



UNIVERSITAS AIRLANGGA
FACULTY OF ECONOMICS AND BUSINESS



Thesis Writing, Supervision,
and Defense
GUIDE BOOK

Faculty of Economics and Business
Universitas Airlangga

THE DECREE OF DEAN
FACULTY OF ECONOMICS AND BUSINESS
AIRLANGGA UNIVERSITY
Number: 23/ UN3.1.4/ KD/2019
Concerning

THESIS WRITING, SUPERVISION AND DEFENSE
GUIDE BOOK MAGISTER PROGRAMS

Dean of the Faculty of Economics and Business, Airlangga University,
Considering:

1. That in accordance with the development of the field of Science, it is deemed necessary to prepare a Thesis Writing, Supervision and Defense Handbook for the Master Program. For this purpose it is deemed necessary to stipulate a Thesis Writing and Defense handbook.
2. That for the purposes of point 1, it is necessary to stipulate a Decree of the Dean.

In view of:

1. RI Government Regulation Number 57 of 1954 concerning the Establishment of Airlangga University;
2. Government Regulation of the Republic of Indonesia Number 30 Year 2014 concerning the Statute of Airlangga University;
3. Airlangga University Rector Regulation Number 01 / H3 / PR / 2012 concerning Organizational Structure and Work Procedures of Airlangga University
4. Airlangga University Chancellor Regulation Number 36 Year 2015 Concerning Airlangga University Masters Program Education Guidelines 2015/2016
5. Decree of Airlangga University Board of Trustees Number. 1022 / UN3.WA / K / 2016

concerning Appointment of Chancellor of Airlangga University for the 2015-2020 Period
6. Decision of the Chancellor of Airlangga University Number 1032 / UN3.MWA / K / 2015, concerning the Appointment of the Dean of the Faculty of Economics and Business of Airlangga University for the 2015-2020 Period.

Concerning : Meeting result of Head of Faculty with Head and Secretary Department, also with Subject Coordinators in Faculty of Economics and Business environment.

DECIDING

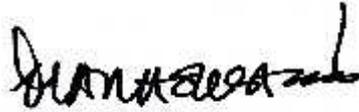
To stipulate: Decision of the Dean of the Faculty of Economics and Business, Airlangga University regarding the Thesis Writing, Supervision and Defense Handbook for Master program.

First: Thesis Writing, Supervision and Defense for Master Program in the Faculty of Economics and Business, Airlangga University.

Second: This decision takes effect since it was stipulated.

Is stipulated in : Surabaya
Date : Januari 2019

Dean,



Prof.Dr. Dian Agustia, SE,M.Si,Ak.,CMA.,CA.
NIP. 196108201989022001

ACKNOWLEDGEMENT

Praise to the presence of God Almighty for His blessings and grace, the Thesis Writing Handbook for postgraduate students at the Airlangga University Faculty of Economics and Business can be published.

Completion of the Thesis Writing Handbook is stipulated by the Decree of the Dean of the Faculty of Economics and Business Airlangga University No.23 / UN3.1.4 / KD / 2019 January 2019. Acknowledging various developments, it is necessary to make revisions and improvements.

This handbook explains about pre-research proposals, research proposals, guidelines for the preparation of scientific papers in the form of a thesis, accompanied by examples needed, with the aim of assisting students in preparing plans and implementation of a thesis as well as writing a report of results in accordance with procedures, format and writing procedures that have been determined.

Finally, I extend my highest thanks and appreciation to all members of the drafting team and all those who have worked hard so that a thesis writing guide can be published.

Surabaya, January 2019
Dean,

Prof. Dr. Dian Agustia, SE., M.Si., Ak., CMA
NIP. 196108201989022001

PREFACE

Thesis is a scientific paper in an independent field of science, is one of the requirements that must be met by students to obtain a Master degree (S-2) so that the contents and writing need to be regulated by certain procedures including the use of scientific and standard language. Although they are independent, in the writing process students still need to be guided by a supervisor who is appointed by the Study Program Coordinator to facilitate completion of the thesis.

Before preparing a thesis, a student is required to prepare a thesis proposal. This was done to evaluate the thesis theme, mastery of the research problem, and the readiness of students to conduct research, assuming if the thesis proposal was feasible, it was hoped that the process of preparing the thesis would run smoothly. However, as an initial stage for preparing a thesis, students first make a pre-proposal.

The obstacle faced by students when composing their papers, both theses and other papers, is the limited or lack of 'standard examples' that can be referred to in writing scientific papers.

Thus, as a reference for students, especially the Postgraduate Program (S-2) at Faculty of Economics and Business Airlangga University who will write a thesis, a Thesis Writing Handbook is developed. This handbook is a revised edition from the previous at the Faculty of Economics and Business, Airlangga University and is prepared with the intention of assisting students in developing plans and writing a thesis and a report of results in accordance with the procedures and format that have been determined.

In this guide, of course there are still many shortcomings. In order to maintain uniformity, as a characteristic of a scientific work, in the thesis writing of study programs with certain limits it is possible for freedom of thinking as long as its consistency is maintained.

Hopefully this thesis writing guide can be used as well as possible and useful.

Surabaya, January 2019

Drafters

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A. Introduction

Writing a thesis is an obligation that must be fulfilled by every Airlangga University Faculty of Economics and Business students towards the end of their studies. It is an obligatory condition for obtaining a Master degree (S-2). The position of the thesis is regulated in the Education Handbook of the Faculty of Economics and Business, Airlangga University. Therefore, a guidebook is needed to organize and direct the students and supervisors in completing the thesis.

B. Thesis Quality Standards

Thesis preparation is done independently by S-2 students. In the process, students will receive direction from the supervisor. The quality standards that must be met in the preparation of the thesis are as follows:

1. The thesis must be the work of the students themselves under the direction of the supervisor.
2. The thesis must show original contributions to knowledge in certain specific areas that are stated explicitly in the thesis
3. The thesis must demonstrate the ability of students to analyze data
4. Thesis must be integrated as a whole and show a coherent argument. Chapters organization consists of introduction, literature review, conceptual framework and hypothesis (if any), research methods, results and discussion, as well as closing.
5. The thesis must show a critical analysis of the relevant literature with an adequate amount and explain in detail the research methods. In addition, the thesis must also show the findings obtained from the results of the study, including showing a discussion of the various

findings so that it can be shown in what aspects the authors contribute or develop certain areas.

6. Thesis must be written in standardized Indonesian or English.

7. A minimum thesis consists of 15,000 words. Bibliography and Attachments are not included in word counting.

8. Thesis must comply with the systematic writing of a thesis.

9. Thesis must comply with the conditions of plagiarism that have been determined in this manual.

C. Goals

This guideline is arranged for:

1. Guiding scholars in Thesis arrangement process.
2. Ensuring thesis standards accomplishment.
3. Ensuring thesis is arranged in accordance with scientific work formatting.

D. Arrangement Procedures

To arrange thesis, scholars must follow some rules as described:

1. Arranging pre-proposal to be submitted to the Study Program Coordinator as a basis for determining the supervisor. Pre-proposal is the initial stage that must be done by students before preparing a research proposal for a thesis.
2. Preparing a thesis research proposal to be submitted to the supervisor. This research proposal contains an Introduction, Problem formulation, Research Objectives and Benefits, Literature Review, Conceptual Framework, Research Methods, and Bibliography.
3. Conducting consultations on the preparation of proposals with the supervisor.
4. Proposals will be defended by a examiner team.
5. Carrying out field research activities.

6. Consultation of activities and results of field research with supervisors.
7. Recording the thesis guidance process signed by the supervisor in the thesis guidance card.
8. Completing the thesis report in accordance with the guidebook.
9. Obtaining approval of the completion of the thesis from the supervisor and Study Program Coordinator.
10. Another requirement that must be met so that the thesis can be defended is proven to be free of plagiarism as indicated by a certificate of similarities test results with a value of no more than 25% from the Quality Standards Team of FEB scientific work.

The initial part of the thesis consists of a cover page, a title page, an attestation page, an originality statement page, an introductory page, an abstract page, a table of contents page, a Table lists page, a figures list page, an Appendices page, a bibliography page that explained as follows:

A. Cover

The front cover page includes the title, type of report (pre-proposal, proposal or thesis), the purpose of the thesis, the symbol of Airlangga University, the name and Student Identity Number (SIN), the name of the faculty, the name of the college and the year the report is submitted or the year the thesis is submitted to be defended. The title of the thesis must be clearly defined, specific, simple, concise, no more than 20 words, and in the form of a statement.

Writing on the cover page of the thesis uses the Times New Roman font, with a single space, and black ink. If there are foreign words in the thesis title, the letters are italicized. The cover page only consists of 1 (one) page. Examples of the front cover page appear in Attachment A-1 for pre-proposal, Attachment A-2 for proposal, and Attachment A-4 for thesis.

B. Title

The title page is a duplicate of the front cover page printed on white HVS/ Plain paper.

C. Attestation

The attestation page is the page that contains the supervisor's approval statement that the thesis is ready for being defended. An example of a validation page appears in **Attachment A-5**.

After the exam is complete and the student is declared to pass, binding can be done if it has been examined, approved and signed by the supervisor, the examiner, and the Study Program Coordinator. An example of the attestation page appears in **Attachment A-6**.

