Buku Perguruan Tinggi

UNIVERSITAS MEDAN AREA

31 AGUSTUS 2020

SUMINAR SETIATI ACHMADI

INSTITUT PERTANIAN BOGOR

Kriteria buku yang baik

- Ditulis oleh penulis yang kompeten di bidangnya
- Penerbit: badan ilmiah/organisasi/perguruan tinggi
- Proses editorial: pemeriksaan kebenaran keilmuan dan kebahasaan
- Memiliki *International Standard Book Number* (ISBN)
- Tebal ≤ 40 halaman cetak (menurut format UNESCO)

6 Ragam buku

- *monograph* = monograf
- *textbook* = buku ajar, buku teks
- modul
- *book chapters - bunga rampai*

bukan buku perguruan tinggi

- *reference book* = buku referensi
- umum/*trade book*

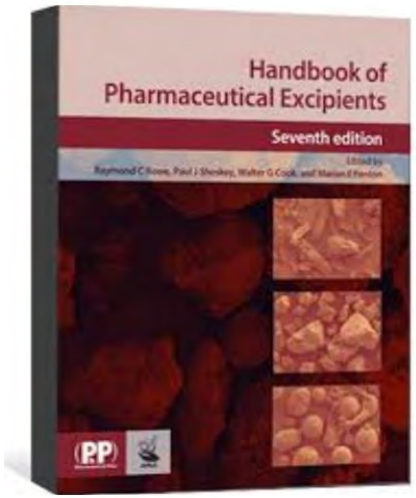
Buku Referensi

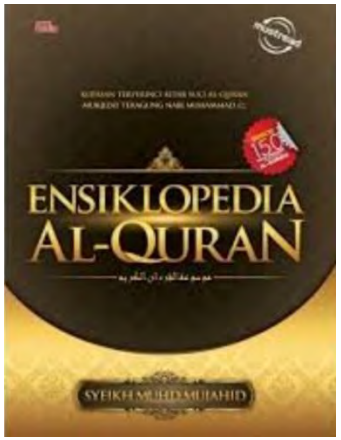
- = kompendium (himpunan) informasi, spesifik, berbentuk buku untuk memudahkan pencarian
- Tidak perlu dibaca dari awal sampai akhir untuk mendapatkan informasi yang dicari
- Gaya penulisan umumnya seperti indeks, daftar
- Edisi buku dapat dimutakhirkan, umumnya tahunan
- Contoh buku referensi: kamus, ensiklopedia, juga peranti lunak
- Di perpustakaan biasanya tersimpan di bagian "reference book" dan tidak boleh dipinjam (kecuali untuk difotokopi); hanya boleh dibaca di tempat
- Bagian "reference book" terpisah dari buku yang boleh diedarkan (dipinjam)

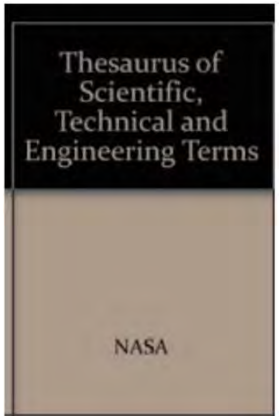
Contoh buku referensi

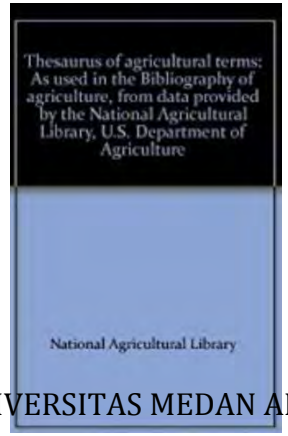
- Almanak – almanak pertanian
- Atlas – sekumpulan peta, memuat lokasi geografis
- *Book by category* – daftar buku berdasarkan kategori
- *Citation index* – daftar publikasi yang disitasi oleh publikasi lain
- Direktori – memudahkan pencarian subjek, a.l. buku telpon
- Ensiklopedia – suatu kompendium yang sangat komprehensif
- Handbook – suatu manual yang meringkas suatu kajian
- Tabel matematis – suatu tabel hasil-hasil matematis
- Farmakope –buku yang mengandung spesifikasi obat-obatan
- Tesaurus – daftar kata yang serupa, berkaitan, berlawanan

