

SEMINAR COURSE (DK18-4701)

SEMINAR PREPARATION GUIDELINE



**DEPARTEMENT OF URBAN AND REGIONAL PLANNING
FACULTY OF CIVIL ENGINEERING AND PLANNING
SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY
SURABAYA
2021**

FOREWORD

Seminar (DK18-4701) is the beginning of the estuary of all learning activities and therefore must be taken by every student of the Department of Urban and Regional Planning FTSP – ITS to obtain a bachelor's degree at the S1 strata.

To provide technical and substantive guidelines in the implementation of the Seminar, this Seminar Implementation Manual has been prepared so that the seminar preparation activities can be carried out in accordance with applicable academic rules and norms, both within the Department of Urban and Regional Planning, the Faculty of Civil Engineering and Planning, as well as in ITS environment in general.

This guide is prepared by referring to the guidelines and procedures for writing Seminars at the Department of Planology / Regional and Urban Planning (PWK) at other universities who have experience in organizing seminars, as well as taking into account the academic conditions and situations that take place in the Department of Urban and Regional Planning FTSP – ITS.

This guideline will continue to be evaluated and refined in the future by considering the dynamics of academic activities in the Department of Urban and Regional Planning FTSP – ITS. Potentials and problems that develop in each semester will always be monitored regularly as material for improving this manual.

Hopefully this book can provide benefits in guiding the preparation of seminars within the Department of Urban and Regional Planning FTSP – ITS.

Surabaya, September 2021

Drafting Team

TABLE OF CONTENT

	page
FOREWORD	i
TABLE OF CONTENT	ii
LIST OF TABLES	iv
LIST OF FIGURES	v
GLOSSARY	vi
CHAPTER I INTRODUCTION	1
1.1 Aims and Objectives of The Seminar	1
1.2 Seminar Materials.....	1
1.3 Seminar Implementation.....	1
1.3.1 Seminar Participants	1
1.3.2 Time of Implementation.....	2
CHAPTER II PROCEDURE AND SCHEDULE FOR PREPARATION OF SEMINAR	3
2.1 Procedure of Preparing a Seminar Proposal Framework	3
2.2 Prosedur for Submission of Guidance	3
2.3 Guidance Implementation Procedures	5
2.4 Procedur of Seminar Session	6
2.5 Instruction for Implementation of Seminar Session	8
BAB III SEMINAR ASSESSMENT	11
BAB IV FORMAT WRITING OF SEMINAR REPORT	12
4.1 Seminar Report Function	12
4.2 Technical Provisions for Writing Seminar Reports	12
4.3 Seminar Section	13
4.4 How to Create Figures and Tables	19
4.5 Another Guidelines	21
Attachment	
1. Attachment 1 FS-01.....	L - 1
2. Attachment 2 FS-02.....	L - 2
3. Attachment 3 FS-03.....	L - 3
4. Attachment 4 FS-04.....	L - 4
5. Attachment 5 FS-05.....	L - 8
6. Attachment 6 FS-06.....	L - 9
7. Attachment 7 FS-07.....	L - 11

8.	Attachment 8 FS-08.....	L - 19
9.	Attachment 9 FS-09.....	L - 20
10.	Attachment 10	L - 28

LIST OF TABLE

	page
Table 2.1 Schedule of Implemetation Seminar Preparation of Urban and Regional Planning.....	10

LIST OF FIGURES

Figures 2.1	General Procedures for Preparing Seminar	page 5
-------------	--	-----------

GLOSSARY

1. SGL = Seminar Guidance Lecturer
2. SP = Study Plan Form
3. SC = Seminar Coordinator
4. SS = Seminar Student
5. PF = Seminar Proposal Framework
6. URP ITS = Departement of Urban and Regional Planning FTSPK – ITS
7. FS-01 = Guiding Letter of Approval (from prospective Seminar Guidance Lecturer)
8. FS-02 = Alternative Application Letter of Guidance Lecturer (from Seminar Students)
9. FS-03 = Seminar Guide Assignment Letter
10. FS-04 = Letter of Request for Appointment / Replacement of Seminar Guidance Lecturer
11. FS-05 = Decree of Cancellation of Seminar Guidance Lecturer
12. FS-06 = Seminar Session Application Letter
13. FS-07 = Minutes of Implementation of Seminar Session
14. FS-08 = Response Form for Suggestions for Improvement Seminar Book Revision
15. FS-09 = Conformity Form for Seminar Book Improvement
16. S = Seminar
17. TU = Administrative of Urban and Regional Planning Department

Chapter 1

INTRODUCTION

1.1 AIMS AND OBJECTIVES OF THE SEMINAR

Seminar Course (DK18-4701) is the beginning of the estuary of learning activities in the Department of Urban and Regional Planning (URP). This course leads to the development of the ability to synthesize theories, concepts, and methods that have been obtained in lecture activities, and to apply them to various problems and cases related to spatial aspects. The seminar is intended to train students' research abilities on problems in the field of planology which are carried out in accordance with scientific principles, not intended to develop a spatial design.

The objectives of this seminar course are:

- ☐ To train students' sensitivity to problems related to the field of planning science.
- ☐ To train students to apply the principles of the scientific method to solve the problems they face
- ☐ To train students to express their ideas in the form of scientifically written and oral.

1.2 SEMINAR MATERIALS

Seminar Substances are themes and topics related to the URP scientific field, as obtained by students during the lecture period. Seminar material is not the result of spatial planning work, however, it could be an academic study in a series of spatial planning process. Broadly speaking, the material is a theme and topic that refers to the Laboratory Road Map located in the Urban and Regional Planning environment, ITS.

1.3 SEMINAR IMPLEMENTATION

Discussion on Seminar Implementation includes seminar participants and supervisors as well as the implementation time.