D. Originality Statement

The originality statement page is a page that contains the author's affirmation that the thesis text is not a plagiarism work or contains plagiarism and guarantees its originality. An example of this originality page is shown in **Attachment A-7a** and **Attachment A-7b**.

E. Preface

This page is titled "PREFACE" and is placed in the center of the paper. Preface contains:

1. Gratitude so that writing can be presented, and
2. Thank you to those who have helped in the preparation of the thesis

In giving thanks, the names, positions and services that have been provided in the preparation of the thesis in the order are: Dean, Study Program Coordinator, Supervisors, Lecturers and Academic Staffs of the Faculty of Economics and Business, Officials and Location Staff (research sites) , both parents and relatives (family), specific friends, and peers.

Especially for specific friends and colleagues not allowed to use informal language (slang, Short Message Service). Acknowledgments are conveyed briefly and must be expressed seriously in correct

grammar and not impressed playing around, for example "to aak Syam, thanks for all".

Preface typed with 1.5 spaces and no more than 2 pages in length. The preface is typed in a capital letter size 14 (Times New Roman 14) without ending with a period. Placing it right on the top margin, symmetrically from the left and right margins. Examples of writing an acknowledgement can be seen in **Attachment A-8**.

F. Abstract

This page is titled "ABSTRACT" in bold and placed in the center of the paper. The contents of the abstract in the form of a brief explanation of the background, the problem under study, the objectives, the methods used, and the most basic results.

In the abstract, keywords are placed 2 (two) spaces below the abstract text. The number of keywords ranges from three to five words. Abstracts are typed with a single space and a maximum of 200 words. Abstracts are presented both in Indonesian (**Attachment A-9a**) and English (**Attachment A-9b**) on different pages.

G. Thesis Table of Content

This page is titled "TABLE OF CONTENTS" and is placed in the center of the paper. Every article on this page does not end with a period. Table of Contents must contain "Page Title" to "Attachment", Chapter, Chapter Number, Chapter Title, Sub-chapters and Sub-chapters, and so on. An example of preparing a Table of Contents appears in Attachment A-10.

H. Thesis Table Lists

The Table List contains all the Tables in the thesis. In a Table List there must be a Table number, a Table title, and a page

number where the Table is included in the text. Examples of writing a Table as in **Attachment A-11**.

I. Thesis Figures/Graphs Lists

The Figures/Graph Lists contains all the images in the thesis. In this list, there must be an image number, the image title and the page number of the image where the picture is placed. Examples of writing a List of Pictures can be seen in **Attachment A-12**.

J. Thesis Appendices

The Attachment List contains all the Attachments in the thesis, including the Attachment number and the Attachment title. An example of writing an Attachment List is shown in **Attachment A-13**.

K. Bibliography

In the Bibliography contains all the references that are used as a reference in writing a thesis. Example of writing Bibliography as in Attachment A-14.

**THESIS BODY AND FINALPART
(QUANTITATIVE METHOD)**

A. THESIS BODY PART

This chapter will discuss the core and final part of the thesis using quantitative methods. The core and final part of the thesis consists of 6 (six) chapters, namely introduction, literature review, conceptual framework, research methods, research results and discussion, as well as Conclusion and suggestions. The core part of the quantitative method thesis is divided into two, as follows:

1. Quantitative methods with hypotheses (inferential quantitative), and
2. Quantitative methods without hypotheses (quantitative descriptive).

The following is an outline of the core thesis of a quantitative method with a hypothesis (quantitative inferential), hereinafter referred to as the "quantitative thesis". The core part of the thesis applies also to quantitative methods without hypotheses (quantitative descriptive), with no need for hypothesis formulation, hypothesis testing criteria, and hypothesis testing.

An outline of the core thesis of the quantitative method is as follows:

CHAPTER 1 INTRODUCTION

- 1.1 Thesis Background
- 1.2 Research Questions
- 1.3 Research Objectives
- 1.4 Research Benefits
- 1.5 Research Scope

1.6 Thesis Systematics

CHAPTER 2 LITERATURE REVIEW

2.1 Theoretical Basis

2.2 Prior Research/ Studies

2.3 Conceptual Framework

2.4 Hypotheses Development (if any) and Analysis Model

CHAPTER 3 RESEARCH METHOD

3.1 Research Type

3.2 Operational Definition and Variable Measurement

3.3 Types of Data and Source

3.4 Research Population and Sample (if any)

3.5 Data Collecting Techniques

3.6 Data Analysis Techniques

3.7 Hypothesis Testing Criteria (if any)

CHAPTER 4 RESULTS AND DISCUSSION

4.1 Research Object Overview

4.2 Descriptive Analysis

4.3 Hypotheses Testing (if any)

4.4 Discussion

CHAPTER 5 CLOSING

5.1 Conclusion

5.2 Research Implications

5.3 Research Limitations and Direction for Future Researchers

BIBLIOGRAPHY

APPENDICES

In addition, some of the main ideas in each chapter are described as follows:

Chapter 1 Introduction

This Introduction Chapter is directed to uncover and describe the problem to be examined with the following description:

1.1. Thesis Background

Background must be:

1. Able to describe the context or situation that underlies the emergence of problems that come to the author's attention. The description of the research problem can be done by showing phenomena, empirical facts or actual events that have occurred in the public that have been published through mass media, books, prior research results, or other sources.
2. Contain an explanation of the emergence of issues and topics to be investigated, the current research position among the previous studies, and various reasons that justify that this research is necessary and important to do.
3. Contain research motivation that is based on several things, including the existence of new unique phenomena, the emergence of gaps or contradictions between theory and practice, the inconsistency of the results of research that have been done, the emergence of new methods or software (software) statistical analysis tools, the emergence of mind disorders which are the beginning of the birth of new ideas or ideas, the development of research (measurement of variables, combining variables and theories, the use of different theories), and the existence of differences with prior research. However, this description should not be too deep because it will be discussed in the next relevant chapter.

4. Contain facts that are relevant to the research problem as a starting point in formulating the research problem, and the reasons (empirical, technical) why the problem raised in the research proposal is considered important to be investigated.
5. Contain relevant theories in compiling research questions.
6. Give reasons why a particular theory is used in analyzing data.

1.2. Research Questions

The outline of the problem expressly shows the problem in the thesis sought for its solution. Generally research questions uses the interrogative sentences or not. Research questions includes the process of simplifying complex and complex problems that are formulated into problems that can be researched (researchable problems).

A good problem formulation has the following characteristics:

1. Having research value, in the sense of:
 - a) Having the value of authenticity and or clarity of source.
 - b) In accordance with the objectives of the study.
 - c) Is an important thing and deserves to be examined.
 - d) Provides implications for the possibility of empirical assessment.
2. Feasible to implement, in the sense of being supported by empirical data.
3. In accordance with the author's study program.

Submission of research questions must be relevant to the title, data, and model to be studied. Research questions in quantitative research must also show the influence / relationship / differences between variables to be examined.

1.3 Research Objectives

Research must show statements that contain the objectives to be achieved through the research process. Research objectives must be related to research questions.

1.4. Research Benefits

The benefits of the research include the contributions / positive contributions associated with the results of the study. Research benefits consist of theoretical and practical benefits. For the theoretical benefit, it is related to the results of research with the development of science, such as the emergence of new views or insights, or the development of a theory, testing a theory, or criticizing a theory. Practical benefits, more directed at the application of research results, such as tangible contributions that can be used as a basis for policy on a decision that has been or will be made.

1.5. Research Scope

The scope of the study contains brief explanations related to the scope of research, including the type of research, important issues, research methods, theoretical basis, and time frames. To facilitate the reader in understanding the scope of research, it would be better if made in the form of a Table.

1.6. Thesis Systematics

Thesis systematic contains a systematic thesis writing which contains an outline of the content of the thesis for each chapter.

Chapter 2 Literature Review

This chapter contains an explanation of the theories that underlie research and the results of Prior Research.

2.1. Theoretical Basis

The theoretical basis contains the theories and concepts relevant to the problem, as well as the discussion of the results of Prior Research. The theoretical foundation does not merely contain quotations or inclusion of parallel, coherent theories, concepts, and paradigms taken from various sources, but is a critical review of a variety of relevant literature.

Descriptions that are in the foundation of this theory are expected to provide a scientific foundation on the formulation of methods and research directions and problem solving. Quantitative research has the aim of testing or verifying a theory, putting theory deductively into a foundation in finding and solving research problems.

2.2. Prior Research

This sub-chapter contains the results of previous studies related to the influence / relationship / differences in research variables that will be conducted for quantitative research using hypotheses (quantitative inferential). Prior Research is systematically described. The description includes name and year, measurement of variables (dependent and independent), population and sample, data analysis techniques, research results and explanations as shown in the following Table.

Table 3.1.
Prior Research (Quantitative Inferential)

No	Name and Year	Variable Measurement		Sampel and Population	Data Analysis Techniques	Resear ch Results
		X	Y			
1						
2						
3						
	dst					

The format of prior research results for quantitative methods without hypotheses (quantitative descriptive) includes names and years, measurement of variables, populations and samples, data analysis techniques, research results and explanations as shown in Table 3.2 below

Table 3.2.
Prior Research (Quantitative Descriptive)

No	Name and Year	Variable Measurement	Sampel and Population	Data Analysis Techniques	Research Results
1					
2					
3					
4					
5					
dst					

Next, Table 3.1. and 3.2. explains in the form of narrative (descriptive) which can explain the position of research conducted on aspects of similarities and differences as a basis for preparing the theory mapping stated in the thesis attachment.

