



THESIS GUIDANCE

FACULTY OF ECONOMICS AND BUSINESS
HALU OLEO UNIVERSITY
2018

PREFACE

Greetings and academic greetings to you. On this happy occasion, we humbly present the 2018 Thesis Guidelines for the Faculty of Economics and Business, Halu Oleo University (UHO).

The thesis is an important stage in the academic journey for students of the Faculty of Economics and Business at Halu Oleo University. Through this guide, we endeavor to provide comprehensive and clear guidance for every aspiring economics graduate to complete their studies successfully. This Thesis Guide has been carefully compiled by experienced academics and lecturers from the UHO Faculty of Economics and Business, referring to high academic standards and best practices in scientific writing.

We hope that this guide will help you understand the entire process of preparing a thesis, from the selection of relevant topics to the systematic presentation of research results. 2018 has been an extraordinary year, in which many challenges have been faced by all elements of the academic community. However, the spirit to keep innovating and working has never faded. Therefore, we believe that this guide will be your loyal friend in navigating the final journey of study to achieve a bachelor's degree in economics.

We would like to thank all those who have contributed to the preparation of this guide, including lecturers, staff, and students who provided valuable support and input. May this guide be a strong bridge to your academic success.

Finally, we hope that this thesis guide can be a valuable guide for you in achieving success and success in completing your thesis. Happy creativity and may your every step in the field of economics provide benefits to society and the nation.

Academic greetings,

Kendari, February 23, 2018

Dean of FEB UHO

TABLE OF CONTENTS

PREFACE	1
TABLE OF CONTENTS	2
I. THE BEGINNING OF THE THESIS CONTENT	1
1.1. SYSTEMATICS	1
CHAPTER I INTRODUCTION	1
CHAPTER II OVERVIEW	1
CHAPTER III RESEARCH METHODS	1
CHAPTER IV RESEARCH RESULTS AND DISCUSSION	2
CHAPTER V CLOSING	2
LITERATURE ATTACHMENTS	2
1.2. COVER PAGE.....	2
1.3. TITLE PAGE.....	2
1.4. APPROVAL SHEET.....	3
1.4.1. Thesis Supervisor Approval Sheet	3
1.4.2. Approval and Endorsement Sheet	3
1.5. STATEMENT OF AUTHENTICITY	3
1.6. ABSTRAK	4
1.7. ABSTRACT	4
1.8. FOREWORD	5
1.9. TABLE OF CONTENTS	5
1.10. TABLE LIST	5
1.11. LIST OF IMAGES	5
1.12. LIST OF ATTACHMENTS.....	5
II. SUBSTANTIAL PART OF THE THESIS CONTENT	7
CHAPTER I INTRODUCTION.....	7
1.1. BACKGROUND.....	7
1.2. PROBLEM FORMULATION.....	7
1.3. RESEARCH OBJECTIVES	7
1.4. RESEARCH BENEFITS.....	8
1.5. SCOPE OF RESEARCH.....	8
CHAPTER II LITERATURE REVIEW.....	8
2.1. Theory Review	9
2.2. Previous Research	9
2.3. Research Framework.....	9
2.4. RESEARCH HYPOTHESIS	9
CHAPTER III RESEARCH METHODS	9
3.1. LOCATION AND OBJECT OF RESEARCH	9
3.2. POPULATION AND SAMPLE	10
3.3. DATA TYPE AND SOURCE	10
3.4. DATA COLLECTION METHODS.....	10
3.5. MEASUREMENT SCALE AND INSTRUMENT TEST	10
3.6. DATA ANALYSIS METHOD AND HYPOTHESIS TESTING	11
3.7. OPERATIONAL DEFINITION OF VARIABLES	11
CHAPTER IV RESEARCH RESULTS AND DISCUSSION	11
4.1. OVERVIEW	12
4.2. RESPONDENT CHARACTERISTICS	12
4.3. RESEARCH INSTRUMENT TESTING (IF ANY)	12
4.4. DESCRIPTION OF RESEARCH VARIABLES.....	12
4.5. DATA ANALYSIS AND HYPOTHESIS TESTING	12
4.5.1. <i>Analysis Data</i>	12

4.5.2. Testing Hypothesis.....	13
4.6. DISCUSSION.....	13
CHAPTER V CLOSING	13
5.1. CONCLUSION	13
5.2. ADVICE.....	13
BIBLIOGRAPHY.....	14
ATTACHMENT.....	14
III. ADDITIONAL EXPLANATIONS AND ATTACHMENTS FORMAT	15
CHAPTER I REFERENCING AND CITATION	15
1.1. HOW IS REFERENCED	15
1.2. HOW TO WRITE DIRECT QUOTES.....	15
1.2.1. Citation Less Than 40 Words	15
1.2.2. 40 Words Quotes Or More	16
1.2.3. PARTIALLY OMITTED EXCERPT	16
1.3. HOW TO WRITE INDIRECT QUOTES.....	17
1.4. HOW TO WRITE A LIST REFERENCES.....	18
1.4.1. Retrieved from Books	18
1.4.2. REFERENCE FROM A BOOK THAT CONTAINS A COLLECTION OF ARTICLES THAT HAVE AN EDITOR	19
1.4.3. REFERENCES FROM ARTICLES IN EXISTING ARTICLE COLLECTION BOOKS THE EDITOR.....	19
1.4.4. References in the Form of Existing Books The Editor	20
1.4.5. References in the Form of More Than One Book Volume	20
1.4.6. References from books originating from electronic libraries	20
1.4.7. Reference In the form of Book Which Not Unknown Author's Name.....	20
1.4.8. References from articles in printed journals.....	21
1.4.9. References from Internet Articles Based on Printed Journals.....	21
1.4.10 Reference from Article Electronic Journal Only (Not Print Based).....	21
1.4.11. References from articles in journals from CD-ROMs	21
1.4.12. References from the Abstract Collection Printed	22
1.4.13. References from Articles in Magazines or Newspapers	22
1.4.14. Reference from Newspaper Without Author.....	22
1.4.15. References From Official Government Documents Published By A Publisher (No Author and No Institution).....	23
1.4.16. REFERENCES FROM OFFICIAL GOVERNMENT DOCUMENTS TAKEN FROM THE INTERNET	23
1.4.17. REFERENCES FROM INSTITUTIONS WHICH ARE WRITTEN ON BEHALF OF THE INSTITUTION	23
1.4.18. REFERRALS FROM INSTITUTIONS WRITTEN BY ONE OR MORE PERSONS ON BEHALF OF THE INSTITUTION	23
1.4.19. Works Cited Translation	24
1.4.20. References in the Form of Thesis, Thesis, or Dissertation	24
1.4.21. References in the Form of Papers Presented in Seminars, Training, or Workshops	24
1.4.22. References in the Form of Papers Disseminated and Published on the Internet	25
1.4.23. References from the Internet in the form of works Individual	25
1.4.24. References from the Internet in the form of materials Discussion	25
1.4.25. References from the Internet in the form of personal e-mails	26
1.4.26. Reference journal articles from a collection of articles on the Internet	26
1.4.27. References in the form of lecture notes posted on the Internet.....	26
1.4.28. Electronic Mail Referral Addressed to the Group.....	27
1.4.29. WORKS CITED AUDIO/VISUAL/AUDIOVISUAL	27
CHAPTER II PRINTING AND BINDING	27
2.1. PRINTING.....	27
2.1.1. Paper, Typing Fields, and Manuscripts Final	27
2.1.2. Type Letters	27
2.1.3. Size Lettering	27
2.1.4. BOLD (BOLD).....	28
2.1.5. Underline (Underline).....	28
2.1.6. Spaces	28
2.1.7. Paragraphs and Numbering	29
2.2. BINDING.....	29
2.3. PRACTICAL GUIDE TO WRITING TECHNIQUES.....	29

I. THE BEGINNING OF THE THESIS CONTENT

Research reports written in the form of a thesis are primarily intended for the benefit of the academic community. Reports for the academic community tend to be substantively technical, containing what was researched in full, why it was researched, how to conduct research, the results obtained, and the conclusions of the research. The content is presented in a straightforward and objective manner. The format of the report tends to be standardized, following the requirements of the university or a group of academic societies.