1.3.1 SEMINAR PARTICIPANTS

Seminar is conducted by Department of URP students who meet the following requirements:

1. Have passed the Intermediate Stage
2. Have passed the courses in Quantitative Analysis Engineering, Qualitative Analysis Techniques and Research Methodology, (RP14325).
3. Moderate or have passed the Practical Work course
4. Have passed a minimum of 110 credits

Seminar can be done individually or in groups (maximum 3 people). If the seminar is conducted in groups, then the substance that can be used together is the room/case, while the themes and topics must be different and specific between each group member. The implication is that the research method must also be different between each group member.

In the implementation of the preparation of the Seminar, the Seminar participants (SS) are guided by the Seminar Supervisor (SGL). The determination, role, and authority of the Seminar supervisor is carried out with certain procedures (see Chapter 2)

1.3.2 TIME OF IMPLEMENTATION

Seminar is carried out formally by students after they officially take this course in the Study Plan Form (SP). The implementation of the preparation of the Seminar is carried out for at least three years until the deadline for studies that are allowed at the Sepuluh Nopember Institute of Technology (ITS).

Chapter 2

PROCEDURE AND SCHEDULE FOR PREPARATION OF SEMINAR

In general, the procedures for implementing Seminars in the PWK Department include:

1. Procedures for Preparation of Seminar Proposals
2. Procedures for Submission of Guidance
3. Procedures for Implementation of Guidance
4. Procedures for Seminar Sessions
5. Reporting

2.1 PROCEDURE FOR PREPARING A SEMINAR PROPOSAL FRAMEWORK

Preparation of a Seminar proposal framework (PF) can be done through 2 ways, namely:

- ☐ Framework Proposal Seminar (PPP) should be a PPP that had been developed at the time took a course in research methodology (DK18-4701)
- ☐ Framework Proposal Seminar (PF) which have been prepared on a college research methodology can be improved while taking the maximum improvement during the course Seminar 2 (two weeks). Furthermore, SS can nominate a candidate for a seminar supervisor (SGL).

If the activity of preparing the Seminar proposal framework takes more than 2 (two) weeks, SS should have started thinking about submitting a Seminar course drop until the specified time limit.

2.2 PROCEDURE FOR SUBMISSION OF GUIDANCE

The Seminar Advisory Lecturer (SGL) has the role of facilitating/helping the students under his guidance in the activities of compiling/refining the Seminar proposal framework and completing the Seminar. In terms of carrying out this role, the Seminar Supervisor (SGL) has the following authority:

- ☐ Determine the academic feasibility of the seminar themes and topics proposed by students.
- ☐ Stop the guidance if the student does not comply with the seminar implementation procedures set by the PWK Department.
- ☐ Recommend seminars for students under his guidance in a seminar session.
- ☐ Together with other reviewers / examiners, provide discussion and assessment of the results of the seminar at the seminar session.
- ☐ Together with other reviewers / examiners, control the improvement of the results of the seminar session by providing an assessment of the improvement of the seminar

The stages that must be passed for the submission of guidance are as follows:

1. Submission of FS-02

For SS who have met the academic requirements to prepare a Seminar, in week 1- 2, SS submits an application for the desired seminar supervisor (FS-02) which is in accordance with the topic and theme of the proposed seminar. The selected topics and themes are in line with the topics and themes in the roadmap of one of the laboratories in PWK. Candidates for SGL who are selected can come from the laboratory or from outside the laboratory on condition that they have the appropriate competence and expertise. SS can also apply for an alternative to the seminar supervisor in the said seminar. Form FS-02, will be used as consideration for SC in determining SGL, if the SGL (first priority) chosen by SS has SS candidates exceeding the quota for the number of SS being mentored. Form FS-02 is submitted to SC in the 3rd week of lecture.

2. Issuance of form FS-03

SC will determine the SGL, with the following stages;

- i. SC communicates the choice with the relevant seminar and lab lecturers.
- ii. If the selected SGL has SS candidates who exceed the specified number, the SC will communicate to the second priority SGL candidate and so on. It should be noted that in addition to the priority of student choices, the selection of SGL is also carried out based on the suitability of the Seminar theme with the competence of SGL, as well as for the sake of equal distribution of assignments as SGL.
- iii. If the SGL chosen on the first or second priority is not from the same laboratory as the first priority but has the same competence and expertise, then the direction in guiding the SS must follow the rules of the laboratory roadmap where the candidate SGL (first priority) is a member.
- iv. The addition of Co-Supervisors is possible for the main supervisor who meets the following criteria:
 1. Given to the main supervisor who has limitations (illness)
 2. Given to the main supervisor who has a high load, because of the
 - large number of students who propose to become supervisors with the appropriate theme
 - Becoming a lecturer with additional assignments are
 - There still many guidance students who have not passed either the MK Seminar or FY.
- i. SC issued a Advisory Lecturer Approval Letter (FS-03) at the beginning of the 4th week of lectures.

2.3 GUIDANCE IMPLEMENTATION PROCEDURES

Guidance implementation procedures are arranged so that the Seminar's guidance process runs effectively and efficiently. The procedures for implementing the guidance are as follows:

A. IMPLEMENTATION OF GUIDANCE

1. Students contact the designated SGL, starting from the 3rd week starting from the beginning of semester 7, bringing the following requirements:
 - form FS-03
 - (draft) Research Framework from the Research Methodology course.