2.3. Conceptual Framework

1. Presented in a narrative (descriptive) form and chart.

Narrative (descriptive) form contains explanations of the relationships between variables that are arranged, explained, and elaborated logically. A schematic chart of the conceptual framework must be provided so that the reader can see and easily understand the theorized relationships.

2. Shows the flow of research related to research variables based on the literature review that has been written previously. The author can

give an explanation of the meaning of the symbols (for example: straight lines, dashed lines, circles, boxes, arrows, etc.) used in the conceptual framework.

3. Explain the type of influence / relationship / difference between variables and why two or more variables are related to each other. Variables that are considered relevant for the study must be identified and clearly named in the discussion.
4. Explain in detail about why researchers estimate the influence / relationship / differences apply, and what theories are used in a concise study. If possible, researchers can provide direction of influence / relationship / differences based on previous research findings.

2.4 Hypotheses Development and Analysis Model

The hypothesis is a temporary answer that states the influence / relationship / difference between variables based on a temporary (tentative) theoretical basis or still weak. The hypothesis written states the existence of certain relationships / relations between variables. The direction of the hypothesis can be included if supported by a literature review. The correct hypothesis has criteria, as follow:

1. Developed using existing theories,
2. Developed from the results of previous studies.
3. Formulated in the form of a statement
4. State the influence / relationship / difference between two or more variables
5. Show the meaning clearly
6. Hypotheses must be testable (supported by data)

At the end of this section, an analysis or research model is discussed, which is generally in the form of pictures and explanations about the relationships between research variables.

Chapter 3 Research Methods

The research method basically contains procedures or standard and scientific ways to obtain and analyze research data. In this section, the author must provide a clear picture to the reader regarding the methods used in conducting research. A structured and clear picture allows the reader to carry out similar research.

This chapter contains types of research, operational definitions and measurement of variables, types and sources of data, population and research samples, data collection methods, data analysis techniques and hypothesis testing criteria.

3.1. Research Type

This section contains a description of the research type that the author will carry out in accordance with his research objectives. What is meant by this type of research here is identical to the procedure or method of carrying out this research (methodological technique used). Many studies that distinguish types of research from a variety of different perspectives, including Neuman. According to Neuman (2003: 165), there are 3 (three) types of research commonly used in quantitative research, namely: experiments, surveys, and content analysis.

3.2. Operational Definition and Variable Measurement

The operational definition is an explanation of the operationalization of all the variables included in the hypothesis. The operational definition describes characteristics that can be observed in

order to measure variables. Measurement of variables is the determination of quantities, dimensions, or capacities, usually with respect to units of measurement. The author must provide meaning and explain the ways or steps in measuring these variables, including describing the indicators of research measurement tools. Determination of indicators of research measuring instruments must refer to the literature review previously described, and may make their own measurement tools if the measurements have not been used by the author before with the stages as described in sub-chapter 3.5 (data collection methods).

3.3. Data Types and Sources

Data must be measurable, either by type of size or nominal, ordinal, interval, or ratio scale. Data can come from primary data sources (for example: data from respondents in the form of questionnaires) and / or secondary (for example: financial statement data from the Indonesia Stock Exchange).

3.4. Research Population and Sample

The population is the whole group of people, events, or matters of interest investigated by the author. Population can also be interpreted as a collection of data that has the same characteristics and become the object of inference. The study population must be clearly stated if the number is known.

The sample is a portion of the population. In the sub-chapter of the research sample, it should be explained who or the criteria that become the research sample, the minimum number of samples that must be taken, and the research sampling method. The number of samples taken in a study must have a high level of representativeness, that is, the traits or traits attached to the sample must be the same as or very

close to the traits or traits attached to the population. To achieve a high level of representation is very dependent or determined by the technique or method of taking the sample.

3.5. Data Collecting Techniques

This sub-chapter discusses data sources and data collection tools. In this research, there are two sources of data, primary and secondary. Primary data refers to information obtained first-hand by the author relating to the variable of interest for the specific purpose of the study (collected directly by the author).

Secondary data refers to information collected from existing sources. Data collection instruments in research commonly used include interviews, questionnaires, observations, documentation taking into account their validity and reliability. It should be noted that the data collection tools mentioned in this section are only tools that can collect data that will be analyzed in this study. If the data obtained is only for enriching the subject of research, then the data collection tool does not need to be mentioned (eg additional interviews).

If the authors design their own research instrument, it is necessary to explain the theoretical construction referred to, details of aspects, and the blueprint of the items contained in the research instrument. In addition, the authors must test and show the level of validity and reliability of the measuring instruments or instruments used in this study.

The author at least outlines:

1. The type of validity used,
2. The validity and reliability test methods along with the reasons for using the test, as well
3. Validity and reliability test procedures used.

The procedure in making and carrying out the measuring instrument test must be explained in detail and systematically, including the results of the validity and reliability test (for example: the number of validity and reliability coefficients and their level of significance, the number of items that are invalid and valid, as well as the range of the lowest and highest coefficient numbers of the items valid items).

If the author uses a research instrument made by someone else, it is necessary to mention who made the instrument, explain for what purpose the instrument was made, in what population the instrument was tested, and how the results of the calculation of validity and reliability. If the author modifies a research instrument, then it must be mentioned which parts are modified.

3.6. Data Analysis Techniques

This section contains a description of the data analysis techniques used along with the reasons for the use of these techniques, according to the research objectives, hypotheses, and types of research data. The statistical assumptions underlying the data analysis techniques used in the research need to be mentioned explicitly. If in data analysis using the help of a computer program, it is necessary to mention the statistical program software used and its version (for example: SPSS version 22).

3.7. Hypothesis Testing Criteria

For research that uses hypotheses, the researcher gives a description of the criteria for supporting or not supporting the hypothesis in this chapter.

Chapter 4 Results and Discussion

This chapter contains reports of research overview, descriptive analysis, research results and discussions obtained from this study.

4.1. Overview of Research Objects

This part explains the general condition of the research object. The object of research is something that can be examined in the form of objects, people, organizations or circumstances.

4.2. Descriptive Analysis

Descriptive analysis contains a description of respondents and variables in the form of frequency distributions, tables, diagrams, or graphs. Descriptive analysis can also contain averages and standard deviations.

4.3. Hypotheses Testing

This chapter contains a description of the results of the assumption tests required (eg tests of normality, linearity, heteroscedasticity, multicollinearity, etc.) and the results of data analysis test based on data analysis techniques. When using classical assumptions, the selected model must also be discussed whether or not it escapes classical assumptions.

In the data analysis test results, the author can use the form of a table or graph to clarify the results of the study. The author must answer the research hypothesis question is rejected or not rejected based on the level of significance, and explain their intentions.

4.4. Results and Discussions

This chapter describes the results of research that has been done in depth. In addition, it must also be able to answer scientifically the problems raised in the thesis. In this part of the discussion, the writer

needs to interpret and analyze the models or variables associated with the literature review and the results of previous studies summarized in a literature review. The author can add other studies (which are not contained in the literature review, can be found based on the results of interactions and observations) to support the research results.

The author must be able to put forward logical and critical arguments about the possibilities that affect the results of his research. The author can utilize his knowledge of the object of research description to present logical and critical arguments for the research results.

Some things to consider in the discussion are, researchers must:

1. Linking the results of research with theories that have been built on the foundation of theory and the formulation of hypotheses.
2. Explaining the similarities and differences between theories, rational reasons, results of previous studies with the results of research, and discuss them in depth.

Chapter 5 Closing

5.1. Conclusion

Conclusion are concise and clear descriptions outlined in the discussion of the results of the research chapter. In this section the authors state explicitly the answers to research questions in the form of statements that indicate supported or unsupported research hypotheses. Other important matters related to hypotheses can be stated briefly insofar as they can enrich research Conclusion.

5.2. Research Implications

This section explains the research implications that refer to the research discussion. Implications must be revealed clearly, in detail,

and operationally so that it is easy to apply and benefit by certain parties and disciplines. Operationally, the research implications can be in the form of managerial and academic implications.

5.3. Research Limitation and Direction for Future Research

The limitations of the study contain the obstacles faced by researchers in carrying out research. Limitations need to be mentioned for future studies improvement. Limitations are something that undone by researchers because of conditions that do not allow. The constraint in question is a constraint that is only known by researchers while researching not prior to researching.

B. FINAL PART OF THESIS

1. Bibliography

This section contains all referred sources or literature (such as text books, journals, magazines, other research results and others used in writing research reports.

All sources mentioned in the text must be listed in the Bibliography and vice versa. In addition, writing the principal name of the author or authors and the year of publication in the text and in the Bibliography must be in accordance.

2. Attachment

This section contains various kinds of information / information created and obtained during the implementation of the study, such as research questionnaires, research data, validity and reliability test results, data analysis results, and research permit.