1.1. Systematics

The content and systematics of the thesis, as a research report, are:

- Cover Page
- Title Page
- Supervisor's approval page
- Approval and ratification page
- Statement of Authenticity of Writing
- Abstrak (in Indonesia)
- Abstract (in English)
- Foreword Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- List of Appendices (if any)

CHAPTER I INTRODUCTION

- 1.1. Background
- 1.2. Problem Formulation
- 1.3. Research Objectives
- 1.4. Research Benefits
- 1.5. Scope of Research

CHAPTER II OVERVIEW

- 2.1 Theory Review
- 2.2 Previous Research
- 2.3 Research Framework
- 2.4 Research Hypothesis

CHAPTER III RESEARCH METHODS

- 3.1. Location and Object of Research
- 3.2. Population and Sample Type
- 3.3. and Data Source Methods
- 3.4. Data Collection

- 3.5. Measurement scale and instrument test (if any)
- 3.6. Data Analysis Method and Hypothesis Testing
- 3.7. Operational Definition of Variables

CHAPTER IV RESEARCH RESULTS AND DISCUSSION

- 4.1 Overview
- 4.2 Respondent Characteristics
- 4.3. Research Instrument Testing (if any)
- 4.4. Description of Research Variables.
- 4.5. Data Analysis and Hypothesis Testing
- 4.6. Discussion

CHAPTER V CLOSING

- 5.1. Conclusion
- 5.2. Advice

LITERATURE ATTACHMENTS

To get a clearer picture of the elements of the section mentioned above, here is a description of the content contained in each of these elements.

1.2. Cover Page

The cover page contains: the title in full, the word *thesis*, the name and student identification number (NIM), the symbol of Halu Oleo University (UHO) with a diameter of 3 cm, and followed by the full name of the university, faculty, department, and time (month-year) of passing the exam. All letters are printed in capital letters. The composition of the letters and the layout of each part are arranged symmetrically, neatly, and harmoniously. The font size used is 12-16 points. Appendix 3.

1.3. Title Page

The title page consists of two pages. The first page has the same content and format as the cover page. The title page of the second sheet contains: (1) the title of the thesis, in full, typed in capital letters, (2) the text of the *Thesis is submitted to Halu Oleo University to fulfill one of the requirements in completing the Bachelor program* (3) the name and student identification number, typed in lowercase letters except the first letters of the name and NIM, (4) full name of the university, faculty, and department

is typed in capital letters, (5) month (typed in small letters except the first letter) and year of passing the exam. An example of a title page can be seen in Appendix 4.

1.4. Approval Sheet

There are two kinds of consent forms consisting of :

1.4.1. Thesis Supervisor Approval Sheet

The first approval sheet contains the approval of the supervisors. The things included in the supervisor's approval sheet are: (1) *the text of the Thesis by ..., has been examined and approved by the supervisor and declared PASS*, (2) the full name and employee identification number (NIP) of Supervisor I and Supervisor II. Examples of the contents and format of the supervisor's approval sheet in question can be seen in Appendix 8.

1.4.2. Approval and Endorsement Sheet

The second approval sheet contains the ratification of the thesis by the examiners, the head of the department. This ratification is only given after improvements are made by the student concerned in accordance with the suggestions made by the examiners during the examination. In the approval sheet of the examining lecturer include the date-month-year of the exam, a mark hand, full name and NIP of each board of examiners and the head of the department / study program. An example of the approval sheet of this examiner can be seen in Appendix 9.

1.5. Statement of Authenticity

The statement of the originality of the writing contains the author's expression that the contents of the thesis, the writing is not an appropriation of another person's writings or thoughts that are recognized as his or her own. Taking someone else's work to be recognized as one's own is an act of fraud commonly called plagiarism. Authors of scientific papers must avoid this act of fraud. An example of a statement of originality of writing can be seen in Appendix 10.

1.6. Abstrak

Abstract is written in Indonesian language. The word ABSTRAK is written in the center of the page in capital letters, symmetrically at the top border of the typing field and without a full stop. The author's name is typed with a distance of two spaces from the word ABSTRAK, on the left edge in the order: last name followed by a comma, first name, middle name (if any) ending with a period. The year of graduation is written after the name, ending with a period. The title is *italicized* and typed in lowercase letters (except the first letters of each word) and ends with a period. The word *thesis is* written after the title and ends with a comma, followed by the name of the department (may not be abbreviated), the name of the faculty, the name of the university, and ends with a period. For the thesis, the names of the first and second supervisors are included without their academic titles. An example of the abstract format can be seen in Appendix 11.

1.7. Abstract

Abstract is written in English. The word ABSTRACT is written in the center of the page in capital letters, symmetrically at the top border of the typing field and without a full stop. The author's name is typed two spaces from the word ABSTRACT, on the left edge in the order: last name followed by a comma, first name, middle name (if any) ending with a period. The year of graduation is written after the name, ending with a period. The title is *italicized* and typed in lowercase letters (except the first letters of each word) and ends with a period. The word *thesis is* written after the title and ends with a comma, followed by the name of the department (may not be abbreviated), the name of the faculty, the name of the university, and ends with a period. For Thesis, the name of the first supervisor and second supervisor without his/her academic degree. An example of the abstract format can be seen in Appendix 12.

1.8. Foreword

The preface includes the author's gratitude addressed to people, institutions, organizations, and or other parties who have helped in preparing, implementing, and completing the writing of the thesis.

1.9. Table of Contents

The table of contents page contains chapter headings, subchapter headings and subchapter headings along with the page number where they appear in the text. All chapter titles are typed in capital letters, while subchapter and subchapter titles only have their initial letters typed in capital letters. The table of contents should describe the outline of the organization of the entire content. An example of the format of the table of contents page can be seen in Appendix 13.

1.10. Table List

The table list page contains the table number, table title, and page number where each table appears. The title of the table in the table list must be the same as the title of the table in the text. Table titles that require more than one line are typed with single spacing. There is a space of two spaces between one table title and another. An example of a table list can be seen in Appendix 14.

1.11. List of Images

The page listing the figures includes the figure number, the title of the figure, and the page number where it appears in the text. Figure titles that require more than one line are typed with a single space. Two spaces are given between the titles of one figure and another. An example of the format of the list of figures can be seen in Appendix 15.

1.12. List of Attachments

The list of appendices contains the number of the appendix, the title of the appendix, and the page where the appendix is located. The title of an appendix that requires more than one line is typed with a single space. There is a space of two spaces between the titles of the appendices. An

example of the format of the list of appendices can be seen in Appendix 16

II. SUBSTANTIAL PART OF THE THESIS CONTENT

CHAPTER I INTRODUCTION

1.1. Background

In this section, the gap between *expectations* and *reality*, both theoretical gaps and practical gaps that underlie the problem under study, is stated. In the background of this problem, the theory, research results, conclusions of seminars and scientific discussions or personal experiences/observations that are closely related to the subject matter under study are briefly presented. Thus, the problem chosen for research gets a more solid foundation.

1.2. Problem Formulation

Problem formulation is an attempt to state explicitly the questions to be answered. The formulation of the problem should be brief, concise, clear, and expressed in the form of an interrogative sentence. A good problem formulation will reveal the variables under study, the type or nature of the relationship between these variables, and the research subject. In addition, the problem formulation should be empirically testable, in the sense that it allows data to be collected to answer the questions posed.

1.3. Research Objectives

Research objectives reveal the goals to be achieved in the research. Contents of the research problem. Problem research while the formulation of the statement. The research objective refers to the content and formulation. The difference lies in the way it is formulated. formulated using an interrogative sentence, the research objective is expressed in the form of a sentence.

1.4. Research Benefits

This section shows the benefits or importance of research, especially for the development of science or the implementation of development in a broad sense. In other words, the description in the benefits of research sub-chapter contains reasons for the feasibility of the problem under study. From the description in this section it is expected that it can be concluded that research into the selected problem is indeed worth doing.

1.5. Scope of Research

Which is In section This explained limitations/scope research which conducted. This is important so that the research focuses on the at problem under study.

CHAPTER II LITERATURE REVIEW

The literature review contains concepts, theories related to the research title, theories related to the relationship between variables, research frameworks, previous research results and hypotheses (if any).

In writing scientific papers, the author must honestly mention references to material or thoughts taken from other sources. The use of material or thoughts from a source or another person that is not accompanied by a reference can be identified as theft.