2. If within 2 (weeks) weeks from the issuance of form FS-03 it turns out that SS has never initiated communication/consultation with SGL, then SGL has the right to declare that it is not willing to guide. In such a case, SGL will communicate this to SC, and SC will issue a Decision Letter for Cancellation of Supervisors (FS-05) on week 5 – 6 starting from the beginning of semester 7. Students must reorganize the process of applying for guidance through the submission of FS-01 and FS-02, in the 6th week starting from the beginning of semester 7, to SC through TU URP ITS and must take steps as in sub chapter 2.2.
3. If the requirements in point 1 are met and the incident in point 2 does not occur, then the guidance process can then be carried out. This process is left entirely to SGL and SS. Effective Seminar guidance activities can be carried out on the 3rd – 16th week starting from the beginning of semester 7.
4. In the mentoring process, the progress of the preparation of the Seminar will be monitored periodically by SC and SGL. If the progress is considered slow, SC and SGL will suggest to SS to *drop the* Seminar course so that SS avoids getting a D or E score, which will affect the student's Achievement Index (IP). Progress assessment is carried out by considering the individual abilities of SS, achieving targets in completing the Seminar, as well as the ability and seriousness of SS in completing the Seminar. *Dropping* Seminar courses does not affect the process of preparing and completing Seminars because *dropping* is only an administrative instrument to avoid negative implications for students' IP. Dropping Seminar courses is carried out according to the applicable academic schedule.
5. In the end, after going through an intensive mentoring process, if SGL has reviewed and evaluated that the substance of the Seminar has met the requirements to be tested, then SGL can recommend students to submit a Seminar Session. Furthermore, SS can submit an Application for Seminar Session (FS-06) to SC in which there is a signature of approval from SGL.

B. REPLACEMENT OF SUPERVISORS

1. Students can apply for replacement of SGL, if in the mentoring process there is a mismatch between SGL and SS, either substantially or personally.
2. For the purpose of replacing the SGL, students must re-fill the application form (appointment / replacement) for Seminar Supervisors (FS-03) and then submit it to the Seminar through TU a maximum of 6 weeks in semester 7. In this case students must take the steps as in sub chapter 2.2.

2.4 PROCEDURE FOR SEMINAR SESSIONS

Seminar sessions in the PWK-ITS Department are carried out once. The Seminar Session aims to evaluate the Seminar Manuscript. There are two general criteria and 1 plus criteria used to assess, namely:

General Criteria

1. The first criterion is the completeness and accuracy of the substance of the Seminar report (background, problem formulation, research objectives and targets, research scope, literature review, research methods and questionnaire design,).
2. The second criterion is presentation ability.

Criteria Plus is

1. special criterion that SS can use to add 5 points, if SS has implemented the survey methodology and design through the discussion of target I and is on trial during the seminar exam.
2. special criteria that can be used by SS to upgrade grades, if SS gets funding from PKM-P for the implementation and preparation of seminar manuscripts.

The procedure in the Seminar Session is as follows:

1. Students fill out form FS-06, in the 13th week starting from the beginning of semester 7, and submit it to SC through TU accompanied by 3 (three) copies of a Seminar Draft. Seminar draft in A5 format and bound by following the cover of the ITS Seminar.
2. The determination of seminar examiners is based on the same competence and expertise as the chosen theme or the examiner lecturer comes from the laboratory where the theme is taken.
3. SC will publish the Seminar schedule through TU after coordinating with each laboratory.
4. The discussion session was held in a closed session, on the 14th week starting from the beginning of the 7th semester which was attended by:
 - Student participants
 - Seminar Advisory Lecturer (SGL) and Co-supervisors (if any)
 - 2 (two) examiners (according to the Laboratory or field of expertise) the same one). The selection of examiners follows the applicable laboratory rules.
5. All activities of the Seminar Session will be stated in the Minutes of the Seminar Session which will be published in the 14th week starting from the beginning of the 7th semester, through form FS-07. In the seminar session, it will be mutually agreed between SGL and the examiners regarding the improvements that will be made by SS. SS will be given a response form and suggestions for improvement of the seminar book (FS-08) as a basis for revising the seminar book.
6. The graduation of the Seminar Session is determined by the assessment of the SGL and the two examiners, based on the predetermined graduation criteria for the Seminar Session. The results of the evaluation of the Seminar Session are:
 - **SS DECLARED PASSED WITHOUT REPAIR**
In this case SS can collect the Seminar manuscript on a predetermined schedule by attaching the Minutes of Implementation of Seminar
 - **SS DECLARED PASSED WITH REPAIR**
In this case SS must complete the draft of the Seminar in accordance with what is mandated in the News Seminar Session Implementation Event (FS-07), as well as conducting intensive consultations with SGL and Seminar Examiners. If the refinement of the Seminar draft has been completed, the SS can submit the Correction Conformity Form to the examiner (FS-09).
 - **SS DECLARED NOT PASSED**
In this case, SS must make a thorough improvement to the draft of the Seminar in accordance with what is mandated in the Minutes of Implementation of the

Seminar Session (FS-07). The SS will repeat to take Seminar courses in the next semester.

2.5. INSTRUCTIONS FOR IMPLEMENTING SEMINAR SESSIONS

Implementation of seminar sessions is carried out with the following instructions:

1. Seminar sessions are held under the coordination of each laboratory with SC.
2. Each laboratory is required to schedule seminar sessions on week 14 and week 15 in coordination with SC.
3. The selection of seminar examiners will be discussed in each laboratory in coordination with SC.
4. At the time of the trial, each supervisor will be given an envelope for each student under his guidance.
5. The envelope contains:
 - **For supervisors** : 1 sheet of assessment form, 1 form of Minutes of Seminar Session and 1 form of overall assessment results.
 - **For each examiner** : 1 assessment form and 1 form of Suggestion and Input for Seminar Sessions.
 - **For students**: 1 Response form to the suggestions/input of the seminar session.
6. The session was held for 1 hour for each student, with an allocation of 15 minutes for presentation, 35 minutes for question and answer discussion and 10 minutes to agree on recommendations with supervisors and examiners.