**THESIS CORE AND FINAL PART
(QUALITATIVE METHOD)****A. THE CORE PART**

Qualitative research has several fundamental differences compared to quantitative research. In terms of objectives, qualitative research aims to explore phenomena that are still unexplored in previous studies. In terms of design, qualitative research also does not try to keep a distance from the subject of research, it seeks to capture reality from the research subject's point of view. There are various qualitative research designs such as ethnography, netnography, focus group discussion (FGD), case study, phenomenology, hermeneutics, etc., but in general, the designs established at the beginning (research proposal) may change in the research process (emergent design). Although the research design can be different and may change, the format of the research report, general guidelines can still be given. The following is an outline of the thesis main part using a qualitative method, hereinafter referred to as the "Qualitative Thesis".

CHAPTER 1 INTRODUCTION

- 1.1 Thesis Background
- 1.2 The Formulation of Problems
- 1.3 Research Objectives
- 1.4 Research Significance
- 1.5 Thesis Systematics

CHAPTER 2 LITERATURE REVIEW

- 2.1 Theoretical Basis
- 2.2 Prior Research/Studies

2.3 Conceptual Framework

CHAPTER 3 RESEARCH METHOD

- 3.1 Rationales of Research Type
- 3.2 Research Subjects and Objects
- 3.3 Types of Data and Data Collection Techniques
- 3.4 Data Analysis Techniques

CHAPTER 4 RESULTS AND DISCUSSION

- 4.1 Research Object Overview
- 4.2 Research Results
- 4.3 Discussion

CHAPTER 5 CONCLUSION

- 5.1 Conclusion
- 5.2 Research Implications
- 5.3 Research Limitations and Direction for Future Research

BIBLIOGRAPHY

APPENDICES

Furthermore, some of the ideas in each chapter are described as follows:

Chapter 1 Introduction

The introduction chapter is directed at uncovering and describing the problems to be examined with a description of the background of the problem, the focus of the study, the objectives of the study, and the significance of the study.

1.1. Thesis Background

The background must be able to describe the context or situation that underlies the emergence of the problem that concerns the researcher. The researcher must also be able to show the importance of the research conducted. The context of the problem can be in the form of historical, economic, social, and cultural views.

The description of the context of the research problem can be done by indicating phenomena, empirical facts, or actual events that have occurred in the public and have been published in mass media, books, previous studies, or other sources. The background also contains an explanation of the emergence of the issues and topics to be investigated, where the current research stands between previous studies, and various reasons that justify that this research is necessary and important to be conducted.

In qualitative research, researchers must also be able to convince readers about the reasons for using qualitative research to answer research questions. It must be demonstrated from the literature study of various books and articles related to the research topic, what is still not revealed and must be explored and understood further.

1.2. Research Questions

Researchers must be able to describe research questions and if possible, sub-questions as well. These questions should be clear, specific, right on target, and possible to be answered by researchers.

The research questions clearly show the problem in the thesis. The focus of the research aims to describe the research questions. The focus of research also includes the process of simplifying the complex problems that are formulated into researchable problems.

Research questions have the following characteristics:

1. Having research value, in the sense of:
 - a) Having the value of authenticity and/or clarity of sources
 - b) In accordance with the objectives of the study
 - c) Are important things and deserve to be examined
 - d) Provide implications for the possibility of empirical assessment
2. Feasible to be conducted, in the sense of being supported by empirical data.
3. In accordance with the study program of researchers.

1.3. Research Objectives

The objectives of the study must show a statement that contains the objectives to be achieved through the research process. Research objectives must be related to questions that have been formulated in the focus of the study.

1.4. Research Benefits

The significance of the study includes positive contributions associated with the results of the study. The significance of the study consists of theoretical and practical benefits. Theoretical benefit contains the relationship of research results with the development of economics/management/accounting/sharia, such as the emergence of new views or insights, or the development of theory, applying theory, or criticizing theory.

Practical benefits are more directed to the application of research results, such as tangible contributions that can be used as a policy basis on decisions that have been or will be made.

1.5. Research Scope

The scope of the study contains brief explanations related to the type of research, important issues, research methods, theoretical basis, and time frame. To facilitate the reader in understanding the scope of research, it would be better if it is made in tabular form.

1.6 Thesis Systematics

Thesis systematic contains an outline of the content of the thesis for each chapter.

Chapter 2 Literature Review

This chapter contains an explanation of the theoretical basis, previous studies, and conceptual framework.

2.1. Theoretical Review

Theoretical review contains theories, concepts, and arguments that are relevant to the problem. This theoretical review does not merely contain quotations or inclusion of theories, concepts, and paradigms in a parallel and coherent manner taken from various sources, but students must harmonize theories and concepts which are then drawn together to form a research framework.

The description in the theoretical review is expected to provide scientific guidance on data collection methods and data analysis. Qualitative research aims to explain the application of a theory which is the result of the induction process of fact observation (data collection).

The theory put forward in a proposal may change (added or reduced). This is possible because research findings may develop as well.

2.2. Previous Studies

This sub-chapter contains the results of previous studies relating to the research to be conducted. Previous studies are relevant research both in terms of research subjects and/or main variables observed. The description includes similarities and differences with the research to be conducted as shown in Table 4.1 below, and confirms why this research is conducted.

Table 4.1.
Previous Studies

No	Name and year	Title	Object and Subject	The techniques of organizing and analyzing data	Research Results
1					
2					
3					
	And so forth				

Furthermore, Table 4.1 is given an explanation in the form of narrative (description) which can explain the position of the research conducted on the aspects of similarities and differences as a basis for the preparation of mapping theory in the appendices.

2.3. Research Framework

The research framework is the result of previous theoretical studies and research that are used as guidelines for data collection and analysis that can ultimately answer research questions.

Chapter 3 Research Method

This research method basically contains a description of qualitative research design. In this section, researchers must provide a clear description to the reader about the methods used in answering the

problems raised in data collection, analysis, and discussion of the results. This structured and clear description is a form of transparency that allows the reader to assess the feasibility of the design in answering research questions. This chapter contains types of research, place and time of research, objects and subjects of research, data collection technique, data organizing and analysis techniques, and data quality testing.

3.1. Research Type

This section is an overview of the research type/main design of qualitative research conducted by researchers in accordance with research objectives and theoretical perspectives used in research. The type of research is identical to the procedure or method of carrying out the research (the methodological technique used) as stated by Neuman (2003:165). The researcher must make an argumentative explanation of the choice of research type conducted along with its consequences, especially the reasons for using a qualitative approach.

3.2. Place and Time of Research

The place of research is clearly stated along with a description of how to determine the research location and the reasons why the research site was chosen. It describes the place/region, organization/institution, certain community groups as the objects of research.

The time of research is also mentioned about the period of time needed (in the form of days, months, or years), and if necessary, it can be completed with a schedule of research activities in tabular form.

3.3. Research Subjects and Objects

The research objects are the target of the study. Research subjects are actors or other people who understand the information of research objects.

An example of research on the semiotics of Aqua bottled water advertisements played by Narji vs. Sandy Sandoro, then the research objects are the advertisements of Narji and Sandy Sandoro version aired in 2015, while the research subjects are the advertisement makers, the production house, the copywriters, and the art directors or creators who directly handle the advertisement.

This section should also explain how the research subjects (informants and participants) were obtained. The sampling methods used to obtain research subjects include purposive sampling, snowballing sampling, announcement of participants and key person.

3.4. Data Collecting Techniques

In this section, the researcher must disclose all the instruments used to collect research data. The instrument for collecting qualitative research data can be in the form of a grid of interview questions, observations, field notes, documentation, or other instruments by considering their relevance to the focus of the research. It should be noted that the data collection instruments mentioned in this section are only tools that can collect data that will be analyzed in this study. If the data obtained is only for enriching the research subjects, the data collection tools do not need to be mentioned (for example, observation during an interview). The researcher also needs to include a grid or blueprint of the research instrument used in the study (for example, interview guidelines or observation guides).

3.5. Data Organizing and Data Analysis Techniques

In this section, the researcher describes how the researcher organizes and then analyzes the research data. The researcher needs to explain in detail the steps they take after getting research data to get the results of the research data analysis. In this section, the researcher

must pay attention to the consistency between the instruments used, the data collected, and the interpretation or results of data analysis.

This section also outlines the methods and/or techniques used by the researcher to establish the quality of research data. Research data can be tested with certain logical tests, namely credibility, transferability, dependability, and confirmability (Lincoln and Guba, 1985).

Credibility is a test using a causality relationship where a condition will cause other conditions. This model is only for an explanatory research model, not for descriptive and exploratory research. Transferability is related to whether research findings can be generalized. Generalization in Case Studies is an analytical generalization, not a statistical generalization. Dependability shows that data collection procedures, for example, can be repeated with the same results. The purpose of this reliability test is to minimize errors and biases that occur in research. Confirmability by using multiple sources of evidence (triangulation), by forming a chain of evidence and by drafting a case study report.

Salladien (2007) determines data quality with 4 criteria, namely 1) The degree of trust, i.e. demonstrating the degree of trust in the findings through proof by the researcher in the multiple realities being researched. 2) Transition criterion, i.e. generalization of a finding can be applied to all contexts in the same population on the basis of the findings obtained in a sample which representatively represents that population. 3) Dependency criterion, i.e. if two or several repetitions of a study are held in the same conditions, the results are essentially the same, and 4) Certainty criterion, i.e. ensuring that something is objective or does not depend on the agreement of some people.

