



GENERAL GUIDELINES

**DRAFTING AND WRITING
THESIS**

SCIENTIFIC ARTICLE WRITING

**MASTER PROGRAM IN BIOLOGY
DEPARTMENT OF BIOLOGY
PADJADJARAN UNIVERSITY
JATINANGOR
2018**

FOREWORD

Praise be to God Subhanahu Wata'ala, because thanks to His mercy, the writing of the general guide for the preparation and writing of theses and writing scientific articles can be completed. The writing of this general guide is expected to help students of the Biology Strata 2 (Master) program in compiling thesis manuscripts and writing scientific articles as graduation requirements.

In this general guide, there are thesis writing techniques in accordance with the rules of Padjadjaran University as stated in Rector's Regulation No. 24 of 2016 concerning Final Project Writing for Postgraduate and Specialist Education Levels within Padjadjaran University. In addition, in this guide, two guidelines are separated for research, namely:

1. Quantitative Research or Hypothetical Deductive Reasoning
2. Qualitative Research or Nonhypothetical Inductive Reasoning

The separation of guidelines is expected to accommodate methodological developments in almost all study programs, as well as master programs. This guide is expected to be a guide for graduate students in writing theses and scientific articles.

THESIS WRITING AND PREPARATION GUIDE

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I. WRITING A THESIS RESEARCH PROPOSAL

A. QUANTITATIVE RESEARCH OR DEDUCTIVE-MORTGAGE REASONING

Research Proposals (RPs) for research that construct hypothetical statements/frameworks can be presented in the following format:

HEADING

The title of the study contains a statement that specifically reflects the content of the research to be carried out (reflecting the concept or relationship between concepts of the symptoms / phenomena studied).

CHAPTER I INTRODUCTION

1.1. Research Background

- Stating things that are the background to the selection of research topics, including the significance of choosing the research topic; Research can be raised from empirical symptoms or practical problems and / or theoretical problems.
- Propose and put the research to be carried out in the scientific map that is of concern to the researcher; show previous studies conducted by researchers and other researchers relevant to the research to be carried out.

1.2. Problem Statement or Problem Identification

Formulate research problems and present problem *statements*.

1.3. Research Objectives

- Stating the purpose of the research to be carried out.
- In deductive-hypothetical research, the purpose of research is usually to explain / measure the relationship (association or causality) between variables of concern in the study.

1.4. Research Usefulness or Research Benefit

Reveal specifically the usefulness to be achieved from:

- Theoretical (scientific) aspects by mentioning what theoretical uses can be achieved from the problem under study.
- Practical aspects (guna laksana) by mentioning what uses can be achieved from the application of the knowledge produced by this research.

CHAPTER II LITERATURE REVIEW, FRAMEWORK AND HYPOTHESIS

This chapter presents a Literature Review, Framework of Thought and Hypothesis. About hypotheses, see the explanation in point 2.3 of Hypotheses.

2.1. Literature Review

- Conduct literature reviews that are relevant to research problems.
- In this section, studies / discussions are carried out on concepts and theories used based on available literature, especially from articles published in various scientific journals.
- A literature review serves to build concepts or theories that are the basis of the study.

2.2. Frame of Mind

Basically, the frame of thought is derived from (several) concepts/theories that are relevant to the problem under study, giving rise to assumptions and/or propositions, which can be displayed in the form of a flow chart, which can then be formulated into operational hypotheses or testable hypotheses.

2.3. Hypothesis

A hypothesis is a tentative statement about the relationship (association/causality) between several variables.

In quantitative research, hypotheses are usually written in separate subchapters (see explanation of Framework of Thought).

CHAPTER III METHODOLOGY

Describe the paradigm / approach / method to be used in research. Descriptions include, but are not limited to, the following:

- Description of the selected research design
- Procedure for sample collection/selection and determination of units of analysis.
- Sources and techniques of data collection and research instruments.
- Data processing and analysis including (test) the validity of data in accordance with the proposed research design.
- Location and time of study.

In some exact disciplines, this chapter can be titled "MATERIALS/OBJECTS AND RESEARCH METHODS". In accordance with the title, the description in this chapter begins with a description of the material, subject, and object of research in the section sub-titled "Research Material/Object". Then continued with a description sub-titled "Research Methods"; The description contains points as in the paradigm / approach / method above.

BIBLIOGRAPHY

A list of all libraries used/referenced in the text. How to write see Chapter III on Thesis Writing Techniques in this manual.

ATTACHMENT

Contains attachments on matters relevant to the Research Proposal, such as questionnaires, interview guidelines, and location maps.

B. QUALITATIVE RESEARCH OR INDUCTIVE-NONHYPOTHETICAL REASONING

Research Proposals (UPs) for research that do not build hypothetical statements/frameworks can be presented in the following format:

Heading

The title of the study contains a statement that specifically reflects the content of the research to be carried out (reflecting the concept of the symptoms / phenomena studied).

Research Background

This section contains a brief description of:

- Things / symptoms that are generally the background of the research (things that interest researchers to conduct research).
- The *purpose* of the research to be carried out (*research purpose*). This section also mentions the type of study to be proposed, such as phenomenological, historical studies, case studies, descriptive surveys, etc.
- In this section the benefits of research results.

Literature Review

This section contains descriptions of:

- Literature review of theories / concepts of previous / existing research results, which are relevant to the study / research to be carried out. This study is design for researchers in proposing research.

- A literature review is not solely to review a number of literature, but to show the relationship of the proposed study with the literature under review.
- Description of the literature review that contributes to the reader's understanding of the research topic to be researched and to explain the theoretical framework used in the study.

Research Focus or Problem Statement

In this section, specific sentence statements about the symptoms or phenomena to be studied are described. One of the Research Focus or Problem Statement can be selected:

- Research Focus, if the researcher wants to express a sentence statement to show that the research leads to one particular symptom or phenomenon only. In this research focus, researchers can continue their explanation through Research Questions to elaborate more specifically on the selected symptoms or phenomena.
- Problem Statement, if the researcher wants to express a sentence statement to show that the research leads to the problem finding a solution. In this problem statement, the researcher can continue his explanation through Problem Identification to elaborate more specifically on the problem raised, or Working

Hypothesis (temporary conjecture) to guide the research steps in finding a solution.