Authors of scientific papers must avoid cheating, which is commonly called plagiarism. Plagiarism is an act of fraud in the form of taking other people's writings or thoughts that are recognized as the results of their own writings or thoughts. Therefore, the author of the thesis, must make and include a statement in the thesis, that his work is not a takeover or plagiarism of the writings or thoughts of others.

In writing scientific papers, referencing and quoting are unavoidable activities. This activity is highly recommended, because referencing and quoting will help the development of knowledge. In using charts, figures, and table materials), the author from a source (e.g., an instrument), must ask permission from the owner of the material. The permission is requested in writing. Requests for permission should be made in writing. If

the owner of the material cannot be reached, the author must mention the source by explaining whether the material was taken in whole, taken in part, modified, or developed. In connection with this, every author of scientific work at Halu Oleo University needs to study the Minister of Education and Culture Regulation Number 17 of 2010 concerning Prevention and Control of Plagiarism in Higher Education and how to avoid plagiarism.

2.1. Theory Review

This section describes the theoretical basis used in research related to the variables to be studied.

2.2. Previous Research

In this section, it is explained about previous research that examines the relationship between the variables studied in accordance with the research title, so that what is stated here is research that is relevant to the research being made. To be more visible what are the similarities and differences research previous research with research which. Researchers are currently conducting research, it can be displayed in the form of a matrix table.

2.3. Research Framework

At framework framework research explains about The research framework is equipped with a theoretical basis and previous research that is a reference for research. Then in the research framework, it is equipped with a picture of the research framework, accompanied by an explanation of the relationship between variables and the flow of thought of the picture.

2.4. Research Hypothesis

In this section, it explains the research hypothesis or temporary answer to the problem to be studied.

CHAPTER III RESEARCH METHODS

3.1. Location and Object of Research

The location of the research and the time period required for conducting the research in the month and year of the research and also explained which is the object of the research conducted.

3.2. Population and Sample

An accurate description of the characteristics of the research population is necessary. It is given so that the size of the sample and the way it is taken can be determined appropriately. The goal is that the selected sample is truly representative, in the sense that it can carefully reflect the state of the population. Sample representativeness is the most important criterion in sample selection in relation to the intention of generalizing the results of sample research to the population. If the sample situation is increasingly different with characteristics of the population, then the greater the possibility of errors in generalization. So, the things discussed in the Population and Sample section are:

- (a) identification and delimitation of the population or research subject,
- (b) sampling procedures and techniques, and
- (c) sample size.

3.3. Data Type and Source

The type of data required and the source of the data is stated.

3.4. Data Collection Methods

This section describes (a) the steps taken and techniques used to collect data, (b) the qualifications and number of personnel involved in the data collection process, and (c) the time schedule for data collection.

If the researcher uses other people for data collection, it is necessary to explain how they were selected and how they were prepared for the task. The process of obtaining research permits, meeting the authorities, and other similar matters do not need to be reported, although they cannot be missed in the process of conducting the research.

3.5. Measurement Scale and Instrument Test

In this section, the measurement scale used is stated so that the data used in the study is correct in testing the research instruments used to measure the data. testing. Validity data used in the research. In this way, it will be seen whether the instrument used is in accordance with the variables to be measured, at least in terms of data validity. A good instrument must also meet the reliability requirements. There should be

a section in the thesis that explains the process of validation and reliability of the instrument.

3.6. Data Analysis Method and Hypothesis Testing

This section describes the type of statistical analysis used. Judging from the method, there are two types of statistics that can be chosen, namely descriptive statistics and inferential statistics. In inferential statistics there are parametric statistics and nonparametric statistics.

The selection of the type of data analysis is largely determined by the type of data collected while remaining oriented towards the objectives to be achieved or the hypotheses to be tested. Therefore, the main thing to note in data analysis is the *accuracy of the* analysis technique, *not* its sophistication.

In addition to an explanation of the type or technique of data analysis used, it is also necessary to explain the reasons for its selection. the description of this analysis needs to be given in more detail. If a computer is used in this analysis, the program needs to be mentioned. At This point need to also explain the research hypothesis and also the hypothesis testing that has been made.

3.7. Operational Definition of Variables

The operational definition of variables is carried out to define the variables used in a particular study, so that operationally the data collected in the field is clear and makes it easier to be included in the model that has been made.

CHAPTER IV RESEARCH RESULTS AND DISCUSSION

In research that tests hypotheses, the report on the results obtained should be divided into three parts. The first section contains a description of the variables/data. The second section contains a description of the results of hypothesis testing and the third section outlines a discussion of the findings in accordance with the theory and results of previous empirical studies.

4.1. Overview

The overview explains the description of the object of research

4.2. Respondent Characteristics

In the characteristics of respondents explain the description of the characteristics of respondents regarding, for example: Gender, age, marital status, tenure and position (if any)

4.3. Research Instrument Testing (If any)

In this section, the results of testing the research instruments used to measure the variables under study are presented. In this way it will be seen whether the instrument used is in accordance with the variable being measured, at least in terms of its content. A good instrument must also meet reliability requirements. In the thesis there must be a section that explains the instrument validation process.

Research instruments can be taken from standardized instruments, or standardized instruments but adapted, or instruments developed by researchers themselves. If the research instrument is taken from a standardized instrument, then the variable description does not need to be described again. However, if researchers adapt instrument standardized or develop their own instruments, researchers need to describe the process and results of instrument validation.

4.4. Description of research variables

In the description of research variables, each variable is reported on the results of research that has been processed with descriptive statistical techniques, such as frequency distributions accompanied by graphs in the form of histograms, mean values, standard deviations, or others. Each variable is reported in a separate subchapter with reference to the problem formulation or research objectives.

4.5. Data Analysis and Hypothesis Testing

4.5.1. Analysis Data

Data analysis contains an analysis of the important findings of the variables studied and should be stated briefly but meaningfully. Formulas

and calculations used to produce these findings are included in the appendix (if needed). Research findings that have been presented in the form of numbers statistics, tables, or graphs are not communicative by themselves. Explanations of these are still needed. However, the discussion at this stage needs to be limited to factual matters, excluding the researcher's personal opinion (interpretation).

4.5.2. Testing Hypothesis

The presentation of the results of hypothesis testing is basically no different from the presentation of research findings for each variable. The research hypotheses can be stated once again in this chapter, including the null hypothesis, and each is followed by the test results and explanations for the test results in a concise and concise manner. The explanation of the results of hypothesis testing is limited to the interpretation of statistical figures obtained from statistical calculations.

4.6. Discussion

In the discussion section will be explained about:

- a. Research findings as obtained from the hypothesis test results
- b. Comparing the research findings obtained with other relevant theories and empirical findings.

This section describes the various data used in the research, such as data on the development of a variable in the form of tables and diagrams.

CHAPTER V CLOSING

In Chapter V or the last chapter of the thesis, there are two main points, namely conclusions and suggestions.

5.1. Conclusion

The conclusion section contains research findings based on the results of research and discussion or contains answers to the desired research objectives.

5.2. Advice

Suggestions should contain theoretical statements about what

needs to be done. Further research for the development of science in the field of science studied as well as practical suggestions related to the statement of the application of related science.

BIBLIOGRAPHY

Library materials included in the reference list must have been mentioned in the text. This means that literature that is only used as reading material but not referred to in the text is not included in the reference list. So the bibliography contains all the literature used in the text. *How to write a bibliography can be seen in the Writing Technique, in Appendix 17.*

ATTACHMENT

Appendices should only contain important documents that directly need to be included in a thesis, such as a summary of research data analysis and a copy (photocopy) of the research permit. To facilitate its utilization, each appendix must be given an appendix sequence number using Arabic numerals. The inclusion of attachment numbers in the body of the thesis writing must be in accordance with the order of presentation in the text. An attachment number is a continuation of the attachment sequence number in the body of the previous writing.

III. ADDITIONAL EXPLANATIONS AND ATTACHMENTS FORMAT

CHAPTER I REFERENCING AND CITATION

This section contains instructions relating to how to refer, quote directly or indirectly, and how to write a list of references from various sources.

1.1. How is Referenced

Reference is made by using the last name and year between brackets. If there are two authors, the reference is made by mentioning the last names of the two authors. If there are more than two authors, the reference is written by writing the first name of the author followed by *et al.* If the author's name is not mentioned, the name of the publishing institution, the name of the published document, or the name of the newspaper is included in the reference. For translated works, reference is made by mentioning the name of the original author. References from two or more sources written by different authors is enclosed in a parenthesis with a semicolon as a separator sign.