Bungin (2008) uses the following criteria to test data quality:

Criteria	Testing Technique	Description
Researcher credibility (degree of trust)	Extension of Participation	Extension of participation also requires the researcher to go directly to the location and in a long enough time to detect and account for distortions that might mess the data.
	Finding the Data Similarity Cycle	This is done because there is no agreement when a qualitative study should be stopped.
	Perseverance in Observation	Perseverance in observation provide depth, the researcher should conduct observation in a careful and detailed manner continuously on the prominent factors.
	Triangulation of Researcher's Honesty	To test the honesty, subjectivity, and the ability to record data by the researcher at the research site.
	Peer Examination through Discussion	The way to expose temporary or final results obtained in the form of analytic discussion with colleagues.
	Analysis of Negative Cases	Done by collecting examples and cases that do not fit the pattern and trend of

Criteria	Testing Technique	Description
		information.
	Member Check	Direct confirmation of the team members involved.
Credibility of Data Collection	Method Triangulation	Check the degree of trust in the findings of research with several techniques of collecting and checking multiple data sources using the same method.
	Data Source Triangulation	Done by comparing and checking the degree of trust in information obtained through different time and method.
Theoretical and Referential Credibility	Theory Triangulation	Done by describing patterns and relationship, as well as including explanations that emerge from the analysis to find themes or comparative explanations.
	Reference Adequacy	Increase Bibliography that can test and correct the results of the research conducted.
Certainty	Detailed Description	Efforts to provide an explanation by explaining the research results in detail.
Dependency	Auditing	To check data dependency and certainty

3.6. Applied Research

Applied research can use quantitative, qualitative, or a combination of quantitative and qualitative methods.

Chapter 4 Results and Discussion

This section is intended to describe the findings obtained by the researcher and how the findings are analyzed so that they can finally answer the questions that are the focus of the study. This chapter contains an overview of research subjects and objects, research results, discussion and limitations of the study.

4.1. Overview of Research Subjects and Objects

In this section, the researcher must be able to explain the general condition of the research subjects and objects. Specifically for case study research, the researcher must be able to explain the case history of each research subject.

4.2. Research Results

Basically, research results describe two things, namely the description of the findings and the results of data analysis. The description of findings contains the overall explanation of the results or data obtained by the researcher based on the categories created and refers to the summary of the coding results (interview transcripts, field notes, observational data, etc). While the results of the data analysis describe the researchers' interpretation of the overall research data obtained to answer the questions raised previously in the focus of the study. In the subsection of the results of this data analysis, the researcher can make another subsection in accordance with the results of data collected.

For the data that can be transcribed, the researcher must include a verbatim quotation. For observation, the researcher can provide supporting documentation.

4.3. Discussion

In this section, the researcher must be able to distinguish between research data and their interpretation of the research data. The researcher can also deliver their unexpected findings. The researcher discussed field findings in accordance with a predetermined research framework.

The researcher can also present a critical review of the research results based on the alignments and values adopted by the researcher. The researcher can also utilize his knowledge of the research situation and condition to present a critical review of the research results. In this section, researchers must really be able to compare the research results of previous studies so that the research contribution conducted is clear.

In the discussion, a discussion of new findings that show the contribution of qualitative research is strongly recommended.

Chapter 5 Conclusion

5.1. Conclusion

The conclusion of the research is the synthesis of research findings in the form of research result summary or synthesis of the findings.

5.2. Research Implications

This section explains the research implications that refer to the research discussion. Implications must be revealed clearly, in detail, and operationally disclosed so that it is easy to apply and beneficial for certain parties and disciplines. Operationally, the research implications can be in the form of theoretical and practical implications.

5.3. Research Limitation and Direction for Future Research

The research limitation contains the obstacles faced by the researcher in carrying out research. Limitations need to be mentioned for improvement in future research. Limitations are something that cannot be done by the researcher because of the impossible condition. The limitations in question are obstacles known by the researcher when researching, not before researching.

Some things that can be research limitations are the researcher inability to trace the theory and data, as well as the existence of phenomena affecting the research results in which researcher cannot avoid and the direction for further research.

B. THE FINAL PART OF THESIS

1. Bibliography

This section contains all Bibliography referred to or literature (for example text books, journals, magazines, other research results, etc) used in the research report. Students are required to use the “endnote” software for writing Bibliography.

All sources mentioned in the text must be listed in the Bibliography. Vice versa, every source or literature included in the Bibliography must be mentioned in the text. In addition, the authors’ name and year of publication in the text and in the Bibliography must be corresponding. More detailed provisions of the research rules will be explained in Chapter 5.

2. Appendices

This part consists of the kinds of information created and obtained during the research, such as interview guidelines (if any), observations, field notes, verbatim transcription and interview observation, research permit, and inform consent.

**THESIS TECHNICAL AND
WRITING GUIDELINES**

This section contains instructions relating to the technique and systematic of thesis writing which includes writing media (manuscripts); typing; numbering; tables, lists and figures; quotations, language use, punctuation, name writing, source writing, bibliography, and other things. The procedure for writing this thesis is a must that must be met, following the applicable scientific rules.

A. Writing Media (Manuscripts)

Writing media includes the material and size of the manuscript, the cover material.

1. Material and size of the manuscript

Thesis text is typed on HVS A4 paper (29.7 x 21.5 cm) white with a weight of 80 grams and must go back and forth.

2. Cover material

The cover of the thesis is made of buffalo paper or something similar in yellow, reinforced with cardboard and coated with plastic (hardcover), while the pre-proposal and proposal covers are enough to use buffalo paper (softcover).

B. Script Formatting

Typing the manuscript must be done by paying attention to the type of letters used, punctuation, the distance between lines, the edge of the paper, filling the room or page, new paragraphs or paragraphs, beginning of sentences, headings and subtitles, details down, chapter

(title) and sub arrangement chapter (title), typing in numbers and units, symmetrical location, use of italic letters, and others.

1. Type, font size and space

- a) The word processor used is MS-Word, so all parts of the thesis text (except the cover and title page) must be typed in Times New Roman font size 12 fonts with a distance of 2 (two) spaces, and neatly typed (align left-right - justify), except for:
 - 1) The cover title and chapter title uses Times New Roman Font Size 14, and bolded with a distance of 1 (one) space.
 - 2) The abstract is typed in 1 (one) space and managed only 1 (one) page with a maximum of 200 words.
 - 3) Bibliography typed 1 space and the distance between the two books typed 1.5 space.
- b) Symbols, Greek letters, and other signs that cannot be typed must be neatly handwritten using black ink.
- c) Italic letters are used to indicate foreign terms. Bold letters (bold) to emphasize certain terms and to write chapters and sub-chapters.

2. Line spacing

In general, the distance between sentences lines is 2 (two) spaces except for direct quotations whose length is more than 5 lines between sentence lines. Specifically for direct quotations typed rather indented with 6 (six) beats. In the abstract, the bibliography, the title of the table and list of images, and the list of illustrations that exceed one line, the distance between the lines is only one space.

3. Typing margins

Margin is a piece of paper that is emptied on the left, right, top, and bottom. The typing edge is measured from the edge of the paper as follows:

- a) The typing limits are set as follows:
 - 1) Top edge: 4 cm or 1.5 inches from the top edge
 - 2) Bottom edge: 3 cm or 1 inch from the bottom edge
 - 3) Left edge: 4 cm or 1.5 inches from the left edge (including 1 cm for binding)
 - 4) Right edge: 3 cm or 1 inch from the right edge
- b) The end of typing on the right side of the paper does not have to be vertical or right. If the left and right alignment are desirable, it should be noted:
 - 1) The decapitation must be in accordance with Enhanced Spelling
 - 2) The distance between words in a sentence does not exceed 3 (three) beats.

4. Numbers and units

- a) Numbers are typed with numbers, for example 10 g, 20 cm (without dots), but specifically the beginning of a sentence must be written in letter spelling. For example ten grams, ten centimeters, and so on. When typed in a sentence, the writing is like in the example below.
Example: Purchase of 10 keris by the collector for Rp. 50 million
Ten keris has been sold by collectors.
- b) Decimal numbers are marked with commas (,), not periods (.).
Example: 53.20 kg not 53.20 kg.
- c) The unit is stated with an official abbreviation which is valid and ends with no period (.).
Example: kg, m, cm, cal and so on

5. Fill in space or area

The space contained on the manuscript page must be filled in full, starting from the left edge to the right edge, no wasted space. This does not apply to new paragraphs, mathematical equations, table of contents, images, titles, subtitles, last pages, or other matters deemed special.

6. New paragraphs or paragraphs

- a) Each new paragraph is typed indented and starts with typing the 6th character from the left edge or 1.5 cm.
- b) One paragraph of at least 2 (two) sentences and contains the main idea. A new paragraph does not begin with an abbreviation.

Example: PT Bank BNI

- c) The new paragraph should not be on the last line of a page. One paragraph against another paragraph is not separated by blank spaces. Examples can be seen in Appendix A-8.
- d) The beginning of a new paragraph must be typed with an indent of five or six beats from the left edge. On a page, the last paragraph must consist of more than one line and not allowed to contain only one line. Likewise, a new page is not allowed to load just one line from the previous paragraph.

7. Details Downwards

If the text contains details that need to be compiled down, use the serial number with numbers or letters according to the degree of detail, such as the following example:

The characteristics of productive dairy cows are:

- a) The cow is large
- b) Its triangle posture and so on.