Methodology

This section describes the research methods used, explains why they are used, and describes things such as:

- Research paradigm, in the form of an explanation of how researchers perceive reality / phenomena (ontological and epistemological aspects).
- Research methods in the narrow sense, contain an explanation of the types of studies that (will) be carried out.
- Selection of data sources that contain descriptions of how to determine data sources or informants, location, time of implementation and so on.
- Data collection procedures or techniques, such as interviews, observations, document review, etc.
- Data analysis plan,
- A description of how to maintain the validity/authenticity of the data.

Bibliography

A list of all libraries used/referenced in the text. How to write see Chapter III on Thesis Writing Techniques in this manual.

Attachment

Contains attachments on matters relevant to the research proposal, such as interview guidelines, observation guidelines, and location maps.

II. THESIS WRITING

A. QUANTITATIVE RESEARCH OR DEDUCTIVE-HYPOTHETICAL REASONING

Thesis writing for research that builds hypothetical statements/frameworks can be presented in the following format:

HEADING

The title of the study contains a statement that specifically reflects the content of the research conducted (reflecting the concept or relationship between concepts of the symptoms / phenomena studied).

ATTESTATION SHEET

A mark of approval from the Advisory Committee stating that the thesis is worth testing.

STATEMENT SHEET

This sheet contains statements about:

- The thesis submitted is original and has never been submitted for an academic degree (bachelor's, and master's degree at any university/college).
- The thesis is purely the author's own ideas, formulations and research without the help of other parties, except the direction of the supervisory team.

- Works or opinions that have been written or published by others, which are listed as references and written also the reference sources in the bibliography.
- Approval from the research ethics commission for those who require it.

ABSTRACT

Reflect the entire content of the thesis by revealing the essence of the research problem, the approach used or the frame of mind, research methods, research findings, and conclusions. Descriptions are written in English and Indonesian, each of which is no more than 500 words.

FOREWORD

This section sets out the points of the matter under study. In addition to this, things can also be stated such as: difficulties when conducting research and things that facilitate the implementation of research and thesis writing as well as expressions of gratitude to various parties for the implementation of research and thesis writing.

TABLE OF CONTENTS

The arrangement of thesis content is in accordance with the order or systematics of thesis writing. The only headings included in the 'Table of Contents' are the headers after the 'Table of Contents'.

TABLE LIST, FIGURE LIST, COAT OF ARMS LIST, ABBREVIATION LIST, AND ATTACHMENT LIST

CHAPTER I INTRODUCTION

1.1. Research Background

- Stating things that are the background to the selection of research topics, including the significance of choosing the research topic; Research can be raised from empirical symptoms or practical problems and / or theoretical problems.
- Presenting and placing the research carried out in the scientific map of the researcher's concern; show previous studies conducted by researchers and other researchers relevant to the research to be carried out.

1.2. Problem Statement or Problem Identification

Formulate research problems and present problem *statements*.

1.3. Research Objectives

- Stating the purpose of the research conducted.
- In deductive-hypothetical research, the purpose of research is usually to explain / measure the relationship (association or causality) between variables of concern in the study.

1.4. Research Usefulness or Research Benefits

Reveal specific uses that can be achieved from:

- Theoretical (scientific) aspects by mentioning what theoretical uses can be achieved from the problem under study.

- Practical aspects (guna laksana) by mentioning what uses can be achieved from the application of the knowledge produced by this research.

CHAPTER II FRAMEWORK, HYPOTHESIS AND RESEARCH METHODS

This chapter presents Frameworks, Hypotheses and Research Methods. About hypotheses, see the explanation in point 2.3 of Hypotheses.

2.1. Frame of Mind

Basically, the frame of thought is derived from (some) concepts/theories that are relevant to the problem under study, giving rise to assumptions and/or propositions, which can be displayed in the form of a flow chart, which can then if possible be formulated into operational hypotheses or testable hypotheses.

2.2. Hypothesis

A hypothesis is a tentative statement about the relationship between several variables.

In quantitative research, hypotheses are usually written in separate subchapters (see explanation of Framework of Thought).

2.3. Research Methods

Describe the paradigm / approach / method used in research. Descriptions include, but are not limited to, the following:

- Description of the selected research design.
- Procedure for sample collection/selection and determination of units of analysis.
- Sources and techniques of data collection and research instruments.
- Data processing and analysis including (testing) the validity of data in accordance with the proposed research design.
- Location and time of study.

In some disciplines in the field of exact sciences, this sub-chapter is entitled "MATERIALS / OBJECTS AND RESEARCH METHODS". In accordance with the title, the description in this chapter begins with a description of the material, subject, and object of research in the section sub-titled "Research Material/Object". Then continued with a description sub-titled "Research Methods"; The description contains points as in the paradigm / approach / method above.

CHAPTER III DESCRIPTION OF RESEARCH OBJECT/LOCATION

In this chapter, the description can be preceded by an overview of the location / *setting* / object of research that is relevant to the research problem.

CHAPTER IV SUBSTANCE PROPOSITION HYPOTHESIS 1

CHAPTER V SUBSTANCE PROPOSITION HYPOTHESIS 2

CHAPTER VI SUBSTANCE PROPOSITION HYPOTHESIS 3

Chapter IV, Chapter V, Chapter VI and so on (according to many hypotheses) present the results of research and discussion. The results of the research are tested and discussed in accordance with references derived from the Literature Review material in the Research Proposal (UP). The numbering of chapters and sub-chapters is adjusted according to their choice of description.

CHAPTER VII CONCLUSIONS AND SUGGESTIONS

This chapter states the researcher's understanding of the problem under study related to the thesis in the form of conclusions and suggestions.

7.1. Conclusion

This sub-chapter states research findings based on research results and discussion

7.2. Advice

This sub-chapter states theoretical suggestions on what needs further research for the development of science from the field of science studied, as well as practical suggestions related to the statement of the application of related science.

If the results and discussion sections are presented in more than 1 (one) chapter, then the numbering of the conclusion and suggestion chapters is adjusted to the number of chapters written previously (the conclusion and suggestion chapter is the last chapter of the Thesis).

BIBLIOGRAPHY

A list of all libraries used/referenced in the text. How to write see Chapter III on Thesis Writing Techniques in this manual.