In refer, avoid the use of notes footnotes for include the source of the reference. Footnotes are only used for provide i n d i s p e n s a b l e information, for example to provide information about the content of a text or about a paper presented at a scientific activity, place and time (seminar, training or workshop). Anonymous reference sources are not desirable. Citing quotations is also not permitted.

Quoting can be done directly or indirectly. However, quoting should be done indirectly to avoid a parade of quotations. Direct quotations should only be made of statements that are "phenomenal" or "monumental" of a legendary figure or work.

1.2 How to Write Direct Quotes

1.2.1. Citation Less Than 40 Words

Quotations of less than 40 words are written between quotation marks ("...") as an integral part of the main text, followed by the author's

name, year and page number. The author's name can either be integrated into the text or together with the year and page number in brackets. See the following example.

The author's name is mentioned in the text in an integrated manner.

Example:

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

The author's name is mentioned along with the year of publication and page number.

Example:

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

If there are quotation marks in the quotation, single quotation marks ('...') are used.

Example:

The conclusion of the study was that "there is a tendency that the more 'intervention' the company leader has, the lower the level of employee participation in urban areas" (Soewignyo, 1991:101).

1.2.2. 40 Words Quotes Or More

Quotations of 40 words or more are written without quotation marks separately from the text that precedes them, written normally from the left and right margins, and typed normally spaced within the text. The page number must also be written.

Example:

Smith (1990: 276) the 'placebo effect', which had been verified in previous studies, disappeared when behaviors were studied in this manner.

Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies were clearly premature in attributing the results to a placebo effect.

1.2.3. Partially Omitted Excerpt

If in direct quoting any words in the sentence are omitted, the

omitted words are replaced with three dots.

Example:

"All parties involved in the implementation of education in schools ... are expected to have implemented the new curriculum" (Manan, 1995: 278).

If a sentence is omitted, the omitted sentence is replaced with four dots.

Example:

"Manipulative movements are skills that require coordination between eyes, hands, or other body parts. Which includes manipulative movements among others are catching the ball, kicking the ball, and drawing" (Asim, 1995: 315).

13. How to Write Indirect Quotes

Quotations that are referred to indirectly or expressed in the author's own language are written without quotation marks and integrated into the text. The name of the author of the quoted material can be mentioned integrated in the text, or mentioned in parentheses along with the year of publication. If possible, the page number is mentioned. Consider the following example.

The author's name is integrated in the text.

Example:

Salimin (1990: 13) did not expect third-year students to do better than fourth-year students.

The author's name is mentioned in parentheses along with the year of publication.

Example:

Third-year students did better than fourth-year students (Salimin, 1990:13)

1.4. How to Write a List References

A reference list is a list of books, papers, articles, or other materials cited either directly or indirectly. Materials that are read but not quoted are *not included* in the reference list, while all materials quoted directly or indirectly in the text *must be* included in the reference list.

Basically, the elements written in the List of References consecutively include (1) the author's name written in the order: last name, first name, and middle name, without academic titles, (2) year of publication, (3) title, including *subtitle*, (4) city of publication, and (5) name of publisher. These elements may vary depending on the type of source. If there is more than one author, the way the name is written is the same as the first author.

The author's name consisting of two parts is written in the order: last name followed by a comma, first name (abbreviated or unabbreviated but must be consistent in one scientific work), ending with a period. If the referenced source is written by a team, all authors' names must be included in the reference list.

1.4.1. Retrieved from Books

The year of publication is written after the author's name, ending with a period. The title of the book is written in italics, with capitalization at the beginning of each word, except for conjunctions. The city of publication and the publisher's name are separated by a colon (:).

Example:

Alvesson, M. & Skoldberg, K. 2000. *Reflexive Methodology: New Vistas for Qualitative Research*. London: Sage Publications.

Yamin, H.M. 2007. *Professionalization of Gum & Implementation of KTSP*. Jakarta: Gaung Persada Press,

If there are several books used as sources written by the same person and published in the same year, the data of the year

The publication is followed by the symbols a, b, c, and so on whose order is determined chronologically or alphabetically by the titles of the books.

Example:

Marzuki, M.S. 2009a. *Nonformal Education is Not a Residue*. Malang: Faculty of Education, State University of Malang.

Marzuki, M.S. 2009b. *Simulation Games in Indonesia*. Malang: Faculty of Education, State University of Malang.

1.4.2. Reference from a book that contains a collection of articles that have an editor

The way to write it is like writing a reference from a book, plus the words (Ed.) if there is one editor and (Eds.) if there is more than one editor, between the author's name and the year of publication.

Example:

Soelaiman, D.A. (Ed.). 2003. *Malay Cultural Heritage of Aceh*. Banda Aceh: Center for Malay-Aceh Studies (PUSMA).

Darling-Hammond, L., Bransford, J., Le Page, P., Hammerness, K. & Duffy, H. (Eds.). 2005. *Preparing Teachers for a Changing World*. San Francisco, CA: Jossey-Bass.

1.4.3. References from Articles in Existing Article Collection Books The Editor

The name of the author of the article is written first, followed by the year of publication. The title of the article is written without italics. The name of the editor is written like writing a normal name, annotated with (Ed.) if only one editor, and (Eds.) if more than one editor. The title of the collection is written in *italics*, and the page number is mentioned in parentheses.

Example:

Sternberg, R.J. & Lubart, T.L. 2002. The Concept of Creativity: Prospects and Paradigms. In R.J. Sternberg (Ed.), *Handbook of Creativity* (pp.27-39). New York: Cambridge University Press.

Margono. 2007. Scientific Journal Management. In M.G. Waseso & A. Saukah (Eds.), *Publishing Scientific Journals* (pp. 41-59). Malang: State University of Malang Publisher.

1.4.4. References in the Form of Existing Books The Editor

The method of writing is the same as for references from books, but the editor's name is put between brackets behind the title of the book, accompanied by the caption *Ed.*

Example:

Marzuki, M.S. 2009. *Dimensions of Nonformal Education* (M.G. Waseso, Ed.). Malang: Faculty of Education, State University of Malang.

Mundzir, H.S. 2005. *Sociology of Education: Studies Based on Micro-Macro Integration Theory* (M.G. Waseso, Ed.). Malang: Golden Eagle.

1.4.5. References in the Form of More Than One Book Volume

The method of writing is the same as a reference from a book, plus a description of the volume or volumes written between brackets after the book title.

Example:

Cahyono, C.H. 2006. *Encyclopedia of Politics* (volume 3). Surabaya: National Business.

1.4.6. References from books originating from electronic libraries

After the author's name, year, book title, city, and publisher's name, the library's name is listed after the publisher. The library's web address must be included, along with the date of access.

Example:

Dealey, C. 1999. *The Care of Wounds: A Guide for Nurses*. Oxford: Blackwell Science. From Net Library, (Online), (<http://www.netlibrai.y.com>), accessed August 24, 2007.

1.4.7. Reference In the form of Book Which Not Unknown Author's Name

The title of the book is written with the year of publication, city, and name of the publisher. The title of the book is italicized, and ends with a full stop.

Example:

Longman Dictionary of the English Language. 1984. Harlow, Essex: Longman.

1.4.8. References from articles in printed journals

The author's name is written first, followed by the year and title of the article which is written in plain print, and capitalized at the beginning of each word. The name of the journal is written in italics, and the initial letter of each word is capitalized except for conjunctions. The year/volume/issue number (in parentheses), and page number of the article are listed at the end.

Example:

Wiyono, M. 2009. Lecturer Professionalism in Quality Assurance Program. *Journal of Education Science*, 16 (1): 51-58.

1.4.9. References from Internet Articles Based on Printed Journals

It is written like a reference from a printed journal article, but followed by the words (Online), the website address, and the date of access. Volume, issue number, and page number are listed after the word(Online).

Example:

Mappiare-AT, A., Ibrahim, A.S. & Sudjiono. 2009. Consumption Culture of Adolescent-Students in Three Metropolitan Coastal Cities of Indonesia. *Journal of Education Science*, (Online), 16 (1): 12-21, (<http://www.um.ac.id>), accessed December 25, 2009.

1.4.10. Reference from Article Electronic Journal Only (Not Print Based)

The volume and journal number are written after the journal name. Page numbers are not included. The journal's website address is written in brackets and accompanied by the date of access.