The details used are (1), (2), (3), (4), (5), and so on, then (a), (b), (c), (d), (e) and so on. The use of dashes (-) placed in front of details, and other signs such as ∞ (bullet) as details are not justified.

8. Title

The title of the thesis should be able to describe briefly and clearly the core of the thesis. Therefore the title should be interesting but not necessarily too provocative, concise but sufficient to describe the entire contents of the essay.

a) Title page

- 1) The title is typed about 5 cm from the top edge with all capital letters. If the title is more than one line, the first line should be longer than the second line. The second line is longer than the third line, and so on.
- 2) At a sufficient distance from the last line of the title, type essay is typed TESIS. Under the label was written information about etiquette: "Submitted to meet some of the requirements in obtaining a Masters Degree in Management Science (MSM.) Department Study Program (as followed). This information is written in lowercase except for the initial letters of information other than particles written in capital letters.
- 3) Underneath is the symbol of UNAIR, Garuda Wisnu.
- 4) With an adequate distance, under the symbol is written the word "by" in all lowercase letters. Underneath (1.5 spaces) written Student Name, and underneath (1.5 spaces) written Student Identification Number (NIM). At the bottom (3 cm from the bottom boundary of the paper) the name of the institution is written, and the year of submission of the thesis text to be tested (typed with all capital letters, spaced 1 symmetrically down like an inverted

pyramid). Examples of thesis cover front pages can be seen in Appendix A-4, while examples of proposal front cover pages can be seen in Appendix A-2.

b). Chapter Title

Typing for research proposals (proposals) is typed in a single sequence, not broken down into chapters; while typing for the thesis is typed in a single sequence and broken down into chapters. The chapter titles are written in the middle using all capital letters, without underscores and without ending with a period (.).

c). Sub-chapter title

Sub-chapter titles are written from the edge with capital letters at the beginning of each syllable, except for conjunctions, conjunctions, and clothing using lowercase letters. In addition, the sub-chapter headings are bold (bold), do not end with a dot and are given an Arabic number.

Example: **1.1 Research Objectives and Benefits**

d). Title of smaller sub-chapters (sub-chapters)

Sub-chapter titles are written from the edge with capital letters at the beginning of each syllable, except for conjunctions, conjunctions, and clothing using lowercase letters. The sub-chapter headings are not bolded, do not end with a dot and are given an Arabic number.

Example: 1.1.1 Research objectives

 1.1.2 Research benefits

For smaller sub-chapter titles written from the edges with capital letters, but only at the beginning of the syllable. In addition, the title is not bolded and does not end with a dot, and is given an Arabic number to describe the order.

Example: 1.1.2.1 Benefits for the company
 Benefits for the author

9. Chapter (Title) and Sub-Chapter (Title) Arrangements

a) Writing conditions for each chapter

- 1) Each chapter starts on a new page, and starts with a number (Arabic) in the order of numbering.
- 2) The chapter title is typed in all capital letters, bolded, without underscores and not ending points on a new page.
- 3) The chapter title is symmetrical in the middle of the start of the new page, and the sub-chapter title is typed at a distance of three spaces from the word BAB.
- 4) New chapters always start with a new page.
- 5) The last page of a chapter contains at least two sentence lines.
- 6) The distance between the chapter titles and the text is 2 x 1.5 lines spacing.
- 7) Switching between chapters does not need to have a special page insert.

b) Writing conditions for each sub-chapter or subtitles

- 1) Sub-chapters are preceded by two numbers (regular numbers) in front of them, namely the chapter number and the sub-chapter numbers in their order.
- 2) Sub-chapters start from the left edge of the paper.
- 3) All words in the sub-chapter title are written in bold, starting with a capital letter at the beginning of each word (title case, bold), except for conjunctions and prepositions, and without being underlined and not ending with a period (.).
- 4) Sub titles with more than two lines are written with a space of one space.

- 5) The first sentence after the sub-chapter starts with a new paragraph with three spaces apart.

Example Subtitles:

4.1 Overview

c) Arrangement of Subchapters

- 1) Sub-chapters are preceded by three numbers (regular numbers) in front of them, namely chapter numbers, sub-chapter numbers and sub-chapter numbers in their order.
- 2) Typing sub-chapters starting from the left edge of the paper. Sub-sub-chapter titles begin with a capital letter, do not end with a period and are not bolded (bold).
- 3) The first sentence after the sub-chapter title is a new paragraph with a space of three spaces.

Examples of Subtitle Children:

4.1.1 Geographic Conditions of Bojonegoro Regency

d) Arrangement of children sub-chapters

- 1) Sub-child sub-chapters are preceded by four numbers (regular numbers) in front of them, namely the chapter number, sub-chapter number, sub-sub-chapter number, sub-sub-chapter child numbers in accordance with the order.
- 2) Typing child sub-chapters starting from the left edge of the paper. Children's sub-sub-chapter titles begin with a capital letter, do not end with a period and are not bolded (bold).
- 3) The first sentence after the child's sub-chapter headings is a new paragraph with a space of three spaces.
- 4) The difference with sub-chapters is only in numbering.

Examples of Sub-Child Subtitles

4.1.1.1 Agricultural development in Bojonegoro Regency

A breakdown that has nothing to do with sub-chapters must be written using letters, and if they are to be referred to in other parts of the thesis, they must use letters to avoid confusion with the use of numbers for chapters and sub-chapters. The free form of consistent origin.

Example: a. or a). or (a).

The above details are the last degree, meaning they may not have further sub-chapters in them.

C. Number Formatting

There are three types of numbering, namely page numbering, chapter and sub-chapter numbering, list of table and figure numbering, and equation numbering.

1. Numbering of pages

The numbering and placement are as follows:

a) The initial part of the thesis

This section starts from the title page up to the Attachment List, i.e. Preface, Table of Contents, Tables, List of Illustrations, and Attachment List with page numbers with small Roman numerals (starting with numbers v, vi, vii, viii, ix and so on) . The page number is centered at the bottom 1.5 cm from the bottom border of the paper. Specifically for the sheets that precede (before) the Preface ie the title sheet and endorsement sheet, **page numbers do not need to be typed**, but are still counted.

b) The core or content of the thesis

The contents of the report start from CHAPTER 1. INTRODUCTION up to CHAPTER 5. CLOSING is given a page number using Arabic numerals (1, 2, 3, 4), and so on. Page numbers

are placed in the upper right hand at the border, unless there is a title or chapter at the top of the page. For such pages, page numbers are written symmetrically below the left edge and right edge.

c) The final part of the thesis

This section consists of Bibliography and Attachments without a page number.

2. Numbering chapters and sub-chapters

Chapter and Sub-chapter numbering uses Arabic numerals.

Example:

CHAPTER 1 INTRODUCTION

1.1. Background

1.1.1. Company history

Etc.

3. The numbering of tables and figures

Numbering depends on the chapter concerned. Numbering tables and figures using Arabic numbers separated by dots (.). The numbers on the front indicate chapters and the back is the serial number of tables or figures in the chapter.

Example:

a) Figure 3.5 This means that the picture is in Chapter 3 in fifth.

b) Table 2.1, Table 2.2

In writing tables and figures must pay attention to several things:

a) Table

1) The table number followed by the table title is placed symmetrically above the table, without ending points. Tables and table titles are written in capital letters at the beginning of words. The distance between the writing of the table and the name of the table is 2 spaces, whereas if the table title is more than 1 row, 1 space is used.

- 2) The columns are given a title and maintained so that the separation between one and the other is quite firm and given the column dividing line, except the table which consists of only two columns. The two lines are drawn on the first horizontal line and also to separate the same two parts in one table to function as a vertical line.
- 3) Tables may not be beheaded. Tables with more than 1 (one) page can be folded and placed in the order of the pages.
- 4) The column heading must be directly above the column and bold (bold), so that there is enough free space around the column heading.
- 5) Source table consisting of source writing and source name is placed 1 (one) space directly below the table and if the source name is more than 1 line, then the next line is typed with 1 space below it.

Based on the above provisions, it can be illustrated in the preparation of a table of consumption per capita of staple food as below.