The flow chart of the general seminar preparation procedure can be seen in Figure 2.1.

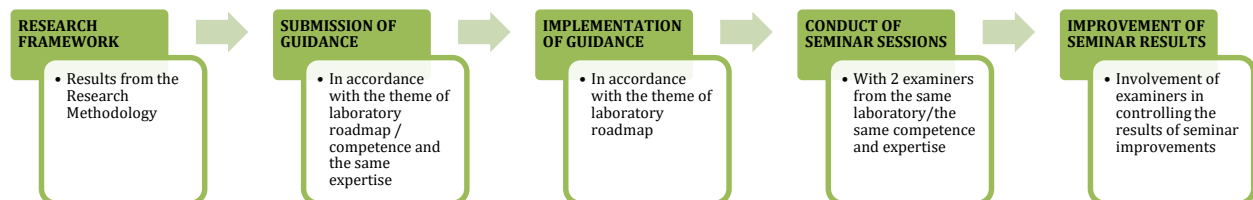
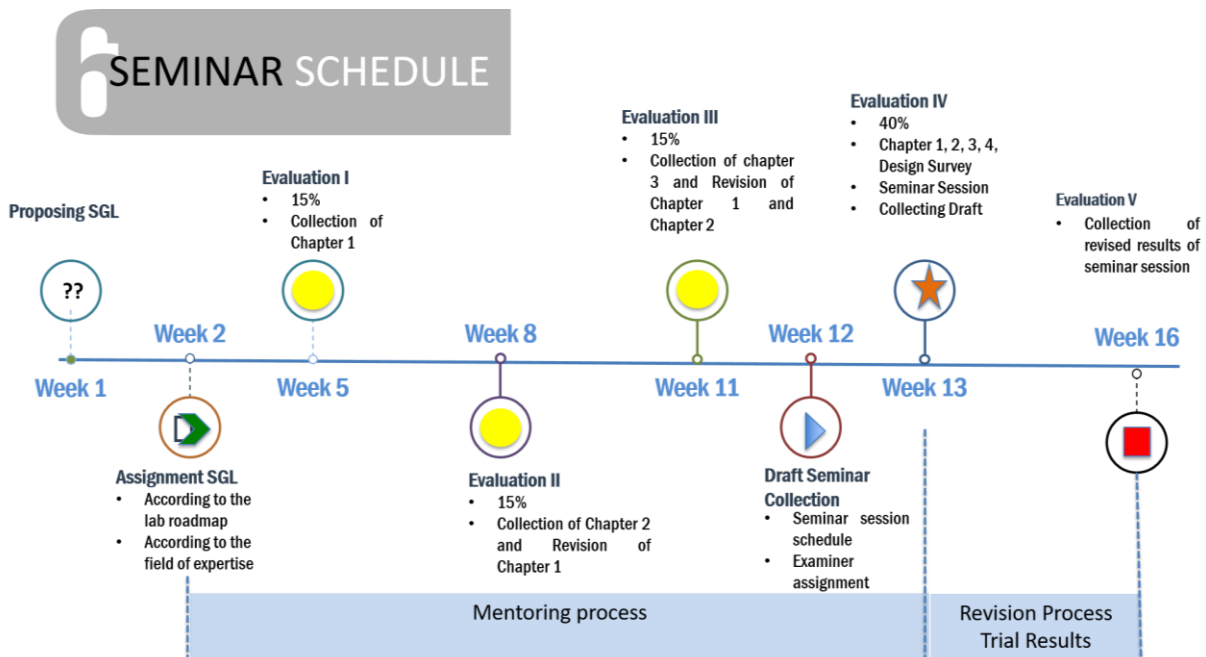


FIGURE 2.1 GENERAL PROCEDURE FOR SEMINAR COMPETITION

Furthermore, the entire schedule for the preparation of the Seminar starting from the preparation of the proposal to the collection/reporting of the final manuscript can be seen in Figure 2.2.



2.6 PROCEDURE FOR IMPLEMENTING IMPROVEMENT OF THE RESULTS OF SEMINAR SESSION

After the seminar session is conducted, SS has the opportunity to make improvements to the seminar book if the decision of the seminar session is declared to have passed, either passed without improvement or passed with repairs. The stages of repairing book are as follows:

1. SS makes repairs by referring to the minutes of the seminar session (FS-07).
2. SS is required to fill in the form of feedback and suggestions for improvement (FS-08) of the seminar book that has been carried out.
3. SS is required to obtain approval for the revision of the seminar book (FS-09) from the same examiner lecturers at the time of the seminar by showing the improvements that have been made.
4. Next, SS collects the results of improving the seminar book at the end of the 16th week.

Chapter 3

SEMINAR ASSESSMENT

3.1. STAGE OF ASSESSMENT

The evaluation process of the Seminar is carried out through four stages as follows:

A. ASSESSMENT I (20%)

This assessment is based on the achievement of the preparation of Chapter I (Introduction) which the assessment is carried out by SGL. This assessment is carried out in the 6th week of lectures. This reference can later be used as one of the considerations to determine the final value of the Seminar by the SGL.

B. ASSESMENT II (15%)

This second assessment is based on the achievement of completing Chapter I as well as the preparation of Chapter II (Public Review) which the assessment is carried out by SGL. This assessment is carried out in the 9th week of lectures. This reference can later be used as one of the considerations to determine the final value of the Seminar by the SGL.

C. ASSESSMENT III (15%)

This assessment is based on the achievement of completing Chapter I of Chapter II as well as the preparation of Chapter III (Methodology) which the assessment is carried out by SGL. This assessment is carried out in the 12th week of lectures. This reference can later be used as one of the considerations to determine the final value of the Seminar by the SGL.

