



# GUIDANCE

## FOR THESIS AND DISSERTATION WRITINGS

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Faculty of Social and Political Sciences  
UNIVERSITAS DIPONEGORO SEMARANG



## **GUIDANCE**

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**FACULTY OF SOCIAL AND POLITICAL SCIENCES  
UNIVERSITAS DIPONEGORO SEMARANG**

## PREFACE

This guidance is made based on the vision of Faculty of Social and Political Sciences, Universitas Diponegoro for 2020-2024, namely to strengthen the Excellent Research Faculty in the Field of Social and Political Sciences. This is an effort to support the achievement of Undip's ranking to become the top 500 world-class universities (WCU). In order to realize this vision, FISIP is determined to organize an education system based on the quality assurance.

The presence of this Guidance for Thesis and Dissertation Writing is intended to be the guide for all lecturers and students in the Faculty of Social and Political Sciences Undip. So that, the scientific works are produced consistently in accordance with the agreed publicity style. For parties outside the Undip FISIP, this book can be the guide to understand the procedures for writing the thesis and dissertation that they will produce and publish in journals in the Undip FISIP environment.

Our gratitude goes to all those who have contributed to the preparation of this guidance. Thanks to all members of the drafting team for their contribution in providing constructive ideas for the progress of the faculty.

We realize that even though the process has been made to involve all competent parties within the Faculty of Social and Political Sciences Undip, this book is still far from perfect. Hopefully this simple guidance will be useful for creating a constructive academic culture in the environment of our beloved faculty

Semarang, August 11th, 2020

Dean,

**Dr. Drs. Hardi Warsono, MTP.**

NIP. 196408271990011001

## TABLE OF CONTENT

COVER PAGE	
PREFACE.....	iii
TABLE OF CONTENT.....	v
THESIS PROPOSAL WRITING GUIDELINE.....	1
THESIS WRITING GUIDELINE.....	11
DISSERTATION RESEARCH PROPOSAL WRITING GUIDELINE.....	16
DISSERTATION WRITING GUIDELINE.....	29
REFERENCE WRITING GUIDELINE.....	42
INDONESIAN GRAMMAR IN THESIS AND DISSERTATION WRITINGS.....	65
A. THE USE OF STANDARD BAHASA.....	65
B. THE PRINCIPLE OF THESIS AND DISSERTATION WRITINGS.....	65
C. PAGE NUMBERING.....	67
D. PRINTING.....	67
E. ADDITIONAL PAGE OF SCIENTIFIC WORK.....	68
F. ERROR CORRECTION.....	71
G. PROCEDURE FOR WRITING THE SOURCE OF CITATION.....	71
H. OTHER GUIDELINE.....	76
GUIDELINES FOR THESIS RESULT SEMINAR, TESIS DEFENSE, DISSERTATION RESULT SEMINAR, DISSERTATION FEASIBILITY SEMINAR AND DISSERTATION CLOSED EXAMINATION.....	79
A. THESIS.....	79

B. DISSERTATION..... 80

## **THESIS PROPOSAL WRITING GUIDELINES**

### **A. The Beginning**

1. Title Page / Front Cover:

This section contains consecutively: Proposal Title, Universitas Diponegoro Symbol, Student's Name and NIM (ID Number), Master Program, Faculty of Social and Political Sciences, Universitas Diponegoro, Semarang and Year. The cover page is printed on orange Buffalo or linen paper.

2. Inner Cover Page:

This section is the same as the front cover page, but on white paper in accordance with the applicable paper regulations.

3. Statement of Authenticity Page:

This page contains the student statements about the contents of the Thesis Proposal. The sound of this statement is: "STATEMENT, I hereby declare that in this Thesis Proposal, there are no works that have been submitted to obtain a bachelor's degree in a higher education institution, nor are there works or opinions that have been written or published by other people, except those that are written and referred to in this manuscript and mentioned in the bibliography".

4. Proposal's Approval Page

This page contains the student's full name and NIM (ID Number), the title of the proposal and the full name and signature of the Supervisor Team (Supervisor I and Supervisor II).

5. Proposal's Table of Contents page

This page contains the sequence; Chapter, Sub-Chapter and Subsidiary Chapters of the Thesis Proposal with page numbers.

6. List of Table Page (If Required)

The list of table contains the table serial number, table titles and page numbers.

7. List of Figures / Graphics / Diagram / Schematic Page (If Required):

The List of Figures contains the image serial number, image title and page number.

**B. Proposal Content Section**

Thesis proposal contains the background of the problem, the originality of the research, the formulation of the problem, the objectives and benefits of the research. In the thesis, the proposal will become Chapter I of the thesis manuscript, with adjustments in many parts, according to what has been done during the research, research findings and analysis.

1.1 Background of the Study

Contains an explanation of what is the research problem, the reasons why the problem is important and needs to be researched. This problem must be supported by empirical facts and supported by theoretical reasons. So that, it is clear and needs to be analyzed. The background should show the “reality gap” behind which this research was conducted. The background should be ended up with a brief explanation of the theory (theoretical gap) and research methods which will be presented in the following chapters. The description in the background can be ended with a problem statement.

1.2 Research Authenticity

The authenticity of the research is needed in order to show that there is a novelty in the thesis plan research. Therefore, the prospective researchers need to compile the tracking result exposure to the latest similar research that has been carried out, either by the researcher himself or by other researchers. Through this explanation, differences in the research that will be carried out with the previous similar studies can be identified. At the same time, it will prove the authenticity (differences) of the research to be carried out and the expected contribution of new knowledge.

### 1.3 Research Problem

Research Problem is an effort to simplify complex problems and formulate the problems that can be analyzed (researchable problems). So that, the research problem must be able to show the core / root of the problem that will be analyzed through the research. The research problem is presented in a concise, specific, clear, and measurable manner which is usually stated in a research question.

### 1.4 Objectives of the Research

Objectives of the Research are targets that must be answered by researchers through the research process. Beckingham (1974) said, "The research purpose is a statement of" why "the study is being conducted, or the goal of the study."Therefore, the research objective describes what the researcher will achieve based on the formulation of the problem. Because the research objective is to answer the research problem, in describing the research objectives, the researcher refers to the research problem that has been formulated. Research objectives must be clear, specific, realistic, observable, measurable, and achievable within the planned time frame.

### 1.5 Significance of the Research



The significance of the research explains the benefits of the findings in the research for people's lives directly and or the development of science which can be used by other scientists to develop new science, technology, and arts (IPTEKS). In the formulation of the research benefits, statements that are too broad should be avoided, preferably direct and clear.

#### 1.6. Literature Review

Literature review does not merely collect various literatures that have the same issue, but the main purpose of making this literature review is to show the value of novelty by finding gaps in the differences between the research being carried out and previous studies. With this gap (gab), the research carried out will contribute to the development of science both theoretically, practically and socially.

This literature review will also be very useful as an analytical tool for the results of research conducted in chapter IV. Appropriate literature reviews will help researchers deepen research findings and show how the results of this study successfully discuss the findings discussed using the theory and findings of previous research.

Literature review or what is called a literature review contains a theoretical map that debates an idea, concept, theory or research findings. which underlie or become the main reference in conducting research. The presentation in this literature review is guided by research problems that are structured with a theoretical approach(theoretical approach). Cooper in Creswell (2010) argues that literature review has several objectives, namely to inform readers of the results of other studies that are closely related to the research conducted at that time, to link research with existing literature, and to fill in the gaps in research. previous.

Thus, this literature review puts the result of the previous academic studies as an important source in establishing the position (positioning) of the proposed thesis proposal. Reference sources that can be accepted as literature review material are

sources that meet the scientific standards and are up to date (recently) from the research periodical sources, scientific journals, and publication of the research results.

Citation techniques (paraphrasing) must be done correctly in order to avoid plagiarism (see the section on writing references). All references used must also be mentioned, both in the text of the essay and bibliography, with a name and year system. This literature review will also be used as the basis for preparing the research framework and deductive drawing conclusions into the research hypothesis, as well as using it for the discussion of the research results.

As a note, it is not uncommon for writers to put literature reviews in the background. However, some Supervisors also sometimes suggest that the review literature section can be set apart from the background.

### 1.7. Research Framework

The research framework contains a theoretical framework that is used as a guideline in preparing the research and a line of thought that is built to show the research logic of thinking. Theoretical framework is the identification of theories that are used as the basis for thinking in order to carry out a study or in other words to describe the frame of reference or theory used to learn the problems.

The theoretical framework in the research framework includes the definitions, discussions, and propositions / hypotheses. The definition aims to clarify the limits of the concept / theory / research variable. So that, it does not overlap with other concepts / theories / variables. The discussion contains a deeper explanation, as well as theoretical debates that discuss the relationship between the concepts / theories / variables studied. Proposition / hypothesis are arguments or temporary answers that will be defended in the research, which is useful for filling the gaps from the academic debate described previously. Proposition is used in qualitative research.

While, hypothesis is used in quantitative research (hypothesis section can be seen in the next section).

This theoretical framework must be strengthened by a line of thought, also known as a logical framework, as a systematic explanation of the relationship between the theories in the research and the object of the research. The content of the research framework should at least contain the problems observed, the root of the problem which is the essence / core of the problem, alternative approaches to the problem, research methods, and proposition / hypothesis which is the temporary answers of the research (before the field research is carried out). The alternative logical arguments for solving the problem and proposing the temporary answers of the research must be clearly presented.

#### 1.8. Hypothesis (If needed)

Hypothesis is needed for the quantitative research, and is temporary answers to the root of the research problem. Hypothesis is generated in a number of ways, but are usually the result of a process of inductive reasoning and observations that lead to the theory formation. Scientists then use a large number of deductive methods to arrive at testable hypotheses.

Hypothesis is scientific proposition that is deduced from the conceptual framework of research and is the temporary answers to the problems analyzed. Qualitative research does not require hypothesis because it is not intended to prove a theory, but rather develop a theory based on the data collected (Grounded Theory).

#### 1.9. Conceptual Definition and Operational Definition (if needed)

In qualitative research, sometimes researchers need to include conceptual definitions to clarify the boundaries of the concepts used in research. However, it is common for

the supervisor not to suggest the inclusion of the conceptual definitions with the consideration that the research framework has been mentioned the definitions of the concepts / theories / variables used.

In quantitative research, the concept and operational definitions are the key to clarifying the variables and indicators whose relationships are derived in the hypothesis and will then be operationalized in the study. Therefore, this section in quantitative research is highly recommended.

#### 1.10. Research methods

This section describes the elements of the research method. In principle, the quantitative and qualitative methods are the same, but there is a deeper technical explanation for the quantitative research. So, there are some elements of the more relevant method involved in the quantitative research. The elements of the method include the following aspects.

##### 1.10.a. Research Type

The type of quantitative research in this section describes the type / approach of the research, namely: survey (analytical descriptive, explanatory, etc.), experimental or other quantitative techniques. While, the qualitative research in this section describes the perspective of the qualitative research approaches to be carried out, namely: content analysis, grounded research, policy research, interpretive, and so on.

##### 1.10.b. Scope / Focus

This section limits and explains the substance of the research study material to be carried out. The focus of the research explains the essence of the research, which is stated explicitly and clearly. So that, the researcher can conduct the research with

clear direction. By the focus of the research, the researcher can make the research phenomena (if it is qualitative research) or can make it into research variables (if it is quantitative research).

#### 1.10.c. Research Phenomena

The research phenomenon is usually used in qualitative research, namely as the guidance to prepare the list of field indications / symptoms, which will then become the material for the preparation of an interview guide. This research phenomenon provides a glimpse of the case study to be analyzed. The material in this section can be obtained from the preliminary research.

#### 1.10.d. Research variable

Research variables are indispensable in quantitative research, namely as something that the researcher determines to study. So that, the researcher can obtain the information about it and draw the conclusion

#### 1.10.e. Types and Sources of Data

This section describes the types of data used in the analysis and where they are obtained from. There are two types of data, namely the primary (collected directly by the researchers) and secondary (obtained from documentation). For qualitative research, the data commonly used is in the form of verbal narratives which come from informants.

#### 1.10.f. Informant Selection

Research informants are the main source of information in qualitative research, namely the people who really know or actors who are directly involved with the research problem. In qualitative research, the number of informants does not determine the result, but the most important thing is the depth of the information obtained by the researcher. In this case, the researcher must emphasize the informed consent, where the informants / respondents understand that they are being analyzed and give the permission for their statements to be quoted in the study, as well as confidentiality, where the secrecy of their identity and their personal security is protected by the researcher.

#### 1.10.g. Population and Sampling Techniques

Population and sampling are required in quantitative research. This section describes the population, unit of analysis, samples and sampling techniques used in the study. In this case, researcher must emphasize the informed consent, where the informants / respondents understand that they are being analyzed, and give the permission for their statements to be quoted in the study, as well as confidentiality, where the secrecy of their identity and their personal security is protected by the researcher.

#### 1.10.h. Research Instruments

In qualitative research, the instrument is the researcher himself. This section explains how the researcher acts as the research instrument. Besides, it is also necessary to explain what tools will be used in the data collection. For example, photography, films, documents, tape-recorders, and etc.

#### 1.10.i. Data Collection Technique

This section describes the data collection procedure in detail. There are several data collection techniques, namely the interviews that is based on questionnaires and interview guideline, observation, and documentation.

#### 1.10.j. Data analysis technique

In qualitative research, this section describes the techniques or methods that will be used in the data analysis, including the use of methods and procedures to be carried out.

As for quantitative research, this section describes the choice of data analysis techniques to be used along with the reasons for their use, including statistical formulas in hypothesis testing or other techniques for analyzing the research data.

#### 1.11. Thesis Systematics

The thesis systematic section contains a plan for the number and content of each chapter in the thesis. Undip Faculty of Social and Political Sciences does not rigidly design the specificity of the number of chapters, as long as the contents of each chapter are relevant to the research. However, at least the systematics of the thesis consists of an introduction, research setting, research findings / results, discussion / analysis, and closing. The naming of the titles of each chapter should not be carried out in a rigid and static manner. Researchers can name the chapter titles as long as they are relevant or in accordance with the main content of each chapter.

#### Bibliography

The last part of the thesis proposal is Bibliography. Bibliography is written to show the references used in the preparation of a thesis proposal. All sources used in writing a thesis proposal must be included in the Bibliography without missing anything.

Likewise, researchers should not include references that are not used in the preparation of a dissertation proposal in the Bibliography.

Another suggestion that is often given to researchers is related to the publication year of the literature which are used as the sources of reference and are included in the Bibliography, namely to include the latest literature. The current definition usually refers to the past 5 or 10 years. The purpose of the inclusion of the latest literature is to ensure that the researchers really understand the current study map of the research topic that is being analyzed.

