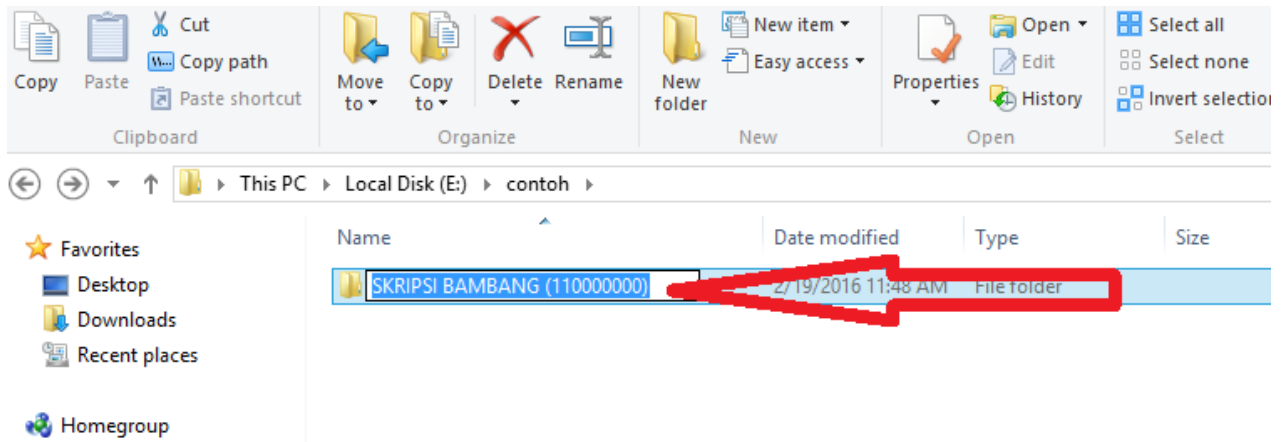


STANDAR OPERATIONAL PROSEDUR (SOP) UPLOAD KARYA ILMIAH MAHASISWA

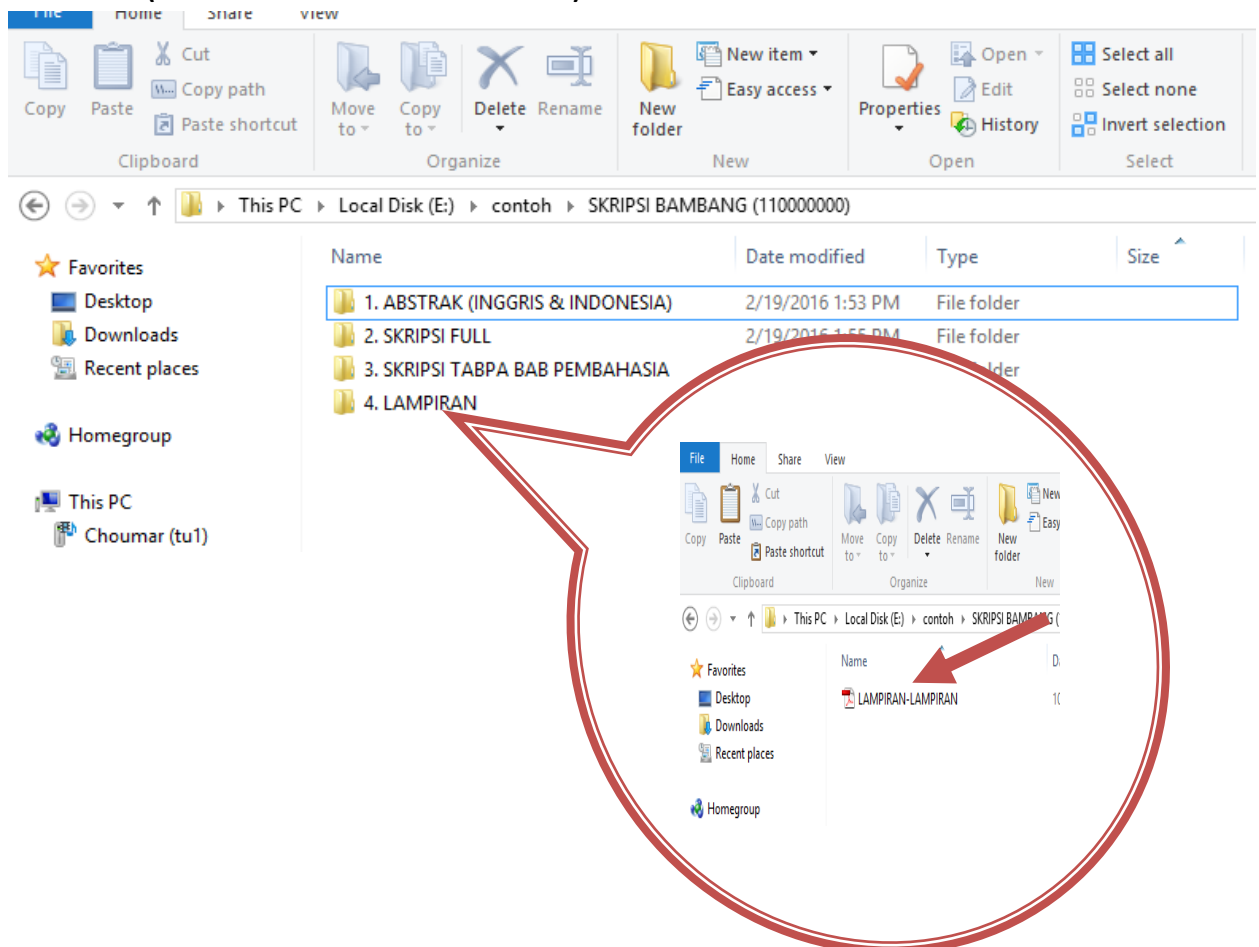
FORMAT STANDAR CD TESIS, SKRIPSI, DAN TUGAS AKHIR

A. Nama Folder Awal : JENIS KOLEKSI sepesi NAMA (NPM)



B. SUSUNAN FORMAT CD

1. ABSTRAK (INGGRIS & INDONESIA)
2. SKRIPSI FULL
3. SKRIPSI TANPA BAB PEMBAHASAN
4. LAMPIRAN (Nama File : LAMPIRAN-LAMPIRAN)



FORMAT STANDAR UPLOAD TESIS, SKRIPSI, DAN TUGAS AKHIR

1. ABSTRAK (INGGRIS & INDONESIA)
2. SKRIPSI FULL

Khusus Untuk **SKRIPSI FULL**, anda **DIWAJIBKAN** memproteksi dokumen dengan cara memilih menu **Show Options**, Pilih menu **Licence: Registered User Only** , kemudian klik **Update Metadata** , dan klik Tombol **Next** seperti berikut

The screenshot shows a web interface for uploading documents. At the top, there are navigation buttons: "< Previous", "Save and Return", "Cancel", and "Next >". Below this is a section titled "Add a new document" with instructions on how to upload files. There are two input fields: "File" and "From URL", with a "Choose File" button and "No file chosen" text. Below this, three document entries are listed:

- Text: ABSTRAK (ABSTRACT).pdf, 18Kb, with a "Show options +" button.
- Text: SKRIPSI FULL.pdf, 18Kb, with a "Hide options -" button. This entry has a metadata form with the following fields:
 - Content: UNSPECIFIED
 - Type: Text
 - Description: (empty text box)
 - Visible to: Registered users only (indicated by a red arrow)
 - License: UNSPECIFIED
 - Embargo expiry date: Year: (empty), Month: Unspecified, Day: ?Below the form is an "Update Metadata" button.
- Text: SKRIPSI TANPA BAB PEMBAHASAN.pdf, 33Kb, with a "Show options +" button.

At the bottom, there are navigation buttons: "< Previous", "Save and Return", "Cancel", and "Next >".

3. SKRIPSI TANPA BAB PEMBAHASAN

Catatan :

1. Semua file di atas dibuat dalam bentuk PDF
2. Susunan file (Folder Depan) disesuaikan dengan isi Tesis/Skripsi/Tugas Akhir tercetak

BandarLampung, Febuari 2016
Kepala Perpustakaan Unila

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