Example:

Table 5.1.
Consumption of Per Capita of Staple Food in 2012 - 2014

No	Staple Food	Consumption per capita (kg / capita)		
		2012	2013	2014
1.	Rice	83,24	80,56	81,52
2.	Corn	75,68	53,82	50,37
3.	Cassava	44,96	43,60	35,49

Source: Manurung (2015:102)

Or

Table 5.2.
Consumption of Per Capita of Staple Food in 2012 - 2014

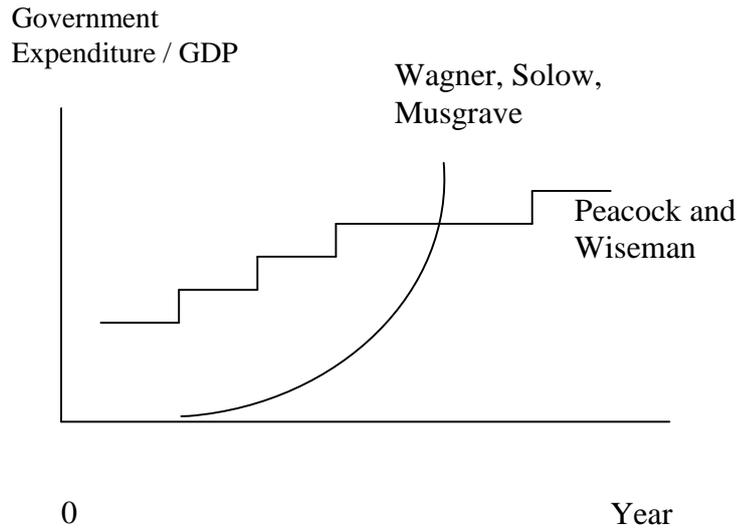
No	Staple Food	Consumption per capita (kg / capita)		
		2012	2013	2014
1.	Rice	83,24	80,56	81,52
2.	Corn	75,68	53,82	50,37
3.	Cassava	44,96	43,60	35,49

Source: Manurung (2015:102)

b) Image

- 1) The image number is followed by the title of the image, placed symmetrically below the image, without ending points. Images and image titles use uppercase (capital) at the beginning of the word and bold (bold). The distance between the writing of the picture and the name of the picture is 2 (two) spaces down and if the name of the picture is more than 1 (one) line, then 1 (one) space is used.
- 2) Images may not be beheaded. Images that are more than 1 (one) page can be folded and placed in the order of the pages.
- 3) The description of the image is written in the vacant places in the picture and not on other pages.
- 4) Image source consisting of source writing and source name is placed 1 (one) space directly below the image and if the source name is more than 1 (one) line, then the next line is typed with 1 (one) space below it.

Based on the above provisions, an illustration of a Government Expenditure Development Curve can be illustrated as below.



Source: Mangkoesoebroto (2001:175)

Picture 5.1 Development Expenditure Curve of Government

4. Numbering of equations

Mathematical formulas are better written in the usual form in mathematics even on one line.

Example:

$$d = \frac{f}{g} + \frac{h}{i} \dots\dots\dots (3.1)$$

or

$$d = f/g + h/I \dots\dots\dots (3.2)$$

All equations in the form of mathematical formulas, statistics and others are written with a tabulation of 1.5 cm from the left and must have a number with numbers inside the brackets that are placed next to it and flattened right to the right typing boundary.

Example: $Q = 530,43 + 209M \dots\dots\dots (6.1)$

$p = a + bq \dots\dots\dots (1)$

$Y = 207 - 4,7922x + 0,033969x^2 \dots\dots\dots (2)$

Explanation:

- (5.1) 5 means that the equation is written in Chapter 5, while 1 means the equation is the first mathematical equation written in that chapter. Equation numbering uses a combination of Arabic numerals as in the Figure and Table numbering, and is written in parentheses () behind the equation near the right edge.

D. Figure and Table Formatting

Provisions for making / writing tables and figures are as follows:

1. Pictures, graphs and diagrams are named after images. Making graphics (bars, pies, etc.) need to be colored (black) with different patterns so that the difference can be clearly seen when printed in black and white.
2. Tables and figures are placed among the parts of the text that is the most discussed. Tables and figures must be made in such a way that they can stand alone, so that they can be understood by the reader without having to read the captions in the text.
3. If the table is written in landscape position, the top side of the table is the bound side.
4. Tables and figures are always symmetrical in the center (center) of the page.
5. The number of tables and figures must include the chapter number where the tables and figures are located. If in a Final Project there are only 1 (one) table or figure, then the table or figure that only one does not need to be numbered.
6. Writing the image and table titles are as follows:

a) Table

The title is written on the table with 1.5 symmetrical spaces in the center (center) of the relevant table and starts with a capital letter at the beginning of each word (title case). The title of the table is written directly following the table number.

b) Image

The title is written under the image with 1.5 symmetrical spaces (center) to the relevant image and the first letter of the title of the image uses uppercase letters. The title of the image is written directly following the picture number.

7. Laying tables or figures, spaced 1 x 1.5 lines spacing after the text.
8. Writing text after the table or image is continued with the same distance (1x 1.5 lines spacing) from the last line of the title of the image.
9. If the title of the picture or table exceeds one line, then the writing of the title continues on the next line with a space of 1.5.
10. If the table or figure is too long it can be disconnected and continued on the next page by writing the number and title of the table or figure with the description "connection" in parentheses.
11. If the tables and figures are too wide, there are several conditions:
 - a) Placed lengthwise on a separate page.
 - b) Placed on paper width and then folded so as not to exceed the paper format.
 - c) The size is reduced according to the format of the final project, but the size of the letters listed therein must not be smaller than 8 points (actual size).
12. Writing source tables and figures:
 - a) Tables or figures which are the result of the thesis writer's own research / research, do not need to include the source of the table or figure.

b) If the table or picture comes from other sources (books, newspapers, magazines, journals, websites, etc.), the source of the table is written at the bottom of the table and the source of the picture is written after the title of the picture (symmetrically) by writing the family / last name the author is followed by the year of publication and the page in parentheses with a space of 1.5. If the author is an institution, the name of the institution is written as the author. If there is no author's name, the title of the work is written as the source, followed by the year of publication and the page in parentheses. Detailed information about the source of the table or figure is written in the Reference List / Reference. Writing table or picture sources that are not the result of the author's processing can be seen in the following examples:

Table 5.3.
Level of Income per Capita and Inflation based on
Constant Prices'08

Indicators of Economic Improvement (Constant Price '08)	2010	2011	2012
LPE (%)	5,69	5,17	6,57
PDRB (Rp. Million)	2.530.845, 46	2.661.799, 03	2.836.594 ,69
Income / capita (Rp)	1.179.641, 00	1.221.653, 00	1.281.238

Source: Sukabumi, BAPPEDA (2014, par. 2)

Table 5.4.
Social Dynamics of Opinion Leadership and Opinion Seeking

	<i>Opinion seeking</i>	
<i>Opinion leading</i>	<i>High</i>	
	<i>Low</i>	
<i>High</i>	<i>Socially integrated independent</i>	<i>Socially</i>
<i>Low</i>	<i>Socially dependent isolated</i>	<i>Socially</i>

Sources: Schiffman, Bednall, Watson, Kanuk (2012: 485)

Source tables or figures that have been further processed need to be noted (has been reprocessed).

E. Italic Formatting (italic)

Use italics (italic), used if:

1. Using terms, words or abbreviations derived from foreign words.
Example: self efficacy, win-win solutions, and others.
2. Title of a book, publication periodically or in the form of micro-films.
Example: American Psychologist
3. The name of the species and variety
Example: Macaca mulatta
4. Periodic list of references from the journal volume number
Example: 26, 47-67

F. Abbreviation Formatting

1. How to write abbreviations.

Writing abbreviations follow the rules as follows:

- a) For the first time writing one name must be written in full and then followed by the official abbreviation in parentheses.

Example:

In the report of the United Nations (UN) stated that ...

- b) For the next writing the official abbreviation contained in the brackets is used without the need to write the length.

Example:

In the UN report also stated that ...

2. How to Write Numbers

The way to write numbers in a sentence is as follows:

- a) Written with words if the number is less than 10.

Example: In these two weeks ...

- b) Written with Arabic numbers if the number is 10 or more

Example: Of the 20 candidates for the post of Chair of the Organization ...

- c) For chemical, mathematical, statistical, etc. writing is done as is in accordance with the norm in the field concerned.

G. Appendices Formatting

The provisions for making attachments are as follows:

1. Attachment title is typed in one line using capital letters at the beginning of the word (title case) with Times New Roman 12 point type. If the attachment title is more than 1 line then the attachment title continues on the next line with a space of 1.5.
2. The distance between the attachment title and the attachment text is 1 x 1.5 lines spacing
3. Attachments that are more than one page, the title of the attachment is written again on the next page with the information "connection" or "continued" in parentheses ().

4. Each page of the attachment is given a page number in the order at the bottom of the middle of the paper.

H. Language

The report in this case the thesis, written using standard Indonesian, with due regard to the rules that have been perfected.

1. The form of sentences must not display the first person or the second person (me, me, us, us, you and others), but arranged in a passive form. Except in the presentation of thanks in the Preface, I can be replaced by the author.
2. The term used is the Indonesian term or that has been Indonesian. If forced to use foreign terms, must use italic letters.
3. Appropriate conjunctions, prepositions, prefixes, suffixes and punctuation. Connecting words are not allowed to be written at the beginning of a sentence.
4. Punctuation marks, namely period (.), Comma (,), semicolon (;) and colon (:) must be used carefully. By using dots to end a sentence or numbering, the next typing takes the distance of two indents (beats), whereas after the comma (,), semicolons (;) and colons (:), the next typing only takes the distance of one indentation.

Here are some important rules to consider.

- a) A period (.), a colon (:), a question mark (?), and a percent sign (%) are tightly typed in the words that precede it.

Not standard

Sampel diambil secara acak.
dianalisis , dengan teknik
...sebagai berikut:
Benarkah hal itu ?
Jumlahnya sekitar 20 %

Standard

Sampel diambil secara acak.
dianalisis, dengan teknik
...sebagai berikut:
Benarkah hal itu?
Jumlahnya sekitar 20%

- b) Quotation marks ("...") and parentheses () are tightly typed with the letters of the words or phrases enclosed.

