.

b. Not published

Bowden, F.J. and Fairley, C.K. 1996, 'Endemic STDs in the Northern Territory:

Estimations of Effective Rates of Partner Change', paper presented to the scientific meeting of the Royal Australian College of Physicians, Darwin, 24-25 June.

Yuswanto, A. 2010, 'How to treat prion disease from a CSSD perspective', presented at the I CSSD Scientific Congress in Yogyakarta, 10 - 14 October.

8. The articles referred to come from publications via the internet.

The writing formula is like in a journal:

Example:

Daniel, T.T. 2009, 'Learning from Simpler Times', *Risk Management*, **56 (1)**:40-44, viewed 30 January 2009, <<http://proquest.umi.com/>>.

Donahue-Wallace, K. and Chanda, J. 2005, 'A Case Study in Integrating the Best Practices of Face-to-face Art History and Online Teaching', *Interactive Multimedia Electronic Journal of Computer-Enhanced Learning*, **7(1)** viewed 30 January 2009, <<http://imej.wfu.edu/articles/2005/1/01/index.asp>>.

Rahmawati, F., Handayani, R. and Gosal, V. 2011, 'Retrospective Study of Drug Interactions at Dr. Sardjito Yogyakarta', *Indonesian Pharmacy Magazine*, **17(4)**:20-25 accessed on December 3, 2011, <<http://mfi.farmasi.ugm.ac.id/files/news/3>>.

9. Thesis or dissertation

If the reference comes from a thesis or dissertation then follow the formula as follows:

Thesis/dissertation author, 'thesis/dissertation title' thesis/dissertation, degree, degree-granting institution, place of institution.

Example:

Hadi, S. 2011, 'Effect of Carbohydrate Fractions of Tomato Fruit (*Solanum tomato*) in Inducing Macrophages to Synthesize Cell-Killing Chemical Compounds', *Whole Basically In vitro*, Thesis, MSc, Faculty of Pharmacy, Gadjah Mada University, Yogyakarta.

Irawati, W. 2005, 'Physiological and Molecular Study of the Characteristics of Bacterial Resistance to Copper', *Dissertation*, Dr., Gadjah Mada University, Yogyakarta.

Satibi. 2011, 'The Influence of Learning and Growth Factors on Internal Business Processes: A Study on Hospital Pharmacy Installations in DIY and Central Java', *Dissertation*, Dr., Gadjah Mada University, Yogyakarta.

10. If what is being referred to is an article published by a government or other institution and there is no editor, then written with the formula:

Name of publishing institution, year of publication, title of article, article number (if any), place of publication, name of publisher.

Example:

Ministry of Health. 2008, *Regulation of the Minister of Health of the Republic of Indonesia, Number 10101 Menkes/Per/XI/2008, concerning Drug Registration*, Jakarta, Ministry of Health of the Republic of Indonesia.

World Health Organization. 2002, *WHO Expert Committee on Specifications for Pharmaceutical Preparations*, 36th Report, Singapore, WHO.

- 11. When the reference is a translated book** then the writing in the bibliography is: Author's name, initials, year, book title, edition (if any), translated from (what) language by the name of the translator and place of publication.

Example:

Kotler, P. 2003, *The keys to marketing*. Translated from English by Marie-France Pavillet. Paris: Global Village.

Kristeva, J. 1995, *New Maladies of the Soul*, translated from German by R Guberman, Columbia University Press, New York.

Martin, A., Swarbrick, J., Cammara, A. and Chun, A.H.C. 1983, *Physical Pharmacy*, translated from English by Yoshita, UI Press, Jakarta.

- 12. When there are 2 or more books written by the same author in the same year** then write it by adding letters.

Example:

Sampurno. 2007^a, *The Role of Intangible Assets in Company Performance: Study of the Indonesian Pharmaceutical Industry*, Student Library, Yogyakarta.

Sampurno. 2007^b, *Knowledge-Based Economy: Source of Excellence National Competitiveness*, Student Library, Yogyakarta.

LIST OF REFERENCES

Anglia Ruskin University. 2011, *Guide to the Harvard Style of Referencing*, 3rd ed., Accessed January 17, 2012. <http://libweb.anglia.ac.uk/referencing/harvard.htm>

Dawson, M.M., Dawson, B.A. and Overfield, J.A. 2010, *Communication Skills for Bioscience*, John Wiley & Sons Ltd, West Sussex, UK.

UGM Faculty of Pharmacy. 2010, *Academic Guide, Organizing Postgraduate Program*, Yogyakarta.

Halpin, A. and Callaghan, L. 2011, *Guide to Harvard style of citing & referencing*, Dublin City

University. Accessed on January 17, 2012,[http://www.library.dcu.ie/
classes_and_tutorials/citing.shtml](http://www.library.dcu.ie/classes_and_tutorials/citing.shtml)

Gadjah Mada University Postgraduate Program. 2003,*Instruction Writing Research Proposals and Theses*, Yogyakarta.

Gadjah Mada University Postgraduate Program. 2003,*Instruction Dissertation Writing*, Yogyakarta.

University of Limerick, *Cite it Right: Guide to Harvard Referencing Style*, accessed on January 17, 2012,www.ul.ie/~library/pdf/citeitright.pdf