Example:

DeMarie, D. 2001. A Trip to the Zoo: Children's Words and Photographs. *Early Childhood Research and Practice*, 3 (1). (Online), (<http://ecrp.uiuc.edu/v3n1/demarie.html>), accessed August 30, 2001.

1.4.11. References from articles in journals from CD-ROMs

Writing in the reference list is the same as referring to articles in printed journals plus mentioning the CD-ROM in the reference list.

parentheses.

Example:

Krashen, S., Long, M. & Scarcella, R. 1979. Age, Rate and Eventual* Attainment in Second Language Acquisition. *TESOL Quarterly*, 13: 573-582 (CD-ROM: *TESOL Quarterly Digital*, 1997).

1.4.12. References from the Abstract Collection Printed

Journal titles are italicized, along with the volume, j o u r n a l number, and page number of the article. The title of the abstract collection is italicized. The identity of the abstract collection (volume and number) is also included.

Example:

Collins, J. 1993. Immigrant Families in Australia. *Journal of Comparative Family Studies*, 24 (3): 291-315. Abstract obtained from *Multicultural Education Abstracts*, 1995, 14, Abstract No. 95M/064.

1.4.13. References from Articles in Magazines or Newspapers

The author's name is written first, followed by the date, month, and year if applicable). The title of the article is written in plain print, and capitalized in the first letter of each word, except for conjunctions. The name of the magazine is written in lowercase except for the first letter of each word, and *italicized*. Page numbers are mentioned at the end.

Example:

Chess, S. July 14, 2010. HKTI in Political Party Sandra. *Jawa Pos*, p.4.

Suryadarma, S.V.C. 1990. Processors and Interfaces: Data Communication. *Computer Info*, IV (4): 46-48.

1.4.14. Reference from Newspaper Without Author

The name of the newspaper is written at the beginning. The date, month, and year are written after the name of the newspaper, then the title is written in small caps italicized and followed by the page number.

Example:

Compass. January 23, 2004. *Package C Equivalency Certificate Prone to Manipulation*, him. 12.

1.4.15. References From Official Government Documents Published By A Publisher (No Author and No Institution)

The title or name of the document is written at the beginning in italics, followed by the year of publication of the document, the city of publication and the name of the publisher.

Example:

Law of the Republic of Indonesia Number 2 of 1989 concerning System National Education. 1990. Jakarta: PT Armas Duta Jaya.

1.4.16. References from Official Government Documents Taken from the Internet

After the year of the document, the website where the document was published is listed, along with the website address and date of access. The website name is printed upright with the first letter of each word capitalized.

Example:

Law No. 20 of 2003 on the National Education System. Legal Information and Documentation Network of the Supreme Audit Agency of the Republic of Indonesia. (Online), (<http://www.jdih.bpk.go.id>), accessed September 25, 2008.

1.4.17. References From Institutions Which are Written On Behalf Of The Institution

The name of the institution directly responsible is written first, followed by the year, the title of the essay in italics, the name of the place of publication, and the name of the institution responsible for publishing the essay.

Example:

Director General of Islamic Institutionalization. 2002. *Guidelines for Islamic Boarding Schools.* Jakarta: Ministry of Religious Affairs of the Republic of Indonesia.

1.4.18. Referrals from Institutions Written by One or More Persons on Behalf of the Institution

The author's name appears at the beginning, along with the year. The organization that published the book is listed after the name of the city.

Example:

Suwahyono, N., Purnomowati, S. & Ginting, M. 2002. *Guidelines for the Appearance of Indonesian Scientific Magazines*. Jakarta: PDII LIPI.

1.4.19. Works Cited Translation

The name of the original author is written first, followed by the year of publication of the original work, the title of the translation, the name of the translator, the year of translation, the name of the place of publication and the name of the publisher of the translation. If the year of publication of the original book is not included, it is written with the word *Without year*.

Example:

Cochran, W.G. No Year. *Sample Drawing Technique*. Translation of Radiansyah. 2005, Jakarta: University of Indonesia Press.

1.4.20. References in the Form of Thesis, Thesis, or Dissertation

The author's name is written at the front, followed by the year listed on the cover, the title of the thesis, thesis or dissertation is written in italics followed by the statement that the thesis, *thesis, or dissertation is not published, the name* of the city where the college is located, and the name of the faculty and the name of the college.

Example:

Meter, G.I. 2003. *The Relationship between Leadership Behavior, School Climate and Teacher Professionalism with Teacher Work Motivation in State Senior High Schools in Bali Province*. Unpublished dissertation. Malang: PPs UM.

1.4.21. References in the Form of Papers Presented in Seminars, Training, or Workshops

The author's name is written first, followed by the year, the title of the paper is written in italics, followed by the statement "Paper presented in ...", the name of the meeting, the organizing institution, the venue, and the date and month.

Example:

Suwono, H. 2005. *Survey of Implementation of Classroom Based*

Assessment of Elementary School Science Learning in Batu City.
Paper presented at the National Seminar on Biology and Learning,
Department of Biology FMIPA UM, Malang, December 3.

1.4.22. References in the Form of Papers Disseminated and Published on the Internet

Paper presenter's name, paper title, venue, and date of presentation written like a printed paper. The website where the paper was published and its address are listed before the access date.

Example:

Schafer, M. & Moody, M. 2003. *Designing Accountability Assessments for Teaching*. Paper presented at the Annual Meeting of the National Council on Measurement in Education, Chicago, April 22, 2003. In Eric database, (Online), (<http://www.encs>), accessed May 3, 2005.

1.4.23. References from the Internet in the form of works Individual

The author's name is written like a reference from printed material, followed successively by the year, the title of the work (*italicized*) with a caption in parentheses (Online), and ends with the address of the reference source between brackets, accompanied by a description of when it was accessed.

Example:

Noor, I.H.M. 2006. *Teacher Training Model in Implementing the English Language Curriculum* *English Curriculum*, (Online), (http://www.depdiknas.go.id/jurnal/30/modelpelatihanguru_dalaiTi_menara.html), accessed May 14, 2006.

1.4.24. References from the Internet in the form of materials Discussion

The author's name is written like a reference from printed material, followed successively by the date, month, year, topic of discussion material, name of discussion material (*italicized*) with a caption in parentheses (Online), and end with the *e-mail* address of the reference source

a description of when it was accessed, between brackets. Example

Wilson, D. November 20, 1995. Summary of Citing *NETTRAIN Discussion List*, accompanied by Internet Sites. (Online), (NETTRAIN@ubvm.cc.buffalo.edu), accessed November 22, 1995.

1.4.25. References from the Internet in the form of personal e-mails

The name of the sender (if any) and a description in brackets (sender's *e-mail* address), followed successively by the date, month, year, topic of the material (*italicized*), the name of the sent and a description in brackets (*e-mail* address sent).

Example;

Davis, A. (a.davis@uwts.edu.au). June 10, 1996. *Learning to Use Web Authoring Tools. E-mail to Alison Hunter* (huntera@usq.edu.au).

Naga, Dali S. (ikip-jkt@indo.net.id). October 1, 1997. *Article for JIP. E-mail to Ali Saukah* (jippsi@mlg.ywcn.or.id).

1.4.26. Reference journal articles from a collection of articles on the Internet

The author's name, year, article title, journal name, and volume are written like articles from printed journals. The collecting organization of the article is written upright. The website address is written in parentheses. The date of access is also included.

Example:

Brimi, H. 2009. Academic Instructors or Moral Guides? Moral education in America and the Teacher's Dilemma. *The Clearing House*, 82(3): Him. 125, (Online), (<http://proquest.umi.com/pqdwb?did=lin> ProQuest 611601091 &sid=4&Fmt=3&clientId=83321 accessed February 6, 2010. & RQT=309&VName=PQD),

1.4.27. References in the form of lecture notes posted on the Internet

The name of the instructor is written at the beginning, along with the year of the course. The course code and name are italicized, ending with the meeting number. The website address is placed in brackets, and ends with the date of access.

Example:

Bond, T. 2004. *ED1401: Childhood and Adolescence, Week 12 Notes*, (Online), (<http://learnjcu2004.jcu.edu.au>), accessed February 23, 2005.

1.4.28. Electronic Mail Referral Addressed to the Group

The name of the letter writer is followed by the date, month, and year, then the title of the message, followed by the caption "message addressed to...". The website address comes after that.