ATTACHMENT

Contains data attachments or other things relevant to the research problem, which are considered important to include, starting with basic data attachments, statistical calculations, questionnaires / questionnaires and interview guidelines, photos, location maps, author curriculum vitae and approval of the ethics commission for those who require.

B. QUALITATIVE RESEARCH OR INDUCTIVE-NONHYPOTHETICAL REASONING

Thesis/Dissertation writing for research that does not build a hypothetical statement/framework can be presented in the following format:

HEADING

The title of the study contains a statement that specifically reflects the content of the research conducted (reflecting the concept of the symptoms / phenomena studied).

ATTESTATION SHEET

A mark of approval from the Advisory Committee stating that the thesis is worth testing.

STATEMENT SHEET

This sheet contains statements about:

- The thesis submitted is original and has never been submitted for an academic degree (bachelor's, and master's degree at any university/college).
- The thesis is purely the author's own ideas, formulations and research without the help of other parties, except the direction of the supervisory team.
- Works or opinions that have been written or published by others, which are listed as references and written also the reference sources in the bibliography.
- Approval from the research ethics commission for those who require.

ABSTRACT

Reflect the entire content of the thesis by revealing the essence of the research problem, the approach used or the frame of mind, research methods, research findings, and conclusions. Descriptions are written in English and Indonesian, each of which is no more than 500 words.

FOREWORD

This section sets out the points of the matter under study. In addition to this, things can also be stated such as: difficulties when conducting research and things that facilitate the implementation of research and thesis writing as well as expressions of gratitude to various parties for the implementation of research and thesis writing.

TABLE OF CONTENTS

The arrangement of thesis content is in accordance with the order or systematics of thesis writing. The only headings included in the 'Table of Contents' are the headers after the 'Table of Contents'.

TABLE LIST, FIGURE LIST, COAT OF ARMS LIST, ABBREVIATION LIST, AND ATTACHMENT LIST

CHAPTER I INTRODUCTION

1.1. Research Background

This section contains a brief description of:

- Things / symptoms that are generally the background of the research (things that interest researchers to conduct research).
- The purpose *of* the research carried out (*research purpose*). This section also mentions the types of studies, for example, phenomenological, historical studies, case studies, descriptive surveys, and so on.
- In this section can be stated the benefits of research results.

1.2. Research Focus or Problem Statement

In this section are described specific sentence statements about the symptoms or phenomena studied. One of the Research Focus or Problem Statement can be selected:

- Research Focus, if the researcher wants to express a sentence statement to show that the research leads to one particular symptom or phenomenon only. In this research focus, researchers can continue their explanation through Research Questions to elaborate more specifically on the selected symptoms or phenomena.
- Problem Statement, if the researcher wants to express a sentence statement to show that the research leads to the problem finding a solution. In this problem statement, the researcher can continue his explanation through Problem Identification to elaborate more specifically on the problem raised, or Working Hypothesis (temporary conjecture) to guide the research steps in finding a solution.

1.3. Methodology

This section describes the research methods used, explains why they are used, and describes things such as:

- Research paradigm, in the form of an explanation of how researchers perceive reality / phenomena (ontological and epistemological aspects).
- Research methods in the narrow sense, contain an explanation of the kinds of studies that (have) been carried out,
- Selection of data sources containing descriptions of how to determine data sources or informants, location, time of implementation and so on,
- Data collection procedures or techniques, such as interviews, observations, document review, and so on,
- Description of data analysis
- A description of how to maintain the validity/authenticity of the data.

CHAPTER II DESCRIPTION OF THE OBJECT/LOCATION OF RESEARCH

In this chapter, the description can be preceded by a general description of the location / *setting* / object of research or informant profiles that are relevant to the research problem.

CHAPTER III, IV, V SUBSTANCE OF RESEARCH FOCUS/PROBLEM STATEMENT

Chapter III, Chapter IV, Chapter V and so on (according to the focus of the research or problem statement) present the results of research and discussion. The results of the research are discussed in accordance with references derived from the Literature Review material in the Research Proposal (UP). The numbering of chapters and sub-chapters is adjusted according to their choice of description.

CHAPTER VI CONCLUSIONS AND SUGGESTIONS

This chapter states the researcher's understanding of the problem under study related to the thesis in the form of conclusions and suggestions.

6.1. Conclusion

This sub-chapter states the researcher's understanding of the problem under study related to the thesis in the form of conclusions and suggestions.

6.2. Advice

This sub-chapter states theoretical suggestions about what needs to be further researched for the development of science related to the statement of the application of related science.

If the description of the results and discussion is presented in more than 1 (one) chapter, then the numbering of the conclusion and suggestion chapters is adjusted to the number of chapters

written previously (the conclusion and suggestion chapter is the last chapter of the Thesis).

BIBLIOGRAPHY

A list of all libraries used/referenced in the text. How to write see Chapter III on Thesis Writing Techniques in this manual.

ATTACHMENT

Contains attachments of data or other things relevant to the research problem, which are considered important to include, starting with the attachment of authentic evidence of complete interview results, questionnaires and interview guidelines, photos, location maps, curriculum vitae of the author and approval of the ethics commission for those who require.

III. THESIS WRITING TECHNIQUES

1. HEADLINES

- (1) Each header is typed on a new page in capital and bold letters and placed in the center.
- (2) What is meant by the title, is:

A. Quantitative Research or Deductive-Hypothetical Reasoning:

CERTIFICATION

STATEMENT

ABSTRACT

ABSTRACT

FOREWORD

TABLE OF CONTENTS

TABLE LIST, COAT OF ARMS LIST, ABBREVIATION LIST,
ATTACHMENT LIST

CHAPTER I INTRODUCTION

CHAPTER II FRAMEWORK, HYPOTHESIS AND RESEARCH
METHODS

CHAPTER III DESCRIPTION OF RESEARCH
OBJECT/LOCATION

CHAPTER IV SUBSTANCE PROPOSITION HYPOTHESIS 1

CHAPTER V SUBSTANCE PROPOSITION HYPOTHESIS 2

CHAPTER VI SUBSTANCE PROPOSITION HYPOTHESIS 3¹

CHAPTER VII CONCLUSIONS AND SUGGESTIONS

¹ Chapter numbering is adjusted according to the number of chapters

BIBLIOGRAPHY

ATTACHMENT

B. Qualitative Research or Inductive-Nonhypothetical Reasoning:

CERTIFICATION

STATEMENT

ABSTRACT

ABSTRACT

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TABLE LIST, COAT OF ARMS LIST, ABBREVIATION LIST,
ATTACHMENT LIST

CHAPTER I INTRODUCTION

CHAPTER II DESCRIPTION OF THE OBJECT/LOCATION OF
RESEARCH

CHAPTER III, VI, V SUBSTANCE OF RESEARCH
FOCUS/PROBLEM STATEMENT²

CHAPTER VI CONCLUSIONS AND SUGGESTIONS

BIBLIOGRAPHY³

ATTACHMENT

² Research Focus Substance/Problem statement can be presented in chapters as needed. In connection with this, the number and title of chapters are also adjusted according to needs.