The main types of literature in the Bibliography are reputable journal articles and textbooks, while supporting literature are all other sources used in the preparation of the thesis proposal. The main library is the library that is used as a reference in the background, literature review, research framework and research methods. Meanwhile, the supporting literature is the references used to compile the background of the study, the section of general description (in the thesis), and other sections that are more related to the object of the research, compared to the theoretical aspects of the thesis proposal. Generally, the researchers are also asked to include a certain number of main literature in the Bibliography. A detailed reference for writing a bibliography can be seen in the section "Reference Writing Guidelines".

## **THESIS WRITING GUIDELINES**

This section describes the guidelines for writing a thesis for master students. At least the Master thesis contains an introduction, research setting, research findings / results, discussion / analysis of the results, and a conclusion, added with a bibliography and appendices, if needed. The following are the sections in the thesis.



## **CHAPTER I. INTRODUCTION**

As previously explained, the introduction to the thesis is, in principle, a thesis proposal. In qualitative research, it is common that the introduction is changing during the thesis writing process, as well as after the thesis examination. The part that changes most frequently is the background, literature review and research methods, and sometimes even the research problems. Meanwhile, in quantitative research, a research proposal that contains a hypothesis is the key of the research. If the hypothesis is not proven, ideally the researcher rearranges the proposals and constructs a new hypothesis, then performs re-research or additional research.

## **CHAPTER II.OVERVIEW OF THE SETTING RESEARCH**

Chapter II of thesis research discusses the object of research in detail, which has actually been discussed in the background and research methods. Some related matters that can also be discussed in this section are research locations, research sites, types of data, profile descriptions of the interviewees and other matters that are relevant to the research problem. However, the most important thing to be noted is that the researcher must contextualize this information with the research proposal, especially the research problems, concepts and theories used.

The mistake that students often make in writing a general description is that it is limited on presenting a description of the research object without contextualizing and sorting the data. As a result, the general description does not provide specific information related to the research, loses its relevance and the relevance to other chapters in the thesis research, and it becomes very general in nature. Whereas, the general description of the research should be a specific and unique description of the research's object that is being observed in the study. This is expected to provide a more complete picture to the reader regarding the object observed in the thesis research.

For example, research on '*Pertisipasi Politik Online Pemilih Pemula di Jawa Tengah dalam Pilkada Jateng 2020*', the chapter II does not only contain the descriptions of the demographics of the first-time voters in Central Java or profiles of the *Pilkada* (General Election) that have taken place in Central Java. However, the chapter II of this research should also explain about the various dynamics of the political participation of the first-time voters in Central Java in the previous *pilkada*. In addition, because there is an 'online' concept, for example, the researchers can also discuss the internet penetration in Central Java and how the people of Central Java, especially the youth, use the internet as a means of political participation.

The data is obtained from various sources including books, journals, news and observations made by the researcher himself during the pre-research. So, this is not the part of the research findings either. Even though this chapter II doesn't consist of the research findings, its content is closely related to the research results and it helps the researchers and readers realize the context of the research object. Since it contains important and relevant information, the contents of the Chapter II can also be used to support the arguments for the research results.

Other technical matters, in some research cases, even though most of the general descriptions of the research are accommodated in 1 chapter, some make it more than one chapter according to the needs of the researcher. Thus, the elaboration of the context and setting of the study can be arranged in the adjustable number of chapters. The naming of titles in chapter II and / or other chapters whose purpose is to provide an overview of the research setting can be written according to the main chapter definitions, and does not need to be rigidly written as the "Research General Overview", as we commonly see in postgraduate thesis writing.

### **CHAPTER III. RESEARCH RESULT**

In quantitative research, the results of the study contains the results of the validity and reliability tests of the research instruments. This section explains and describes the frequency distribution table found in the study, followed by cross-table analysis. In qualitative research, the analysis section or discussion of research findings is written in Chapter III or Chapter IV, depending on the relevance of the content per chapter required, presented in the form of analysis and interpretation of the research results.

In qualitative research, the research results contain descriptions of the data obtained from the field in the form of descriptions of the interviews which is previously was made in cross tabulations, descriptions of the results of text analysis and so on. The result of this study is described in as much detail as possible accompanied by various supporting primary and secondary data.

Usually the elaboration of the research result in both qualitative and quantitative researches is carried out by making the sub-chapters based on the indicators they use in quantitative research and from the concepts that are operationalized in the concept of the qualitative research.

As an addition note, it is recommended that the chapter title in the result presentation or findings section use the name of the title which directly describes the core findings presented in the chapter. Students do not have to rigidly give the title "research findings" or "research results" in the chapter explaining this, as we have often seen in many thesis manuscripts. For example, in the research on online participation, where the findings explain the decline of public interest in cyberspace to follow the political news after the 2019 presidential election, then, in chapter III (or whatever chapter that describes the research findings), as an alternative, the researcher can include the title "The Decrease in Post-Presidential Election of the Online Political Participation and Its Explanatory Factors."

#### **CHAPTER IV ANALYSIS / DISCUSSION OF THE RESEARCH RESULTS**

The next section in thesis writing is the analysis or discussion of research results. The analysis is carried out by referring back to the theory used in Chapter I. In conducting the analysis, the researcher compares, or discusses the results of his research with the previous research studies or theories in the literature review and research framework. However, it is common for the results analysis section to be combined with the findings / research results section. So, the Chapter IV has entered the closing section. In both quantitative and qualitative researches, this chapter is the most important part of the research. This is because the research findings are described in this section, where the researcher presents the answers to the Research Problems stated in the Chapter I. You need to know that the research result and research result analysis should be at least 60 percent of the thesis and the rest of it is the other parts of the thesis.

Before writing this chapter, the researcher should first reread the proposition / hypothesis, research questions, theory and literature review used in this research. This will help the researcher to make a sharp analysis that is in line with the research objectives. Besides, it will also avoid wordy discussion that is out of the context.

At least this section includes three important things, namely (a) the arguments of the research results from a theoretical, empirical and non-empirical point of view. So, as to successfully answer the research questions; (b) the discussion on the research findings with the results of previous research. So that, the research finds new things or develops a new concept; (c) raises the limitations of the research which is then able to provide recommendations for further research.

## **CHAPTER V CONCLUSION**

The main content of the Chapter V is the conclusion. The conclusion is a synthesis of the research discussion and at least consists of three discussions, namely the answers to the research problems and research objectives, new things related to the research

findings and the theoretical meaning of the new findings from the research. If needed, the researcher can add 1 sub-chapter, namely the suggestions that describe the implications of the research on the development of the related science. So that, what should be in this section are suggestions for further research.

## **Bibliography**

The last part of the thesis is Bibliography. Bibliography is arranged to show the references used in the preparation of the thesis. All sources used in thesis writing must be included in the Bibliography without missing anything. Likewise, the researcher should avoid writing references that are not used in the preparation of the dissertation proposal in the Bibliography.

Another suggestion that is often given to researcher is related to the publication year of the literatures used as the reference sources and are included in the Bibliography, namely to include the latest literature. The current definition usually refers to the past 5 or 10 years. This is expected to ensure that the researcher really understand the current study map of the research topic that is being analyzed.

The main types of literature in the Bibliography are reputable journal articles and textbooks, while supporting literature are all other sources used in the preparation of the thesis proposal. The main library is the library that is used as a reference in the background, literature review, research framework and research methods. Meanwhile, the supporting literature is the references used to compile the background of the study, the section of general description (in the thesis), and other sections that are more related to the object of the research, compared to the theoretical aspects of the thesis proposal. Generally, the researchers are also asked to include a certain number of main literature in the Bibliography. A detailed reference for writing a bibliography can be seen in the section "Reference Writing Guidelines".

## WRITING GUIDELINES FOR DISSERTATION RESEARCH PROPOSALS

### A. The Beginning

#### 1. Title Page / Front Cover

Contains things written using the Times New Roman font, as follows:

- a. Title, written in a concise, straight forward and formulative manner, and written in uppercase (capital) size 16
- b. Dissertation Proposal, written in capital letters, size 16
- c. Universitas Diponegoro logo, diameter  $\pm 5$  cm
- d. The purpose of the dissertation proposal, namely "Submitted in Partial Fulfillment of the Requirements for Achieving a Doctoral Degree," is written in regular letters in size 14
- e. Research student name and ID number, preceded by the word By, and written vertically (top-below) in regular letters in size 14
- f. Name of the institution, consisting of the Study Program, Department, Faculty of Social and Political Sciences, Universitas Diponegoro, which is written vertically and pays attention on the symmetry of the capital letters in size 16
- g. Semarang, the name of the city where the Universitas Diponegoro campus is located, is written in capital letters in size 16
- h. The year, which is the time when the proposal is submitted, is written in capital letters, size 16

Notes:

- a. The vertical spacing among parts is managed / arranged so that it looks symmetrical.
- b. The outer page and the outer page are created equal
- c. Paper type and color used: (please discuss it)
- d. The distance between the upper, left, right, and lower borders

## 2. Approval Page

Contains the following items:

- a. Title in the form of: "Approval," written in size 14
- b. Researcher's name
- c. NIM(ID Number) of the researcher
- d. Title of the Research proposal
- e. Name of study program, under the name: Faculty of Social and Political Sciences, Universitas Diponegoro
- f. Text "Approving the Supervisory Team"
- g. Examiner Team's Name
- h. The date of approval by the examiner Team
- i. Chairman
- j. Column / row signature
- k. Member(1) on the left, and member (2) on the right
- l. Signature column

Notes:

- a. Except for the title, all text in the phrases are written in size 12
- b. The vertical spacing among parts is managed / arranged. So that, it looks symmetrical

## 3. Abstract

Contains the following items:

- a. Abstract, written as the page title, size 14
- b. Title of the research proposal, size 14
- c. Researcher's name, size 14, preceded by the word By
- d. Researcher's NIM(ID Number), size 12
- e. Name of Study Program , size 14
- f. Abstract content, size 12

Notes:

- a. Contains comprehensive substance on the background of the research problem, the background, the assumptions built (qualitative) or the hypothesis (quantitative) of the dissertation raised / proven, the methods used, a brief description and the clarity of the results that may be obtained, and the contribution of research results to the treasury social sciences.
  - b. The Abstract is written in Indonesian and English, between 500-700 words and without mentioning the reference source
  - c. Written in 1 (one) space with a distance of  $\pm 3$  cm from the top edge of the paper
  - d. Keywords, consisting of at least 3 (three) words and placed under the body of the text.
4. Table of contents
- Contains information, as follows:
- a. The entire section that is written / contained in the proposal
  - b. Chapters and sub-chapter, which are written on the appropriate page
  - c. It is recommended to make it in a table form, then erase it after it is ready to be printed. So that, it looks more symmetrical.
5. List of Tables
- Contains information, as follows:
- a. The entire section is written / contained in the proposal
  - b. Chapters and sections, which are written on the appropriate page
  - c. It is recommended to make it in table form, then eraser it after it is ready to be printed, so that it looks more symmetrical.
6. List of Figures, included if there is a description of the image in the dissertation
7. Attachment list, included if there is an attachment in the dissertation

## **B. Proposal Content Section**



The dissertation proposal contains at least 3 chapters, namely an introduction, a comprehensive literature review and research methods. The difference between thesis and dissertation proposals lies in the placement of literature reviews and research methods. In a thesis, the three sections above are put into one chapter, while in a dissertation, these parts are written separately. These three parts will be preserved in the dissertation manuscript, which of course cannot be separated from improvements, because the process of writing a dissertation is always dynamic. The following describes the three chapters in the dissertation proposal.

## **CHAPTER I INTRODUCTION**

In principle, the introduction to a dissertation is the initial part of a dissertation proposal consisting of background, Research Problem, research objectives, research benefits, dissertation systematics, and a dissertation research schedule. The following is a more detailed explanation of each section in Chapter I Introduction.

### **1.1. Background Research**

Contains the main thoughts, at least the things as follows:

1. Research problems - the main descriptions of the issues raised from empirical phenomena which are stated / elaborated with clearly and systematically formulated data. Research problems are raised from existing social phenomena, which reflect the existence of a gap between what should be (das sollen) through theoretical and / or normative measures and what is real (das sein) through empirical data that is clearly and systematically formulated. The most prominent thing from a scientific dissertation is strategic issues that are raised from theoretical studies which are supported by empirical facts, and are of a very deep nature. This research problem is a reflection of the main issues

raised (statement of the problem) and things that are not separate from the main research question (research question).

2. Differences / uniqueness and novelty / originality - Description of the differences between the issues raised and other issues that have been raised by (the) other / previous researchers and the main issues raised by the researcher, and shows where these differences are, whether the approaches, methods, variables, the assumptions built, the hypotheses put forward, or the conclusions produced, and / or the location of other differences according to scientific principles. The determination of the difference and uniqueness is determined from the results of tracing studies previously carried out by (the) other / previous researches through tracking of recent similar research, in order to obtain a framework of authenticity / novelty for the study to be appointed. In determining the search for previous studies,
3. Methodological - A description of the approach taken to find answers to research problems, and how or the methods used. The descriptions are presented in more detail, clearly, and systematically (clarity) according to the research stages. In this case the description also describes how the researcher will perform data processing.
4. Assumptions and hypotheses - Descriptions of the assumptions that are built and become the basic basis or principle / principles for formulating a concise, concise, and systematic formulated hypothesis framework as a temporary answer to problems that have been faced by social science and therefore research planned by researchers necessary.

Technical description:

- a. Subtitles or sub-chapter "Background" is written in bold with a size of 12 in small letters outside the first letter without a period (.)
- b. Numbering and writing titles follows the guidelines outlined in the next section.

## 1.2. Formulation of the problem

Contains the main information, as follows:

- a. The main issue to be raised, which is formulated into a question sentence or statement sentence
- b. A statement or statement indicating an issue or number of issues that give rise to research (researchable)
- c. Formulated sentences contain specific, measurable, and formulative things

## 1.3. Research purposes

Contains the main information, as follows:

- a. Statement of answers to the formulation of the problem through research to be carried out / planned.
- b. Formulated sentences contain rational things, namely specific, measurable, and formulative.

Information:

Referring to the Indonesian National Qualifications Framework (KKNI), qualifications for doctoral program graduates are:

- (1) be able to develop new knowledge, technology and / or art in their scientific field or professional practice through research, so as to produce creative, original and tested works;
- (2) able to solve problems in science, technology, and / or art in their scientific fields through inter, multi, and transdisciplinary approaches; and
- (3) able to manage, lead, and develop research and development that is beneficial to the benefit of mankind, and is able to get national and international recognition.