Example:

Smith, M. March 11, 2001. *Northern and Italian Renaissance*. Message delivered to group (<http://groups.google.com/groups/humanities.misc/message13>), 11 March 2001.

1.4.29. Works Cited Audio/Visual/Audiovisual

The author's name is written before the year the album was made. The title of the album is italicized, and a description of the form of the product (for example, a cassette tape) is given. The city where the tape was produced is written before the name of the record company.

Example:

God. 2004. *Laskar Cinta*, (Cassette recording). Jakarta: Ahmad Dhani Production -PT Aquarius Musikindoreg.

CHAPTER II PRINTING AND BINDING

2.1. Printing

2.1.1. Paper, Typing Fields, and Manuscripts Final

The paper used is white HVS type, A4 size (21.0 cm x 29.7 cm), minimum 70 grams for thesis. The typing field is 4 cm from the left edge of the paper, and 4 cm from the top edge, 3 cm from the right edge, and 3 cm from the bottom edge of the paper. Each page should not contain more than 26 lines (for double-spaced text). A paragraph should not begin on a page that contains less than two lines.

2.1.2. Type Letters

Scientific work should be typed on a computer, using the *Windows* program, with *Times new roman 12 font*.

2.1.3. Size Lettering

The parts of a chapter for a thesis use different font sizes as follows :

14 points Reference chapter title

12 points, subchapter headings, parent text, abstract (thesis), appendices, list of reference (bibliography).

2.1.4. Bold (bold)

- Chapter title
- Section title (*heading*)
- Important parts of an example are printed in ***bold-italic***; note

Example below:

Amat's son Amir is studying at the Academy Military.

2.1.5. Underline (Underline)

Underline should not be used, except in very special cases.

2.1.6. Spaces

Between lines. *thesis*, printed with 2 (double) spaces, except for figure captions, graphs, appendices, tables, and reference lists are printed with single-spaced. Chapter headings are printed down 4 spaces from the topline of the typing field. The distance between the end of the chapter title and the beginning of the text is 4 spaces.

Between words. *The* space between two words should not be too tight. The maximum space allowed is equal to the size of *one letter*. *The* right margin may be *full justification* or uneven. If the right margin is flush (*full justification*), please try to keep the spaces between words tight enough. In order for the spaces between words to be tight enough, if necessary, words located on the edge should be broken up by syllables (*hyphenation* facility enabled: *on*) following the standard Indonesian language rules. The following is an example of text with tight and insufficient spacing between words.

Wrong

The spacing between words in this text is too wide so it does not look neat and makes it difficult to read. The spacing between words in this text is too wide so it does not look neat and makes it difficult to read.

Correct

The spacing between words in this text is tight enough to make it look neat and easy to read. The spacing between words in this text is tight enough to be neat and easy to read.

2.1.7. Paragraphs and Numbering

The beginning of a paragraph starts 1.2 cm from the left edge of the typing field. After dot, colon, semicolon and comma punctuation marks should be given one blank space. Greek letters and symbols that cannot be written on a computer should be neatly handwritten in black ink. Numbers should be written with numerals, except at the beginning of a sentence.

The initial part of the thesis is given a small Roman numeral page number in the middle of the bottom, while the page numbers in the core and closing parts of the thesis with Arabic numerals at the top right, except for the page number of the new chapter which is written in the middle of the bottom of the page. Page numbers for Appendices are written using Arabic numerals, in the upper right corner, continuing the previous page number.

2.2. Binding

The provisions regarding binding stated here only apply to theses, while the binding of papers and final assignments is regulated by the lecturer who gives the assignment or the supervisor.

The thesis must be bound using thick cardboard. The back of the thesis should contain the author's name and title. The thesis is bound in 5 copies (2 for the supervisor, 1 for the central library, 1 for the study program library, and 1 for the author's archive).

2.3. Practical Guide to Writing Techniques

The following summarizes some practical guidelines for writing techniques.

- Leave a space of 3 spaces between the table or figure and the text before or after.
- The title of the table or figure and the table or figure should be placed on the same page (if possible). The mention of the table or

figure in the text uses the words Table... or Figure... (numbered as an identity).

- The right edge of the text does not have to be even; therefore words at the end of a line do not have to be truncated. If they have to be truncated, the hyphen is written after the final letter, without a space, not underneath it.
- Place the page number in the top right corner of each page. pages, except the first page of each chapter and the Initial Section page. The page number of the beginning of the chapter and the Initial Section is written in the center of the bottom of the page.
- All authors' names in the reference list must be written, even though The same author has several works that are referenced in the text.
- The initial and middle name can be written in full or abbreviated. The way the name is abbreviated must be consistent throughout the reference list.
- The Reference List only contains sources used as references in the text, and all sources cited (directly or indirectly) must be listed in the Reference List.

Appendix 1: Sample of **Research Proposal Cover** page

RESEARCH PROPOSAL

THE EFFECT OF EDUCATION AND TRAINING ON
THE PERFORMANCE OF AMIL ZAKAT IN
KENDARI CITY
(Case Study on Amil Zakat Baruga District Kendari City)



BY
ELSALESTARI

NIM. B1B1 13 201

ACCOUNTING DEPARTMENT
FACULTY OF ECONOMICS AND BUSINESS
HALU OLEO UNIVERSITY
KENDARI
2018

Appendix 2: Sample of **Research Result Cover** page

RESEARCH OUTCOMES

**THE EFFECT OF EDUCATION AND TRAINING ON
THE PERFORMANCE OF AMIL ZAKAT IN
KENDARI CITY
(Case Study on Amil Zakat Baruga District Kendari City)**



BY
ELSALESTARI

NIM. B1B1 13 201

ACCOUNTING DEPARTMENT
FACULTY OF ECONOMICS AND BUSINESS
HALU OLEO UNIVERSITY KENDARI

2018

Appendix 3: Example of **Thesis Cover** page

THESIS

THE EFFECT OF EDUCATION AND TRAINING ON
THE PERFORMANCE OF AMIL ZAKAT IN
KENDARI CITY
(Case Study on Amil Zakat Baruga District Kendari City)



BY ELSALESTARI

NIM. B1B1 13 201

ACCOUNTING DEPARTMENT
FACULTY OF ECONOMICS AND BUSINESS
HALU OLEO UNIVERSITY
KENDARI
2018

Appendix 4: Example of **Thesis Title** page **Second Sheet**

**THE EFFECT OF EDUCATION AND TRAINING ON
THE PERFORMANCE OF AMIL ZAKAT IN
KENDARI CITY
(Case Study on Amil Zakat Baruga District Kendari City)**

THESIS

**Submitted to HaluOleo University
to fulfill one of the requirements incompleting the Bachelor program**

BY

Elsa Lestari

NIM. B1B1 13 201

**ACCOUNTING DEPARTMENT
FACULTY OF ECONOMICS AND BUSINESS
HALU OLEO UNIVERSITY
KENDARI
2018**

Appendix 5: Sample **Approval** Sheet for **Research Proposal Supervisor**

APPROVAL PAGE

Research Proposal by..... has been checked and approved by the supervisor to be submitted to the Research Proposal Seminar committee.

Kendari,20.....

Advisor I

Supervisor II

(Full Name)
NIP.....

(Full Name)
NIP.....

Knowing
the Head of Department.....

(Full Name)
NIP.....

Appendix 6: Example of **Approval** Sheet for **Research Supervisors**

APPROVAL PAGE

Research Results by has been checked and approved by the supervisor to be submitted to the Research Result Seminar committee.

Kendari,20.....

Advisor I

Supervisor II

(Full Name) NIP.....

(Full Name) NIP.....

Knowing
the Head of Department.....

(Full Name)
NIP.....

Appendix 7: Sample **Thesis Supervisor Approval** Sheet

APPROVAL PAGE

Thesis by has been examined and approved by the supervisor to be submitted to the Thesis Examination committee.

Kendari,20.....

Advisor I

Supervisor II

(Full Name) NIP.....

(Full Name) NIP.....

Knowing
the Head of Department.....

(Full Name)
NIP.....

Appendix 8: Example of **Thesis Supervisor Approval** Sheet

APPROVAL PAGE

Thesis by has been examined and approved by the supervisor and declared GRADUATED

Kendari,20.....

Advisor I

Supervisor II

(Full Name) NIP.....

(Full Name) NIP.....

Knowing

The Head of Department.....