³ Chapter numbering is adjusted according to the number of chapters.

2. MATERIALS USED

- (1) The paper used for typing is white HVS 80 grams A4 size (21 X29.7cm)
- (2) The cover (outer skin) is a soft cover (thin, not hard cover) made of buffalo cardboard or black linen for the thesis.
- (3) Between one chapter and another chapter is given a light yellow or light green doorslag paper border.

3. TYPING

- (1) Typing the thesis manuscript is done by computer, with the following layout:
 - Pias (margin) over : 4 cm from the edge of the paper
 - Left margin : 4 cm from the edge of the paper
 - Pias (margin)jin down : 3 cm from the edge of the paper
 - Pias (margin) right : 3 cm from the edge of the paper
- (2) Typing is only done on one face of paper, not typed back and forth
- (3) The font used is Times New Roman or equivalent fonts with the following sizes:
 - Font size 12 for the content of the manuscript
 - Font size is 16 and bold for headings in Indonesian and font is 14 and bold for titles in English.
 - Font size 12 and bold for author name in title
 - Font size 14 and bold for institution name and title

- Font size 10 and bold for other posts in the title

4. SPACING (SPACING BETWEEN LINES)

- (1) The spacing between the lines is two spaces
- (2) The distance between the chapter pointer (e.g. CHAPTER I) and the chapter header (e.g. INTRODUCTION) is two spaces
- (3) The distance between the chapter header (chapter title) and the first text of the manuscript content or between the chapter header and the sub-chapter header is four spaces
- (4) The distance between the subchapter header (Chapter title) and the first line of text of the body of the manuscript is two spaces
- (5) Each paragraph of text of the body of the manuscript is typed indented (to the right) for five taps
- (6) The distance between the final line of this text and the next subheader is four spaces
- (7) The distance between text and a table, figure, graph, or diagram is three spaces
- (8) The newly typed paragraph protrudes into (to the right) five taps from the left margin of the text of the text; The distance between the paragraphs is two spaces
- (9) Chapter instructions and chapter headers are always typed on new pages

5. *ABSTRACT* and **ABSTRACT**

- (1) *Abstract Typing*

- Abstract typing distance is one space
 - The distance between the *title of ABSTRACT* and the first text of the abstract is four spaces
 - The distance between one paragraph and another paragraph is one space
 - ABSTRACT titles and all abstract text are typed in italics
- (2) Abstract Typing
- Basically the same as in Item 1 above, but the title of the ABSTRACT and the entire content of the abstract text are typed in normal case.
 - The distance between the title of the ABSTRACT and the first text of the abstract is four spaces.

6. NUMBERING OF CHAPTERS, CHILD CHAPTERS, AND PARAGRAPHS

- (1) Chapter numbering uses capital Roman numerals in the middle of the page (e.g. CHAPTER I)
- (2) Subchapter numbering uses Arabic numerals typed in the left margin (e.g. 2.1, 2.2 etc.)
- (3) Subchapter child numbering is adjusted to the chapter number (e.g. 2.1.1, 2.1.2 etc.)
- (4) Non-subchapter numbering is done with Arabic numerals and parentheses, e.g. 1), 2) etc. For children sub chapters not sub chapters are (1), (2) etc.

7. PAGE NUMBERING

(1) Start Page

- Numbering at the beginning of the thesis / dissertation, starting from the inner Title page (the page after the outer cover) to the Appendix List page, using small Roman numerals (e.g. i, ii, etc.)
- The Title page and Advisor/Promoter Agreement pages are not numbered sequentially, but are counted as page i and page ii (these page numbers are not typed)
- The *Abstract pages* up to the Appendix pages are numbered sequentially with small Roman numerals which are a continuation of the Title page and the Advisor/Promoter Agreement page (pages iii, iv, etc.)
- The page number is typed on the top pias (margin) on the right with a distance of three spaces from the top pias (the first line of text on that page), and the last number is the page number straight with the pias (margin) right of the text

(2) Core Section Page

- Numbering from CHAPTER I (INTRODUCTION) to CHAPTER V (CONCLUSIONS AND SUGGESTIONS) uses Arabic numerals (1.2 etc.) and is placed on the right pias (margin) at a distance of three spaces from the top pias (the first line of text on the page) and the last number of straight page numbers with the right pias (margin) of the text
- On each titled page, page numbers ranging from CHAPTER I (INTRODUCTION) to CHAPTER V

(CONCLUSIONS AND SUGGESTIONS) are typed on the bottom pias (margin) exactly in the middle with a distance of three spaces from the bottom pias (margin) of the text

- Non-chapter and non-subchapter numbering uses Arabic numerals with parentheses, e.g. 1), 2) etc. and (1), (2) etc.

(3) End Page

- The numbering at the end of the thesis and dissertation, starting from the BIBLIOGRAPHY page to the CURRICULUM VITAE uses Arabic numerals typed on the top pias (margin) on the right side with a distance of three spaces from the top edge (the first line of text on that page) straight with the pias (margin) right of the text
- The numbering on each page headed, from the BIBLIOGRAPHY page to the CURRICULUM VITAE page, is typed in the bottom margin exactly in the middle with a distance of three spaces from the bottom margin of the text
- This final section page number is a continuation of the page number of the core part of the thesis/dissertation

8. THESIS CODE

On the outer cover (outer shell) of the dissertation is typed Code J.06 in the upper right corner, 4 cm away from the top edge of the outer cover (outer shell) and on the inner title page, with

bold Roman letters, font .12. This provision specifically applies to dissertations.