#### 1.4. Benefits of research

Contains the following items:

- a. Theoretical benefits - A description of the results of the research that (to be) achieved that not only enriches social science concepts, but specifically produces / finds new ideas / thoughts in the form of (i) theory reconstruction, namely revising or enriching new theories from the findings of one or several parts from new methods, new variables, and other new thinking in the social sciences; (ii) theoretical construction, namely strengthening, enriching, and / or reducing in new forms or types of methods, variables, and / or other ideas / thoughts from existing theories; and (iii) correcting theories, namely rejecting and dismantling theories either as a whole or in part from existing theories.
- b. Usefulness benefits - Description of the results (to be) achieved as a result of research findings and can be applied to stakeholders according to their respective capacities, such as the executive, legislative and judiciary, or ministerial and non-ministerial government agencies, institutions / community organizations civilian, and others.

1.5. Dissertation Systematics, which contains the number and contents of the chapters that are planned to be written in the dissertation. The purpose of writing a systematic dissertation is to determine the logical thinking of researchers in compiling a dissertation report.

1.6. Research Schedule, which is provide an overview of the schedule per stage / research activity.

## **CHAPTER II REVIEW OF COMPREHENSIVE LITERATURE**

According to Cooper (1998: 3) literature reviews have many meanings in which they can be exchanged, for example literature reviews, research reviews, integrative research reviews, synthesis research, and meta-analysis. Although these terms are interchangeable, each has a different area of coverage and the most extensive is the review literature. Literature reviews usually appear as detailed independent work or as a brief introduction to reporting new key data.

When a literature review appears as new, independent data, it can serve many different purposes. It can also have many different focuses, perspectives, coverage strategies, organizations and audiences (Cooper, 1988). For example, literature reviews can focus on research results, research methods, theories, applications, or all of these.

Literature review can be an effort to integrate what has been done and conveyed by other researchers, to criticize previous researchers' work, build bridges between related topic areas, identify main issues in the field, or all of that. The scope of the review literature introducing a new, major study is usually rather narrow. It will be limited to theoretical work and empirical studies concerned with the specific issues addressed by the new study. Literature reviews combine the focus and objectives that are often seen in the scientific literature. The first type of literature review is interchangeably called research synthesis, integrative research review, or research review.

Research syntheses focus on empirical studies and attempt to summarize previous research by drawing the overall conclusions of many separate investigations whose objectives are related or hypotheses identical. The synthesizing researcher hopes to present the latest knowledge regarding the relationship of interests and to highlight important issues that have not been resolved in the research. From the reader's point of view, research synthesis is desirable to "replace those earlier papers that have been lost from sight behind the research front" (Price, 1965, p. 513) and direct further

research in order to generate abundant new information. The second type of literature review is a theoretical review.

Here, the reviewer is expected to describe the theory proposed to explain certain phenomena and to compare the broader range, internal consistency, and type of forecasting. The theoretical review will typically contain a description of the critical experiments that have been carried out or suggested, the assessment of a theory that is the most robust and consistent with known relations, and sometimes reformulates or integrates or both, abstract meanings of different theories.

Frequently, a comprehensive literature review will address several issues. Research synthesis is the most common, however, the theoretical review will typically contain a research synthesis. It is also not uncommon for research syntheses to focus on several related hypotheses. A synthesis can test the relationship between several different independent variables or predictor variables and a single variable or criterion (Cooper, Harris M. 1998: 4)

Literature reviews serve two purposes. First, it will convince the reader that the researcher is well versed in the reading and competent to carry out investigations. Second, it will convince the reader that the proposed study is in accordance with the existing knowledge building and explains how the proposed study is necessary to fill the gaps in the literature (Scott and Deirdre, 2009: 10).

#### *Previous Studies (Research Newness)*

Before conducting research, every researcher needs to read the results of the study to find out what developments have been found by previous researchers. This needs to be done because the research tradition, especially in the field of social science, has been running for more than a century and has been carried out by thousands of researchers both at home and abroad. To access previous studies, researchers can take advantage of journal search facilities, such as Mendeley and websites that contain e-

journals. Every research result must have limitations and also specifics. By reading the results of research, the next researcher can continue, deepen, and even refute existing research results so that the continuity of science occurs.

Researchers in the field of social science are free to determine their position when conducting research. Thus, researchers must master the theoretical debates that have been built before, as a basis for building research positions and propositions. Researchers can follow a certain paradigm, a certain school, a certain approach where it can all be seen from the results of existing research as long as they can present logical arguments. For the dissertation level, it is hoped that it will produce new findings or novelty so that it adds to the knowledge of knowledge. To be able to find new findings, a researcher must read a lot of existing research results so that the originality of the findings can be justified.

In a research proposal, researchers also need to write about theoretical debates to clarify their research position, whether they are pro or reject existing theories. Therefore, researchers need to present their arguments with existing data or cite previous researchers' opinions.

### *Framework*

A research proposal needs to define a framework so that the reader can easily understand the academic debate on the topic being studied. The framework of thought is the structure which the researcher can believe is the best explanation regarding the developmental characteristics of the phenomenon under study (Camp, 2001). It relates to important concepts, empirical research and theories used in introducing and systematizing knowledge that supports researchers (Peshkin, 1993). The frame of mind is also an explanation for the researcher how the research problem will be explored. The thinking framework presents an integrated perspective on the problem being studied (Liehr & Smith, 1999). In a statistical perspective, the framework

describes the relationship between the main concepts of research. It is structured in a logical structure to help provide a visual image or display of how the ideas in the study are related to each other (Grant & Osanloo, 2014). Interestingly, it represents a series of actions researchers actually carry out when they study research (Dixon, Gulliver & Gibbon, 2001).

The framework makes it easier for researchers to specialize and define concepts into assessment problems (Luse, Mennecke & Townsend, 2012). Miles and Huberman (1994: 18) argue that the conceptual framework can 'describe or in the form of a narrative shows the key variables or constructs studied and the relationship of assumptions between these variables.

Important parts in the framework of the dissertation are:

1. Previous Research, that contains several points of thought, as follows:
  - a. Elaboration - Pouring / mentioning, analyzing, and evaluating each of the previous research results that have been compiled. Previous research work referred to here is the topic closest to the subject matter, topic, and / or type of discussion to be raised by the research.
  - b. Relevance - Positioning or revitalizing previous research work into the map of the constellation of social science in general and developments (trends) of new research in the realm of social science theories in particular.
  - c. Positioning - Placing the main issue, topic, and / or type of discussion raised, and differentiating it from previous studies, both in terms of methods, variables, conclusions, research results, as well as new ideas / thoughts that are raised in the research.
2. Theoretical Framework, which contains several points of thought, as follows:
  - a. Elaboration - Describes points of thought for the definition of a concept or theory that (to be) used or raised in research on the condition that the theory or theories are closest to the subject, topic, and / or type of discussion.



- b. Evaluation - Evaluating the theory used in order to obtain an overview of the strengths and weaknesses of one or more theories used. The theoretical evaluation carried out at least includes the aspects of the background of the theory's emergence, the influence and relevance of the theory, and the provisional answers to the theory used.
  - c. Argumentation - Describes a framework of thought, theoretical concepts, and / or theoretical models of the possibility of expected new findings.
3. Working Hypothesis (quantitative research), which mmake several points of thought, as follows:
    - a. Description of one of the three types of hypotheses, consisting of the descriptive hypothesis, the comparative hypothesis and the associative hypothesis.
    - b. Formulation of hypothetical sentences in a concise, concise, and formulative manner that contains a summary of relevant theories and underlies propositional statements between research concepts.
  4. Thinking Framework, which is memulate several descriptions or models of the theoretical framework of research, at least containing the identification of root causes, variables and relationships between variables, solving problems through research methods and approaches, and problem solutions in the form of arguments or propositions that are put forward as a temporary answer to the research.

### **CHAPTER III RESEARCH METHOD**

Each proposal also needs to explain the research method chosen according to the theme or topic to be studied. In the world of social research, there are two main methods commonly used, namely quantitative and qualitative methods, each of which has a different purpose. The purpose of conducting research can be divided into three levels, namely descriptive, comparative, and associative.

When viewed from the approach method, it can be divided into six types, namely (1) survey research, (2) experimental, (3) grounded research, (4) evaluation, (5) policy research, and (6) secondary data analysis ( Effendi and Tukiran, 2017: 4).

The choice of method must be consistent with the framework that has been explained by the researcher and it is necessary to also explain the arguments for why a method was chosen. Quantitative methods are usually used to prove a theory by conducting a survey of a number of samples that have been determined according to the choice of analysis tool. Therefore, researchers need to also explain how to take the sample so that everything is clear and can be justified.

Qualitative methods are usually used to explore a problem with a limited locus and focus so that the consequences of this research by qualitative methods cannot be generalized. Researchers also need to explain how to choose informants even though in qualitative research there are no rules about the number. For thesis research, let alone a dissertation, it is possible to carry out mixed methods, namely combining two quantitative and qualitative methods.

Important parts of the research method are as follows:

1. Type / Type of Research. Loading stuff:
  - a. Research Type - Determines one of three types of research, namely whether it is qualitative research, quantitative research, or combination research.
  - b. Research Approach - Determining the approach used in research and in accordance with the Research Problem, Research Objectives, and Research Benefits and taking into account the type of research used.
2. Research Sites, contains the location or description of the object of research.
3. Data source, contains primary and secondary data sources. Primary data is data from observations, interviews and FGDs in qualitative research, and experimental and survey data in quantitative research. Secondary data are

interview transcripts, observation notes and FGD minutes of other researchers that have been published in qualitative research, and data sets that other researchers have in quantitative research.

4. Data Collection Techniques, contains the following items, namely observations, surveys, in-depth interviews, Focus Group Discussions and documents (transcripts and notes) for qualitative research, and experiments, surveys and documents (datasets) for quantitative research. Students do not need to be too broad in explaining the definition of data collection methods. No less important in explaining data collection techniques are the arguments for the use of these methods, and the sources of data from which and from whom the data were extracted. Relevance is the key word in arguing for this section.
5. Informants / respondents, contains about who are the informants and / or key informants interviewed for qualitative research, and respondents who were surveyed or were the object of social experiments in qualitative research. In this case, researchers must emphasize informed consent, where informants / respondents understand that they are being researched and give permission for their statements to be quoted in the study, as well as confidentiality, where the confidentiality of their identity and their personal security is guarded by the researcher.
6. Population and Sampling (quantitative research), which contains a description of the population, unit of analysis, sampling, and sampling techniques. This section describes the population, unit of analysis, samples and sampling techniques used in the study. In this case, researchers must emphasize informed consent, where informants / respondents understand that they are being researched and give permission for their statements to be quoted in the study, as well as confidentiality, where the confidentiality of their identity and their personal security is guarded by the researcher.

7. Data Validity Test, contains an overview of credibility, transferability, dependability, confirmability, and triangulation.
8. Data Analysis Techniques, mDraw an overview of data reduction, data presentation and data verification (triangulation).

## **Bibliography**

The last part of the dissertation proposal is Bibliography. Bibliography is written to show the references used in the preparation of the thesis. All sources used in writing a thesis proposal must be included in the Bibliography without missing anything. Likewise, researchers should avoid writing references that are not used in the preparation of a dissertation proposal in the Bibliography.

Another suggestion that is often given to researchers is related to the publication year of the libraries which are used as reference sources and are included in the Bibliography, namely to include the latest libraries. The current definition usually refers to the past 5 or 10 years. The purpose of the inclusion of up-to-date literature is to ensure that researchers really understand the current study map of the research topic under study.

The main types of literature in the Bibliography are reputable journal articles and textbooks, while supporting literature are all other sources used in the preparation of a dissertation proposal. The main library is the library that is used as a reference in the background, literature review, frame of mind and research methods. Meanwhile, supporting literature is the library used to prepare the background, the general description section (in dissertation writing), and other parts that are more related to the object of research, compared to the theoretical aspects of the dissertation. Generally, researchers are also asked to include a certain number of main libraries in the Bibliography. A detailed reference for writing a bibliography can be seen in the section "Reference Writing Guidelines".

## **GUIDELINES FOR DISSERTATION WRITING**

This section describes the guidelines for writing a dissertation for doctoral students after they have passed the seminar proposal exam and field research. The doctoral dissertation contains at least an introduction, comprehensive review literature, research setting (research overview), research findings / results, discussion / analysis of results, and a conclusion, plus bibliography and attachments, if needed. The following are the sections in the thesis.

Chapters I, II, III in the dissertation proposal are maintained, provided that it is not uncommon for this section to undergo modifications, according to the academic dynamics faced by researchers. However, if in the introductory part of the proposal and the method uses more the conjunction "will", in the manuscript of the dissertation, this conjunction is replaced with a description of the research that has been done.

### **CHAPTER I INTRODUCTION**

As previously explained, an introduction to a dissertation is in principle the modified initial part of the dissertation proposal. In qualitative research, not infrequently, the introductory part changes during the dissertation writing process, as well as after the dissertation exam. The part that changes most often is the background, literature review and research methods, and sometimes even the formulation of the problem. Meanwhile, in quantitative research, a research proposal that contains a hypothesis is the key to research. If the hypothesis is not proven, ideally the researcher rearranges the proposals and constructs a new hypothesis, then performs re-research or additional research. The introduction in the dissertation consists of the following parts.

## 1.1. Research Background

Contains the main thoughts, at least the things as follows:

- a. Research problems - the main descriptions of the issues raised from empirical phenomena which are stated / elaborated with clearly and systematically formulated data. Research problems are raised from existing social phenomena, which reflect the existence of a gap between what should be (das sollen) through theoretical and / or normative measures and what is real (das sein) through empirical data that is clearly and systematically formulated. The most prominent thing from a scientific dissertation is strategic issues that are raised from theoretical studies which are supported by empirical facts, and are of a very deep nature. This research problem is a reflection of the main issues raised (statement of the problem) and things that are not separate from the main research question (research question).
- b. Differences / uniqueness and novelty / originality - Description of the differences between the issues raised and other issues that have been raised by (the) other / previous researchers and the main issues raised by the researcher, and shows where these differences are, whether the approaches, methods, variables, the assumptions built, the hypotheses put forward, or the conclusions produced, and / or the location of other differences according to scientific principles. The determination of the difference and uniqueness is determined from the results of tracing studies previously carried out by (the) other / previous researches through tracking of recent similar research, in order to obtain a framework of authenticity / novelty for the study to be appointed. In determining the search for previous studies,
- c. Methodological - A description of the approach taken to find answers to research problems, and how or the methods used. The descriptions are presented in more detail, clearly, and systematically (clarity) according to the

research stages. In this case the description also describes how the researcher will perform data processing.

