



UNIVERSITAS AIRLANGGA
FAKULTAS EKONOMI DAN BISNIS



PEDOMAN

Penulisan, Pembimbingan &
Ujian Skripsi

FORMAT BARU

ACKNOWLEDGMENT

All praise and gratitude be to the presence of God Almighty for the publication of the Academic Guidebook for Writing, Guiding, and Defending *Thesis* for Undergraduate Program of the Faculty of Economics and Business of Universitas Airlangga.

The improvement of Academic Guidebook for *Thesis* Writing has been mandated by the Decree of the Dean of the Faculty of Economics and Business of Universitas Airlangga No. 24/UN3.1.4/KD/2019. Given the necessary development; it is considered necessary to revise and refine the draft.

This guidebook describes research pre-proposal, research proposals, guidelines for preparing research-based articles in the form of a dissertation, as well as necessary examples, to assist students in planning and conducting *Thesis* as well as writing reports on the results in accordance with the procedures, formats, and writing procedures that have been determined.

Finally, I would like to express my highest gratitude and appreciation to all members of the team and all those who have worked hard to publish the Academic Guidebook for Writing, Guiding, and Defending *Thesis* for Undergraduate Program of the Faculty of Economics and Business of Universitas Airlangga.

Surabaya, January 2019
Dean,

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

PREFACE

Thesis is a scientific paper in a field of knowledge that is independent and is one of the requirements to obtain a bachelor's degree. Therefore, the contents and writing process need to be regulated by certain procedures, including the use of scientific and standard language. Although *Thesis* is an individual paper, in the process of writing, students still need to be guided by a supervisor appointed by the Study Program Coordinator to facilitate the completion of *Thesis*.

Prior to *Thesis* writing process, a student will be required to prepare a *Thesis* proposal to evaluate the theme, research problem mastery, and students' readiness to conduct research, with the assumption that if the dissertation proposal is feasible, it is hoped that *Thesis* preparation process will run well. However, as an initial stage for preparing a *Thesis*, students have to write a research pre-proposal.

The challenges faced by students when developing a paper, be it *Thesis* or other paper, are the limited, if any, standardized references which can be used as guidance in writing a scientific paper. Therefore, the *Thesis* Writing Guide has been prepared as a reference for students of the undergraduate program of the Faculty of Economics and Business, Universitas Airlangga. This guidebook is a revised version of the previously compiled version by the Faculty of Economics and Business of Universitas Airlangga.

Furthermore, this guidebook consists of 7 chapters, namely:

- Chapter 1 Introduction
- Chapter 2 *Thesis* Proposal
- Chapter 3 *Thesis* Framework
- Chapter 4 General Provision
- Chapter 5 *Thesis* Writing Procedure

Chapter 6 Administrative Procedures for *Thesis* Writing

Chapter 7 *Thesis* Assessment Process

APPENDIX

Although this Academic Guidebook for the Undergraduate Program has been arranged well, as the Indonesian proverb goes, “*tiada gading yang tak retak*”, this guidebook may also have some shortcomings for future development in order to maintain uniformity and consistency as a characteristics of scientific work

Therefore, we hope that the Academic Guidebook Writing, Guiding, and Defending *Thesis* for the Undergraduate Program can be used as best as possible and be proven to be useful.

Surabaya, May 2019

Authors

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CHAPTER 1

INTRODUCTION

1.1. Definition and Objectives

According to Universitas Airlangga's Rector Regulation No. 27/2018, the definition of a *Thesis* is a task as a student learning experience to develop written scientific work by applying scientific attitudes, ways of thinking, and methods in solving scientific problems through research, and to present and defend the results in written and oral form to obtain a bachelor's degree.

For students of the Faculty of Economics and Business Universitas Airlangga, the objectives of *Thesis* writing are to enable students to:

- a. Develop critical and systematic thinking skills in identifying, formulating and solving problems following their scientific fields and communicating them both in writing and orally.
- b. Integrate understanding of theory with various skills acquired during the learning process. These skills are in academic writing, including analytical and problem-solving skills to find answers and propose solutions to current economic and social problems.
- c. Meet part of requirements for obtaining Bachelor of Economics degree

1.2. Quality Standard

Thesis written by students in FEB-Universitas Airlangga must meet the following *Thesis* quality standards:

- a. Students conduct the work independently under the supervision of the supervisor.
- b. *Thesis* is written in standard Indonesian or English.
- c. It consists of 8,000-10,000 words excluding tables, references and appendices.
- d. Comply with *Thesis* writing guidelines.
- e. Follow the provisions governing the technique/ style of writing, format and form of the *Thesis*.
- f. Comply with the terms and conditions regarding plagiarism.

1.3. Deadline

The deadline for completing the *Thesis* writing is no later than 1 (one) semester from the time the student has enrolled in *Thesis* in Study Plan Card. Students who cannot meet this requirement must apply for an extension of *Thesis* writing to the of the undergraduate study program coordinator.

1.4. Thesis Writing Stage

Students who have met the number of semester credit units and all the conditions required to write a *Thesis* as stipulated in the FEB-Universitas Airlangga academic guidebook can start writing *Thesis* with the following stages:

1.4.1. Pre-proposal

Pre-proposal is an initial design for preparing a *Thesis* research proposal that contains an overview of the idea or topic of a *Thesis* research proposal. The pre-proposal is prepared in a research design format containing only a transient title, background, and objectives. Students submit the pre-proposal to the undergraduate study program coordinator. Based on the topic proposed, the coordinator will determine *Thesis* supervisor for the students.