D. ASSESSMENT AT THE TIME OF THE SEMINAR SESSION (40%)

This assessment was carried out by the SGL (20%) and 2 (two) examiners of 40% each, to produce the value of the session Seminar. The Criteria for the Assessment of the Examination Session are shown in Appendix 9/7.

E. ASSESSMENT ON THE REVISION OF THE SEMINAR SCRIPT (15%)

This assessment is carried out by the SGL to ensure that the seminar draft has been revised based on responses and suggestions during the Examination Session with the limits agreed upon during the Seminar Session. This reference can later be used as one of the considerations to determine the final value of the Seminar by the SGL.

3.2. SEMINAR ASSESSMENT ASPECTS

The aspects assessed in the seminar session are as follows

CRITERIA	Weight
Conformity of title with Seminar Content	10%

Background and Empirical Facts <ul style="list-style-type: none"> ▪ Existence of empirical facts in the background, supported by data/information <i>up to date</i> and valid reference sources 	15%
Problem Formulation <ul style="list-style-type: none"> ▪ Correctness of problem formulation and research questions 	10%
Objectives and Objectives <ul style="list-style-type: none"> ▪ Correctness of formulation of research goals and objectives ▪ Conformity between goals and objectives with topic/title 	10%
Literature Review <ul style="list-style-type: none"> • Sharpness of literature review, indicators and research variables • Conformity between the substance of the literature review and the topic /title • Completeness of substance of literature review • Accuracy of synthesis of literature review • Correctness of literature writing (citation) • Updating of literature/literature 	20%
RESEARCH METHOD <ul style="list-style-type: none"> ▪ Correctness of formulation of research approach and type of research ▪ Correctness of formulation of research variables and operational definitions ▪ Correctness of formulation of collection method and data analysis ▪ The correctness of the flow chart formulation and research stages ▪ Conformity between research methods and research objectives 	20%
OVERVIEW OF THE STUDY AREA <ul style="list-style-type: none"> • Conformity of the general description of the study area with the topic/title 	5%
Readiness of Survey Design <ul style="list-style-type: none"> • Availability, draft questionnaire, validity and reliability of the questionnaire (Quantitative Research) • Availability, criteria, screening of respondents and drafts of interviews and questionnaires (Qualitative Research) • Availability of observation guides 	10%

3.3. GRADUATION CRITERIA

Meanwhile, the Seminar's graduation classifications are as follows:

A. PASSING GRADES

The pass scores for the Seminar courses are A, AB, B, BC, or C. This score is given if the student has passed the Seminar Session.

B. FAILED SCORES (FAILED SEMINARS)

Failed scores for seminar courses are D and E. This value is given to SS who are unable to complete their Seminar until the time limit for studying at ITS. SS which is included in this category is declared not to have graduated from the ITS PWK Department. The SS in question must take Seminar courses in the following semester.

Chapter 4

FORMAT WRITING OF SEMINAR REPORTS

This seminar report writing format is intended to make it easier for SS in preparing the Final Project in the following semester. This guide along with all the formats contained therein, must be followed in writing the Seminar. This guide regulates the procedures for writing seminars within the ITS Urban and Regional Planning Department (PWK). An example of the format for writing a Seminar Report can be seen in the Appendix.

4.1 SEMINAR REPORT FUNCTION

Report is a written report that must be made after the student is declared to have passed the Seminar Session. The functions of this Seminar report are:

- ☐ Absolute requirements to be able to take Final Project courses in the coming semester
- ☐ Materials for consideration of giving value to Seminars from URP ITS
- ☐ Guidelines in preparing Seminars

4.2 TECHNICAL PROVISIONS FOR WRITING SEMINAR REPORTS

A. PAPER

Paper is printed on A5 size paper. The part of the paper containing the printed text has a border of 2 cm from the left and right edges, and 2.5 cm from the top and bottom edges. The original Seminar manuscript in final form was printed 3 (three) times to be submitted to URP ITS.

B. BINDING

Seminar manuscript made with the help of a computer using a printer with black ink and with Times New Roman font 12, or Arial font 11, or Tahoma font 11. The printing of manuscripts is arranged as follows:

- ☐ Manuscripts are printed on one front page.
- ☐ Seminar text lines are one spaced apart. It is allowed to reduce the space to a special space in the notation of a list (*bulleted list*), footnotes, captions, and contents of diagrams, tables, figures, and bibliography.
- ☐ The first line of a new paragraph is one and a half spaces from the last line of the paragraph that precedes it.
- ☐ The first letter of the new paragraph must go into the paragraph (*indentation*).
- ☐ A new paragraph does not start at the bottom of the page, unless there is enough space for at least two lines. The last line of a paragraph should not be placed on the next new page, leave the last line at the bottom of the page (*widow / orphan control*)
- ☐ The first letter after a comma, semicolon, double colon, and period is printed by leaving a space (space between two letters) behind the punctuation.

- ❑ Manuscripts do not contain *headers* and *footers*.
- ❑ Seminar manuscripts that are prepared must not contain errors, or corrections of errors.

C. WRITING RULES

Seminar writing must follow proper writing rules such as:

- ❑ Use of standard language and terms briefly and clearly
- ❑ Follow the usual scientific writing

D. USE OF STANDARD INDONESIAN LANGUAGE

Seminar manuscripts must use standard Indonesian. Grammatical rules must be adhered to. Sentences must be complete and complete. Use punctuation mark as necessary and sufficiently so that it can be distinguished between a subordinate clause and the main sentence, an adverb sentence with the sentence being explained, and so on.

Personal pronouns, especially first person pronouns (I and we), should not be used, except in quotations. Arrange the sentences in such a way that they do not need to use personal pronouns.