- d. Assumptions and hypotheses - Descriptions of the assumptions that are built and become the basic basis or principle / principles for formulating a concise, concise, and systematic formulated hypothesis framework as a temporary answer to problems that have been faced by social science and therefore research planned by researchers necessary.

Technical description:

- a. Subtitles or sub-chapter "Background" is written in bold with a size of 12 in small letters outside the first letter without a period (.)
- b. Numbering and writing titles follows the guidelines outlined in the next section.

## 1.2. Formulation of the problem

Contains the main information, as follows:

- a. The main issue to be raised, which is formulated into a question sentence or statement sentence
- b. A statement or statement indicating an issue or number of issues that give rise to research (researchable)
- c. Formulated sentences contain specific, measurable, and formulative things

## 1.3. Research purposes

Contains the main information, as follows:

- a. Statement of answers to the formulation of the problem through research to be carried out / planned.
- b. Formulated sentences contain rational things, namely specific, measurable, and formulative.

Information:

Referring to the Indonesian National Qualifications Framework (KKNI), qualifications for doctoral program graduates are:

(1) be able to develop new knowledge, technology and / or art in their scientific field or professional practice through research, so as to produce creative, original and tested works;

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limited to theoretical work and empirical studies concerned with the specific issues addressed by the new study. Literature reviews combine the focus and objectives that are often seen in the scientific literature. The first type of literature review is interchangeably called research synthesis, integrative research review, or research review.

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Here, the reviewer is expected to describe the theory proposed to explain certain phenomena and to compare the broader range, internal consistency, and type of forecasting. The theoretical review will typically contain a description of the critical experiments that have been carried out or suggested, the assessment of a theory that is the most robust and consistent with known relations, and sometimes reformulates or integrates or both, abstract meanings of different theories.

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### *Previous Studies (Research Newness)*

Before conducting research, every researcher needs to read the results of the study to find out what developments have been found by previous researchers. This needs to be done because the research tradition, especially in the field of social science, has been running for more than a century and has been carried out by thousands of researchers both at home and abroad. To access previous studies, researchers can take advantage of journal search facilities, such as Mendeley and websites that contain e-journals. Every research result must have limitations and also specifics. By reading the results of research, the next researcher can continue, deepen, and even refute existing research results so that the continuity of science occurs.

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In a research proposal, researchers also need to write about theoretical debates to clarify their research position, whether they are pro or reject existing theories.

Therefore, researchers need to present their arguments with existing data or cite previous researchers' opinions.

### *Framework*

A research proposal needs to explain the framework so that the reader can easily understand the academic debate on the topic under study. The framework of thought is the structure which the researcher can believe is the best explanation regarding the developmental characteristics of the phenomenon under study (Camp, 2001). This relates to important concepts, empirical research and theories used in introducing and systematizing knowledge that supports researchers (Peshkin, 1993). The frame of mind is also an explanation for the researcher how the research problem will be explored. The thinking framework presents an integrated perspective on the problem being studied (Liehr & Smith, 1999). In a statistical perspective, the framework describes the relationship between the main concepts of research. It is structured in a logical structure to help provide a visual image or display of how the ideas in the study are related to each other (Grant & Osanloo, 2014). Interestingly, it represents a series of actions researchers actually carry out when they study research (Dixon, Gulliver & Gibbon, 2001).

The mindset makes it easier for researchers to specialize and define concepts into assessment problems (Luse, Mennecke & Townsend, 2012). Miles and Huberman (1994: 18) argue that the conceptual framework can 'describe or in the form of a narrative shows the key variables or constructs studied and the relationship between assumptions between these variables.

Important parts in the framework of the dissertation are:

1. Previous Research, that contains several points of thought, as follows:
  - a. Elaboration - Pouring / mentioning, analyzing, and evaluating each of the previous research results that have been compiled. Previous research work

referred to here is the topic closest to the subject matter, topic, and / or type of discussion to be raised by the research.

- b. Relevance - Positioning or revitalizing previous research work into the map of the constellation of social science in general and developments (trends) of new research in the realm of social science theories in particular.
  - c. Positioning - Placing the main issue, topic, and / or type of discussion raised, and differentiating it from previous studies, both in terms of methods, variables, conclusions, research results, as well as new ideas / thoughts that are raised in the research.
2. Theoretical Framework, which is mmake several points of thought, as follows:
- a. Elaboration - Describes points of thought for the definition of a concept or theory that (to be) used or raised in research on the condition that the theory or theories are closest to the subject, topic, and / or type of discussion.
  - b. Evaluation - Evaluating the theory used in order to obtain an overview of the strengths and weaknesses of one or more theories used. The theoretical evaluation carried out at least includes the aspects of the background of the theory's emergence, the influence and relevance of the theory, and the provisional answers to the theory used.
  - c. Argumentation - Describes a framework of thought, theoretical concepts, and / or theoretical models of the possibility of expected new findings.
3. Working Hypothesis (quantitative research), which mmake several points of thought, as follows:
- a. Description of one of the three types of hypotheses, consisting of the descriptive hypothesis, the comparative hypothesis and the associative hypothesis.
  - b. Formulation of hypothetical sentences in a concise, concise, and formulative manner that contains a summary of relevant theories and underlies propositional statements between research concepts.

4. Framework of Mind, which is emulate several descriptions or models of the theoretical framework of research, at least containing the identification of root causes, variables and relationships between variables, solving problems through research methods and approaches, and problem solutions in the form of arguments or propositions that are put forward as a temporary answer to the research.

### **CHAPTER III RESEARCH METHOD**

Each proposal also needs to explain the research method chosen, according to the theme or topic being studied. In the world of social research, there are two main methods commonly used, namely quantitative and qualitative methods, each of which has a different purpose. The purpose of conducting research can be divided into three levels, namely descriptive, comparative, and associative.

When viewed from the approach method, it can be divided into six types, namely (1) survey research, (2) experimental, (3) grounded research, (4) evaluation, (5) policy research, and (6) secondary data analysis ( Effendi and Tukiran, 2017: 4).

The choice of method must be consistent with the framework that has been explained by the researcher and it is necessary to also explain the arguments for why a method was chosen. Quantitative methods are usually used to prove a theory by conducting a survey of a number of samples that have been determined according to the choice of analysis tool. Therefore, researchers need to also explain how to take the sample so that everything is clear and can be justified.

Qualitative methods are usually used to explore a problem that is limited in its locus and focus, so that the consequences of this can not be generalized. Researchers also need to explain how to choose informants even though in qualitative research there are no rules about the number. For thesis research, let alone a dissertation, it is

possible to carry out mixed methods, namely combining two quantitative and qualitative methods.

Important parts of the research method are as follows:

1. Type / Type of Research. Loading stuff:
  - a. Research Type - Determines one of three types of research, namely whether it is qualitative research, quantitative research, or combination research.
  - b. Research Approach - Determining the approach used in research and in accordance with the Research Problem, Research Objectives, and Research Benefits and taking into account the type of research used.
2. Research Sites, contains the location or description of the object of research.
3. Data source, contains primary and secondary data sources. Primary data is data from observations, interviews and FGDs in qualitative research, and experimental and survey data in quantitative research. Secondary data are interview transcripts, observation notes and FGD minutes of other researchers that have been published in qualitative research, and data sets that other researchers have in quantitative research.
4. Data Collection Techniques, contains the following items, namely observations, surveys, in-depth interviews, Focus Group Discussions and documents (transcripts and notes) for qualitative research, and experiments, surveys and documents (datasets) for quantitative research. Students do not need to be too broad in explaining the definition of data collection methods. No less important in explaining data collection techniques are the arguments for the use of these methods, and the sources of data from which and from whom the data were extracted. Relevance is the key word in arguing for this section.
5. Informants / respondents, contains about who are the informants and / or key informants interviewed for qualitative research, and respondents who were surveyed or were the object of social experiments in qualitative research. In this case, researchers must emphasize informed consent, where informants /

respondents understand that they are being researched and give permission for their statements to be quoted in the study, as well as confidentiality, where the confidentiality of their identity and their personal security is guarded by the researcher.

6. Population and Sampling (quantitative research), which contains a description of the population, unit of analysis, sampling, and sampling techniques. This section describes the population, unit of analysis, samples and sampling techniques used in the study. In this case, researchers must emphasize informed consent, where informants / respondents understand that they are being researched and give permission for their statements to be quoted in the study, as well as confidentiality, where the confidentiality of their identity and their personal security is guarded by the researcher.
7. Data Validity Test, contains a description of credibility, transferability, reliability, confirmability, and triangulation.
8. Data Analysis Techniques, mDraw an overview of data reduction, data presentation and data verification (triangulation).

#### **CHAPTER IV GENERAL DESCRIPTION CONTEXT AND SETTINGS RESEARCH**

Chapter IV of the dissertation research discusses the object of research in more detail which has actually been discussed in the background and research methods. Some related matters that can also be discussed in this section are research locations, research sites, types of data, profile descriptions of resource persons and other matters relevant to the research problem. However, the most important thing to note is that the researcher must contextualize this information with the research proposal, especially the research problems, concepts and theories used.



The mistake that students often make in writing a general description is that it is limited to presenting a description of the research object without contextualizing and sorting data. As a result, the general description does not provide specific information related to research, loses its relevance and relevance to other chapters in dissertation research, and becomes very general in nature. In fact, the general description of the research should be a specific and unique description of the research object being observed in the research in order to provide a more complete picture to the reader regarding the object of the dissertation research.

For example, a dissertation research on 'Online Political Participation of Beginner Voters in Central Java in the 2020 Central Java Pilkada', chapter IV does not only contain a description of the demographics of first-time voters in Central Java or a profile of the Pilkada that has taken place in Central Java. However, this chapter should also inform about the various dynamics of political participation of new voters in Central Java in the previous pilkada-pilkada. In addition, because there is an 'online' concept, for example, researchers can also discuss internet penetration in Central Java and how the people of Central Java, especially the youth, use the internet as a means of political participation.

The data is obtained from various sources including books, journals, news and observations made by the researcher himself during the pre-research, so that this is also not part of the research findings. However, although this chapter IV is not a research finding, its content is closely related to the research results and helps other researchers and public readers to know the context of the research object. Because it contains important and relevant information, the contents of Chapter IV can also be used to support arguments for research results.

Other technical matters, in some research cases, although most of the general descriptions of the research are accommodated in 1 chapter, some make it more than one chapter according to the researcher's needs. Thus, the elaboration of the context

and setting of the study can be arranged in chapters whose numbers match needs. The naming of titles in chapter IV and / or other chapters whose purpose is to describe the research setting can be written according to the main content of the chapter, and does not need to be rigidly written as "Research Overview", as we commonly encounter in student writing.

## **CHAPTER V FINDINGS AND COMPREHENSIVE DISCUSSION \***

At dissertation level research, it is possible to find a new theory especially if it uses grounded research. However, before researchers say their findings need to be studied in depth by reading as many studies as possible with related themes. Therefore, at this stage it shows the importance of the literature review that was carried out at the beginning. Researchers also need to comprehensively discuss statements that will later be considered as findings with previous theories and research results. The more literature that is read by researchers, the higher quality the research results in the framework of a thesis and dissertation will be. In today's era of advances in information technology, it is possible to obtain the literature materials needed by researchers.

## **CHAPTER VI CLOSING**

Every dissertation at the end of a draft that has been prepared needs to make a special chapter, namely a closing. The closing section contains the conclusions of the research that has been conducted by the researcher. The conclusion is a brief statement of about two pages that describes precisely the results of the research and discussion in accordance with the research objectives (Effendi and Tukiran, 2017: 303). In the conclusion, the researcher also shows evidence that supports the conclusions made. If using quantitative methods, researchers need to show a relationship or difference, the level of significance of the proposed hypothesis. If

using qualitative methods, the researcher needs to compose sentences clearly so that the contents reflect what is the issue or topic of the research.

## **Bibliography**

The last part in the dissertation is Bibliography. Bibliography is written to show the references used in the preparation of the thesis. All sources used in the writing of a dissertation must be included in the Bibliography without being missed. Likewise, researchers should avoid writing references that are not used in the preparation of a dissertation in the Bibliography.

Another suggestion that is often given to researchers is related to the publication year of the libraries which are used as reference sources and are included in the Bibliography, namely to include the latest libraries. The current definition usually refers to the past 5 or 10 years. The purpose of the inclusion of up-to-date literature is to ensure that researchers really understand the current study map of the research topic under study.

The main types of literature in the Bibliography are reputable journal articles and textbooks, while supporting literature are all other sources used in the preparation of a thesis proposal. The main library is the library that is used as a reference in the background, literature review, frame of mind and research methods. Meanwhile, supporting libraries are libraries that are used to compile the background, the general description section, and other parts that are more related to the object of research, compared to the theoretical aspects of the thesis. Generally, researchers are also asked to include a certain number of main libraries in the Bibliography. A detailed reference for writing a bibliography can be seen in the section "Reference Writing Guidelines".

## **REFERENCES WRITING GUIDELINES**

This section describes guidelines for reference writing in thesis and dissertation writing. This section includes a brief explanation of the importance of references in a thesis and dissertation, plagiarism and ways to avoid plagiarism in writing, procedures for referring to academic writing sources, and procedures for writing bibliography.

### **A. THE IMPORTANCE OF REFERENCES IN THESIS AND Dissertation**

Reference is one of the most important parts of a thesis and dissertation because it allows master and doctoral students to understand the literature map (study map) in order to identify research gaps that have not been explained by previous literature. By understanding the study gaps, students will find it easier to identify the academic contribution they want to make from their thesis and dissertation writing.

In addition, references can also show the academic legitimacy of the scientific work produced. The arguments in the thesis and dissertation are accompanied by credible reference sources that will give a convincing and strong impression. On the other hand, arguments written without references suggest an assumptive opinion and without evidence. This can raise questions or doubts about further advisers, examiners and audience.

Of course, this explanation is not intended to encourage master and doctoral students to be merely quantity oriented. However, extensive reading can also be a marker of the breadth of student knowledge, student understanding of the map of scientific

studies they do, student readiness in preparing a thesis and dissertation, as well as understanding the methodology and substance of research. In this connection, ensuring the reference sources that we use in our thesis and dissertation come from credible readings is very important.

## **B. IDENTIFYING CREDIBLE REFERENCE SOURCES**

To be able to produce a good thesis and dissertation writing, of course we will need good reading sources as well. There is no good writing produced from reading that has questionable academic credibility. In practice, students often have difficulty sorting out the types of reading sources. Then how do we identify a credible reference source?