(Full Name)
NIP.....

Appendix 9: Example of **Research Approval**

RESEARCH APPROVAL

Page Thesis byhas been defended before the board of examiners on the date based on the Dean's Decree. Number. / UN29..... 6 / PP / and declared GRADUATED

Board of Examiners

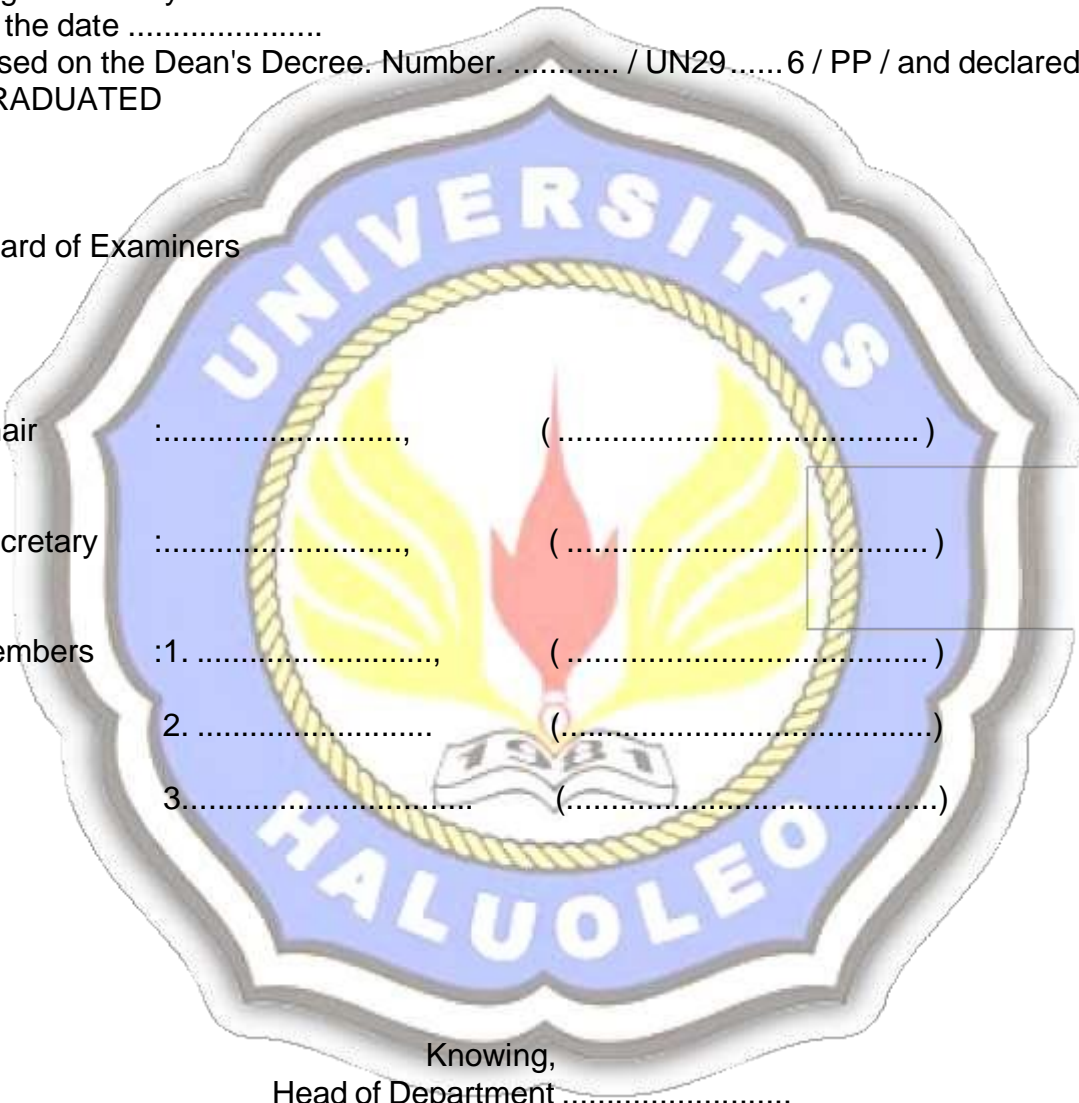
Chair :....., (.....)

Secretary :....., (.....)

Members :1....., (.....)

2....., (.....)

3....., (.....)



Knowing,
Head of Department

(Full name)
NIP.....

Appendix 10: Example of Statement of Authenticity for Thesis

STATEMENT OF ORIGINALITY OF WRITING

The undersigned:

Name :
 NIM :
 Department/Study Program :
 Faculty :

Stating truly that the **thesis**, which I wrote is really my writing, and is not a plagiarism either partly or wholly.

If in the future it is proven or can be proven that this **thesis is the** result of plagiarism, either in part or in whole, then I am willing to accept sanctions for such actions in accordance with applicable regulations.

Kendari,

Who made the statement,

stamp

Signature

Legal Name

Appendix 11. Example of Abstrak for Thesis (In Indonesian)

ABSTRAK

Muzhaffarani Zhaffarina ,2017. Hubungan antar Karakteristik Individu dan Produktivitas Kerja Nelayan di Kabupaten Kendari. Skripsi. Jurusan Manajemen, Universitas Halu Oleo. Pembimbing : (1) Samdin, (2) Yusuf Montundu.

Faktor yang paling menentukan keberhasilan suatu bangsa bukan kekayaan alam yang dimiliki semata, melainkan juga kualitas sumberdaya manusia yang dimiliki. Kenyataan yang ada sekarang ini di Indonesia, profil angkatan kerja di tingkat pendidikan formal pada saat ini masih didominasi oleh mereka yang berpendidikan rendah, yang didominasi golongan manusia.

Menyongsong era globalisasi sangat dibutuhkan sumberdaya yang berkualitas dan memiliki produktivitas tinggi. Salah satu kegiatan ekonomi yang membutuhkan sumberdaya yang produktif adalah nelayan. Atas dasar kondisi di atas dipandang perlu untuk mengkaji hubungan pengalaman nelayan dengan produktivitas di Kabupaten Kendari.

Penelitian ini bertujuan untuk menganalisis hubungan antar karakteristik individu dan produktivitas nelayan di Kabupaten Kendari. Rancangan penelitian adalah desain survey-korelasional. Pengumpulan data dilakukan dengan menggunakan daftar isian. Data diperoleh dari 50 sampel. Analisis data menggunakan korelasi produk moment. Hasil analisis menunjukkan nilai korelasi sebesar 0,812 dengan probabilitas sebesar 0,0000 dalam tingkat kesalahan 5%, berarti terdapat hubungan yang positif antara karakteristik individu dengan produktivitas nelayan. Dengan demikian hipotesis penelitian diterima.

Berdasarkan hasil analisis dapat disimpulkan bahwa produktivitas para nelayan berhubungan langsung yang signifikan dengan karakteristik individu. Dari hasil kesimpulan di atas, maka disarankan untuk meningkatkan produktivitas nelayan, perlu dilakukan pelatihan-pelatihan dan studi banding untuk mendapatkan pengalaman bagi nelayan dan lebih meningkatkan produktivitasnya.

Kata Kunci: Karakteristik Individu, Produktivitas Kerja

Appendix 12: English Abstract Example

ABSTRACT

Ruslan Ananto, 2013. Optimization Analysis Of skpd's Direct Budgetary Allocation To The Pad's Revenue Realization In North Konawe. Economics Department, Halu Oleo University. Supervised by, (1). Johansah, (2). Permana.

In this study discussed the mathematical model of SKPD's direct budgetary allocation to the PAD's revenue realization in North Konawe, as well as how the right SKPD's direct budgetary allocation that the PAD's revenue realization in North Konawe is optimum. The location of this research is the Office of Finance and Asset Management Agency Regions in North Konawe.

This research is quantitative research with the object of research is the SKPD's direct expenditure allocation that were contained in the APBD or APBD-P's document of North Konawe and Budget Realization Report concerning the PAD's revenue realization contained in documents of Local Government Finance Report (LKPD) in North Konawe from 2009 - 2013.

The results showed that the primary sector expenditure allocations had a quadratic effect on PAD's revenue realization in Konawe North, while the secondary sector expenditure allocations were linearly proportional to the PAD's revenue realization. The model has been significant to describe the relationship between the allocation of SKPD's direct budgetary to PAD's revenue realization in North Konawe.