9. BIBLIOGRAPHY WRITING⁴

- (1) Single author :
Goldschmidt, W. 1992. *The Human Career The Self in Symbolic World*. Cambridge: Black Well.
- (2) Co-author :
Corcoran, K. & Fischer, J. 1987. *Measures for Clinical Practice : a Source Book*. New York : The Free Press.
- (3) Editors or Edits :
Koentjaraningrat (ed). 1983. *Methods of Community Research*. Jakarta : Publisher PT Gramedia.
- (4) Translation:
Scott, J.C. 2000. *The weapons are the losers*. Translations by A. Rahman Zainuddin, Sayogyo and Mien Joehaar. Jakarta:Yayasan Obor Indonesia.
- (5) Chapters in the book:
Fleishman, I.A. 1973. Twenty Years of Consideration and Structure. In Fleishman, I.A. & Hunt, J.G. (editor). *"Current Development in the Study of Leadership" Selected Reading*, pp. 1-37. Carbondale: Southern Illinois University Press.

⁴ Complete guidelines for writing a bibliography of each science follow the guidelines issued by international professional organizations that publish periodical publications.

(6) Journal:

Persoon, G.A. 2002. Isolated Islanders of Indigenous People : the Political Discourse and its Effects on Siberut (Mentawai Archipelago, West-Sumatra). *Indonesian Anthropology* 68: 25-39.

(7) Electronic Reference :

Boon, J. (no year). Anthropology of Religion. Through <<http://www.indiana.edu/~wanthro/religion.htm>> [10/5/03]

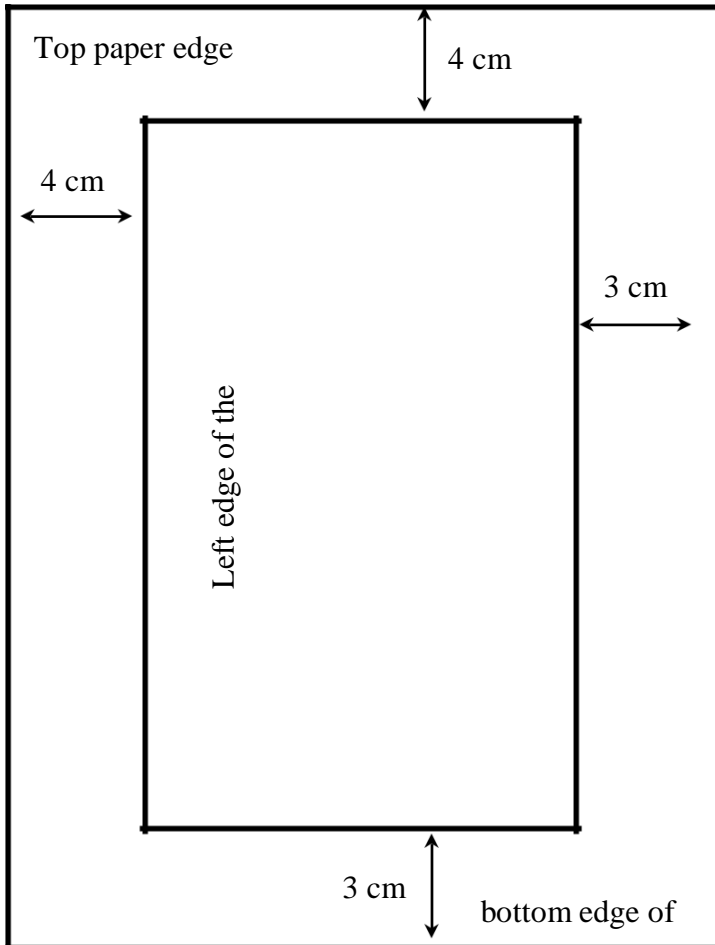
Kawasaki, Jodee L., and Matt R. Raveb. 1995. "Computer-administered surveys in extension". *Journal of Extension* 33(June). E-Journal on-line. By <http://www.joe.org/june33/95.html> [06/17/00]

APPENDIX

Appendix 1

EXAMPLE OF *LAY-OUT* THESIS MANUSCRIPT PAGE

Material: A4 size white HVS paper (21 x 29.7 cm)



Appendix 2

THESIS OUTER COVER/OUTER SHELL EXAMPLE

THESIS TITLE

(Times New Roman font, bold, font. 14)

By

Student Name

Student Identification Number (NPM)

(Times New Roman font, bold, .12 font)

THESIS

(Times New Roman font, bold, .12 font)

To meet one of the exam requirements

In order to obtain a Master's degree....

Master Education Program Study Program....

Concentration⁵

(Times New Roman font, bold, font. 10)



PADJADJARAN UNIVERSITY

BANDUNG

Year....

(Times New Roman font, bold, font.14)

Material: Buffalo cardboard or *Linen*, dark yellow color for exam and black color when submitted after repair, with A4 size (21 x 29.7cm)

Appendix 3

⁵ If there is.

EXAMPLE OF SECTION TITLE PAGE IN THESIS

THESIS TITLE

(Times New Roman font, bold, font. 14)

By

Student Name

Student Identification Number (NPM)

(Times New Roman font, bold, .12 font)

THESIS

(Times New Roman font, bold, .12 font)

To meet one of the exam requirements

In order to obtain a Master's degree.....

Master Education Program Study Program....

Concentration⁶

(Times New Roman font, bold, font. 10)



PADJADJARAN UNIVERSITY

BANDUNG

Year....

(Times New Roman font, bold, font.14)

Material: white color HVS paper 80 grams with size A4 (21 x 29.7 cm)

⁶ If there is.

Appendix 4

SAMPLE STATEMENT
(for Master Program)

I hereby declare that:

1. My paper, thesis), is original and has never been submitted for an academic degree (bachelor, and/or master), either at Padjadjaran University or at other universities.
2. This paper is purely my own ideas, formulations, and research, without the help of other parties, except for the direction of the Supervisory Team/Promoter Team* and the entry of the Review Team/Examination Team.
3. In this paper there are no works or opinions that have been written or published by others, unless in writing clearly included as a reference in the manuscript with the name of the author mentioned and included in the bibliography.
4. I make this statement truthfully and if in the future there are irregularities and untruths in this statement, then I am willing to accept academic sanctions in the form of revocation of degrees that have been obtained because of this work, as well as other sanctions in accordance with the norms applicable in this college.