Since thesis and dissertation writing work is academic work, acceptable reference sources are, of course, academic ones. Scientific journals and books, both online and in print, are academic sources that are widely accepted by academics. Scientific journals and books must be the only source of reference in literature reviews and frameworks of thought (theoretical framework).

The types of scientific journal articles that are recommended to be used are articles published by indexed (reputable) national and international journals. For national journals, the indexer commonly accepted by academics is Sinta, who is currently under the coordination of the Ministry of Research and Technology / the National Research and Innovation Agency. For international journals, indexers commonly accepted by academics are EBSCO, DOAJ, SCOPUS, Thomson Reuters, and Web of Science.

The credibility of the journal article itself can be checked from the number of other writings that have referred (cited) the article. This is called the impact factor. Meanwhile, the credibility of the author can be checked on the H-Index Google Scholar (can be tracked at [scholar.google.com](http://scholar.google.com)), Sinta Score (can be tracked on the

website [sinta.ristekbrin.go.id](http://sinta.ristekbrin.go.id)), Scopus h-index (can be tracked on the website [scopus.com](http://scopus.com)), and the like.

Meanwhile, sources come from reputable print and online media (for example, Kompas, Tempo, and The Conversation), regulatory products (for example Laws, Regional Regulations, Presidential Regulations, and the like) and research reports from various government agencies ( examples are the Central Bureau of Statistics, Bappenas, LIPI, and ministries), non-governmental organizations (for example NGOs / NGOs, donor agencies such as The World Bank, and survey institutions, such as the Populi Center), other private institutions, owned data sets by researchers or other institutions, and discussion notes from scientific forums can be used as a supporting source in the background section, as well as other parts of the thesis and dissertation except for the literature review and framework (theoretical framework).

Online sources that were previously discouraged from being used as supporting references in thesis and dissertation writing, such as Wikipedia, are now permitted. Blogs, vlogs, podcasts, and various other social media formats can sometimes be used as long as they come from credible institutions or figures and provide academically important data, such as blogs owned by LSE (London School of Economics) or podcasts on democracy from Crafword School of Economics and Governance, The Australian National University, also President Jokowi's twitter account.

### **C. PLAGIARISM IN THESIS AND Dissertation and how to avoid it in writing**

In producing thesis and dissertation papers, as well as other scientific works, the main prohibition or prohibition is plagiarism. The meaning of plagiarism itself is taking other people's ideas without including the source of reading in the Bibliography. To identify plagiarism, the method that is often done is to track similarities. Of course, sometimes the likeness of the writing is accidental. However, whether intentional or

not, the similarity of writing is something that cannot be accepted in the academic world.

To avoid plagiarism, the main way to do this is to include the source of the writing that we refer to in the body text of the thesis and dissertation and include it in the Bibliography. However, this method is still not enough. If the proportion of similarities in the writing that we refer to is too dominant, even though we have included the reference source, criticism and questions will still arise. For the record, Universitas Diponegoro tolerates a level of similarity in writing, at least until now it is between 25 to 30 percent of the total manuscripts we produce. Other universities have different rules.

To minimize the level of similarity, the most basic way is to write down our own ideas, according to our understanding of the main arguments of the writing we are studying. Another pragmatic way is by paraphrasing, which is changing the sentence in the writing that we refer to, with our own sentence. Both of these methods, once again, must be accompanied by the inclusion of reference sources, both in the body of the text and in the Bibliography.

Universitas Diponegoro itself already has software to track the level of similarity, which is called Turnitin. Turnitin's similarity presentation can be an important plagiarism indicator in our thesis and dissertation writing. If the level of similarity exceeds the tolerance limit, students need to revise the writing to avoid various unwanted consequences in the future.

It should be noted, however, that the likeness presentation at Turnitin is not treated as a fixed number. In certain contexts, similarity in writing is sometimes unavoidable. This particular context is, for example, writing that analyzes laws and regulations. The author inevitably includes articles, which may also be written by other authors, whose scientific works have been included in the Turnitin repository. Thus, it

becomes clear that what is not tolerated in the preparation of a thesis and dissertation is the similarity of ideas / ideas, arguments, and analysis.

#### **D. PROCEDURES FOR WRITING REFERENCES IN BODY TEXT THESIS AND Dissertation**

The procedure for writing reference sources in the body of this thesis and dissertation text is closely related to the procedures for writing Bibliography, as will be explained in the next section. This linkage exists in the choice of reference style. There are several referencing styles that are agreed upon by academics globally, for example, the APA Style (American Psychological Association Association), Harvard Style (belonging to Harvard University), and the like. Actually, writers are free to use any reference style, provided that this style is consistently implemented in the writing. For simplicity, we refer to APA Style. The following is the procedure for writing references using the APA style:

- APA uses the 'author-year published' reference style, with the format (Last name of the referred author, Year of Publication) behind the sentence, idea and / or argument being referred to. Example: (Austen, 1813).
- The name of the author being referred to can also be written in the sentence, by removing the author's last name from the brackets. Example: Austen (1813)
- If doing a direct quote, include the page number, and put quotation marks in the sentence being quoted. Example: "A woman must have money and a room of her own if she is to write fiction" (Woolf, 1929, p. 6). If pages are more than 1, include the entire page number. Example: Woolf (1929, pp. 64-67) explains that....
- If paraphrasing or briefly referring to the main idea in your argument, provide information on the page of the paragraph or section referred to to make it easier



for interested readers to explore the idea more fully in the original source. Example: (American Psychological Association [APA], 2010, p. 171).

- If only the big idea or main theory is being referred to, simply include the author's last name and year of publication in brackets, as in the example above. If the referenced is a specific part of the scientific work, include a page with details, as in the example above.
- If we quote writings cited by other authors, where we do not read the original sources ourselves, but get them from the writings of other authors, it is called 'secondary referencing', include the two articles. Example: Moore (as referred to in Maxwell, 1999, p. 25) explains that...

In the Bibliography, what we include is Maxwell, not Moore, because what we are referring to is Maxwell, not Moore.

Secondary references are permitted provided that the original work is out of print, is not available online, or is written in a foreign language that we do not understand, or a language that is not commonly used in the global academic community.

## **E. PROCEDURES FOR WRITING REFERENCES**

The rules for writing Bibliography according to APA style are as follows:

- Bibliography is placed at the end of the thesis and dissertation writing products on separate pages
- Include only the bibliographic sources that are referenced in the text
- Literature sources are indented, see example table below
- Bibliography is sorted alphabetically by the last name of each reference author
- If the last names of the authors are the same, list the initials of the reference authors alphabetically.

- If there is more than 1 author whose last name and first initial are the same, sort the bibliography according to the year published (the earlier year is put first, the later year is the latest)
- If there is more than 1 article that is referred to from the same author, the bibliography is sorted according to the year of publication (the earlier year is put first, the later is the later)
- If there is more than 1 article referred to from the same author in the same year, the bibliography is sorted alphabetically by the title of the article, and the year of publication is added alphabetically sequentially. Example: (Alfirdaus, 2018a, 2018b)
- The first letter of the title and sub-title of the writing is written in capital letters. The rest of the title and subtitles are written in lowercase, except for special words which according to the language rules must be written in capital letters, such as city names, country names, and the like.
- Book titles are italicized, journal article titles are not italicized and without quotation marks.
- The first letter of each word in the journal name is written in capital letters. Example: Journal of Exercise Science and Fitness

The following table is an example of writing a bibliography according to the APA style. This guideline only takes the main parts that are used as references for master and doctoral students of the Faculty of Social and Political Sciences.



**Table of Examples of Procedures for Writing Bibliography<sup>1</sup>**

	<b>In the Body of Thesis and Dissertation Texts</b>	<b>In the Bibliography</b>
<b>Books and Book Chapters</b>		
1 author	The conclusion of the latest study (Cochrane, 2007) is...  Cochrane (2007) concluded that...	Cochrane, A. (2007). Understanding urban policy: A critical approach. Malden, MA: Blackwell Publishing.
1 author - quotation less than 40 words	It is an interesting viewpoint that “the relationship between capacity building and the environment has raised many questions” (Cochrane, 2007, p. 117).  Or  Cochrane (2007) provides an interesting view where the relationship between capacity building and the environment has raised many questions ”(p. 117).	Cochrane, A. (2007). Understanding urban policy: A critical approach. Malden, MA: Blackwell Publishing.
1 author - a quote of more than 40 words	Finkelman (2006), for example, explains that:  There are many changes in acute care services every day, and due to the increasing number of	Finkelman, AW (2006). Leadership and management in nursing. Upper Saddle River, NJ: Pearson Prentice Hall.

<sup>1</sup> (Adapted from the University of Canberra Library & Academic Skills Program. (2010). A guide to referencing with examples in the APA & Harvard styles (6th ed.). Retrieved from the University of Canberra Library website: <http://www.canberra.edu.au/library/attachments/pdf/apa.pdf>)

	patients, surgical services are undergoing major changes. Hospitals are upgrading home patient care services and ambulance-based surgery. This is so that patients who are still likely to move can still be served in the same day, even within hours. (p. 184).	
2 authors	Considering the policies of PM Howard, Palmer and Short (2010) assess that ...	Palmer, GR, & Short, SD (2010). Health care and public policy: An Australian analysis (4th ed.). Melbourne, Australia: Palgrave Macmillan.
3 to 5 authors	Recent studies (Seeley, VanPutte, Regan, & Russo, 2011) concluded that ...	Seeley, R., VanPutte, C., Regan, J., & Russo, A. (2011). Seeley's anatomy & physiology. New York, NY: McGraw-Hill.
6 or 7 authors	The Russian revolution will not be successful if it is not disseminated by the public (Bulliet et al., 2005).	Bulliet, RW, Crossley, PK, Headrick, DR, Hirsch, SW, Johnson, LL, & Northrup, D. (2011). The earth and its peoples: A global history (5th ed.). Boston, MA: Wadsworth.
More than 8 authors	Johnson et al. (2011) explains ...	Johnson, JN, Bulliet, RW, Crossley, PK, Headrick, DR, Hirsch, SW,... Northrup, D. (2011). The earth and its peoples: A global history (7th ed.). Boston, MA: Wadsworth.
Book by an author with the same last name - include the author's first initial to differentiate	This technique shows an increase in the grades of elementary students (R. Smith, 2010).  If financial support is increased, this problem can be overcome (CJ Smith & Laslett, 1993).	Smith, C., & Laslett, R. (1993). Effective classroom management: A teacher's guide (2nd ed.). London, United Kingdom: Routledge.  Smith, R. (2010). Rethinking teacher education: Teacher education in the knowledge age. Sydney, Australia: AACLM Press.
Several books by the same author in	This technique has changed drastically (Greenspan, 2000, 2011).	Greenspan, A. (2000). Orthopedic radiology: A practical approach (3rd ed.). Philadelphia, PA: Lippincott Williams

different years		<p>&amp; Wilkins.</p> <p>Greenspan, A. (2011). Orthopedic imaging: A practical approach (5th ed.). Philadelphia, PA: Lippincott Williams &amp; Wilkins.</p>
Several books by the same author in the same year	<p>Leadership and change in schools have been a topic in recent times (Fullan, 1996a, 1996b).</p> <p>"Educational change" has undergone a variety of meanings (Fullan, 1996b), where ...</p>	<p>Fullan, M. (1996a). Leadership for change. In International handbook for educational leadership and administration. New York, NY: Kluwer Academic.</p> <p>Fullan, M. (1996b). The new meaning of educational change. London, United Kingdom: Cassell.</p>
Several authors from different years of publication are referred to together in writing	<p>Cyclical processes (Carr &amp; Kemmis, 1986; Dick, 2000; Kemmis &amp; McTaggart, 1988; MacIsaac, 1995) describe...</p>	<p>Carr, W., &amp; Kemmis, S. (1986). Becoming critical: Education knowledge and action research. London, United Kingdom: Falmer Press.</p> <p>Dick, B. (2000). A beginner's guide to action research. Retrieved from <a href="http://www.scu.edu.au/schools/gcm/ar/arp/guide.html">http://www.scu.edu.au/schools/gcm/ar/arp/guide.html</a></p> <p>Kemmis, S., &amp; McTaggart, R. (Eds.). (1988). The action research planner (3rd ed.). Melbourne, Australia: Deakin University Press.</p>
eBook - if you have a DOI, include it in the Bibliography	<p>Information about deaf children is very useful (Niemann, Greenstein, &amp; David, 2004) so that we can...</p> <p>Or</p> <p>Schiraldi (2001) offers a solution to PTSD.</p>	<p>Niemann, S., Greenstein, D., &amp; David, D. (2004). Helping children who are deaf: Family and community support for children who do not hear well. Retrieved from <a href="http://www.hesperian.org/publications_download_deaf.php">http://www.hesperian.org/publications_download_deaf.php</a></p> <p>Schiraldi, GR (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe Digital Editions version]. doi: 10.1036 /</p>

		0071393722
Article or chapter in a book - if there is a DOI, include it in the Bibliography	Screening helps identify mental health problems in adults (Williams & Nieuwsma, 2016).	Williams, J., & Nieuwsma, J. (2016). Screening for depression in adults. In JA Melin (Ed.), UpToDate. Taken from <a href="https://www.uptodate.com/contents/screening-for-depression-in-adults">https://www.uptodate.com/contents/screening-for-depression-in-adults</a>
Chapters in an edited book	The discussion of Australia today (Richards, 1997) includes... Or Richards (1997) proposes...	Richards, KC (1997). Views on globalization. In HL Vivaldi (Ed.), Australia in a global world (pp. 29-43). Sydney, Australia: Century.
Editor	In discussing good practice, Zairi (1999) identified...	Zairi, M. (Ed.). (1999). Best practice: Process innovation management. Oxford, United Kingdom: Butterworth-Heinemann.
Compiler, or Reviser, or Translator	Socrates is described as "enigmatic" (Gaarder, 1991/1994, p. 50) so that it gives meaning ...	Gaarder, J. (1994). Sophie's world: A novel about the history of philosophy (P. Møller, Trans.). London, United Kingdom: Phoenix House. (Original work published 1991).
Institute writer - as well as publisher	A recent study on access to health (Australian Institute of Health and Welfare [AIHW], 2009) explains...	Australian Institute of Health and Welfare. (2009). Indigenous housing needs 2009: A multi-measure needs model (AIHW cat. No. HOU 214). Canberra, Australia: Author.
Author of the agency - report	The report prepared by the South Australian Center for Economic Studies (2009) was discussed by...	South Australian Center for Economic Studies. (2009). Local government's current and potential role in water management and conservation: Final report. Under the coordination of the Local Government Association of South Australia. Adelaide, Australia: Author.
No year of publication	Some parts of forensic studies are very interesting (Browne, nd) and therefore ...	Browne, JD (nd). Forensic science as a career. London, England: Tower.