1.4.2. Proposal

A *Thesis* proposal is a research proposal prepared according to scientific research rules. The proposal contains the background of the problem, objectives, literature review, research method, and references. In other words, **a systematic proposal generally consists of chapter 1 to chapter 3 including references**. Explanation of the contents of each chapter in the *Thesis* proposal can be seen in Chapter 2.

1.4.3. Thesis

The *Thesis* writing can be started by students after the submitted proposal is approved by the supervisor and acknowledged by the undergraduate study program coordinator. The structure and content of *Thesis* and further details can be seen in Chapter 2.

2.1. First Stage of Proposal

The first part of the proposal consists of a title page and an approval page. The title page should comply with the following guidelines:

- a. The research title is brief, precise and shows the problem to be studied and does not open up opportunities for diverse interpretations.
- b. The purpose of writing a research proposal is to conduct the *Thesis* research on a study program at the Faculty of Economics and Business, Universitas Airlangga.
- c. The Universitas Airlangga logo must be in diameter of 5.5 cm.
- d. The student's name is written in full without an academic degree. It should not be abbreviated and below the name is written the Student Identification Number (NIM).
- e. The name of the institution, namely **FACULTY OF ECONOMICS AND BUSINESS, UNIVERSITAS AIRLANGGA**.
- f. The time of submission is indicated by writing the year under "**SURABAYA**".

An example of a pre-proposal title page can be seen in **Appendix A-1, A-2**. The proposal approval page contains the supervisor's approval and is known by the Study Program Coordinator, complete with signature and date of approval. An example of the approval page can be seen in **Appendix A-4**.

2.2. Main Section Proposal

The main part of the proposal consists of 3 parts as follows: Introduction, Literature Review, and Research Methods, while the final part of the proposal consists of references.

CHAPTER 3

THESIS FRAMEWORK

The *Thesis* framework includes (1) the initial part of the *Thesis*, (2) the contents of the *Thesis*, and (3) the final part of the *Thesis*.

3.1. Beginning of *Thesis*

The initial part of the *Thesis* consists of:

3.1.1. Cover Page

A student writes the cover page with the following provisions:

- a. The title must consist of a maximum of 15 words
- b. The title of the *Thesis* is written in capital letters
- c. *Thesis* written in Indonesian must contain a title page in Indonesian followed by a title page in English.
- d. *Thesis* written in English must have a title page in English and in Indonesian.

Moreover, below are several aspects to be included on the title page:

- a. The logo of the Universitas Airlangga is circular with a diameter of 5.5 cm
- b. The logo of the Universitas Airlangga is attached according to its original color
- c. The student's name is written in full name and may not use abbreviations followed by the Student Identification Number under the name.
- d. Name of the study program.
- e. Name of the faculty
- f. Year of completion
- g. All contents is written in black.

An example of a cover page can be seen in **Appendix A-1**.

3.1.2. Page for Approval *Thesis* Test

Page in approval *Thesis* test contains a statement that the supervisor has agreed that the *Thesis* has been completed and is ready to be tested. An example of an approval page can be seen in **Appendix A-3**.

3.1.3. Approval Page

This page contains the supervisor's approval and is known by the Study Program Coordinator, complete with signature and date of approval. An example of an approval page can be seen in **Appendix A-4**.

3.1.4. Thesis Originality Statement Page

The *Thesis* originality statement page contains a statement that the *Thesis* is not the result of any paper, or article, or other scientific work used to achieve previous academic degree. The page states that all the ideas or opinions from other researchers in the *Thesis* are cited appropriately. If the research is in collaboration with the supervisor, it must be stated explicitly on this page. An example of a *Thesis* originality statement page can be found in **Appendix A-5** and **A-6**

3.1.5. Introduction

The introduction contains a brief description of why research is conducted and the concern of this research. In addition, the student can convey acknowledgement in this section. Note that acknowledgement should not be informal.

3.1.6. Abstract

The abstract is a summary of the main points of research. For Islamic Economics Study Program, a *Thesis* written in Bahasa has the abstract written in Bahasa followed by an abstract in English and Arabic. If the *Thesis* is written in English, the abstract is written in English, followed by Bahasa. Abstract consists of a maximum of 200-300 words which include:

- a. Research purposes
- b. Research methodology
- c. Research findings
- d. Research limitations
- e. Research implications both practical and social implications
- f. Originality/Research assessment

No citations are allowed in the abstract. In addition, at the end of the abstract, students can include six keywords describing the main points or research subjects. Examples of abstracts can be seen in **Appendix A-8** and **A-9**

3.1.7. Table of contents

This page contains sequences, chapters, sub-chapters, and parts of other sub-chapters accompanied by the page number. The chapter number is written in Arabic numerals without ending with a period and chapter numbers where chapters and sub-chapters are separated by a period. The title of the chapter is written in capital letters, and the titles of the sub-chapters and in the sub of sub-chapters are written in lowercase, except for the first letter of each word. Chapter titles and sub-chapters do not end with a period.

3.1.8. Tables Page

This page contains the order, table title, and page number.

3.1.9. Tables of Charts/Diagrams/Figures

This page contains the order, figure title, and page number.

3.1.10. Tables of Attachment Page

This page contains the order, attachment titles, and page numbers. The order of attachments is written in capital letters of the Latin alphabet A, B, C, ... and so on, and the order of the attachments is written in Arabic numerals.

3.2. Content of *Thesis*

The contents of the *Thesis* consist of (a) Introduction; (b) Literature review; (c) Research methodology; (d) Results and discussion; and (e) Conclusion and suggestion. Provisions for introduction, literature review, and research methodology for the *Thesis* proposal has been described in the proposal writing section of this book.