Contoh buku referensi



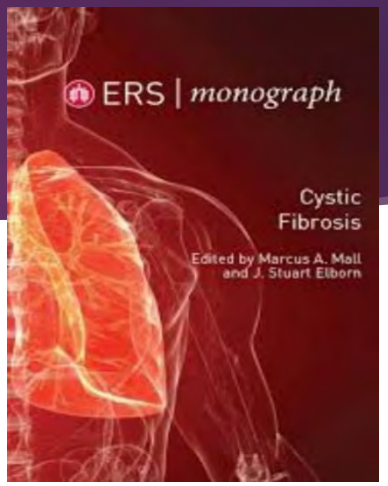


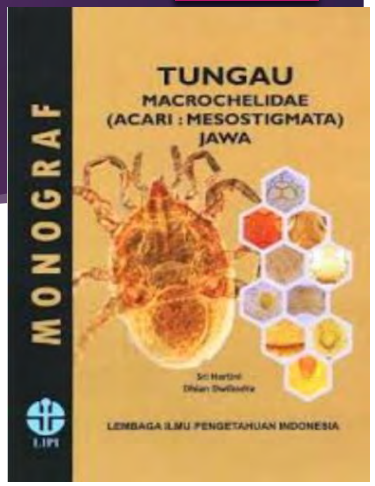


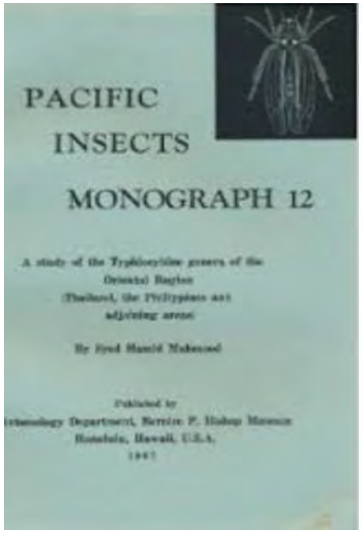


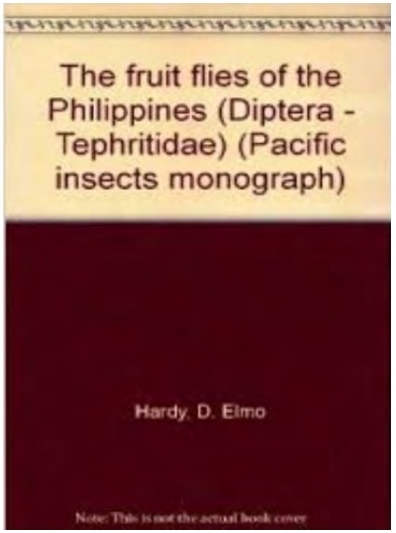
Monograf

- Tulisan tentang satu subjek, biasanya oleh penulis tunggal
- Dibedakan dari jurnal yang terbit secara berkala
- *Monographic series* diterbitkan berseri, biasanya oleh himpunan profesi dari kegiatan seminar (≈ prosidings)
- *Pacific Insects Monograph* diterbitkan oleh Entomology Department, Bishop Museum, Honolulu



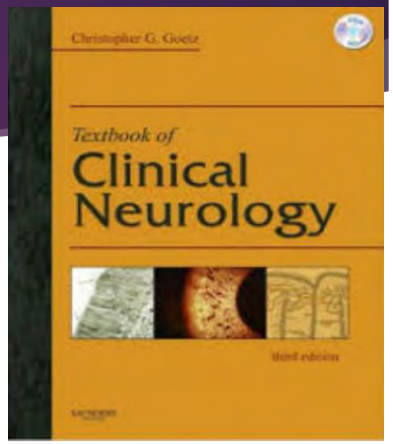






Buku ajar, buku teks

- = manual untuk pengajaran dalam suatu cabang ilmu
- Umumnya kurang berhasil pada terbitan pertama
- Diproduksi sesuai dengan keperluan lembaga pendidikan
- Umumnya bentuk cetakan
- Perkembangan baru: e-*book*, buku PDF, sistem tutor online, kuliah lewat video