Second edition and beyond	Peters (2001, p. 6) argues that “...”	Peters, T. (2001). <i>The elements of counseling</i> (2nd ed.). Brisbane, Australia: Macmillan.
Multi-volume work	Inge, Duke and Bryer (1978, p. 27) explain that...  Or  There is much we can learn about this country (Clark, 1978, p. 42) so that we...	Inge, MT, Duke, M., & Bryer, JR (Eds.). (1978). <i>Black American writers: Bibliographical essays</i> (Vols. 1-2). New York, NY: Martins.  Clark, CMH (1978). <i>A history of Australia: Vol. 4. The earth abideth forever, 1851-1888</i> . Australia: Melbourne University Press.
<b>Dictionary or Encyclopedia</b>		
Print	According to a definition of “bivalence” (VandenBos, 2007, p. 123)	VandenBos, GR (Ed.). (2007). <i>APA dictionary of psychology</i> . Washington, DC: American Psychological Association.
On line	ADHD from a psychological perspective (Arcus, 2001) ...	Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), <i>The Gale encyclopedia of psychology</i> . Retrieved from <a href="http://www.gale.cengage.com/">http://www.gale.cengage.com/</a>
<b>Journal and Magazine Articles</b>		
1 author	In the previous article, it was described ... (Jackson, 2007)  Dempsey (2012) explains ...	Jackson, A. (2007). New approaches to drug therapy. <i>Psychology Today and Tomorrow</i> , 27 (1), 54-59.  Dempsey, I. (2012). The use of individual education programs for children in Australian Schools. <i>Australasian Journal of Special Education</i> , 36 (1), 21-31. doi: 10.1017 / jse.2012.5
2 authors	Kramer and Bloggs (2002) explain ...	Kramer, E., & Bloggs, T. (2002). On quality in art and art therapy. <i>American Journal of Art Therapy</i> , 40, 218-231.
3 to 5 authors	The effects of organizational stress management (Elo, Ervasti, Kuosma, & Mattila, 2008) show...	Elo, A., Ervasti, J., Kuosma, E., & Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. <i>Journal of</i>



	Or Organizational stress management (Elo et al., 2008)	Occupational Health Psychology, 13 (1), 10-23. doi: 10.1037 / 1076-8998.13.1.10
6 to 7 authors	The simple ALMA model describes... (Restouin et al., 2009).	Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A., & Collette, Y. (2009). A simplified, 96-well – adapted, ATP luminescence – based motility assay. <i>BioTechniques</i> , 47, 871–875. doi: 10.2144 / 000113250
More than 8 authors	The accident has caused trauma (Steel et al., 2010).	Steel, J., Youssef, M., Pfeifer, R., Ramirez, JM, Probst, C., Sellei, R., ... Pape, HC (2010). Health-related quality of life in patients with multiple injuries and traumatic brain injury 10+ years postinjury. <i>Journal of Trauma: Injury, Infection, and Critical Care</i> , 69 (3), 523-531. doi: 10.1097 / TA.0b013e3181e90c24
Journal or magazine articles without volume and issue numbers with or without month and date information	Wychick and Thompson (2005) point out...	Wychick, J., & Thompson, L. (2005, November 24). Fallen for a scam lately? <i>AustraliaToday</i> , 54-60. Wychick, J., & Thompson, L. (2005). Fallen for a scam lately? <i>AustraliaToday</i> , 54-60.
Journal article with DOI	Special learning studies are important (Johns & Mewhort, 2009), because...	Johns, E., & Mewhort, D. (2009). Test sequence priming in recognition memory. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i> , 35, 1162-1174. doi: 10.1037 / a0016372
Journal article - in press (out of print)	The influence of music on performance is quite high (Lee & Kimmerly, in press)	Lee, S., & Kimmerly, D. (in press). Influence of music on maximal self-paced running performance and passive post-exercise recovery rate. <i>The Journal of Sports Medicine and Physical Fitness</i> .

Journal articles in database with DOI	Obesity is increasing in industrialized countries (Shaw, O'Rourke, Del Mar, & Kenardy, 2005)	Shaw, K., O'Rourke, P., Del Mar, C., & Kenardy, J. (2005). Psychological interventions for overweight or obesity. The Cochrane database of systematic reviews (2). doi: 10.1002 / 14651858.CD003818.pub2
Journal articles in database without DOI	Ramalho, Da Silva and Dias (2009) explain... Primary care is a basic need (Purtilo, 1995)	Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. <i>Crop Breeding and Applied Biotechnology</i> , 9 (2), 189-195. Retrieved from <a href="http://www.sbmp.org.br/cbab">http://www.sbmp.org.br/cbab</a>  Purtilo, R. (1995). Managed care: Ethical issues for the rehabilitation professions. <i>Trends in Health Care, Law and Ethics</i> , 10, 105-118. Retrieved from <a href="http://www.proquest.com">http://www.proquest.com</a>
Book Review in Journal	In a book review written by Thomas Samaras, Marson (2009) explains ...	Marson, SM (2009). How big should we be? A Herculean task accomplished [Review of the book <i>Human body size and the laws of scaling: Physiological, performance, growth, longevity and ecological ramification</i> , by T. Samaras]. <i>Public Health Nutrition</i> , 12, 1299–1300. doi: 10.1017 / S1368980009990656
<b>Newspapers and Newsletters</b>		
With the author	Bill on human rights is not right for Australia (Waterford, 2007)	Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i> , p. 11.
No author - include the headline in the body of the text	Internet pioneer is widespread ("Internet pioneer", 2007)	Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p. 15.
Newspapers are retrieved from	In his efforts to save animals, Darby (2002) explains....	Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. <i>Sydney Morning Herald</i> . Retrieved from

database		<a href="http://www.smh.com.au">http://www.smh.com.au</a>
Online newsletter articles - include the headline in the body of the text	Work accidents are quite high (“Australians and the Western Front”, 2009)	Australians and the Western Front. (2009, November). Ozculture newsletter. Retrieved from <a href="http://www.cultureandrecreation.gov.au/newsletter/">http://www.cultureandrecreation.gov.au/newsletter/</a>
<b>Paper Conference or Seminar or Similar Forum</b>		
Print proceedings	In conservation photography (Edge, 1996), it is stated that...	Edge, M. (1996). Lifetime prediction: Fact or fancy? In MS Koch, T. Padfield, JS Johnsen, & UB Kejser (Eds.), Proceedings of the Conference on Research Techniques in Photographic Conservation (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.
Online proceedings	Tester (2008) explains ...	Tester, JW (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & AR Budd (Eds.), Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference, Canberra, Australia: Geoscience Australia. Retrieved from <a href="http://www.ga.gov.au/image_cache/GA11825.pdf">http://www.ga.gov.au/image_cache/GA11825.pdf</a>
<b>Government Publications or Other Institutions</b>		
Institution as a writer	Kemdikbud (2006) explains ...	Ministry of Education and Culture . (2006). Instructions for use Curriculum-13: An introduction. Jakarta, Indonesia: Author.
Publications with a catalog number	BPS (2007) reports...	Central Bureau of Statistics. (2007). Social Trends in Society (Cat. No. 4102.0). Jakarta, Indonesia: BPS.
Online reports	Number of families divorced in Australia...	Department of the Prime Minister and Cabinet. (2008). Families

	(PM&C, 2008)	in Australia: 2008. Taken from <a href="http://www.dpmmc.gov.au/publications/families/index.cfm#contact">http://www.dpmmc.gov.au/publications / families / index.cfm # contact</a>
<b>Laws and regulations</b>		
Print - chapters and verses are abbreviated	Based on p. 5.1 2014 Village Law, participation ...	Law on Villages 2014 p. 5. 1
Online - shortened chapters and verses	Based on p. 5.1 2014 Village Law, participation ...	Law on Villages 2014 p. 5. 1. Taken from
Draft Laws and Regulations	The Sexual Violence Protection Bill (2020) explains ...	Sexual Violence Protection Bill (2020)
<b>Pictures, Music and Audiovisual Media</b>		
CD recording - state the track (track)	The lyrics of Paul Kelly's song "From Little Things Big Things Grow" (Kelly, 1997, line 10) are used in television commercials, ...	Kelly, P. (1997). From little things big things grow. On Songs from the south: Paul Kelly's greatest hits [CD]. Melbourne, Australia: Mushroom Records.
Video / DVD recording	Lee (1995) in Sense and sensibility...	Lee, A. (Director). (1995). Sense and sensibility [DVD]. Australia: Columbia TriStar Home Video.
Pictures - online	The use of light in Monet's 'Haystacks' (Monet, 1890)	Monet, C. (1890). Haystacks, midday [Painting]. National Gallery of Australia, Canberra. Retrieved from <a href="http://artsearch.nga.gov.au/Details-LRG.cfm?IRN=29073&amp;View=LRG">http://artsearch.nga.gov.au/Details-LRG.cfm? IRN = 29073 &amp; View = LRG</a>
Streaming music - say the track (track)	Analysis of the mimic style of the singer of the song "What's Your Story Morning Glory" (Williams, 1978, line 8) indicates...	Williams, ML (1978). What's your story morning glory. On Mary Lou Williams: Solo recital, Montreux Jazz Festival [CD]. Fantasy. Taken from the Naxos Music Library Jazz.
Radio interview	In an interview with the President (Mitchell,	Mitchell, N. (Announcer). (2009, October 16). Interview with the

	2009) ...	Prime Minister, Kevin Rudd. In Mornings with Neil Mitchell [Radio Broadcast]. Melbourne, Australia: Radio 3AW.
Television interview	Denton's professionalism in an interview with Raelene Boyle (Denton, 2006)...	Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In Enough Rope with Andrew Denton. [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.
Movie (motion picture)	Jackson and Pyke (2003) show...	Jackson, P. (Director), & Pyke, S. (Producer). (2003). The lord of the rings: The return of the king [Motion picture]. New Zealand: Imagine Films.  Note: just include the country of filming, not the city.
Podcast (audio)	Nolan (2007) explains ...	Nolan, T. (Announcer). (2007, April 28). AM: News & current affairs [Audio podcast]. Retrieved from <a href="http://abc.net.au/news/subscribe/amrss.sml">http://abc.net.au/news/subscribe/amrss.sml</a>
Radio streaming	When discussing social change, Koval (2009)...	Koval, R. (Announcer). (2009, November 19). The Book Show. Melbourne, Australia: ABC Radio National.
Transcript of radio broadcast	This is explained in the Mascall (2005) interview where...	Mascall, S. (Reporter). (2005, February 14). Are we hardwired for creativity? In Innovations [radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. Retrieved from <a href="http://www.abc.net.au/ra/innovations/stories/s1302318.htm">http://www.abc.net.au/ra/innovations/stories/s1302318.htm</a>
Online speech	In his speech on state observance day (Clark, 2007), the Prime Minister of New Zealand emphasized...	Clark, H. (2007, April 25). Prime Minister's 2007 ANZAC Day message [Transcript]. Retrieved from <a href="http://www.anzac.govt.nz">http://www.anzac.govt.nz</a>
Broadcast television programs	Urban development plans (Kimball, 2009) ...	Kimball, C. (Announcer). (2009, September 4). Stateline [Television Broadcast]. Canberra, Australia: ABC TV.

		Note: use a transcript, if available on the television station's website
Television program transcripts	Cyclones affect northern Australia (McLaughlin, 2004).	McLaughlin, M. (Announcer). (2004, November 7). Cyclone Tracy. In Rewind [Television Program] [Transcript]. Sydney, Australia: ABC TV. Retrieved from <a href="http://www.abc.net.au/tv/rewind/txt/s1233697.htm">http://www.abc.net.au/tv/rewind/txt/s1233697.htm</a>
<b>Thesis or Dissertation</b>		
Print	The environment affects the conflict (Duddle, 2009), so that...	Duddle, M. (2009). Intraprofessional relations in nursing: A case study (Unpublished dissertation), University of Sydney, Australia.
From the database	This study developed from a positivist approach (Hector, 2008).	Hector, DCA (2008). Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse (Dissertation). Theses database available in Australasian Digital. (Record No. 185877)
On line	Lacey (2011) distinguishes...	Lacey, D. (2011). The role of humiliation in collective political violence (Thesis, University of Sydney, Australia). Taken from <a href="http://hdl.handle.net/2123/7128">http://hdl.handle.net/2123/7128</a>
<b>Course material</b>		
Online lecture notes or tutorials - include the name of the lecture and lecture session	Maw (2010) explains ...	Maw, M. (2010). NURS5082 Developing nursing practice, 2nd meeting, week 3: Healthcare-associated infections and their prevention [lecture PowerPoint slide]. Retrieved from <a href="http://learn-on-line.ce.usyd.edu.au/">http://learn-on-line.ce.usyd.edu.au/</a>
<b>Social media</b>		
Facebook - say the	Billions of funds will be distributed to the	Rudd, K. (2009, October 24). Australian civilian corps to help in

name of the facebook account	military (Rudd, 2009)	crises [Facebook update]. Taken from <a href="http://www.facebook.com/note.php?note_id=200124043571&amp;ref=mf">http:// www.facebook.com/note.php?note_id=200124043571&amp;ref=mf</a>
Blog	Keim (2009) explains ...	Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Blog post]. Retrieved from <a href="http://www.wired.com/wiredscience/2009/11/extinction-error/">http://www.wired.com/wiredscience/2009/11/extinction-error/</a>
Vlog	The speech of the Australian Prime Minister at the G-20 forum (Rudd, 2009)...	Rudd, K. (2009, September 29). Update on new G20 arrangements [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=i8IdJ-0S5rs">http://www.youtube.com/watch?v=i8IdJ-0S5rs</a>
Twitter - follow twitter account name, not real name as in books or journals	President Obama released an initiative program for scholars (BarackObama, 2009)	BarackObama. (2009, July 15). Launched the American Graduation Initiative to help an additional 5 mill. Americans graduate college by 2020: <a href="http://bit.ly/gcTX7">http://bit.ly/gcTX7</a> [Twitter post]. Retrieved from <a href="http://twitter.com/BarackObama/status/2651151366">http://twitter.com/BarackObama/status/2651151366</a>
Online discussion	This view of knowledge management is called interesting (Weidner, 2007) and from personal experience...	Weidner, D. (2007, June 11). KM reducing in popularity. Retrieved from <a href="http://actkm.org/mailman/listinfo/actkm_actkm.org">http://actkm.org/mailman/listinfo/actkm_actkm.org</a> Rahayu, I. (2020, August 8). Advocating for women's rights [Message from discussion]. Retrieved from <a href="https://www.facebook.com/groups/1254333837929466">https://www.facebook.com/groups/1254333837929466</a>
Wiki	The role of the media in literacy ((“Great debates in media literacy”, nd)	Great debates in media literacy: Theory and practice of media literacy. (nd). On Wikiversity. Retrieved 27 October 2009, from <a href="http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy">http://en.wikiversity.org/wiki/Great_Debates_in_Media_Literacy</a>
<b>Personal Communication and Email</b>		
Personal communication	J. Francis (personal communication, August 6, 2007) stated that the flood did not affect his	Not written in the Bibliography. Enough in the body of the text.