Bandung.....
Who makes the statement,

Stamp duty IDR 6,000.00
(.....)
NPM

*) Unnecessary strikethroughs

Appendix 5

EXAMPLE OF THESIS ATTESTATION PAGE

THESIS TITLE

(Times New Roman font, bold, font. 14)

By

Student Name

Student Identification Number (NPM)

(Times New Roman font, bold, font. 12)

THESIS

(Times New Roman font, bold, font. 12)

To meet one of the exam requirements

In order to obtain a Master's degree....

Master Education Program Study Program Ini

Has been approved by the Advisory Team on the date as stated

below

(Times New Roman font, bold, font. 10)

.....
Supervisory Team Leader

Members

.....
Advisory Team

(Times New Roman font, bold, font. 10)

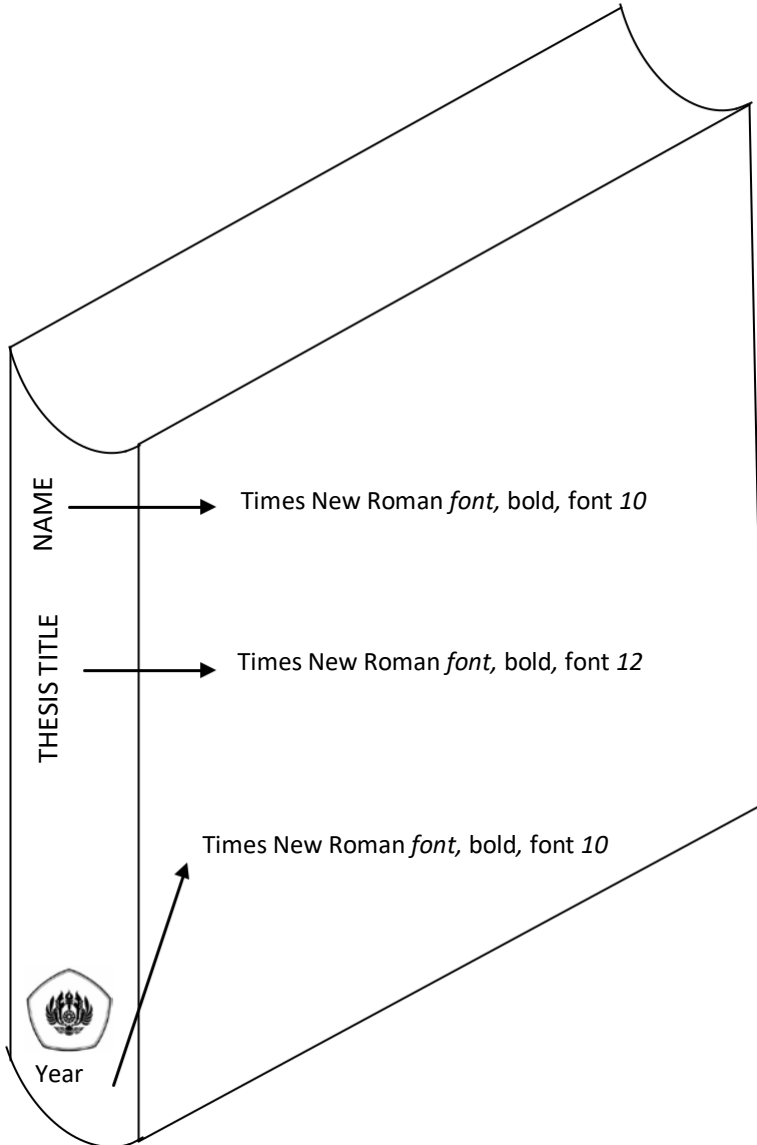
Material: white color HVS paper 80 grams,

with A4 size (21 x 29.7 cm)

Appendix 6

EXAMPLE OF A TITLE ON THE BACK OF THE THESIS

For those that are more than 2.5 cm thick



Appendix 7

EXAMPLE OF THESIS ABSTRACT⁷

1. Thesis Title		
2. Subject (max. 5 pieces) <i>List five keywords 2. from the topic/issue or Coverage of Science/Theory relevant for this thesis.</i>	: 1.	_____

	3.	_____
		<u>4.</u> _____
	5.	_____
3. Name	:	_____
4. Student Identification Number	:	_____
5. Program	:	_____
6. Concentration	:	_____
7. Advisory Team	: 1.	_____
	2.	_____
	3. ⁸	_____
8. Graduation Year	:	_____
9. Abstract (Indonesian) : (Add another page if necessary)		_____
10. Abstract (English) : (Add another page if necessary)		_____

⁷ For Library as a graduation registration requirement. Abstract in a thesis book **without** nos. 3, 4, 5, 6, 7, 8.

⁸ If necessary/any.

SCIENTIFIC ARTICLE WRITING GUIDE

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SCIENTIFIC ARTICLE WRITING GUIDE

I. COMPONENTS AND TECHNIQUES OF WRITING SCIENTIFIC ARTICLES

1.1. Running Title

The running title is the short title and the name of the first author located as a *header* on every page of writing. The running title should be short enough to be no more than 50 letters including the author's name.

Example:

The Symbolic World of Bandung City Beggars

Kuswarno

1.2. Scientific Article Title

Titles are made in Indonesian and English. The title of a good article is concise, informative and descriptive, consisting of a minimum number of words (the title does not exceed 20 words), precisely describes the content of the writing that contains concepts or relationships between concepts; Precise in choosing and determining word order. The title is structured not too specific. The use of abbreviations or chemical formulas is best avoided. Titles are capitalized, foreign language terms are *italics*. The title is written in Times New Roman font size 14 single-spaced and in bold. Every initial letter of a word in the title is capitalized except for conjunctions and prepositions. If there is a *subtitle*, it is written in plain letters (*plain*) size 12 pts.

1.3. Author's Name and Address

The author's name is written without including the title and writing the name from one article to another must be fixed / consistent, this is important for indexing the author's name. Information about the program taken, the author's address and / or *e-mail* listed must be clear, and placed on a *footnote (foot note)* on the title page with a *font size that* is smaller than the font size in the body of the text. The author's name is written in Times New Roman letters 12 pts and in bold. All authors are given a note to indicate the origin of the institution. Institutions and addresses are written using Times New Roman 10 pts and italicized.