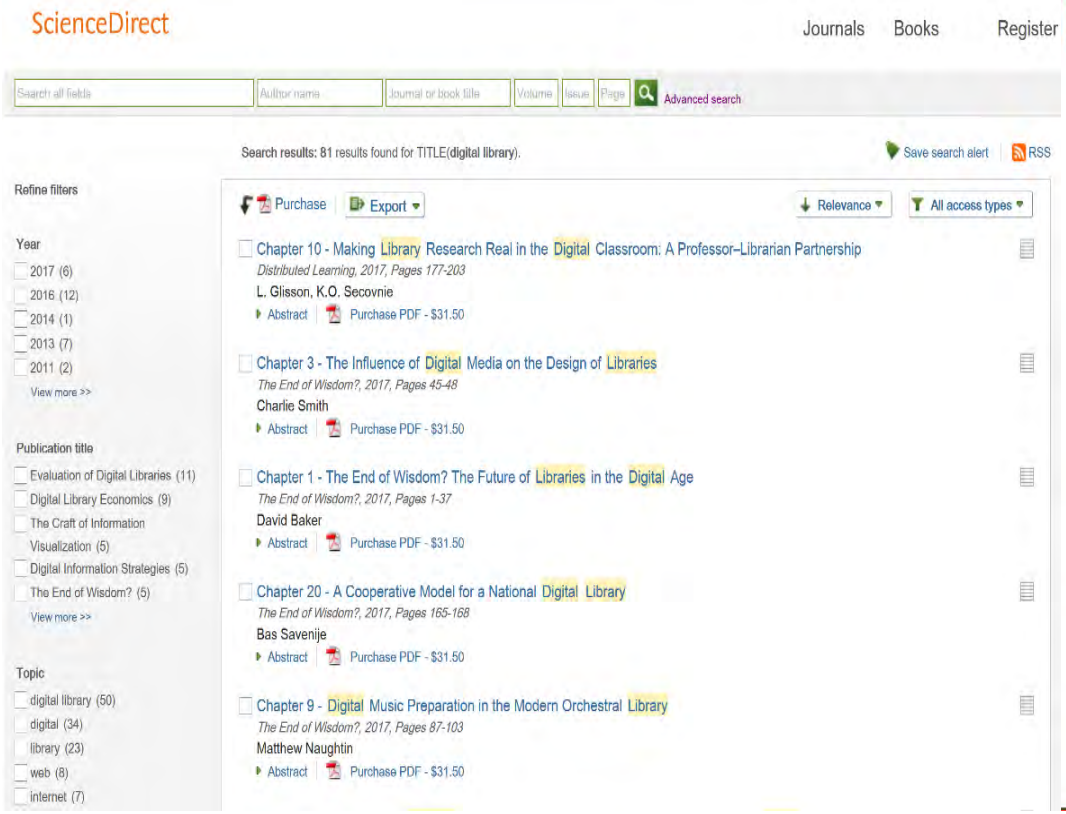
Kekhasan buku ajar

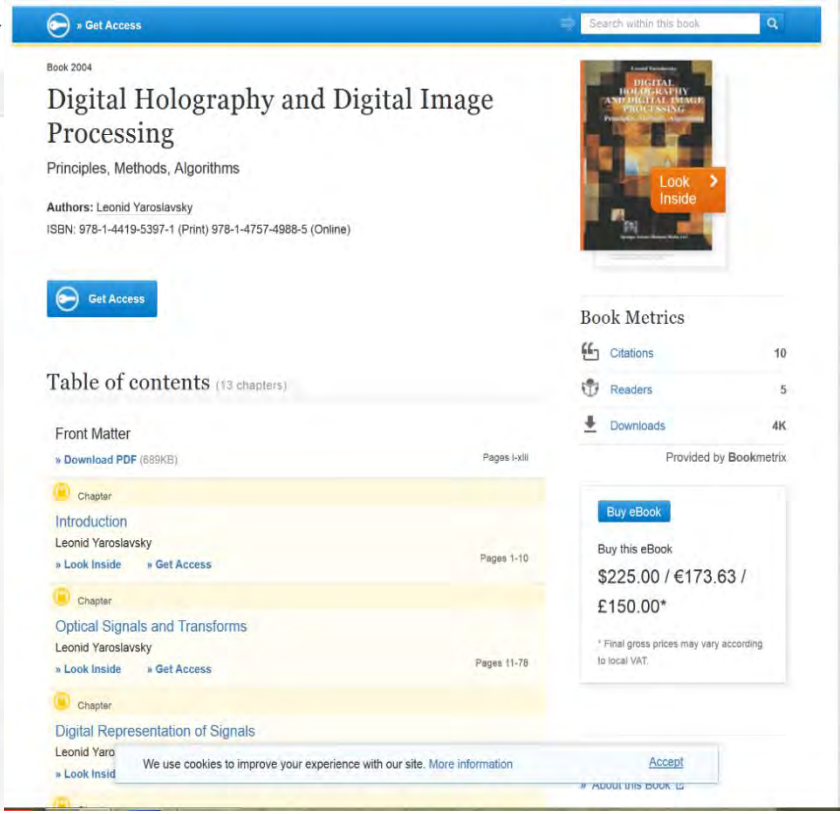
- *Pemasaran* buku ajar tidak sama dengan pemasaran barang lain
- Dosen atau prodi yang memilih buku, bukan mahasiswa; harga bukan faktor penentu
- *Penerbit* buku ajar yang baik jumlahnya sedikit, agak monopolistik
- *Campus buyback, rental program*
- Toko buku kampus akan membeli-kembali buku ajar bekas dengan harga sesuai dengan kondisi buku
- *Open textbooks, e-book*
- Boleh dicetak dengan permintaan
- Mahasiswa harus memilikinya (beli, sewa, pinjam)

Kegunaan buku ajar

- sarana pengantar ilmu pengetahuan
- bahasa dibuat mudah dimengerti untuk usia mahasiswa
- ilustrasi umumnya banyak, untuk memperjelas konsep
- dapat "mengajar sendiri", tetapi dengan peran dosen akan lebih baik
- sebaiknya dibawa sewaktu kuliah
- waktu pengajaran bisa lebih singkat (tak perlu menulis rumus, tabel, gambar, soal latihan)
- tugas baca dan PR dapat diberikan sebelum kuliah
- tersedia soal latihan sebagai sarana swauji bagi dosen maupun bagi mahasiswa
- sasaran belajar umumya diberikan di awal bab
- sayangnya masih dianggap mahal oleh mahasiswa

Contoh *e-book* dari ScienceDirect dan Springer





Di mana hasil riset Anda ditulis di buku ajar?

- Tertulis pada daftar acuan
- Tertulis dalam Prakata
- Dimasukkan sebagai contoh soal, contoh kasus dalam satu atau beberapa bab
- Sebagai kasus khusus Indonesia, dapat tertumpu sepenuhnya pada satu atau beberapa bab, atau tersebar masuk ke dalam banyak bab
- Sebagai rubrik khusus pengaya bacaan
- Foto-foto original (tidak bersumber dari tulisan lain)

Modul

- The Delta – untuk pengajaran bahasa Inggris, terdiri atas 3 modul (Cam
- Masing-masing dapat diberikan secara terpisah

Modul I: Understanding language, methodology and resources for teaching

- Modul I dinilai melalui ujian tertulis selama 3,5 jam dan 2 makalah
- Makalah 1 (1,5 jam); terdiri atas 5 tugas
- Makalah 2 (1,5 jam); terdiri atas 4 tugas

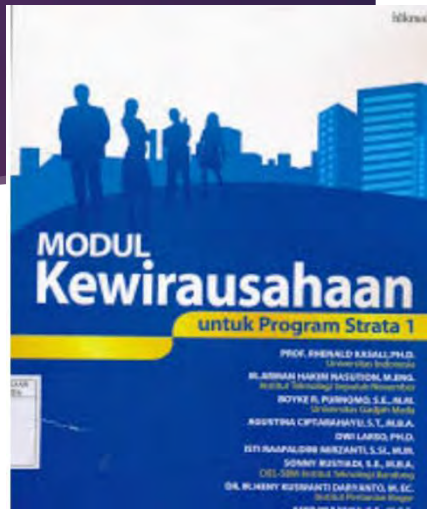
Modul II: Developing professional practice

- Modul II dinilai melalui observasi praktik pada berbagai aspek, oleh kalangan internal dan eksternal. Kegagalan di sini menyebabkan mahasiswa gagal untuk seluruh modul.