(letters, memos, conversations, and the like)	house.	
Email - including email address only with the consent of the party concerned	J. Frank (personal communication, August 6, 2007) stated that the social environment is conducive.	Not written in the Bibliography. Enough in the body of the text.
<b>Website sources</b>		
By author, sponsor and year	Funding data... (Simon, Smith, & West, 2009)	Simon, J., Smith, K., & West, T. (2009). Price incentives and consumer payment behavior. Retrieved from the Reserve Bank of Australia website: <a href="http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html">http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html</a>
Without years	The Commonwealth Scientific and Industrial Research Organization (CSIRO) is designing environmentally friendly machines (CSIRO, tt).	Commonwealth Scientific and Industrial Research Organization. (nd). Reducing Australia's greenhouse emissions factsheet. Retrieved from <a href="http://www.csiro.au/resources/ps282.html">http://www.csiro.au/resources/ps282.html</a>
No page numbers	Generally, copyright owners accept user explanations (University of Sydney, 2010).	21, 2011, from <a href="http://sydney.edu.au/copyright/students/coursework.shtml#who">http://sydney.edu.au/copyright/students/coursework.shtml#who</a>
No authors and no sponsors	This vaccine is known to be effective (“New child vaccine”, 2001).	New child vaccine gets funding boost. (2001). Retrieved April 16, 2012, from <a href="http://news.ninensn.com.au/health/story_13178.asp">http://news.ninensn.com.au/health/story_13178.asp</a>
Website as a whole	Ministry of Education and Culture website ( <a href="http://www.kemendikbud.go.id">www.kemendikbud.go.id</a> ) provides a detailed description of the emergency curriculum.	Not written in the Bibliography. Enough in the body of the text.





## **ENGLISH PROCEDURES IN WRITING THESIS AND Dissertation**

### **A. USE OF RAW INDONESIAN**

The Indonesian language used in the writing of thesis and dissertation manuscripts must be Indonesian with a high level of formalism (Standard Indonesian) by adhering to official grammar rules. Sentences must be whole and complete. Use punctuation as necessary and sufficiently so that clauses can be distinguished from the parent sentence, the adverbial sentence from the sentence being explained, and so on. Use the General Guidelines for Improved Indonesian Spelling, General Guidelines for the Formation of Terms, and the Big Indonesian Dictionary published by the Language Development and Development Agency.

### **B. THE STUDY OF THESIS AND Dissertation Writing**

Thesis and dissertation manuscripts are made with the help of computers using a printer with black ink (not dot matrix), Times New Roman font, and with a font size 12. Thesis and dissertation writing must comply with the following writing techniques:

1. The thesis and dissertation must be written by computer on one side of the paper page, with the upper edge being 4 cm; left edge 4 cm; right edge 3 cm and bottom edge 3 cm.
2. The lines of the thesis and dissertation manuscripts are two-spaced apart, except for direct quotations, footnotes, titles, table of contents, lists of tables and lists of figures, lists of attachments and libraries that are more than one line apart can be used one space
3. The type of paragraph writing in a thesis and dissertation manuscript is that which does not contain indentation, so that the first letter of a new paragraph starts from the left edge of the manuscript and the writing does not indent inward. The first line of a new paragraph is separated by one blank line (two spaces, 12 letter size) from the last line of the preceding paragraph.
4. Don't start a new paragraph at the bottom of the page unless there is room for at least two lines. The last line of a paragraph should not be placed on the next new page, leaving the last line at the bottom of the page.
5. The first letter after the comma (,), semicolon (;), double period (:), and period (.) Is printed by leaving a blank or space (space between two letters) behind the punctuation

mark. Meanwhile, there are no gaps or spaces after the last letter of a sentence followed by these punctuation marks {(,), (;), (:), and (.)}.

6. The new chapter starts with a new page number.

Thesis and dissertation writing must follow proper writing principles, such as:

1. Use of standard language and terms in a concise and clear manner, using the Enhanced Indonesian Spelling.
2. Following the prevalence of writing terms, formulas, notations or symbols in the scientific discipline that is followed.
3. Personal pronouns, especially first-person pronouns (me and us), should not be used, except in quoted sentences. Arrange the sentences in such a way that they do not need to use personal pronouns.
4. A word can be separated according to grammar terms. The last word at the bottom of the page should not be truncated. The separation of foreign words must follow the method indicated in the foreign language dictionary.
5. Pay close attention to how the writing "to" and "di" as a prefix and the writing must be distinguished by "to" and "di" as prepositions.
6. You are not allowed to use the word where in an Indonesian sentence if the sentence does not mean a question for a place. The word where actually comes from the English translation of where, which may not be used in Indonesian sentences that are not related to the question (of a) place.
7. Use of conjunctions: then, while, or so, should not be used at the beginning of the sentence.
8. Formulas and / or symbols may not be written / placed at the beginning of a sentence.
9. Try to avoid using foreign words / terms, but if you have to, it must be italicized consistently.
10. Paragraph contains one main thought / subject composed of several sentences, therefore avoid in one paragraph there is only one sentence.

The original thesis and dissertation manuscripts in the final form approved by the supervisor must be signed by all members of the Supervisory Team. Furthermore, the manuscript is printed in a number of pieces (copies) according to needs, including for Supervisors, Examiners, Study Programs, and Faculties.

### **C. PAGE NUMBERING**

The page number of each existing page is printed on the top right side. As for the first page of the chapter printed on the bottom center side. The page numbering of the content manuscript uses Arabic numbers (1,2,3,4...) while the supplementary page numbering (foreword, thank you, table of contents, etc.) uses small Roman numbering (i, ii, iii...).

### **D. PRINTING**

The thesis and dissertation are printed on A4 size HVS paper (210 mm x 297 mm) with a weight of 80 g / m<sup>2</sup> (HVS 80 gsm). Especially for color pictures, the original text can be printed in color.

### **E. COMPLETE PAGE OF SCIENTIFIC WORKS**

Complementary pages are pages that accompany the substantive content of a scientific work, especially a thesis and dissertation. Some of the elements of this complementary page consist of: (a) title page (cover); (b) title page (inside cover); (c) statement of authenticity page; (d) the endorsement page; (e) motto page (if any); (f) dedication page (if any); (g) abstract page; (h) abstract page; (i) foreword page; (j) table of contents page; (k) table listing page; (l) list of figures page (if any); (m) the appendix list page. The following is a further explanation regarding each of these sections.

#### **1. Title Page (cover)**

The title page (outer cover) of the research report is made with an orange hard cover.

#### **2. Title Page (inside cover)**

The title page (inside cover) is layout identical to the title page (outer cover), printed on white HVS paper with manuscript specifications and after the title page (outer cover).

#### **3. Statement of Authenticity page**

To avoid the occurrence of fraudulent and intellectually criminal acts within educational institutions (plagiarism), it is necessary to have a page acknowledging the authenticity of scientific works. This page contains the author's statement that the work is his own work with the signature of the statement maker. The format of this authenticity page can be seen in the example at the end of this book.

#### **4. Endorsement page**

The endorsement page contains the acknowledgment of the authorities within the Faculty of Social and Political Sciences Undip to legitimize the scientific work produced by the author. The acknowledgment of ratification is evidenced by the signature of the competent authority consisting of: (a) the Dean; (b) Assistant Dean for Academic Affairs; (c) Supervisor 1 / Promoter as well as acting as examiner; (d) Supervisor 2 / Co Promoter 1 as well as acting as examiner; (e) Supervisor 2 / Co Promoter 2 as well as acting as examiner; (f) specifically for the thesis, plus 1 lecturer as examiner; (g) specifically for a dissertation, plus 1 lecturer as an internal examiner; 1 lecturer as an external examiner; and the dean as chairman of the trial.

Writing the identity of the Dean and Assistant Dean for Academic Affairs accompanied by the relevant NIP (Employee Identification Number). Meanwhile, other authorities in their position as supervisors and examiners in writing the identity concerned do not need to be accompanied by a NIP, even though they have the status of civil servants.

5. Motto page

The motto page contains aphorisms chosen by the author. The motto is written in Times New Roman font, size 14 pont, written in italic position. The motto text is placed on the center page horizontally and vertically.

6. Offering Page

The dedication page contains a statement of the dedication of scientific works to certain parties who are respected and considered to have contributed to the life of the author in general and in the process of compiling the scientific work concerned. The writing of the offering statement is done using a variety of Indonesian which is good and correct.

7. Abstract page

Abstract page contains a summary of the entire manuscript which includes all the important elements contained in a complete scientific paper report. Guidelines for writing abstracts are carried out by observing the following matters: (a) written in good and correct Indonesian in a brief and clear manner, including title, background, method used, research results, conclusions and suggestions; (b) typed in single space, Times New Roman font with size 12; (c) the number of words ranging from 150 - 300 including the title; (d) writing an abstract accompanied by 3-5 key words (keywords); (e) the supervisor is not signed.

8. Abstract page

Abstract pages are the same as abstract pages, but written in English.

#### 9. Preface page

The foreword is a space for the author to describe various things related to the research process that has been carried out: the emergence of research ideas, the relevance and benefits of research results, as well as the ongoing research process, and certain parties who contributed to the research process so that it is necessary to give thanks specific, and other things that are deemed relevant. The writing is done using Times New Roman typeface with a size of 12 double spaces in the correct and correct variety of Indonesian. The total number of preface should not be written more than two pages.

#### 10. Table of Contents page

The table of contents page contains all the chapters and subsections in the manuscript along with their positions on the relevant pages. This page is useful to guide readers to find certain things that are important and attract their attention for further scrutiny. The procedure for writing a table of contents page can be seen in the example.

#### 11. List of Tables page

Tables are made on manuscript paper. Table letters and numbers must be printed (not handwritten). Table columns are arranged so that the table is easy to read. A number with a number below or a number above it is one space apart. The important thing is to make the table easy to read. The table list page contains all the tables in the manuscript along with their positions on the related page. The numbering of each table begins with the identity of the chapter and the serial number of the table in that chapter. Each change of chapters is accompanied by a new table serial number. For example, Table 1.1. ----- (meaning the first table in chapter 1).

Secondary data in the form of tables obtained or taken from other sources (references), the author's name and year must be included at the end of the table title and then the source must also be listed in the bibliography. If the source is not listed at the end of the table title and in the bibliography, then it is included in the plagiarism category.

#### 12. List of Figures page

The image list page contains a list of all images in the form of images, illustrations, graphs, diagrams, plans, maps, charts, monograms, flowcharts, and portraits which are intended to explain the information contained in the text in a concise manner and easily understood by readers. . Images must be printed on the paper used for manuscripts (thesis and dissertation). Original images are made with a quality printer or plotter or similar

image printer. Letters, numbers, and other punctuation marks used in pictures must be clear. The numbering of each image begins with the chapter identity and serial number of the images in that chapter. Each chapter change is accompanied by a new picture serial number. For example, Chart 3.1. ----- (meaning the first chart in chapter 3).

Images quoted from other sources are explained by including the author's name and year at the end of the image title and then the source must also be included in the bibliography. If the source is not listed at the end of the image title and in the bibliography, then it is included in the plagiarism category.

#### 14. Appendix List Page

The appendix list page lists all the attachments included in the research report. Writing a list of attachments based on the order in which the attachments are placed and not accompanied by pages. This is because the writing of the attachment itself is not accompanied by an attachment page

### **F. ERROR CORRECTION**

Revision of the thesis and dissertation manuscripts can be done before being approved and signed by the Supervisory Team. The final thesis and dissertation manuscripts that have been validated and signed by the Supervisory Team may no longer contain errors, or correction of errors.

### **G. PROCEDURES FOR WRITING THE SOURCE OF COVERAGE**

Quotation (quotation) is the author's activity to include thoughts, research results, or other scientists' statements that the author feels is relevant or supports the thoughts he wants to convey. There are two kinds of citations: (1) direct; and (2) indirect (paraphrase).

Direct quotes are quotations that are exactly the same as the original text, there should be no changes. If there is something that is considered wrong / doubtful, it is marked (sic!) In the wrong / doubtful part, which means simply quoting the original and not responsible for the error. Meanwhile, indirect quotations are quotations that are not exactly the same as the original text by writing a short main idea from a lengthy description in the original text (paraphrasing). With this paraphrase, a 10-page description can be shortened to just one page.

Citation is an important and critical element in every scientific work. It is said to be important because all research works are basically based on the thoughts or work of other researchers or scientists who are deemed relevant to the study being carried out by the author. The researcher's ability to manage and organize various citations coherently and cohesive will determine the continuity of the resulting discourse.

It is called critical because it is related to the possibility of intellectual crime in the form of copy right of someone's scientific work. The mention of the identity of the source of the quote is a matter of principle and is fundamental in every scientific work. Therefore, observing how the citation procedure is an important aspect that must be considered by every academic person in the Faculty of Social and Political Sciences Undip.

In general, there are two models for writing citation sources: (1) side notes; and (2) footnotes. In principle, the style of writing scientific papers in the FISIP Undip environment uses the writing model of side notes citing sources. The use of this model can be done together with the model for writing footnotes if it is absolutely necessary.

a. Side Note Model (Sidenote)

The sidenote model is used for direct and indirect (paraphrasing) citations. A side note (sidenote) has the following functions: (1) to show the source of the quote; (2) explanatory notes; (3) a combination of designation of sources and explanatory notes that are sometimes given comments by the author. A sidenote source writing model can take one of the following forms. The source of the quotation is neither bold nor italic. Consider the following example.

Hendrati Dwi Mulyaningsih becomes (Mulyaningsih, year: p.)

Hendrati Dwi M. became (Dwi M, year: p.)

Hendrati DM becomes (Hendrati DM, year: p.)

The following is an example of how to cite the sidenote model based on the manuscript of Lauren Feldman & Vincent Price (Communication Research, 2008: Vol. 35, No. 1).