Example:

THE SYMBOLIC WORLD OF BEGGARS IN BANDUNG

Engkus Kuswarno

Padjadjaran University

Master Program in Communication Studies

E-mail: koeskw@unpad.ac.id

1.4. Abstract and Keywords

Abstracts are written in Indonesian and English. Abstract is a sari of writing that includes a brief research background, objectives, theories, materials and methods used, findings and conclusions. Details of the treatment need not be listed, unless it is the main purpose of the study.

Abstracts are consistent with the content of the article *and self-explanatory*, meaning that they contain reasons why the research was carried out (rationalization & justification), and do not refer to graphs, tables or literature references. Abstracts are written in a distance of 1 space with a word count of no more than 250 words equipped with 3 - 5 keywords. Keywords use Times New Roman letters 10 pts, italicized, all lowercase, written alphabetically maximum 5 words. Keywords refer to the title of the article, which are terms that represent the basic ideas or concepts discussed in the article.

1.5. Headings:

Headings are titles for each section in a journal article such as: Materials and Methods, Results and Discussion and so on. All *headings* are written in Times New Roman 12pts and in bold with the position on the left. If there are subtitles of *headings* then they are numbered and arranged in the following order: 1, 2, 3; (1), (2), (3); 1), 2), 3); a, b, c.

1.6. Introduction

The word Introduction does not need to be used as a *heading* in the manuscript writing. In the introduction, a problem / concept / previous research results are stated clearly and concisely as a basis for conducting research which will be written as a scientific article. The referenced literature is only those that are really important and relevant to the problem to "justify" the research, or to base the hypothesis. The introduction should also explain why the research topic was chosen and considered important, and end by stating the purpose of the study.

1.7. Materials and Methods

The words Material and Method are used as *headings* in manuscript writing. Materials and methods contain the flow of research implementation that must be written in detail and clearly so that other researchers can conduct the same research (*repeatable and reproduceable*). The specifications of the ingredients should be detailed so that others are informed about how to obtain the material. If the method used has been known before, then the reference to the library must be listed. If the study consists of several experiments, then the methods for each of them should be described.

1.8. Results and Discussion

The words Results and Discussion are used as *headings* in the manuscript writing. Research results in the form of data are part presented to inform the findings of the research that has been done. Illustration of research results can use graphs / tables / images. Tables and graphs should be understandable and adequately annotated. The results presented are only findings that are meaningful and relevant to the purpose of the study. The location of the title of the graph / table / figure is parallel to the left margin of the graph / table / figure.

Unexpected findings that are not in accordance with the purpose of the study should have a place to be discussed. If the article reports more than one experiment, then the purpose of each study should be expressly stated in the text, and the results should be attributed to each other.

In the discussion, the relationship between research results and theory was proposed, comparing research results with other research results that have been published. The

discussion also explains the implications of the findings obtained for science and its use.

1.9. Conclusion

The word Conclusion is used as a *heading* in the manuscript writing. The conclusion is the author's affirmation of the results of research and discussion. Suggestions should be based on research findings, practical implications, the development of new theories (specific to doctoral programs), and/or further research.

1.10. Acknowledgement

Acknowledgments are made briefly as an expression of the author's gratitude to the supervisory team, and those who have helped in research and funders.

1.11. References

The word Bibliography is used as a *heading* in manuscript writing. Reference materials (references) included in the bibliography are only those written in the article manuscript. Writing a complete list of references is done on a new page. In order for the writing of a complete bibliography, the list is made as the last stage of writing. The manuscript is read from beginning to end, then written in a list of all references in the manuscript and the list is used to compile the bibliography.

The reference context listed is only those that really have something to do with the content of the study. It is necessary to avoid the inclusion of references from theses, theses, and dissertations. Foreign language reference materials are written

according to the original. The use of **et al**, in reference materials is only used if the number of authors consists of more than 3 people.

The writing of a bibliography of each field of science follows guidelines issued by international organizations that publish periodicals (see **appendix**). In the name writing system, the author's name writing system is used internationally (that is, the family name as **an entry**). If the author's surname is not clear, then the author's full name is written.

1.12. Miscellaneous

Footnotes: written at the bottom and commonly used as information on the course and address of the author. In the field of social sciences, footnotes are descriptions or explanations of written text recorded at the bottom of the page of the text of the writing concerned and given a certain mark. Footnote writing should be limited and usually use a smaller font size than letters in the text.

II. SCIENTIFIC ARTICLE WRITING TECHNIQUES

2.1. Instructions for Aspiring Writers

- 1.) Articles to be published in the Journal are lifted from the thesis of the Master Program or from scientific articles made during his time as a student of the Padjadjaran University Postgraduate Program. All students **who will** carry out the colloquium for the Master Program **are required** to submit manuscripts for articles as referred to above.

- 2.) The manuscript is written in Indonesian or English with Times New Romans letters (*font 12*), arranged systematically according to the above order. The script is typed using 1.5 spaces. The total number of manuscript pages **does not exceed 15 pages** with , the top and left formats are spaced 2.5 cm, right and bottom 2.5 cm from the edge of A4 size paper. The beginning of the paragraph is *indented*. The writing of abbreviations for the first time appears in the text, must be followed by their abbreviations. Citation of libraries written by more than 3 people in manuscript text using et al. Example (sifulan et al. 2012).
- 3.) The article manuscript is submitted in hard and soft-copy (cd) form at the same time, along with the registration file for the thesis or dissertation examination to the Academic Sub-Division.
- 4.) Illustrations in the form of photos, images, graphs / tables must be intact, clearly legible. The writing of the table title is located at the top, the name of the image including the graph is located at the bottom, with the sequence number of Arabic numerals. Photos (black and white) are between 1/4 page and 1/2 page. The title of the photo is written at the bottom of the photo. For exact sciences, writing units of measure uses the IU (International Unit System) system.
- 5.) Illustrations in the form of photos, images, graphs / tables must be intact, clearly legible. The writing of the table title is located at the top, the name of the image including the graph is located at the bottom, with the sequence number of Arabic numerals. Photos (black and

white) are between 1/4 page and 1/2 page. The title of the photo is written at the bottom of the photo. For exact sciences, writing units of measure uses the IU (International Unit System) system.