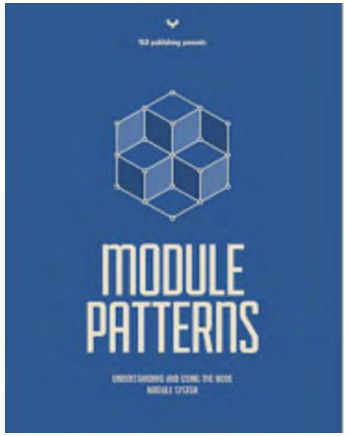
Modul III: Extending practice and English language teaching specialism

- Modul ini meliputi riset dalam bidang-bidang khusus: prinsip-prinsip desain silabus, ... monitoring dan evaluasi keefektifan dan mutu kuliah.

Modul Universitas Terbuka

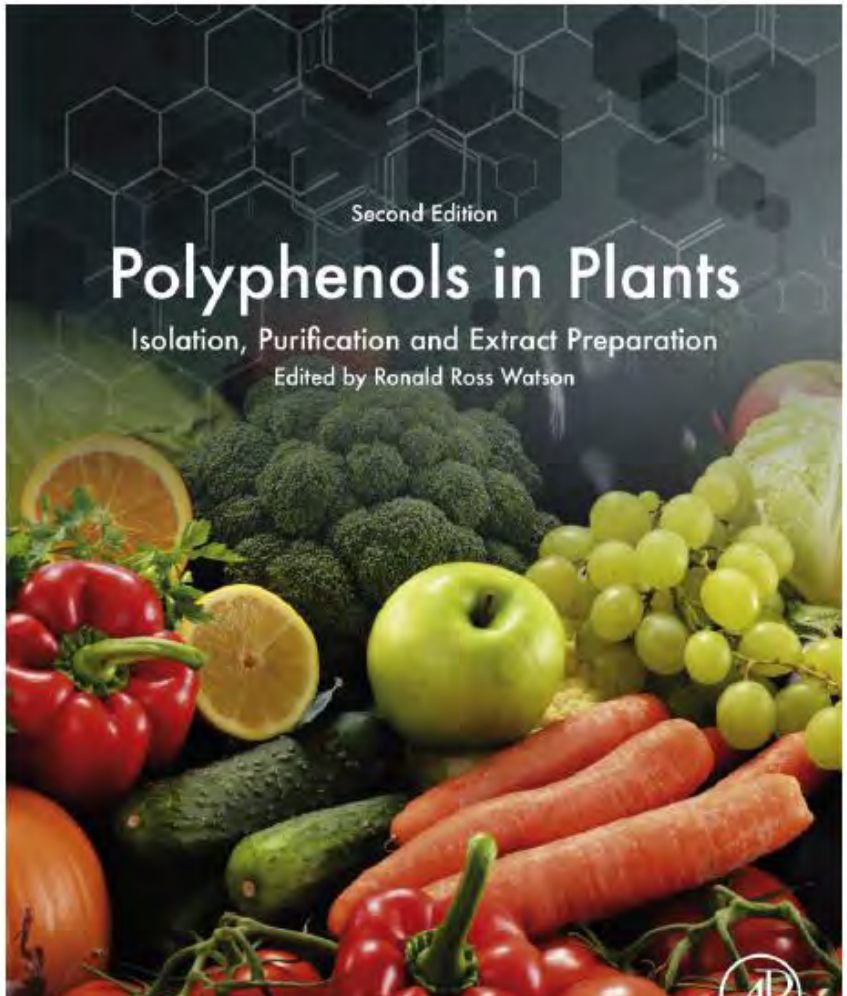


- Modul (bahan ajar, *teaching materials*) terbitan UT
- 1 sks = 3 modul (untuk mempelajari satu modul dengan penguasaan 80% diperlukan sekitar 15 jam per semester
- UT melayani program perbaikan SDM dari berbagai instansi (a.l. BRI, PT Garuda Indonesia) → modul-modul tersendiri



Bunga rampai (*book chapters*)

- Ditulis oleh banyak penulis yang dianggap pakar di bab yang berbeda
- Editor: pakar di bidangnya
- Biasanya editor menentukan judul buku, lalu mencari penulis untuk setiap bab
- Arahan dari editor: daftar isi (*outline*); berapa banyak yang harus ditulis, tenggat



Chapter 5

Polyphenols Resources in Indonesia From Economic Perspective

Suminar Setiati Achmadi
Department of Chemistry, Bogor Agricultural University, Bogor, Indonesia

Chapter Outline

1 INTRODUCTION

The biodiversity potential of the plants in this particular archipelago originates from 40,000 species consisting o
species of mushroom, 400 fruit-producing plants, 370 vegetable-producing species, 70 species of bulbous plants, 60 s
of freshening plants, and 55 types of spice plants. Indonesia's biodiversity has been partially exploited; some are
known for its potential, and most have yet to be identified. Biodiversity is the foundation of human life, becau
ugs. One important aspect is t