3.2.1. Introduction

The introduction contains the research background, gaps, uniqueness, objectives, brief of research methodology, summary of research findings, research contributions, robust test (choices), and writing structure. These points are written in the form of a continuous narrative.

3.2.1.1. Background/ Phenomenon

The background is the basis for thinking in framework, theoretically or facts and observations that generate interest in conducting research. The background serves as

relevant information to assist the subject matter and justification of the study. Thus, the reader already knows the main research problem to be studied after reading the background of the problem.

3.2.1.2. Research Gap

There are several types of research gaps:

- a) When a theory is conceptually established, but there is no empirical test yet.
- b) When many findings in previous studies prove that the hypothesis from a theory tends to be insignificant.
- c) When the similar concepts and hypotheses generate different research findings.
- d) When some weaknesses in previous research are present, either stated directly by earlier researchers in the form of research limitations or are the results of studies by other researchers.

3.2.1.3. Research purposes

This section mentions the research objectives explicitly to be achieved under the background that has been made. The research objective is a statement sentence and not in the form of a question sentence.

3.2.1.4. Brief explanation of research methodology

In this section, the author briefly describes the methods used to conduct the research.

3.2.1.5. Brief explanation of results

In this section, the author briefly describes the results obtained from the research

3.2.1.6. Research contribution

The contribution can be in the form of theoretical contributions, policy contributions, or contributions in terms of empirical testing. Contributions must have an element of novelty not obtained by the existing research.

3.2.1.7. Endurance Test (Robustness)

In this section, the author describes the steps taken to the validity test of the

research results.

3.2.1.8. Writing System

In this section, the author mentions the organizational structure of the research from the introduction to the conclusion.

3.2.2. Literature Review

The literature review contains a systematic description of the **theory and the results of previous** studies, which are very relevant to the research to be carried out and are **derived from the latest literature**. The literature review is used as a guide for solving research problems and formulating hypotheses (in research with a quantitative approach).

The literature review should indicate necessary previous research in the author's area, including studies with different findings from most studies. Previous research included in the literature review is at least a textbook at the latest intermediate level, and articles in reputable international journals or SINTA indexed national journals are at least 20 articles.

References used in the literature review must be written explicitly by the rules or procedures for writing references. Sections or subchapters in the literature review can separate the descriptions of previous research and reports of theories.

The literature review is **NOT** a list or parade of theories from previous research. The author must critically compile a literature review by showing how the various theories and empirical research are related to one another and produce research questions that become the basic research in *Thesis*. The descriptions in this section can be in the form of a combination of narratives, mathematical models, functions, or equations that are directly related to the problem under study.

Organizing the literature can be done using *general-to-specific*, chronological (narrating the development of previous research and the debate), or *contrasting theories or procedures* (explaining and evaluating various alternatives).

In addition to containing the theoretical basis used, the literature review also includes hypotheses. The hypothesis is a temporary answer stating the influence/relationship/difference between variables based on a *tentative* or weak theoretical basis. The hypothesis states that there is a specific relationship between variables. The direction of the hypothesis can be stated if a literature review supports it. The correct hypothesis has the following criteria:

- a. Developing the existing theory,

- b. Developing from findings from previous research,
- c. Formulating in the form of a statement,
- d. Stating the effect/ relation/ difference between two or more variables,
- e. Stating the meaning clearly,
- f. Hypotheses must be statistically tested,

3.2.3. Research Methodology

Research methodology must refer to the research objectives that have been set. The researcher must explain the method used to achieve the research objectives and why one research method is more appropriate than another.

In this section, the student should explain the types and research approaches used, whether quantitative or qualitative. Each approach has specific research procedures, methods, and analytical tools. The difference between these two approaches can be seen from the various underlying aspects, namely assumptions, uses, methods (methods), and the role of researchers in the research conducted. Information that must also be included in the research methods chapter, respectively, includes:

- a. Data source
- b. Population and sample
- c. Research data period (optional)
- d. Empirical model
- e. Variable operational description
- f. Analysis technique

The analysis technique section describes the techniques/strategies that will be used to achieve the research objectives by utilizing the available data, whether the methods to be used are quantitative or qualitative. Included in this section is an explanation of the hypothesis testing that has been formulated.

3.2.4. Results and Discussion

The results and discussion section contains:

1. An overview of the development of research variables
2. Statistical descriptions and discussion of research variables include minimum and maximum values, standard deviations, and averages. Included in this section are data validation and reliability tests. An example

can be seen in **Appendix A-14**.

3. Description of Research Results in the form of a brief explanation of results of research implementation. An example of a result table can be seen in Appendix A-15.
4. Discussion. The discussion section is essential in the *Thesis* because this section connects the entire section starting from the research objectives listed in the introduction, theories and previous research in the literature review section, and research results. Some things that should be written in the discussion section, which:
 - a. Interpret and explain findings
 - b. Assess how research questions have been answered
 - c. Provide a comparison of the findings with previous research
 - d. Qualify and explore the theoretical significance of the findings
5. Perform a (*robustness check*) on the method used and the results obtained with that method (Optional). The robustness test of the results can be done by estimating the same data with different models, using other measurements for a research variable, or estimating with different data samples.

Tables, graphs and other illustrations can be used to aid explanation. Especially for qualitative research, the analysis section must still refer to the theoretical framework used as the logical basis for research.