Confusion or Enlightenment? How Exposure to Disagreement Moderates the Effects  
of Political Discussion and Media Use on Candidate Knowledge

Recent research has yielded inconsistent findings regarding the relationship between interpersonal discussion and media use in the production of political knowledge. This study seeks to better illuminate this relationship by introducing political disagreement as an additional moderator. Using nationally representative survey data collected during the 2000



primary campaign. The result showed a negative interaction between the discussion frequency and disagreement in predicting knowledge of candidate issue positions. This suggests either that the benefits of frequent discussions are stronger for those whose discussion networks are composed of like-minded others or that disagreement facilitates learning only at low levels of discussion frequency.

Results also demonstrated that frequent discussion enhances the relationship between debate viewing and issue knowledge among those who reside in politically homogenous networks. In diverse networks, however, the relationship between debate viewing and issue knowledge is weaker for those who regularly talk about politics than those who talk less. Political disagreement is unassociated with knowledge of candidates' personal backgrounds.

(i) Example of a Side Note (sidenote) with Direct Quotations Less or Equal to 3 Lines

.....

The results of research related to political knowledge vary in terms of media use and interpersonal discussions by potential voters. As indicated by Feldman and Price (2008: 55), "Recent research has yielded inconsistent findings regarding the relationship between interpersonal discussion and media use in the production of political knowledge."

.....

(ii) Example of Sidenote with Direct Quotation of More than 3 Lines

.....

The results of research related to political knowledge vary in terms of media use and interpersonal discussions by potential voters. However, the latest research shows different results when the issue of political disapproval is included as a new variable that acts as a moderator.

*The result showed a negative interaction between the discussion frequency and disagreement in predicting knowledge of candidate issue positions. This suggests either that the benefits of frequent discussions are stronger for those whose discussion networks are composed of like-minded others or that disagreement facilitates learning only at low levels of discussion frequency. (Feldman and Price, 2008: 55).*

.....

(iii) Example of Sidenote with Indirect Quote

.....

When talking about political knowledge, people usually relate to media consumption patterns and interpersonal discussions conducted by potential voters. However, several studies have not confirmed a positive relationship between the three variables. The relationship between the three variables gets more complicated when political disapproval attitudes are used as the mediating variable (Feldman and Price, 2008: 55).

.....

b. Model Footnotes

What is meant by footnote is a list of special information written at the bottom of each sheet or at the end of a scientific essay chapter (endnote). Footnotes are usually used to provide information and comments related to the substance of the quote, which if this comment is included in the main text (body text) will interfere with the overall meaning of the text. These footnotes can also be used to explain the source of a quote or as a guide for preparing a reading list / bibliography.

footnoteit is useful for: (1) supporting the validity of the invention or the author's statement which is stated in the text or as an indication of the source; (2) expanding the discussion that is necessary but irrelevant if it is included in the text, the main explanation can also be a quote; (3) cross references, namely instructions stating on which section / page, the same thing is discussed in the writing; and (4) as a place to express appreciation for work or data received from other people.

Several things that need to be observed regarding the systematic writing of footnotes include: (1) the footnotes must be separated by a line that is fourteen characters long from the left margin and four spaces from the text; (2) the footnote is typed in one space (meeting) and numbered; (3) if the footnote is more than one line, then the second line starts like a plain text margin (right on the left margin) and the distance between one note and another note is the same as the text spacing; (4) the distance of the last line of the footnote remains 3 cm from the bottom edge of the paper; (5) long information should not be extended to the next page. It is better to cut out the original than to cut the footnotes; (6) if the same information becomes sequential (for example, the statement number 2 is the same as number 3, it is enough to write the word *ibid* instead of repeating the description of the footnote); (7) if there is the

same information but not consecutive, provide information op.cit., See (x). (x) is the number of the preceding information; (8) if the description looks like op.cit. but contains a description of the article, use loc.cit.

By looking at the explanation above, it is meant by (a) Ibid is an abbreviation of Ibidum which means the same as above; (b) Op.cit. stands for opere citato which means in the work that has been quoted; and (c) Loc.cit. is an abbreviation of loco citato which means the place that has been quoted.

The use of footnotes as a source of reference for writing scientific papers in the Faculty of Social and Political Sciences Undip should be done to enrich the writer's understanding of a particular concept or other relevant research results which when included in the main text will interfere with the understanding of the overall meaning of the existing main text. An example of writing footnotes can be seen in the appendix.

## **H. OTHER GUIDELINES**

### **1. Symbol**

Variable symbols are used to facilitate writing these variables in formulas and other algebraic statements. All letters in the Latin alphabet and Greek alphabet, both upper and lowercase letters, can be used as variable symbols. Symbols can consist of one or two letters. The emblem can be printed down (subscript) or top print (superscript) or both.

Subscripts can be letters or numbers or both, as can superscripts. Some symbols are in italics. As a general rule of thumb, choose a symbol that is commonly used in your field. The beginning of a sentence is not allowed to start with a variable symbol. So, arrange sentences in such a way that you don't need to start with a variable symbol.

### **2. Units and Abbreviations**

The unit used in the thesis and dissertation is the International Unit (SI) system. The unit abbreviation used is as recommended by the SI system and is written without a dot after it or with a symbol. Unit abbreviations are not written in italic type. The unit abbreviation can consist of one, two, or up to four Latin letters. Unit abbreviations can be affixed with the initial letter or symbols such as  $\mu$  (micro), m (milli), c (centi), d (desi), h (hecto), k (kilo), or M (mega).

The unit as a noun is written completely. Likewise, the units found at the beginning of the sentence are written completely. The unit denoting the number and written on the back, is written with the abbreviation.

### 3. Numbers and Numbers

The meaning of numbers in this chapter is Arabic numerals. Numbers are used to express:

- a. The size is certainly a measure (for example, 174 cm), mass (81.0 kg), temperature (25o), percentage (95.7%), and so on;
- b. Page number;
- c. Date (17 December 1962);
- d. Time (10.45 am);
- e. Numbers in algebraic calculations and in formulas, including fractions;
- f. Etc.

Meanwhile, the provisions regarding numbers are as follows:

- a. Decimal points are expressed by commas, for example 25.5 (twenty five and a half). The thousands sign is represented by a period, for example 1,000,000 (one million). Don't write a decimal with three decimal places, so you don't get confused with thousands. Examples of suggested writing: 25,24 or 25,2472, while those that are not recommended: 25.247.
- b. In addition, it should also be noted that the number of significant numbers, such as 25.2472, should be sufficient to write 25.2. However, this really depends on the fields that require high accuracy.
- c. Numbers in sentences less than ten should be written in words, for example, six colleges; but a number greater than ten is used, for example 17 mangoes.
- d. Indefinite magnitude and numbers used to express large are generally written in words, for example ten years ago, forty years, the next half hour, five times a day, a few hundred centimeters, and so on.
- e. Avoid using Roman numerals to represent numbers as these are not immediately readable.
- f. Use scientific numeric writing like the following example: 1.908.176 can be written as 1.91E6 or 1.91x106.

- g. The beginning of a sentence cannot begin with a number. If the beginning of a sentence requires a number or number, write the number in words, or change the sentence structure so that the number is no longer at the beginning of the sentence.

#### 4. Print Italic

The font size used for italics must be the same size as the letters for the script. Italics is used for book titles and for scientific magazine names. See the examples in the bibliography in this manual. In general, italics is used with words or terms to give special emphasis or attract attention.

#### 5. Systematics

##### a. Procedure for Writing Chapters and Subsections

###### 1. Chapter title

Written entirely in capital letters, typed in bold, 12 pt size, and arranged symmetrically, with a distance of 4 cm from the top edge without ending with a period. All words start with a capital letter, except for conjunctions and prepositions.

###### 2. Sub-chapter title

Type in bold without ending with a period. The first word begins with a capital letter. The first sentence after the title of the chapter begins with a new paragraph. If the title of a sub chapter is more than one line, it is written one space.

###### 3. Title of Sub-Section

Type starting from the left border and italicized (italic) and bold, only the first word begins with a capital letter, without ending with a period. The first sentence after the sub-chapter title starts with a new paragraph.

##### b. Numbering of Chapters, Sub-chapters, and Sub-chapters

The provisions for the numbering of chapters, subsections and subsections are as follows:

1. Chapter numbers are written in Upper Roman numerals.
2. Sub-chapter numbers are written in numbers according to chapters in sequence.
3. Sub-section numbers are written with the numbers according to the sub-chapters in sequence.
4. Sub-Sub-Section Numbers are written with the numbers according to the sub-sections in sequence.

5. For more details, see the example attached

**GUIDELINES FOR THESIS RESULTS SEMINAR, THESIS EXAMINATION,  
Dissertation RESULT SEMINAR, Dissertation Feasibility SEMINAR AND  
DISERTATION CLOSED EXAMINATION**

**A. Thesis**

**1. Thesis result seminar**

The thesis result seminar is an advanced stage in the research subject after students complete the proposal exam and conduct field research, both primary (observation, survey, live-in, and interview) and secondary (desk study). The purpose of the thesis results seminar is to be a control for the quality of the research to ensure that the data collected is on the right track to answer the research questions. This course is designed to provide opportunities for students to get input and comprehensive evaluation before carrying out their thesis examination. The results seminar can be conducted in the middle of the field research process or after the field research is complete. The form of seminars on thesis results from various master study programs at the Faculty of Social and Political Sciences Undip is presented in the table.

## **2. Thesis Exam**

The thesis exam is intended to test the student's ability to answer research questions compiled in a thesis research proposal, both in terms of substance and methodology. This course is designed to give students the ability to carry out research in the field of Social and Political Sciences in accordance with student interests or interests. Further explanation of the thesis examination is contained in the postgraduate academic guidelines of the Undip Faculty of Social and Political Sciences.

## **B. Dissertation**

### **1. Seminar on Dissertation Results**

The dissertation result seminar is an advanced stage in the research subject after students complete the proposal exam and conduct field research, both primary (observation, survey, live-in, and interview) and secondary (desk study). The purpose of the dissertation seminar is to be a control for the quality of the research to ensure that the data collected is on the right track to answer research questions. The results seminar can be conducted in the middle of the field research process or after the field research is complete. The form of seminars on the dissertation results of various doctoral study programs at the Faculty of Social and Political Sciences Undip is presented in the table.

### **2. Dissertation Feasibility Seminar**

The dissertation feasibility seminar is an advanced stage in the research subject after students complete the proposal exam, field research and seminar results. This eligibility seminar is intended to help students ensure the feasibility of a dissertation manuscript to be tested in a closed dissertation exam. In the dissertation feasibility seminar, examiners informed the sufficiency and insufficiency of data and arguments, as well as the robustness and weakness of the methodology. Thus, during the closed dissertation examination, it is hoped that students will be better prepared to demonstrate the ability to answer dissertation research questions compiled in a dissertation proposal, both substantively and methodologically.

### 3. Dissertation Closed Examination

The closed dissertation exam is intended to test the student's ability to answer research questions compiled in a dissertation research proposal, both in terms of substance and methodology. A further explanation of the dissertation examination is contained in the postgraduate academic guidelines of the Undip Social and Political Science Faculty.

Table Explanation of Seminar Results of Thesis and Thesis Examination by Prodi

	<b>Results Seminar</b>	<b>Thesis Exam</b>
<b>MIPOL</b>		
By course	Number of credits: 1 Form of examination: presentations at national or international seminars or publication of popular writings based on field research data in reputable print or online media	Number of credits of thesis: 6 Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners
By research	Number of credits: 2 Form of examination: Form of examination: presentation of national or international seminars and publication of popular writings based on field research data in reputable	Number of credits of thesis: 6 Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners



	print or online media	
<b>MIKOM</b>		
By course	Number of credits: 3 Form of examination: open conventional, presentations in class, with lecturers as facilitators and students as audiences	Number of credits of thesis: 6 Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners
By research	Number of credits: 3 Form of examination: open conventional, presentations in class, with lecturers as facilitators and students as audiences	Number of credits of thesis: 6 Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners
<b>FOLDER</b>		
By Course	Number of credits: 3 Form of examination: open conventional, presentations in class, with lecturers as facilitators and students as audiences	Number of credits of thesis: 6 Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners
By Research	Number of credits: 3 Form of examination: open conventional, presentations in class, with lecturers as facilitators and students as audiences	Number of credits of thesis: 6 Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners

<b>MAB</b>		
By course	-	Number of credits of thesis: 6  Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners
By research	Number of credits: 3  Form of examination: open conventional, presentations in class, with lecturers as facilitators and students as audiences	Number of credits of thesis: 6  Form of examination: conventional closed with 4 examiners consisting of the chairman, secretary and 2 examiners

**Table Explanation of Dissertation Results Seminar, Dissertation Feasibility Seminar and Dissertation Closed Examination**

	<b>Results Seminar</b>	<b>Eligibility Seminar</b>	<b>Closed exam</b>
<b>DIS</b>			
By course	Number of credits: 3  Form of examination: conventional open, presentations in	Number of credits: 3  Form of examination: conventional closed, presentation in the	Number of credits for the dissertation: 6  Form of examination: closed conventional

	class, with the supervisor as the facilitator and students as the audience	exam room, with the promoter as the facilitator and examiner as the eligibility examiner	with 6 examiners consisting of the dean as the chief examiner, 3 supervisors and 1 member of the internal examiner and 1 member of the external examiner
By research	Number of credits: 3 Form of examination: conventional open, presentations in class, with the supervisor as the facilitator and students as the audience	Number of credits: 3 Form of examination: conventional closed, presentation in the exam room, with the promoter as the facilitator and examiner as the eligibility examiner	Number of credits for the dissertation: 6 Form of examination: closed conventional with 6 examiners consisting of the dean as the head examiner, 3 supervisors and 1 member of the internal examiner and 1 member of the external examiner
<b>DAP</b>			
By course	Number of credits: 3 Form of examination: conventional open, presentations in class, with the supervisor as the facilitator and students as the	Number of credits: 3 Form of examination: conventional closed, presentation in the exam room, with the promoter as the facilitator and examiner as the	Number of credits for the dissertation: 6 Form of examination: closed conventional with 6 examiners consisting of the dean as the head examiner, 3

	audience	eligibility examiner	supervisors and 1 member of the internal examiner and 1 member of the external examiner
By research	Number of credits: 3 Form of examination: conventional open, presentations in class, with the supervisor as the facilitator and students as the audience	Number of credits: 3 Form of examination: conventional closed, presentation in the exam room, with the promoter as the facilitator and examiner as the eligibility examiner	Number of credits for the dissertation: 6 Form of examination: closed conventional with 6 examiners consisting of the dean as the head examiner, 3 supervisors and 1 member of the internal examiner and 1 member of the external examiner

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