Key words: mathematical model, budget allocation, optimization

Appendix 13: Example of Thesis Table of Contents with Subchapter
Headings Marked with Numbers

TABLE OF CONTENTS		Page
Cover Page		i
Title Page		ii
Advisor Approval Page		iii
Approval and Endorsement Page		iv
Statement of Authenticity		v
Abstract.....		vi
Abstracts.....		vii
Preface.....		viii
Table of Contents		ix
List of Tables (if any)		x
CHAPTER I	INTRODUCTION	1
	1.1. Background	1
	1.2. Problem Statement	1
	1.3. Research Objectives	2
	1.4. Research Benefits	2
	1.5. Research Scope	2
CHAPTER II	LITERATURE REVIEW	3
	2.1. Theory Review	4
	2.2. Previous Research	5
	2.3. Research Framework	6
	2.4. Research Hypothesis	6
CHAPTER II	RESEARCH METHODS	7
	3.1. Location and Object of Research	7
	3.2. Population and Sample	7
	3.3. Data Types and Sources	7
	3.4. Data Collection Methods	7
	3.5. Measurement Scale and Instrument Test (if applicable)	8
	3.6. Data Analysis Methods and Hypothesis Testing	8
	3.8. Operational Definition of Variables	8
CHAPTER IV	RESEARCH RESULTS AND DISCUSSION	9
	4.1. Overview	9
	4.2. Respondent Characteristics	11
	4.3. Research instrument testing (if applicable)	11
	4.4. Description of Research Variables	11
	4.5. Data Analysis and Hypothesis Testing	12
	4.6. Discussion	12
CHAPTER V	CONCLUSIONS AND SUGGESTIONS	13
	5.1. Conclusion	13
	5.2. Research Suggestion	13
BIBLIOGRAPHY		14
ATTACHMENT		15

Appendix 14 Sample Table List

LIST OF TABLES

Table		Page
3.1	Matrix of Construct Descriptions, Indicator Variables, Methods..... Data Collection	4
3.2	Frequency Distribution of Individual Characteristics and Productivity Working Women.....	5
3.3	Mean Score and Standard Deviation.....	6
3.4	Simple Correlation	6

Appendix 15: Sample List of Images

FIGURE LIST

Table	Page
2.1. Productivity Development Model	4
2.2. Conceptual Model of the Relationship between Women's Work Experience Workers in Southeast Sulawesi Province	5
2.3. Working System of Fishermen's Business Group.....	6

Appendix 16: Sample List of Appendices

LIST OF ATTACHMENTS

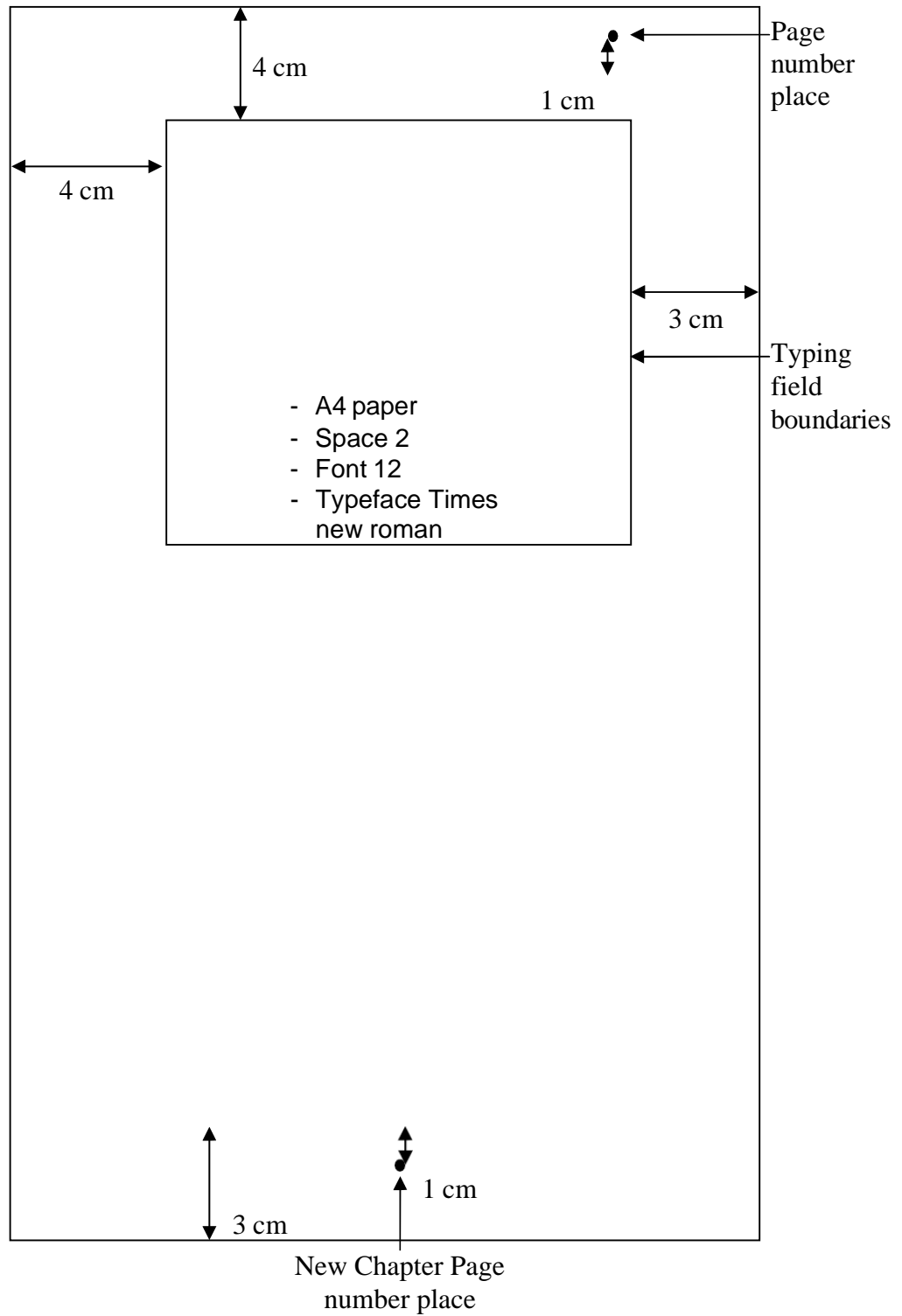
Attachment	Page
1. Questionnaire	7
2. Validity and Rentability Analysis	8
3. Research Variable Data	8
4. Frequency Analysis	9

Appendix 17: Bibliography Example

LITERATURE

- American Psychological Association, 1994. *Publication Manual of the American Psychological Association* (4th ED). Washington, D.C.: APA.
- Arikunto. 1996. *Research Procedure*. Jakarta: BinaAksara
- Black, Sandra E, Lynch, Lisa M. 1996. *Human Capital Investments and Productivity*. *Journal. American Economic Review* (AER) ISSN. 0002-8282 Vol. 86 Iss: 2; Mai 1996, pp. 263-276
- Buford J. A & Badeian. 1998. *Management in Axtension*. Alabama: Auburn University.
- Donosepoetra, M. 1995. *National Education Welcomes the Era of Industrialization and Globalization*. Paper presented at the Inaugural Lecture of PPS-IKIP Malang, Semester I, 1995/1996. Malang: IKIP Malang.
- Outlines of the State Policy of the Republic of Indonesia*. 1993. Surabaya: SinarWijaya.
- Hasan Zaini. 1992. *Introduction to Causal Relationship Analysis Path Analysis*. Paper presented at the Advanced Qualitative Research Workshop for Functional Academic Staff of Higher Education in 1991/1992. Malang: IKIP Malang Research Center.
- Jalaluddin R. 1998. *Communication Research Methods*. Bandung: PT. Remaja Rosdakarya.
- Kamaruddin. 1995. *The Role of Education in the Formation of Productive Behavior*. Paper from the Mutual Control Cluster Convention and Productivity Seminar of the Ministry of Manpower of the Republic of Indonesia, November 20-21, 1995, Makassar.
- Nasution. 1996. *Research Method: Scientific Research*. Jakarta. Bumi Aksara.
- Robson. 1993. *Real World Research*. USA: Blackwell.

Appendix 18: Typing Field Size



Appendix 19: Example of Thesis Binding