3.2.5. Conclusion and suggestion

This section consists of

- a. Summary of research findings in general
- b. The reasons for these findings are essential. In addition to presenting research findings, the author also conveys the contribution and value of the research results
- c. Limitations identified by the authors of the study. Limitations of the research can be written at the end of the discussion
- d. Advice for policymakers (Practical)
- e. Suggestions for future research (Academic)

Conclusions and suggestions are written in a separate section. Conclusions are

short descriptions that are well described. Conclusions usually begin brief re-delivery of the research objectives, followed by submission of the findings in summary form and an explanation of why the researcher obtain the result and the implications of these findings. Suggestions consist of practical suggestions aimed at policymakers and theoretical suggestions aimed at academics who will conduct their following research. Suggestions are sought in line with the discussion and conclusions.

3.3. Final Section of *Thesis*

The final part of the *Thesis* consists of a list of references and appendices.

GENERAL PROVISIONS

This section contains instructions relating to *Thesis* writing techniques and systematics, including writing media (paper); typing; numbering; tables, lists, and figures; citations, use of language, writing punctuation, writing names, writing sources references, and other things. The procedure for writing this *Thesis* is must be fulfilled, following the applicable scientific rules.

4.1. Writing Media

The manuscript is typed on white A4 (8.27" x 11.69") HVS paper 80 grams on one side (not back and forth).

Cover of pre-proposals, proposals, and *Thesis* are made of *buffalo* paper or alike in yellow color (*softcover*). The text printed on the cover is the same as on the title page, and examples are listed in Appendix A-3. Additionally, please note that the *Thesis* for the defense is not bound, while the *Thesis* submitted after the defense must be bound in hard cover.

4.2. Style and Formatting

4.2.1. Font and Size

1. The *Thesis* manuscript is typed using *Times New Roman* font with a font size of 12 points. Terms in foreign languages must be typed in italics (*italics*) unless *Thesis* is written in English.
2. The title on the title page and *Thesis* cover are typed in **bold** CAPITALS using *Times New Roman* font with a font size of 14 points.

4.2.2. Text Alignment

The text should be typed left and right.

4.2.3. Line Spacing

1. In general, the text should be typed with a distance between lines of 1.5 (spaces).
2. The text for the following items should be typed with a space of 1

- a. Statement of originality
- b. Preface
- c. Abstract in Bahasa
- d. Abstract English
- e. Table of contents
- f. List of Tables
- g. List of Figures
- h. Footnote if any
- i. Endnotes if any
- j. References

4.2.4. Margins

Margin is the part of the paper emptied on the left, right, top, and bottom sides. The typing border is measured from the edge of the paper as follows:

1. Typing limits are set as follows:
 - a. Top edge: 4 cm or 1.5 inches from the top edge
 - b. Bottom edge: 3 cm or 1 inch from bottom edge
 - c. Left edge: 4 cm or 1.5 inches from the left edge
 - d. Right edge: 3 cm or 1 inch from right edge
2. The end of typing on the right side of the paper does not have to be straight vertically or to the right. If it is required for left and right alignment, it is necessary to pay attention to:
 - a. Truncation must be following the EYD (*Ejaan Yang Disempurkan*)
 - b. The distance between words in a sentence does not exceed 3 (three) beats.

4.2.5. Paragraph

1. The first line in each paragraph/paragraph starts from the left margin (*left margin*) with a distance of 6 characters/ letters, or 0.38" if using the indentation menu on the paragraph feature in MS-Word.
2. One paragraph consists of at least 2 (two) sentences and contains the main idea.
3. New paragraphs should not start with abbreviations.
4. The new paragraph contains descriptions that are directly or indirectly related to the previous paragraph.

5. Blank spaces **must not separate** one paragraph from another..
6. The last paragraph on a page should not only include one line of the sentence. Likewise, at the beginning of a new page, it should not contain only one line of sentences from the previous paragraph.

4.2.6. Details Down

If the manuscript contains details that must be arranged downwards, use sequential numbers with numbers or letters according to the degree of detail. The factors that affect the money supply in the economy are:

1. The amount of monetary base
2. Reserve requirements
3. Statutory Reserve Requirement

The details used are (1), (2), (3), (4), (5), (6), and so on, then (a), (b), (c), (d), (e), (f) and so on. The use of a hyphen (-) placed in front of the details, and other signs ¶ (bullet) for details is not allowed.

4.2.7. Title

The title should be able to describe briefly and the essence of the *Thesis*. Therefore, the title should be interesting but not too provocative, concise, but sufficient to describe the entire contents of the *Thesis*.

4.2.7.1. Title page

This page contains information typed one space using CAPITAL LETTERS in the following order:

- a. **The *Thesis* title** is typed in the form of an inverted pyramid approximately 5 cm from the top margin.
- b. **The purpose of the undergraduate *Thesis* is submitted**, typed in sufficient distance below the title.

THESIS

**SUBMITTED TO FULFILL SOME OF THE REQUIREMENTS
IN OBTAINING A DEGREE
BACHELOR OF ECONOMICS**

- 1) **Universitas Airlangga logo**, Garuda Wisnu.
- 2) **Student's name** followed by the Student Identification Number is typed under the Universitas Airlangga symbol, preceded by the word "by".

by:

**NAME OF STUDENT
NIM.....**

- 3) Institution (in order of study program/faculty/university), address, year

STUDY PROGRAM

**FACULTY OF ECONOMICS AND BUSINESS
UNIVERSITAS AIRLANGGA**

SURABAYA

2018

(EXAMPLE – See Appendix A1, A2)

4.2.7.2. Chapter title

- c. The chapter titles are typed in all bold CAPITAL LETTERS, without underline and the period at the ending.
- d. The chapter titles in the contents are typed with the text alignment in the middle (*center*), while the chapter titles in the table of contents are left-aligned.