Separation of words should follow the applicable provisions. The last word at the bottom of the page should not be truncated. Separation of foreign words must follow the method indicated in the foreign language dictionary.

Use the General Guidelines for Spelling of Indonesian Enhanced, General Guidelines for the Formation of Terms, the Big Indonesian Dictionary, and dictionaries in special fields published by the Center for Language Development and Development, Ministry of Education and Culture, as guidelines.

4.3 SEMINAR SECTIONS

Reports in the Urban and Regional Planning Department are divided into sections, namely:

A. SEMINAR PREPARATION SECTION

The seminar preparation section consists of:

1. COVER

The seminar title is printed on the cover, the student's full name, the inscription DEPARTMENT OF REGIONAL AND CITY PLANNING, FACULTY OF CIVIL AND CIVIL ENGINEERING PLANNING, SEPULUH NOPEMBER INSTITUTE OF TECHNOLOGY, and year of completion. All written in capital letters and printed in black ink. The type and size of the letters are determined as follows:

- Seminar title:
 - Font type : Times New Roman Capital
 - Font size : 16, bold type
 - The word "SEMINAR" : same as the title
- Sentences under the Seminar the same typeface, size 12 , bold print
 - The word "by" : size (font) 12, bold print
 - Student name : size (font) 14, bold print
 - NRP : size (font) 14, bold print
 - ITS coatarms : height 3.5 cm
 - Institut Teknologi Sepuluh November and year of graduation: size (font) 14, bold.

2. INTRODUCTORY

Foreword page. The page prints on a new page. On this page, students have the opportunity to express their gratitude in writing to supervisors and other individuals who have provided guidance, advice, suggestions and criticism, to those who have helped conduct research, to individuals or organizations that have provided assistance, and so on.

There are various ways to write an introduction, but all of them should use standard sentences. Acknowledgments should be made not excessive and limited to only "*scientifically related*".

3. TABLE OF CONTENT

The table of contents page is printed on a new page and is titled TABLE OF CONTENTS which is written in capital letters and does not end with a period. This page contains the chapter number, sub-chapter number, chapter title, and sub-chapter title as well as the page number where the chapter title and sub-chapter title are published. Each of the three is written in three consecutive columns.

Chapter numbers are written in Roman numerals, while chapter numbers are written in Arabic numerals, both without ending with a period. Numbers and titles of sub-chapters, if any, do not need to be included on the table of contents page. Sub-chapter numbers are written with two Arabic numerals separated by a dot, the first Arabic numeral indicates the serial number of the sub-chapters in the chapter, while the second Arabic numeral indicates the serial number of the children in these sub-chapters.

Chapter titles are written in capital letters, while the titles of sub-chapters and children in sub-chapters are written in lowercase except for the first letter and every word is written in capital letters. Chapter titles and sub-chapters do not end with a period, because the title is not a sentence. The table of contents page can consist of one or more pages.

4. ATTACHMENT LIST PAGE

The attachment list page prints on a new page. This page contains the attachment number, attachment child, attachment title, and attachment child title as well as the page number where the attachment title and attachment child title are loaded.

The order of appendices is written in capital letters of the Latin alphabet A, B and so on, and the order of the appendices is written with Arabic numerals. The subsidiary number indicates the unit number in the appendix.

The way of writing the title of the appendix and the title of the appendix is the same as writing the title of the chapter and the title of the sub-chapter on the table of contents page.

5. THE TABLE LIST PAGE

The table list page prints on a new page. This page contains the table number, the title or name of the table, and the page number on which the table is loaded.

Table numbers are written with two numbers separated by a period. The first number, written in Roman numerals, indicates the number of the chapter where the image is located, while the second number, written in Arabic numerals, indicates the number of the drawing/illustration unit in the chapter.

The title or name of the table is written in lowercase, except for the first letter of the first word which is capitalized. Image title lines are separated by a single space.

The page numbers written in Arabic numerals indicate the page numbers on which the table is loaded.

6. IMAGE AND ILLUSTRATION LIST PAGE

A list of images and illustrations page is printed on a new page. This page contains the image/illustration number, image/illustration title, and page number where the image/illustration is loaded.

Figure / illustration numbers are written with two numbers separated by a dot. The first number, written in Roman numerals, indicates the chapter number in which the image is present, while the second number is written with arabic numerals indicating the unit number of the image/illustration in the chapter.

The title or name of the image/illustration is written in lowercase, except for the first letter of the first word written in capital letters. The title lines of the image are separated by a single space.

The page number written with arabic numerals indicates the page number on which the image/illustration is loaded.

B. MAIN BODY OF THE SEMINAR

In the main body, the core substance of the Seminar is contained. The contents of the entire main body are entirely the responsibility of students and supervisors. Seminar main body consists of:

1. CHAPTER 1 INTRODUCTION

The introductory chapter include at least the following matters:

- Background
- Problem Formulation
- Goals and Objectives
- Scope (a regional scope, the scope of the discussion and the scope of the substance)
- The benefits of research (theoretical benefits and practical benefits)
- Expected results

The title of the chapter, namely INTRODUCTION, which is written in capital letters is printed two spaces below CHAPTER I without a dot after the last letter and is placed symmetrically on the page. The numbering and method of writing sub-chapter titles is explained in the next section.

2. CHAPTER 2 LITERATURE REVIEW

The literature review chapter contains a description of the flow of thought and scientific development of the study topic. In essence, the results of a researcher's research are not a new discovery that stands alone, but something related to the results of previous research. In this literature review chapter, the results of previous researchers related to the problems studied by students must be elaborated in such a way as to provide an overview of the development of knowledge that underlies the writing of the Seminar. With this literature review, students also want to show that they master the knowledge that underlies or is related to the problem being studied.