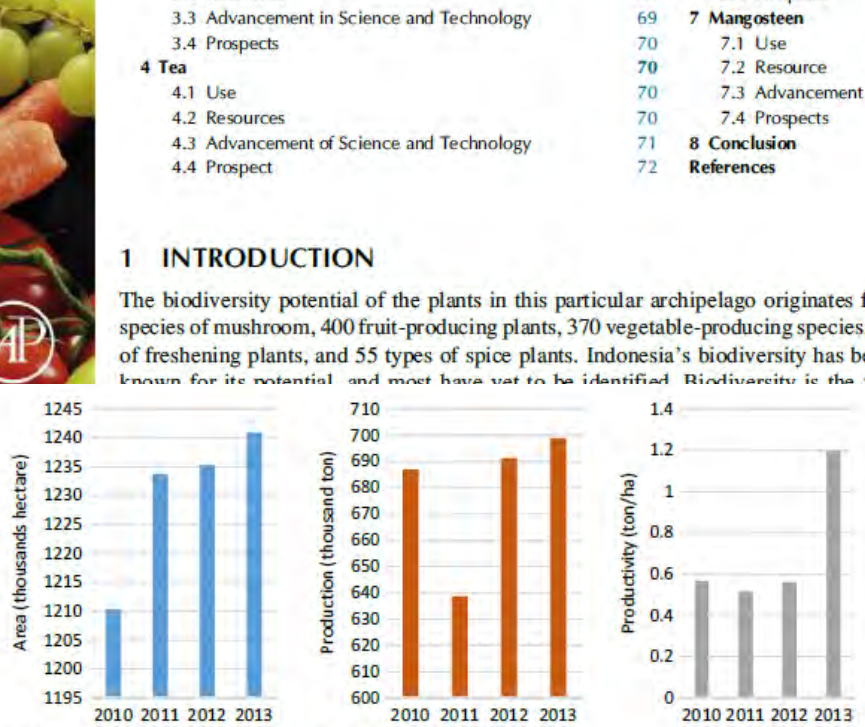


FIG. 4 Coffee plantation area, production, and productivity from 2010 to 2013 [1].

Contoh tawaran dari editor buku bunga rampai

Judul "Polyphenols" - Editor: RR Watson - University of Arizona

Dear Suminar Excellent **You need to propose a chapter title which could be based upon you research I sent in the invitation letter or something new involving polyphenols** I will then check to see if it would be a very nice addition to the book

We will use your chapter can be listed on Elsevier's website so you can see progress of your chapter and the book in August.

Bethany Stevens, the editorial assistant will send you further author instructions and is the source for questions on style and format. A typical Chapter is 8000 words long, however it can be shorter or longer as needed by the written materials. There are no costs to the chapter authors and the publisher pays for the book's publishing

Upon publication, the book is part of our Science and Technology division which serves more than 10 million researchers across 4,500 institutions in 180 countries, giving each individual chapter the widest reach possible. The book is printed in hard copy as well as available electronically. In addition, Elsevier partners with 130 abstracting and indexing services that index each book's chapters on discipline-specific databases, including notable names like ScienceDirect, Thomson Reuters/ISI and Scopus. Medline is not one of these. Our eBook library is also available and discoverable on more than 60 third-party retail, library, and specialty platforms, such as Amazon, Google Play, and Apple's iBookstore.

Persiapan penyusunan buku

- Fokus pada topik yang akan ditulis
- Kalau ada pertanyaan "so what", artinya pembaca belum terpuaskan
- Kalau ada pertanyaan "who cares", artinya salah sasaran, pembaca yang tidak relevan
- Jelaskan pentingnya buku ditulis dan ditujukan untuk siapa
- Mempersiapkan sumber daya untuk menulis: buku dan jurnal; kamus, tesaurus, laman, mesin pencari, misalnya Google Advanced Search
- Menyusun ikhtisar (*outline*) dan struktur buku

Alasan mengapa menulis atau tidak menulis Taylor (2005)

Alasan menulis	Alasan tidak menulis
Rangsangan intelektual	Tidak cukup waktu
Berbagi gagasan	Tidak ada yang perlu ditulis
Melaporkan penelitian	Tdak ada yang bisa diajak menulis bersama
Mengungkapkan pendapat	Tidak ada dukungan
Ajang diskusi	Kurangnya pengetahuan bagaimana mencari informasi dan referensi
Menunjukkan kompetensi	Tidak ada mentor untuk kegiatan menulis
Menegaskan kepemilikan topik	Tidak ada motivasi
Mendapatkan promosi/jabatan	Tidak percaya diri
Melaporkan kasus	Tidak tahu bagaimana memulai
Meningkatkan reputasi pribadi seseorang	Benci menulis
Mengukur kinerja dari gagasan Anda dengan memublikasikan dan melihat dampaknya	
Mendapatkan penghasilan	

Sistematika

Bagian depan

- Sampul dan nama(-nama) penulis
- Karya cipta
- Prakata
- Ucapan terima kasih
- Daftar Isi