4.2.7.3. Sub-chapter title

- e. The title of the sub-chapter is typed in bold all from the edges with capital letters at the beginning of each syllable, except for conjunctive, conjunctions, and articles using lowercase letters.
- f. The distance between chapter titles and sub-chapters is (2 times enter↵)
- g. The sub-titles that are more than two lines are written with a single space

4.2.7.4. The sub-sub-chapters title

The title of the sub-sub-chapter is typed from the edge with a capital letter at the beginning of each syllable, except for conjunctive, conjunctions, and articles using lowercase letters. The titles of sub-sub-chapter are not in bold (*bold*).

For sub-sub-chapter titles, it is written from the edge with capital letters, but only on the first syllable and is not *bold*, and does not end with a period.

4.2.8. Table

- a. The table title is typed above the table. The table titles that exceed one sentence line are typed with a space of 1.
- b. If the position of the table is transverse, then the top of the table and

the title are placed in the bound section of the *Thesis*.

- c. Table titles and column headings are typed in bold with uppercase letters on the first syllable (*capitalize each word*) except for conjunctions typed in lowercase letters with the text alignment in the middle (*center*)
- d. The distance between the table title and the table is 1.5 spaces (1-time enter↵)
- e. Sources and table descriptions (if any) are written below the symmetrical table with the lower- left end of a table.
- f. Both table titles, column headings, table contents as well as sources, and table descriptions are typed in 10-point font size.
- g. Tables that are too long to exceed one page CAN BE RECOVERED under the following conditions: (i) at the bottom right of the table which cropped the words are typed in brackets (continued), (ii) at the top right above the column headings of the table fragments on the next page the words in brackets (continuation)

4.2.9. Figures

- a. The title of the figure is typed below the figure with the text alignment in the center (*center*).
- b. The Source is typed under the figure title with 1.5 spaces (1-time enter↵) is symmetrical to the lower- left corner of a figure.
- c. The figures cannot be cropped. Image sizes that are too large can be reduced to a scale that still allows them to be seen clearly.
- d. Other conditions are the same as those in table typing. Examples of

tables and figures can be seen in **appendix A-14**

Explanation of tables and figures in the content/text precedes the tables and figures.

Example:

Table 4.1 shows

... as shown by Figure 4.1

4.2.10. Equation

- a. Equations are typed in italics (*italic*) or use the *equation* menu in WS-Word with the text alignment in the middle (*center*).
- b. Description of the equation must be written in the clear in under the equation.
- c. Space among equation with paragraph previously and the description of the equations 1.5 spaces (1 time enter.↵)

Example:

$$C = \beta_0 + \beta_1 Y$$

Where C is household consumption expenditure and Y is income. Parameter β_0 and β_1 respectively are autonomous consumption expenditures and *marginal propensity to consume*.

4.3. Numbering

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

4.3.1. Page

The numbering and placement are as follows:

4.3.1.1. The beginning of Thesis

This section includes the title page, approval sheet, statement of originality, introduction, abstract, abstract, table of contents, table of tables, list of figures. Numbering uses lowercase Roman numerals (i, ii, iii, and so on). The position of the page number is at the bottom center of the page, 1.5 cm from the bottom of the paper. Title sheet and approval sheet, **page numbers do not need to be included** but still counted.

4.3.1.2. The contents of Thesis

This section covers the introduction to the conclusion, and suggestions. Numbering this section using Arabic numerals (1, 2, 3, ... and so on). On pages with chapters, the page number is at the bottom center of the page. On subsequent pages, the page number is at the top right of the page with a distance of above the top border of the page.

4.3.1.3. The final part of the Thesis

This section includes references and appendices. References page numbering using Arabic numerals (1, 2, 3, and so on). On the first page of the

references, the page number is at the bottom center of the page. On subsequent pages, the page number is at the top right of the page with a distance of above the top border of the page. Appendices should be titled but no need to be numbered.

4.3.2. Chapter and Sub-chapter Numbering

- a. Chapters are numbered using Arabic numerals (1, 2, 3, ..., and so on).
- b. Sub-chapter numbering follows the chapter with two numbers. The first number indicates the chapter, and the second number indicates the serial number of the sub-chapter.
- c. The numbering of sub-sub-chapters follows sub-chapters with three numbers, each indicating a chapter, sub-chapter, and sub-sub-chapter.
- d. The numbering of sub-sections that are justified is only up to four digits (or level four) only. Numbering for subsequent smaller sub-sub-chapters uses alphabets (a, b, c, and so on) for level five, and roman numerals (i, ii, iii, and so on) for level six. After level six, there is no more numbering.

Example:

CHAPTER 2 LITERATURE REVIEW

2.1. Theoretical basis

2.1.1. Growth Theory

2.1.1.1. Neoclassical Growth Theory

4.3.3. Numbering tables, figures and equations

- a. Tables, figures, and equations are numbered following the chapters using Arabic numerals.
- b. Numbering of tables, figures and equations separated by a period (.) where the first number indicates the chapter while the second number indicates the serial number of tables, figures, and similarities.

Example:

Table 4.1
(table title)

Figure 4.1
(image title)

- c. Number the equation in brackets (). The equation number is symmetrical to the right border of the paper.

Example:

$$C = \beta_0 + \beta_1 Y$$

(4.1)

4.3.4. Figure

- a. The figure number is followed by the title of the figures, placed symmetrically below the figures, without ending with a period. Images and image titles use capital letters (capital) at the beginning of words, and bold (*bold*). The space between the image and image's name is 2 (two) spaces down and if the image's name is more than 1 (one) line, then 1 (one) space is used.
- b. The figures cannot be cropped. Image more than 1 (one) page can be folded and placed in the order of the pages.

- c. Image captions are written in the free places in the image and not on other pages.
- d. The source of the image consisting of the source text and the source's is placed 1 (one) space just below the image.