The literature review should be arranged in accordance with the order of development of the branch of knowledge it contains. The literature review also contains a review of the conclusions contained in each title in the bibliography and in this connection the students show why and how the topic of study was chosen and the direction that will be taken in completing the discussion / completion of the study topic.

At the end of this literature review chapter, a conclusion is formulated that contains the variables used in the study. If needed, research hypotheses are also included in this section.

3. CHAPTER 3 RESEARCH METHOD

The research method contains the approaches and stages used to answer research problems and achieve research objectives. This section also contains a minimum;

- research approach
- types of research
- research variables
- The following sample population and sampling techniques
- methods / techniques of data collection
- analysis techniques to be performed
- Research Stages
- study framework.

4. CHAPTER 4 OVERVIEW OF THE STUDY AREA

The general description of the study area contains a description of administrative boundaries, land use, demographic data and other data related to the research objectives.

C. BIBLIOGRAPHY

The bibliography is not a separate chapter, therefore it is not given a chapter number. The bibliography is written on a new page with the title REFERENCES printed 3 cm below the top of the page, with capital letters without a dot behind the last letter. There are several ways to write a bibliography, but the proposed method for formatting is the method described below.

The bibliography contains all the libraries used by students in preparing and completing their seminars. All the literature listed in the bibliography must really be referenced in writing the Seminar. The bibliography consists of published papers and books and usually can be found in the library. Seminars, theses, and dissertations are included in the bibliography, because although they are not published, they can generally be found in libraries. Unpublished sources are not listed in the bibliography, but are listed in the *footnote* on the page concerned. Textbooks (*textbooks*) that are included in the bibliography are sought to be the most up-to-date libraries.

Writing bibliography is as follows:

1. ARTICLES IN THE JOURNAL

- Surname (end) of the author / authors, followed by the initials
- Year of publication (in parentheses)
- Title of the article (regular letters, beginning with a capital letter)
- The title of the journal (in italics)
- Volume number of journal
- The page number of the article used
- Example:
 - Maulana, F. (2004), Concept of Forest Management, *Journal of Urban and Regional Planning*, Vol 11, 43-44

For the article author's name more than three people, then simply write the first one followed by et al (et al).

2. BOOKS

- Surname (end) followed by the initials
- Year of publication / publication (in parentheses)
- The title of the book (italics)

- Edition
- Publishers
- City where published
- Example:
 - Barrett, CS and Massalski, TB (1980), *Structure of Metals: Crystallgraphic Methods, Principles and Data*, Third Edition, Pergamon Press, Oxford, 73-89

3. BOOK WITH EDITOR

- Surname (end) followed by the initials
- Year of publication / publication (in parentheses)
- Section title
- The title of the book (italics) preceded by in
- Volume number if any
- Editor's name, preceded by ed. Or eds (plural)
- Publishers
- Publishing place
- Example :
 - Hall, JE (1992) *Treatment and Use of Sewage Sludge In The Treatment and Handling of Wastes*, Eds: AD Bradshaw, R. Southwood, F. Warner. Chapman and Hall, London. 63-82

4. PAPER IN BOOK PROCEEDINGS (CONFERENCE)

- Author / date / title of paper, such as in a journal at the top, it should be added
- Conference number, title and place
- Example:
 - Bhattacharya, B., Egyd, P., dan Toussaint, G.T. (1991), Computing of Wingspan of Butterfly. *Proc. Third Canadian Conference ini Computational Geometry (Vancouver)*, August 6-10, 88-91

5. PROJECT (STUDENT FINAL PROJECT, DLL)

- Example:
 - Cos, M.J.M. (1994), Improvement of a Hang-gliders's Stall Characteristic. *Mechanical Engineering Project*, School of Engineering, The University of Middletown.

6. SEMINAR/THESIS/DISSERTATION

- Example:
 - Inman, M.E. (1994), *Corrosion of Carbon Steel in Geothermal System*, Ph.D thesis, The University of Middletown

7. ENGINEERING STANDARD

- Example:
 - ACI Committee 318, (1989), *Building Code Requirement for Reinforced Concrete and Commentary*, American Concrete Institute, Detroit

8. GOVERNMENT DOCUMENTS

- Example:
 - World Health Organization (WHO) (1997) *Manual of the Statistical Clasification of Diseases, Injury and Causes of Death: based in the Recommendation of the Ninth Revision Conference, 1975, and Adopted by the Twenty-ninth World Health Assembly, Vol I*, WHO, Geneva

HANDOUT

- Example:
 - Seide, R. (1996), *Robotic*, Lecture Handout, Engineering and Society, The University of Middletown.

9. MATERIAL FROM THE INTERNET

- Example:
 - Internet news groups Comp. Compression (1995), Frequently Asked Question part I, subject (17): *What is the state of Fractal Image Compression?* Entry from P. Mair (mair@Zariski.harvard.edu), downloaded on April 10, 2006.

Distance between lines in one sentence of a library uses one space, while the distance between one library and another is one and a half spaces.

D. APPENDIX

Appendix can consist of several pieces. The required attachment is the **design of the survey to be carried out**. Each appendix is numbered in the form of numbers 1, 2, 3, or capital letters of the Latin alphabet A, B, C, ... and so on. Attachments are preceded by one page containing only the word ANNEX in the middle of the page. This page is not numbered. Attachments can be in the form of tables, pictures, and so on which are considered not to be part of the main body of the Seminar.

E. PAGE NUMBERING

The abstract and preparatory pages of the Seminar are numbered separately from the main body page of the Seminar. The pages of the preparatory section are numbered i, ii, iv, ..., x, xi to distinguish them from the main body page numbers of the Seminar which are Arabic numerals. The abstract and preparatory page numbers are written in the middle 1.5 cm above the bottom edge of the paper, except for the seminar's starting page, where the page number is not listed on the page.