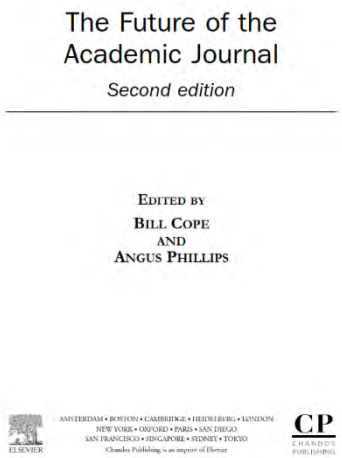
Bagian isi

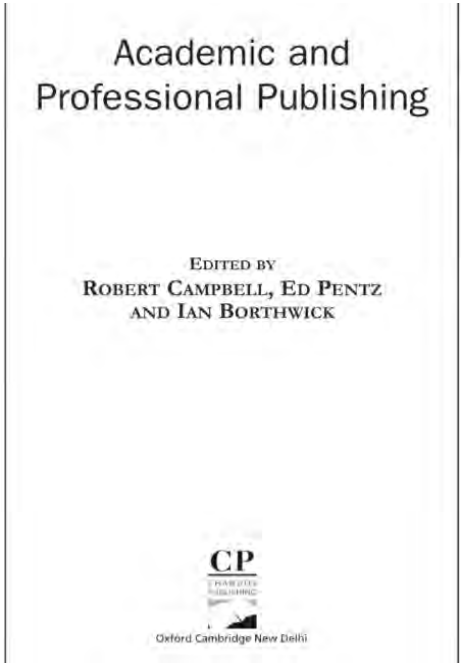
- Bab 1, dst

Bagian belakang

- Daftar acuan/bacaan
- Indeks
- Glosarium
- Lampiran
- Biografi penulis

Contoh sampul luar depan dan dalam





Contoh penulisan karya cipta dalam buku

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Prakata

- mengapa buku ajar itu ditulis
- apa kelebihan dari buku yang terdapat di pasar
- siapa sasaran pengguna
- apa prasyarat pengguna
- bagaimana membagi bab
- adakah pesan untuk mahasiswa agar dapat menggunakan buku ajar dengan efektif
- adakah pesan untuk dosen agar dapat menggunakan buku ajar dengan efektif
- adakah buku atau sarana pendamping lain
- ucapan terima kasih

Preface

I love writing, and I love explaining organic chemistry. This book is now in its eighth edition, but I'm still going over every word and every explanation, updating a thousand small details and trying to improve everything. My aim is always to refine the features that made earlier editions so successful, while adding new ones.

CHANGES AND ADDITIONS FOR THIS EIGHTH EDITION

- End-of-chapter problems are now grouped by topic so that students can focus on specific subjects.
- Figure references and cross-references are identified by color to better tie the text to nearby illustrations and to previous material.
- Many new problems at the ends of chapters have been added, with a particular emphasis on biologically related topics.
- Coverage of stereochemistry at tetrahedral centers has been moved forward to Chapter 5.

Specific changes within individual chapters include:

- *Chapter 2—Polar Covalent Bonds; Acids and Bases.* A new end-of-chapter *A Deeper Look* dealing with dental anesthetics derived from cocaine has been added.
- *Chapter 5—Stereochemistry at Tetrahedral Centers.* This crucial topic, so im-

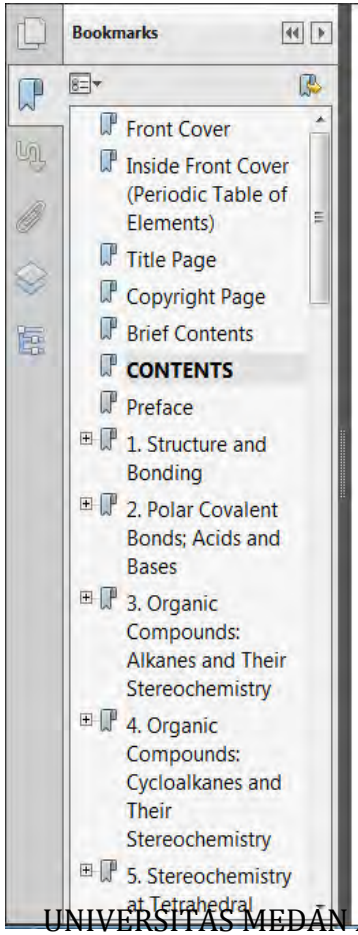
Menyampaikan kelebihan isi buku dibandingkan yang ada di pasaran

FEATURES

- The "Why This Chapter?" section is a short paragraph that appears at the end of the introduction to every chapter and tells students why the material about to be covered is important.
- Key Ideas are highlighted. These include topics pivotal to students' development in organic chemistry, such as Proposing a Mechanism for a Reaction and the Rules of Resonance. These Key Ideas are further reinforced in end-of-chapter problems marked with a ▲ icon.
- The Exercises are assignable in OWL for Organic Chemistry, an online homework assessment tool in which students can practice and test their knowledge.
- Each Worked Example includes a Strategy and a detailed Solution and is followed by problems for students to try on their own. This book has more than 1800 in-text and end-of-chapter problems.
- An overview chapter, *A Preview of Carbonyl Chemistry,* follows Chapter 18 and highlights the idea that studying organic chemistry requires both summarizing and looking ahead.
- The Visualizing Chemistry Problems that begin the exercises at the end of each chapter offer students an opportunity to see chemistry in a different way by visualizing molecules rather than by simply interpreting structural formulas.

OWL
Online Web Learning

Contoh daftar isi



3

The bristlecone pine is the oldest living organism on Earth. The waxy coating on its needles contains a mixture of organic compounds called alkanes, the subject of this chapter.

Organic Compounds: Alkanes and Their Stereochemistry

According to *Chemical Abstracts*, the publication that abstracts and indexes the chemical literature, there are more than 50 million known organic compounds. Each of these compounds has its own physical properties, such as melting point and boiling point, and each has its own chemical reactivity.