Examples of tables and figures based on the above provisions can be seen. in **Appendix A-12 and A-13**.

4.4. Citation

Writing citation should pay attention to several things:

- a. Refers to the rules of *the* American Psychological Association (APA) 6th
- b. Direct citation must be the same as the original, including word order, spelling, and punctuation. If the original letter of the quote in question is not Latin (e.g Arabic, Javanese, Kanji, etc.), it must be replaced with Latin letters.
- c. Citation in English should be typed in italics
- d. The citation that uses a language other than English must be translated into Indonesian. This translation is placed under the citation with 2 (two) spaces, in the same way as the quotation.
- e. Citation that are less than 5 (five) lines are inserted in the sentence by using citation marks at the beginning and the end of the quote sentence ("").

Example:

Soebroto (1990:123) concludes" There is a close relationship between economic factors and learning progress".

The conclusion of the research is" There is a close relationship between economic factors and learning progress" (Soebroto, 1990:123).

- f. Citation with a length of 5 (five) lines or more are typed separately in a new paragraph with a space of 1, 4 characters from the left border without quotation marks.

Example:

Brown (2008:276) draws the following conclusions:

Grouping and analyzing into parts is a general thought of the process. Classification is usually done by revealing a complex array of things or ideas into groups its components. The results of the elaboration are arranged in a coherent according to a systematic arrangement technique. The correct classification and distribution can be traced from the results of the two activities.

- g. If there are citation marks in the citation, single citation marks are used. Example:

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

- h. If in the citation it is necessary to omit some parts of the sentence, then three points are given to that part.

Example:

All parties involved in the implementation of education in schools ... are expected to have implemented the new curriculum”.

- i. If the omitted quote comes to the end of the sentence, then the point is 4 (four).

Example:

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

- j. If one or more sentences are omitted in the quote, accordingly typed in dots spaced along in 1 line.

Example:

Democracy for our nation is not something new.
“
.....
..... but need to broaden the knowledge”.

4.5. Source References in Text

The writing of source reference must pay attention to the following provisions:

- a. The name of the author whose have surname is written in abbreviation with the surname without an abbreviation.
- b. Author's name that does not have a surname written the last name only.
- c. Writing source references from textbooks must include the author's name, year, and the page number.

Example:

Writing at the beginning of a sentence

Blanchard (2016: 13)

Writing at the end of the sentence

..... (Blanchard, 2016:13)

- d. Writing source references from articles in journals only includes the author's name and year without page numbers.

Example:

Writing at the beginning of a sentence

Greene (2005)

Writing at the end of the sentence

..... (Greene, 2005)

- e. The writing of source reference from the single author and co-author is as follows:

1) *Single author*

- a. One reference source Blanchard (2016: 13) Greene (2005)
- b. Two sources of reference are Blanchard (1997: 23, 2016: 13), Greene (1990, 2005)
- c. Two sources of reference from the same publication year
Greene (2003a, 2003b)

2) *Co-author*

- a. One source of reference with two co-authors Samuelson and Nordhaus (2009: 51)

Banker and Natarajan (2008)
- b. Two sources of reference with two co-authors Nicholson and

Snyder (2015: 51, 2016: 51)

Battese and Coelli (1992, 1995)

- c. Reference sources with more than two co-authors Cooper et al. (2011: 51)

Bettese et al. (2004)

- f. A dotted comma separates writing multi-references. Example:

(Aigner, 1977; Pitt and Lee, 1981; Kumbhakar, 1990; Greene, 2005)

- g. Writing a reference source from an institution should mention the abbreviation or acronym concerned.

Example:

BPS (2017)

4.6. References

Writing references refer to the rules of *APA6th Style* with the following provision:

1. The references are typed with one space, and the second line is *indented* (in) as many as 6 (six) characters from the left.
2. The names of the authors in the references are listed in alphabetical order.
3. The space between each library is 1.5 spaces.
4. Sequential numbers are not required for reference.

(The example of Appendix A-16)

CHAPTER 5

PLAGIARISM

5.1. Plagiarism and The Importance

In lectures, we constantly interact and remember other people's ideas: we read about them in books, hear them in lectures, discuss them in class, and include them in our writing. Therefore, we need to give recognition for what they have contributed to our writing. The *American Psychological Association* defines plagiarism as using other people's ideas or words without clearly citing the source.

5.2. How to avoid Plagiarism

In order to avoid plagiarism, students should clearly state the source wherever they used:

- a. Other people's ideas, opinions, or theories.
- b. Specific facts, statistics, figures, graphics, and any other form of information that needs further explanation
- c. Quotes from other people's conversations or words.
- d. Paraphrasing (explaining in your own words) from other people's speech or words.

5.3. Recognizing Plagiarism

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

In the *New Zone*, Indonesia is recently surrounded by digital generation and social networking communities and millions of young people who are changing faces world. On the other hand, the economy of Indonesia Baru is one with an *income* per capita of US\$3,000 at the end of 2010 and surrounded by Asia's new, progressively growing middle class. This new economic era strengthens competition and changing competitiveness due to the *freemium* principles that characterize the new business logic.

The following is an unacceptable paraphrase:

In the new era (New Zone), Indonesia will be surrounded by digital generation

and social networking communities and young people who changed the face of the world. At the same time, at the end of 2010, Indonesia Baru's income per s income per capita was US\$3,00 and was surrounded by Asia's new high-growth middle class. This new era for the economy is in line with the strengthening of competition and changing competitiveness due to the *freemium* principles that dominate the new business logic.

The things that make the paraphrase is **unacceptable** are:

- a. The author only changes the layout of some words or replaces them with relatively the same ones as the original ones.
- b. The author does not cite the source of the ideas or facts used.