- 6.) Incoming manuscripts will be selected, annotated and sent to expert editors (expert editors) for correction and annotation. Next, the author corrects the manuscript and sends back the corrected manuscript on a floppy disk or CD.
- 7.) Authors whose manuscripts are published in the journal will receive one copy issue.

2.2. Screenwriting Process

There are many scientific journals for every field of science because almost in every developed country, scientific professional organizations publish international journals. Among these scientific journals, of course, each has *a different* inhouse style.

On the other hand, the quality of a scientific journal is determined, among others, by the quality of cooperation between journal managers (editorial board), expert editors and authors of scientific articles. For a researcher, it is a proud achievement if scientific articles written from the research he has done can be published in one of the scientific journals. Therefore, the first step that must be done to achieve this is to follow the selingkung style of the journal that is expected to publish the writings made. Briefly the stages that must be passed are:

- a) Get and look at the instructions for aspiring authors that are usually included in every jurnal publication.

- b) Write the manuscript according to the required conditions (format, paper type and size, margin (border) left, top, right, bottom and others). The main principle is to understand and correctly understand the understanding of the constituent components (torso) of an article.
- c) Leave the script that has been written for a while, then read it again, usually there will be many errors found in the script that has been made.
- d) After the author considers sempuma, ask friends or colleagues to read and discuss and comment. Consider their comments in improving our manuscript.

2.3. Manuscript Submission

Before being sent to the editorial board (expert editors) of the Padjadjaran University Postgraduate Journal, the manuscript of the article that has been prepared is given to the supervisor / promoter team for review and correction. After the manuscript has been corrected according to the advice of the supervisor / promoter team, the article manuscript is attached to the Colloquium / UND submission file, accompanied by 1 statement letter that the manuscript has been examined, corrected and approved by the supervisor / promoter team. The manuscript of scientific articles (which have been revised) is sent to the library as a prerequisite for graduation, by following the method of sending the manuscript to the editorial board as stipulated as follows:

- 1 sheet of application letter for article loading,
- 1 copy of the article manuscript in print out form,

1 floppy disk / CD contains a manuscript file with a mention of *the word processor* used.

2.4. Bibliography/References

The writing of a bibliography of each field of science is prepared following guidelines issued by international organizations that publish periodical publications. Include the names of all authors if there are no more than 6 people, and if more than 6 authors, write the names of the first 6 authors and the next et *al.* The number of references should be limited to 25 and generally refer to writings published in

It is necessary to avoid using abstracts as references. Material that has been submitted for publication but has not yet been published must be referred to by mentioning it as *an unpublished observation with the permission of the source.* Papers that have been accepted for publication but have not yet been published can be used as references with the word "*in press*".

References to personal communication should also be avoided , except for information that is impossible to obtain from public sources. State the name of the source and date of communication, obtain written permission and confirm the accuracy of the source of communication. Examples of how to write several types of references are as follows:

(1) Single author:

Goldschmidt, W. 1992. *The Human Career The Self in the Symbolic World.* Cambridge: Black Well

(2) Co-author:

Corcoran, K. & Fischer, 1. 1987. *Measure for Clinical Practice: a Source Book.* New York:The Free Press.

(3) Editor or Editor:

Koentjaraningrat (ed). 1983. *Community Research Methods*. Jakarta: PTGramedia Publisher

(4) Translation:

Scott, J.C. 2000. *The weapons are the losers*. Translations of A. Rahman Zainuddin, Sayogyo and Mien Joebhaar. Jakarta: Yayasan Obor Indonesia.

(5) Chapters in the book:

Fleishman, LA. 1973. Twenty Years of Consideration and Structure. In Fleishman, L.A. & Hunt, J.G.. (ed.). *"Current Development in the Study of Leadership"* Selected Reading, hlm. 1-37. Carbondale: Southern Illinois University Press.

(6) Journal:

Persoon, G.A. 2002. *Isolated Islanders or Indigenous People: the Political Discourse and its Effects on Siberut (Mentawai Archipelago, West-Sumatra)*. Indonesian Anthropology 68:25-39

(7) Electronic references:

Black, U.S. and White, T.A. 2005. New Crop management method for high and sustainable agriculture. [Online]. Available at www.jps.econ/research/pro.org/cm/. Crop Production Research. doi: 10.1094/cm-2002-0905-01-RS. J. Agro-physical Science.

Rice, J.S., Wheat, S.D. and Jackson, H.G. 2007. A spectral analysis for integrated crop management. In S.D. Wheat and H.G. Jackson eds., Proc. 10th World Conference on Precision Farming [CD-ROM]. World Society of Agronomy

(8) Short report:

Anas et al. 2000. Plant Prod. Sci. 3 : 246-253.

Bernzonsky, W.A. 1992. Genome 35 : 689-693.

Appendices

Appendix 1

ARTICLE LOADING REQUEST LETTER

The undersigned:

Name :

NPM/Study Program :

Address Correspondence :

E-mail :

Article Manuscript Title :

.....

.....

.....

submit an application for the publication of articles with titles as mentioned above and are willing to meet the provisions set by the editorial board of the Postgraduate Journal of Padjadjaran University.

Bandung,

Applicant

(.....)

Appendix 2

ADVISORY COMMISSION APPROVAL LETTER

The undersigned:

Name

Signature

Supervisor:

1.

2.

3.

Article Manuscript Title:

.....
.....
.....
.....

states that the manuscript of the article with the title as mentioned above has been examined, corrected, and approved by the supervisory committee to be published in the Postgraduate Jurnal.

STATEMENT OF AUTHENTICITY OF SCIENTIFIC ARTICLES
(for Master Program)

I hereby declare that:

1. My paper is original and has never been submitted for inclusion in a Journal elsewhere.
2. This paper is purely my own ideas, formulations, and research, without the help of other parties, except the direction of the Supervisory Team/Promoter Team.
3. In this paper there are no works or opinions that have been written or published by others, unless in writing clearly included as a reference in the manuscript with the name of the author mentioned and included in the bibliography.
4. I make this statement truthfully and if in the future there are deviations and untruths in this statement, then I am willing to accept academic sanctions because of this work, as well as other sanctions in accordance with the norms applicable in this college.

Bandung.....
Who makes the statement,

Stamp duty IDR 6,000.00

(.....)
NPM