The main body pages of the Seminar are given Arabic numerals 1, 2, 3 Page numbers are written in the middle, 1.5 cm below the top edge of the paper, except for pages containing new chapters. On this page (chapter title page), the page number is written below the center, 1.5 cm above the bottom edge of the paper. The appendix page numbers are a continuation of the Seminar's main body page numbers. The way to write the page norm is the same as the way to write the seminar's main body page norm.

4.4 HOW TO CREATE FIGURES AND TABLES

1. FIGURES

Figures include drawings, illustrations, graphs, diagrams, floor plans, maps, charts, monograms, flowcharts, and portraits. Drawings must be made on the paper used for the Seminar manuscript. The original image is made with a quality printer or plotter or similar image printer. Letters, numbers and other punctuation marks used in pictures must be clear.

Figures that can not be accepted as part and manuscripts Seminar:

- drawings made on graph paper
- drawings made on graph paper then the graph paper is pasted on the script paper;
- drawings made on other paper pasted on manuscript paper.

The outline of a rectangular image, diagram or illustration (the outline can be a pseudo line) is placed in such a way that the boundary line does not exceed the paper that can be printed. The image is placed symmetrically to the border of the paper that can be printed. The longest side and the outline of the image can be placed parallel to the width of the paper or parallel to the length of the paper. For the latter, the image should be made on a separate page without text text for easy reading.

The image with the longest side parallel to the width of the paper may be placed in the middle of the page between the lines of the teSC sentence. In this case the top border of the image must be located three spaces below the line of the previous sentence. The TeSC after the image must be three spaces below the last line of the image. The image number and title are placed below the image. The title of the image must be the same as the title of the image listed on the image and illustration list page.

Images that require wider pages and manuscript pages are acceptable. Images that require a fold to reach the page size of the manuscript can be included in the body of the Seminar. Larger images and those should be included in the appendix.

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

The title or image name is written in lowercase, except for the first letter of the first word which is capitalized. Image title lines are separated by a single space.

Images quoted from other sources are explained by including the author's name and the year or serial number of the bibliography in the back of the bibliography or under the title.

2. TABLES

Tables are made on manuscript paper. Table letters and numbers must be printed (not handwritten). The table columns are arranged in such a way that the table is easy to read. The distance between a number and the number below or above must be one and a half spaces. The important thing is that the table is easy to read.

As shown in the figure, the table also has a boundary line which is generally a pseudo line. The table is placed on the manuscript page in such a way that the boundary line does not exceed the limit. Printable paper and tables are symmetrical inside.

Table columns can be placed parallel to the width of the paper or parallel to the length of the paper, in the latter case the entire page should be filled with tables without text text. The table may be placed in the middle of the page between the lines of the main body of the Seminar. In this case the bottom line of the table must be three spaces above the top sentence below the table. Above the table top line, the table number and title are written. If the table consists of two or more rows, the rows are separated by a single space.

The first line of the table title must be three spaces below the last line of teSC while the last line of the title must be two spaces above the top line of the table. Tables requiring larger paper and manuscript pages are acceptable. However, it is best if only tables which, when folded once, have reached the size of the manuscript page, should be included in the main body of the text. Larger tables are placed in the appendix.

In secondary data in the form of tables and originating from one source, the name of the author and the year of the serial number of the bibliography are listed in the bibliography behind or below the table title.

Tables containing cited data and multiple sources, each data set and one source are given a top print (*superscript*), and the top print is explained in a footnote below the table. The source can also be written in a special column in the table; in this case no top print is required.

4.5 OTHER GUIDELINES

1. NUMBERS

denoted by numbers are Arabic numerals. These numbers are used to declare:

- size (eg, 174 cm), mass (81.0 kg), temperature (25°), percentage (95.7%), and others;
- page number;
- date (December 17, 1962),
- time (10.45 am);
- numbers in algebraic calculation and formula, including fractions,
- etc.

The decimal sign is indicated by a comma, for example 25.5 (twenty five and a half). The thousands sign is indicated by a period, for example 1,000,000 (one million). Numbers in sentences that are less than one-tenth can be written in words, for example, six colleges; but greater than ten numbers are used, for example 17 mangoes.

Indeterminate magnitude and numbers used to express large are generally written in words, for example ten years ago, forty years old, in half an hour, five times a day, a few hundred centimeters and so on.

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

Avoid using Roman numerals to represent numbers because they are not immediately understandable.

2. ITALIC

The size of the letters used for italics must be the same size as the letters for the manuscript. Italics are used for book titles and for scientific magazine names. In general, italics are used on words or terms to give special emphasis or attract attention.

3. HOW TO WRITE CHAPTER TITLES AND SUB-CHAPTER TITLES

The word "chapter" is written in capital letters followed by the chapter number written in Roman numerals, such as CHAPTER I. The chapter and its number are printed 2.5 cm below the upper border without ending a period behind Roman numerals and placed symmetrically within the borders of the printable paper. A new chapter is written on a new page. Chapter titles are printed one and a half spaces below the chapter number. Chapter titles are written in capital letters without a dot after the last letter. If the chapter title consists of two lines, the second line begins with a new line. Chapter headings are placed symmetrically within the boundaries of the paper that can be printed.

The title of the sub-chapter is printed three spaces below the last line of the chapter title or the last line of the sub-chapter that precedes it. The titles of the chapters are bolded in lowercase except for the first letter and each word is capitalized. Chapter numbers are in bold on the left border. Sub-chapter titles do not end with a period.

4. QUOTATION

Quotations use the Harvard system, namely formulas, sentences, paragraphs, or core meanings followed by the author's last name and the year of publication in brackets.