If you do one or both of them, then you are plagiarizing. **The following are acceptable paraphrases:**

Asia's high economic growth has resulted in a growing proportion of the middle class, and Indonesia is no exception. By the end of 2010, the income per capita of the Indonesian population had reached US\$3,000. At the same time, the internet has revolutionized the way some humans interact with the proliferation of various social communities around the world Internet. These two facts have drastically changed the *landscape* of business competition in Indonesia in this new era, especially the desire to consume premium products for free among the younger generation (Kasali, 2011).

The things that make the paraphrase **acceptable**, because:

- a. The author accurately reproduces the ideas contained in the original sentence using his sentence.
- b. The author tells his readers what sources he uses.

The following are acceptable combinations of paraphrasing and quoting:

Asia's high economic growth has resulted in a growing proportion of the middle class, and Indonesia is no exception. By the end of 2010, the income per capita of the Indonesian population had reached US\$3,000. At the same time, the internet has revolutionized the way some humans interact with the proliferation of "the digital generation and social networking communities and the millions of young people who are changing the face of the world. "These two facts have drastically changed the landscape of business competition 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).

These paraphrases and quotes are **acceptable** if the authors:

- a. Accurately record information from the source.
- b. Give credit to the source.
- c. Marks the part of the sentence taken directly from the source as well as mentions the page used.

If the author uses phrases that have been written by the source in his writing without giving a quotation mark, the author can be categorized as plagiarizing. **In other words, use words adopted directly from other authors without giving quotation marks even though the name of the source is mentioned, the authors classified commit plagiarism.** This principle also applies to all materials taken from the *world wide web* (internet). Materials in the form of images, writings, videos, and music need to be mentioned. It would be better if the author got permission from the *website* owner to use the information.

5.4. Strategies to Avoid Plagiarism

- a. Please put quotation marks (“...”) on anything from the source taken without paraphrasing.
- b. To paraphrase, make sure that you do not just change the word order or replace several relatively similar words.
- c. Research the paraphrases you use and compare them with the original to ensure you are not using the exact words or phrases. At the same time, the original meaning is accurately recorded in your writing.
- d. *Terms* to know:
 - 1) **General knowledge:** facts that can be found in several places (sources)

that the most people know. For example, Indonesia became independent on August 17, 1945. For this kind of information, you do not need to cite this fact in writing. However, it would be best if you mentioned the author (source) whenever the fact has been followed by the **author's opinion**. For example, eventhough Indonesia has been independent since August 17, 1945, true freedom has not been enjoyed by most of the nation until now. The idea that "true independence cannot be enjoyed by most people" is the author's opinion, eventhough Indonesia became independent on August 17, 1945.

- 2) **Quotation:** using other people's words in writing. For example: According to Zainuddin (2011), "true independence cannot be enjoyed by most nations" (p. 18).
- 3) **Paraphrasing:** using someone else's ideas but writing them in your own words. Even if you use your own words, it is necessary to mention the source because the author's idea inspires you.

1.1. *Thesis* Proposal Writing Stage

The following information is the procedure to be passed in writing *Thesis*:

1. Completing registration process on *Sistem Otomasi Pembimbingan dan Pengajaran* (SOPP) on the website: <http://sopp.feb.unair.ac.id>
2. Receiving SOPP account email containing username and password, then uploading pre-proposal topics on SOPP accompanied with scans/photos of related documents, such as Student Identity Card (KTM), Study Result Card (KHS) and Study Plan Card (KRS) for the running semester.
3. Submitting the pre-proposal on SOPP so that the pre-proposal file can reach the Study Program Coordinator's SOPP.
4. After approving the topic of the proposed pre-proposal, the Study Program Coordinator will determine the Supervisor for the student through SOPP.
5. Students and Supervisors receive notifications via email and SOPP related to the selection of the supervisor(s).
6. Download **Monitoring Card** and **Request for Proposal Preparation** and print them using white F4 paper. **Proposals** are submitted to the department to get the signature from the Study Program Coordinator.
7. Students meet the Supervisors to obtain approval and plan to write a proposal by bringing a **Monitoring Card** and a **Request for Proposals**.
8. Provide guidance until the proposal is approved by the Supervisor.
9. Students submit **proposals approval (Appendix B-2)** to the Study Program Coordinator with the approval of the Supervisor.
10. Based on the proposal that has been approved by the Study Program Coordinator, students upload the Proposal and the **Proposal Validation** sheet in SOPP, then submit the draft
11. Prior to submitting the proposal, students should obtain approval from the Supervisor.
12. After the Supervisor gets a copy of *Thesis* proposal that has been approved, the student can continue *Thesis* writing process.

1.2. **Thesis Writing Stage**

1. Students carry out *Thesis* writing guidance process and fill out the consultation book in chronological order signed by the Advisor.
2. Writing *Thesis* is considered complete and ready to be examined if approved by the Advisory Lecturer in both the *Thesis* and consultation book.
3. The requirements that must be met in order for the *Thesis* to be examined are:
 - a. The "Defense Application" form from the *Sub Bagian Akademik* and filled in completely
 - b. *Thesis* Completion Form
 - c. Proof of tuition fees payments at UACC
 - d. Proof of KRS from UACC
 - e. A copy of the last KHS
 - f. A declaration letter of *Thesis* Writing Completion
 - g. Proof of Achievement Credit Unit (SKP)
 - h. *Thesis* Consultation Book
 - i. Legalized Copy of ELPT Certificate (TOEFL)
 - j. Certificate of passing the 30% similarities test from the FEB Reading Room.
4. After all the requirements are met, then the student submits a *Thesis* that has been printed five times without being bound to the Study Program Coordinator through the Department staff
5. Students can register for the defense through SOPP and the Department.
6. Documents that must be uploaded to SOPP include the *Thesis* manuscript, *Thesis* Approval Sheet, TOEFL test results, and Plagiarism Statement (similarity test).
7. Submission of *Thesis* Defense through SOPP must be approved by the supervisor in advance to enter as a prospective *Thesis* defense participant.
8. Students will receive a *Thesis* defense schedule along with a list of the examiner team from the department.
9. Students follow the *Thesis* defense according to the schedule set