Chemists have learned through years of experience that organic compounds can be classified into families according to their structural features and that the members of a given family often have similar chemical behavior. Instead of 40 million compounds with random reactivity, there are a few dozen families of organic compounds whose chemistry is reasonably predictable. We'll study the chemistry of specific families throughout much of this book, beginning in this chapter with a look at the simplest family, the *alkanes*.

Why This Chapter? Alkanes are relatively unreactive and not often involved in chemical reactions, but they nevertheless provide a useful vehicle for introducing some important general ideas. In this chapter, we'll use alkanes to introduce the basic approach to naming organic compounds and to take an initial look at some of the three-dimensional aspects of molecules, a topic of particular importance in understanding biological organic chemistry.

3.1 Functional Groups

The structural features that make it possible to classify compounds into families are called *functional groups*. A **functional group** is a group of atoms within a molecule that has a characteristic chemical behavior. Chemically, a given func-

Contoh penulisan bab

Ilustrasi

- bagian penting dalam buku ajar
- dapat berupa tabel dan gambar (grafik, foto, diagram, bagan, peta, denah, dan gambar lainnya)
- bersifat suplemen atau alat bantu
- jangan dibiarkan berbicara sendiri tanpa penjelasan atau narasi
- apa yang disajikan dalam ilustrasi harus dituliskan dan dijelaskan ke dalam bentuk narasi yang dapat dipahami oleh pembaca
- Aculah ilustrasi sesuai dengan nomornya

Contoh ilustrasi

It's hard to resist, but a high intake of saturated animal fat doesn't do much for your cholesterol level.

Saturated Fats, Cholesterol, and Heart Disease

A DEEPER LOOK

We hear a lot these days about the relationships between saturated fats, cholesterol, and heart disease. What are the facts? It's well established that a diet rich in saturated animal fats often leads to an increase in blood serum cholesterol, particularly in sedentary, overweight people. Conversely, a diet lower in saturated fats and higher in polyunsaturated fats leads to a lower serum cholesterol level. Studies have shown that a serum cholesterol level greater than 240 mg/dL (a desirable value is <200 mg/dL) is correlated with an increased incidence of coronary artery disease, in which cholesterol deposits build up on the inner walls of coronary arteries, blocking the flow of blood to the heart muscles.

A better indication of a person's risk of heart disease comes from a measurement of blood lipoprotein levels. *Lipoproteins* are complex molecules with both lipid and protein parts that transport lipids through the body. They can be divided into three types according to density, as shown in Table 27.3. Very-low-density lipoproteins (VLDLs) act primarily as carriers of triglycerides from the intestines to peripheral tissues, whereas low-density lipoproteins (LDLs) and high-density lipoproteins (HDLs) act as carriers of cholesterol to and from the liver.

Evidence suggests that LDLs transport cholesterol as its fatty-acid ester to peripheral tissues, whereas HDLs remove cholesterol as its stearate ester from dying cells. If LDLs deliver more cholesterol than is needed, and if insufficient HDLs are present to remove it, the excess is deposited in arteries. Thus, a *low* level of *low*-density lipoproteins is good because it means that less cholesterol is being transported, and a *high* level of *high*-density lipoproteins is good because it means that more cholesterol is being removed. In addition, HDL contains an enzyme that has antioxidant properties, offering further protection against heart disease.

As a rule of thumb, a person's risk drops about 25% for each increase of 5 mg/dL in HDL concentration. Normal values are about 45 mg/dL for men and 55 mg/dL for women, perhaps explaining why premenopausal women appear to be somewhat less susceptible than men to heart disease.

Table 27.3 Serum Lipoproteins

Name	Density (g/mL)	% Lipid	% Protein	Optimal (mg/dL)	Poor (mg/dL)
VLDL	0.940–1.006	90	10	—	—
LDL	1.006–1.063	75	25	<100	>130
HDL	1.063–1.210	60	40	>60	<40

Not surprisingly, the most important factor in gaining high HDL levels is a generally

Contoh indeks

Index

Contoh glosarium

Istilah	Keterangan/Definisi
Abbreviations	Bentuk singkatan suatu kata atau frasa yang terdiri atas sekelompok kata yang diambil dari kata atau frase berdasarkan aturan tertentu
Accept after major revisions (conditional acceptance)	Rekomendasi/keputusan hasil penelahaan suatu naskah, yang menjelaskan naskah akan dipublikasikan apabila penulis memperbaikinya sesuai dengan saran mitra bestari atau editor
Accept with minor revisions (acceptance)	Rekomendasi/keputusan hasil penelahaan suatu naskah, yang menjelaskan naskah akan dipublikasikan apabila penulis melakukan perbaikan kecil
Accept without any changes (acceptance)	Rekomendasi/ keputusan hasil penelahaan suatu naskah, yang menjelaskan naskah akan dipublikasikan tanpa perubahan
Acknowledgement	Suatu pemberitahuan, pengakuan, pernyataan dalam bentuk ucapan terima kasih penulis kepada pihak yang telah berkontribusi dalam karya tulisnya
Acuan mutakhir	Literatur yang terbit sekurang-kurangnya dalam kurun 5-10 tahun terakhir, bergantung pada pesatnya kemajuan bidang ilmu