Not standard

Kelompok "sepadan "
Tes baku (*standardized*)

Standard

Kelompok "sepadan"
Tes baku (*standardized*)

- c) A dash (-) and a slash (/) are typed in tightly with the letters that precede and follow it

Not standard

Tidak berbelit – belit
Pada tahun 1968 - 1970
Dia tidak / belum mengaku

Standard

Tidak berbelit-belit
Pada tahun 1968-1970
Dia tidak/belum mengaku

- d) Sign equal to (=), greater (>), smaller (<), addition (+), subtraction (-), multiplication (x), and division (:), typed with one beat space before and after

Not standard

p=0.05
p>0.01
p<0.05
a+b=c

Standard

p = 0.05
p > 0.01
p < 0.05
a + b = c

- e) The sign for (:) used to separate the year of publication from the page number in the reference is typed in a meeting with the numbers that precede and follow it.

Example:

- a) Sadtono (1980: 10)
b) (Soebroto, 1990: 123)

- f) Scholarships and other titles may not be included in the writing of the name, except in the introduction and / or thank you, guide and examiner and endorsement by the competent authority.

I. Citation

In writing a quote must pay attention to several things:

1. Direct quotations must be the same as the original, both regarding the wording, spelling and punctuation. If the original citation in question is not Latin (for example Arabic, Javanese, Kanji and others) must be replaced with Latin letters.
2. Quotations that use languages other than English must be translated into Indonesian. This translation is placed under a quotation with 2 (two) spaces, in the same way as the citation.
3. Quotations whose length is less than 5 (five) lines shall be entered into plain text with 2 (two) spaces using quotation marks at the beginning and end of quotation sentences.

Example:

Soebroto (1990: 123) concluded "there is a close relationship between socio-economic factors and the progress of learning".

The conclusion of the study is "there is a close relationship between socio-economic factors and the progress of learning" (Soebroto, 1990: 123).

4. Quotations which are 5 (five) lines in length or more, type 1 (one) spacing by clearing 4 (four) characters from the left with a space of 1 (one) space.

Example:

Brown (2008: 276) draws the following conclusions:

Grouping and analyzing into parts is a general thought process. Classification is usually done by expressing the scattering of complex things or ideas into its components. The results of the translation are arranged neatly according to systematic structuring techniques. The correct classification and division can be obtained from the arrangement of the results of the two activities.

5. If there are quotes in quotations, single quotes are used.

Example:

The conclusion of the study is "there is a tendency that more and more" interference "by the leadership of the company the lower the level of employee participation in urban areas" (Todaro, 2007: 101).

4. If in the quotation it is necessary to omit several parts of the sentence, then in that section there are as many as three points.

Example:

"All parties involved in implementing education in schools ... are expected to have implemented a new curriculum".

5. If from a quotation that is omitted directly to the end of the sentence, then the point is 4 (four).

Example:

"... the planning function in management cannot be separated from other functions ..."

6. If one or more sentences are omitted in the quotation, typed dots are spaced along 1 line.

Example:

Democracy for our nation is not something new.

".....
.....
..... but need to broaden horizons".

9. Quotations in the text mention the author's last (last) name, year, and the page number.

Example:

- a) One citation source with one author written
(David, 1997: 25)
- b) One citation source with two authors written
(William and Anderson, 1998: 13)
- c) One citation source with more than two authors written
(William et al., 1999: 5)

- d) Two citations from the same author were written
(William, 1997: 78, 1998: 30),
- e) If the year of publication is the same then it is written as:
(William, 1998a: 32, 1998b: 45)
- f) The source of the quote from an institution should mention the abbreviation or acronym in question such as:
(BPS, 2000: 10)
- g) Name of the author integrated into the text
Example:
Salimin (2007: 13) does not suspect that third-year students are better than fourth-year students.

J. Name Formatting

Bibliography arranged alphabetically by author's name. For authors who have more than one word name, the last word takes precedence. The author's name also refers to the name of the agency, institution, commission, etc. that created the essay, but is still written in the order in which the words are used for the name.

If there are two or more essays from an author, the author's name does not need to be entered twice, but a line with 10 beats (-----) is typed from the left edge, except when moving pages.

K. Bibliography

Writing a bibliography is required to use the *software* "endnotes" with *APA6th* Style for writing a bibliography with the following conditions:

1. Bibliography is typed with a space of one and the second line indent (enter) as much as 6 (six) characters from the left.
2. Literature in the form of books, elements written according to the examples in **Appendix A-16**.

3. The author's name in the bibliography is written in alphabetical order. A complete example can be seen in **Appendix A-16**.
4. The distance between each library is 1.5 spaces.
5. Sequential numbers are not needed for bibliography.

L. Plagiarism

1. Plagiarism and Its Importance

In lectures, we always interact and remember other people's ideas: we read them in books, hear them in lectures, discuss them in class, and include them in our writing. For this reason, it is very important for us to acknowledge what they have contributed to our writing. Plagiarism itself is defined by *the American Psychological Association* as the use of ideas or words of others without clearly mentioning the source.

2. How to Avoid Plagiarism

To avoid plagiarism, students should clearly state the source wherever they use:

- a) Another person's ideas, opinions, or theories.
- b) Facts, statistics, pictures, graphics, and any form of information **that is not public knowledge**.
- c) Quotations from other people's speeches or words.
- d) Paraphrase (describe in your own words) from the conversation or the words of others.

3. Recognize Plagiarism

The following is the original article quoted from the book *Cracking Zone* by Rhenald Kasali (2011: 19):

In the *New Zone*, New Indonesia is surrounded by digital generations and social networking communities and millions of young

people who are changing the face of the world. On the other hand, the economy of New Indonesia is an economy with an *income* per capita of US \$ 3,000 at the end of 2010 and surrounded by a new middle class of Asia that is growing progressively. This new economy came at the same time as the strengthening of competition, and the change in competitiveness due to the *freemium* principles that colored the new business logic.

The following is an unacceptable paraphrase:

Indonesia in a new era (New Zone) will be surrounded by digital generations and social networking communities and young people who are changing the face of the world. At the same time, at the end of 2010 the income per capita of New Indonesia was US \$ 3,000 and was surrounded by a new high-growth Asian middle class. This new economy is in line with the strengthening of competition and changing competitiveness due to freemium principles that *dominate* the logic of new ventures.

Things that cause paraphrase is not acceptable, because:

- a) The author only changes the layout of a few words or replaces them with words that are relatively the same as the original words.
- b) The author does not mention the source of the idea or the facts used.

If you do one or both, then you are plagiarism.

The following are acceptable paraphrases:

Asia's high economic growth has resulted in a growing proportion of the middle class, including Indonesia. As of the end of 2010, Indonesia's per capita income had reached US \$ 3,000. At the same time, the internet has revolutionized the way some people interact with the mushrooming of various social communities on the internet. These

two facts drastically change the business competition *landscape* in Indonesia in this new era, especially the desire to consume free premium products among the younger generation (Kasali, 2011).

This causes the paraphrase **to be accepted**, because:

- a) The author accurately reproduces the ideas contained in the original sentence using his own sentence.
- b) The author tells the reader the source of the reading he is using.

The following is an acceptable combination of paraphrasing and quotation:

Asia's high economic growth has resulted in a growing proportion of the middle class, including Indonesia. As of the end of 2010, Indonesia's per capita income had reached US \$ 3,000. At the same time, the internet has revolutionized the way some people interact with the mushrooming "digital generation and social networking communities and millions of young people who are changing the face of the world. "These two facts drastically change the business competition landscape in Indonesia," with the strengthening of competition and changing competitiveness due to the *freemium* principles that characterize the new business logic in this new era "(Kasali, 2011; p. 19).

Such paraphrases and quotations are **acceptable** because the author:

- a) Accurately record information from the original source.
- b) Give credit to the original source.
- c) Give a marking part of the sentence taken directly from the original source as well as mentioning the page used.

If the author uses phrases that have been written in the original source without writing a quote, the author can be categorized as plagiarism. **In other words, using words that were adopted directly**

from other writers without giving quotes even though the original source name is mentioned, the writer is classified as plagiarism.

The principle also applies to all material taken from the *World Wide Web* (internet). Material in the form of images, text, video and music needs to be mentioned. Surely it would be better if the author gets permission from the *website* owner to use the information he uses.

4. Strategies that can be used to avoid plagiarism

- a) Give a quotation mark ("...") whatever comes from the original source taken without paraphrasing.
- b) Paraphrase, making sure that you don't just change the word layout or replace several relatively similar words.
- c) Examine the paraphrase you use and compare it with the original text to make sure you don't use the same words or phrases, and at the same time the original meaning is accurately recorded in your writing.

The term you need to know:

General knowledge: facts that can be found in several places (sources) that are known by most people. For example: Indonesia gained its independence on August 17, 1945. For this kind of information, you don't need to cite (mention the source) this fact in writing.

However, you must mention the original author (source) if a fact has been followed by **the author's opinion**. For example: Although Indonesia has been independent since August 17, 1945, up to now the ultimate independence cannot be enjoyed by most nations. The idea that "true independence cannot be enjoyed by most nations" is the opinion of the author, despite the fact that Indonesia was independent on August 17, 1945.

Quotation: use other people's words in writing. For example: According to Zainuddin (2011), "true independence cannot be enjoyed by most nations" (p. 18).

Paraphrase: using someone else's ideas but writing them in their own words. Even if you use your own words, the mention of the original source is absolutely necessary because you are inspired or inspired by the ideas of the authors you refer to.

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