1.3. Stages After Following the *Thesis* Session

At the latest, within one month after the defense of the student's *Thesis*, the student must have:

1. Revised the *Thesis* according to the comments from each member of the examiner team written on the **Revision Sheet**
2. **Sent to the Journal** following the recommendation by the board of examiners shown submit evidence.
3. Uploaded the revised *Thesis* manuscript along with the revision sheet to the SOPP and ensured that the supervisors approve the manuscript.
4. Collected the Revision Sheets and screenshot that has uploaded the revision file and approved by the department.
5. Submit the revised, printed, and hardcovered *Thesis*, one bundle to the FEB Universitas Airlangga Reading Room and one bundle to the Universitas Airlangga Library B campus.
6. Students get a receipt as the requirement for Judicium registration.

CHAPTER 7

THESIS DEFENSE

7.1. Evaluation

Thesis defense assessment includes:

- a. Technical Writing
- b. Material
- c. Students' argument/ability to defend their *Thesis* in front of the Examining Lecturers

Technical assessment is an assessment of the way/technical preparation of the *Thesis* in the sense of compliance with the Guidelines for Writing, Guiding and Undergraduate *Thesis* Defense. The technical assessment weight is 30%.

The material assessment includes the content of the *Thesis* as a whole, namely the significance of the *Thesis* or the value of the contribution to the repertoire of knowledge. The method of assessment is based on the results of a thorough reading of the *Thesis*. The weight of the material assessment is 30%.

Argumentation assessment focuses on students' abilities in responding, giving reasons, defending opinions pointing to the submitted evidence, and scientific ethics in answering examiner's questions systematically and logically, as well as fluency and reflection of mastery of *Thesis* materials. The weight of the argumentation assessment is 40%. The Assessment Rubric according to the components above can be seen at Appendix B-3.

7.1.1. Exam results

The exam is declared passed if a score of at least 60 (sixty) is obtained from the range of values from 0 to 100 or equivalent to the value in the letter BC. If the score obtained is less than 60 (sixty), it is declared not to pass, and the student is required to repeat as soon as possible after 60 calendar days.

7.1.2. Student Obstacles in Exams

Obstacles of students in the defense may arise as follows:

- a. If a student is unavailable to attend the defense after the date has been scheduled, she/ he must notify the Study Program Coordinator by writing with justifiable reasons. In such circumstances, the Study Program Coordinator could cancel the defense and postpones it to another time/date. The student is considered to have not yet taken the exam. However, if the student is not available to attend nor does she/ he notify the coordinator nor does she/ he provide acceptable reasons, then the student is considered to have taken the defense with a score of 0 (zero) or failed/did not pass.
- b. If a student is unable to continue/continue the ongoing defense, it means that the student has taken part in the exam, then: If the student's reasons can be accepted by the examiner, such as sudden illness, the defense can be canceled and postponed depending on the student regarding the allocated time after consulting with the Study Program Coordinator.
- c. For unacceptable reasons, such as leaving the defense room and not returning, the examiner team can declare the student as 'failed', and the re-defense should be carried out as soon as 90 days later.
- d. Re-defense either because of obstacles in all its forms or due to failure of its implementation depends on the remaining or limit of the defense period and the student's study period.

All parties should note that the Examiner Team in their decision is not influenced by the time limit/study period and only states that they pass or fail with the provisions of the fastest time in taking the re-defense so that if the re-defense provisions exceed the time limit of the exam/study period, the application is the time of the exam/study period. Problems related to the exam deadline or study period are under the authority of the Dean or Chancellor.

7.2. Defense Frequency

A student has the right to take the final defense (*Thesis* and comprehensive) no later than 1 (one) year from the date of completion of writing his *Thesis* as long as the study period still allows to do so. Therefore, if the study period is less than the time mentioned as above, then the remaining study period becomes the limit time in exercising the rights to take the final defense for the student.

7.3. Fraud

Cheating in the final examination, especially the *Thesis* defense, is cheating in writing the *Thesis* itself. The forms of *Thesis* fraud are:

- a. a statement that part of the *Thesis* is a quote from a particular source, but it is not true;
- b. partially or entirely plagiarized work.

The exam is canceled, and the student concerned is declared not passed if cheating is found during the defense. The re-defense is determined as soon as 90 days after the implementation of the defense. This situation is explicitly stated in the Minutes of the Defense. However, if anyone discovers the fraud after the student is declared to have passed, then the sanction is handed over to/ set by the Chancellor based on the Dean's report.

7.4. Assessment criteria

The calculation of the *Thesis* value is based on the following criteria:

Table 7.1 *Thesis* Value Calculation

Absolute Value	Group	Relative/ Relative Value	Grade Marking
≥ 75	Excellent	A	4,0
$70 < 74,99$	Very good	AB	3,5
$65 < 69,99$	Good	B	3,0
$60-64,99$	Average	BC	2,5
$55-59,99$	Deficient	C	2,0
$40-54,99$	Very Deficient	D	1,0
< 40	Unsatisfactory	E	0