Referensi/bibliografi MUTAKHIR

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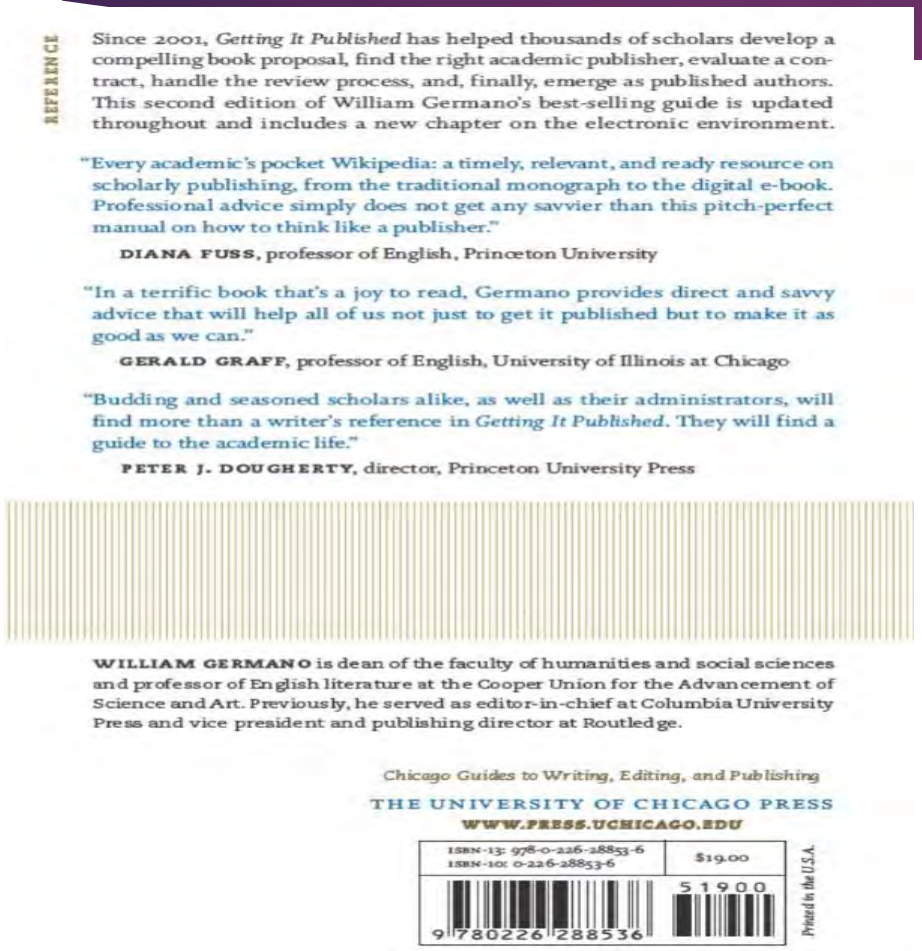

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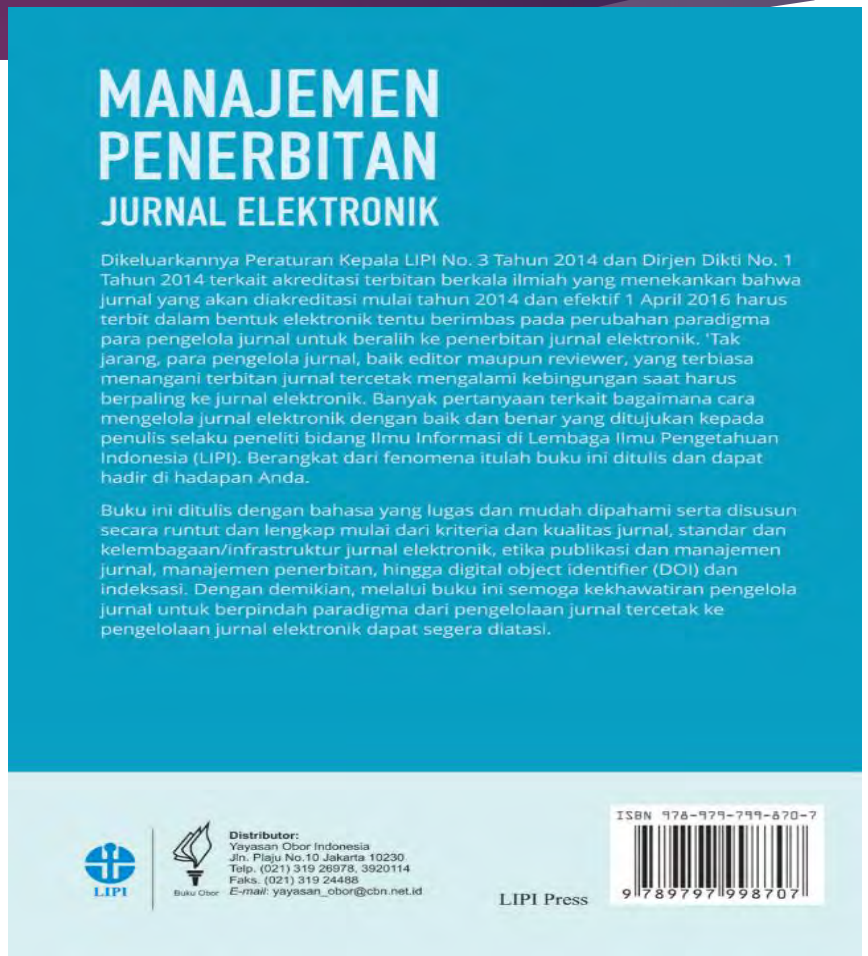

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