



**A GUIDE BOOK
FOR
UNDERGRADUATE
THESIS WRITING**

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GUIDELINES WRITING **THESIS**

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FOREWORD

The book "Guidelines for Thesis Writing" is a realization of the input of various parties regarding thesis writing, examination implementation, and publication. So far, there have been various models found in thesis writing at Unesa. It is hoped that this manual will unite and bridge these differences.

In terms of format, so far some are using A5 paper size and some are A4. With practical, space-saving and cost-effective considerations, it is determined that the size for thesis is A5 which is printed on two sides. Apart from that related to publication obligations in journals, this book also presents several rules regarding such publications.

On the other hand, the students' thesis work is expected to become part of the supervisor's research umbrella. This is expected to increase the intensity of mentoring and will lead to an increase in the quality of the thesis. Furthermore, with various considerations, this thesis guideline is applied to students from the 2011 batch and after. For faculties that have started enforcing new rules this year.

At the end I would like to thank all those who have worked in earnest to prepare this manual. Congratulations on your work and I hope this guidebook will be useful for all of us and be able to make Unesa shine.

Surabaya, March 2014

Vice Chancellor I,
Kisyani Laksono

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A. Definition and Scope of Thesis 1.

Understanding of Thesis

Thesis is a student's scientific work that is compiled in order to fulfill some of the requirements for completing studies in the undergraduate program (S-1). The scientific work is in the form of research reports, both field research, library research, laboratory research, and development research.

Field research is research that is oriented towards collecting empirical data in the field based on a quantitative and/or qualitative approach. The quantitative approach is a deductive-inductive research approach, while the qualitative approach is oriented to revealing contextual holistic phenomena through data collection from natural settings and the researcher places himself as a key instrument (Moleong, 2005: 8-13).

Literature research is research carried out to solve certain problems based on critical and in-depth analysis of relevant library materials.

These library materials are treated as a source for exploring new thoughts or ideas as the basis for deductions on existing knowledge so that a new theoretical framework can be developed as a basis for problem solving.

Thesis can also be prepared based on laboratory research. Laboratory research is an assessment of a problem in the laboratory based on quantitative and qualitative approaches. The concept of "laboratory" in this case is flexible. A laboratory for Mathematics, for example, has different characteristics from a laboratory for Science or Language.

Development research is a scientific activity that produces a design or product that can be used to solve actual problems in various fields. In this case, development activities are emphasized on the use of theories, concepts, principles, formulas, or research findings to solve a problem. Results

development research can be in the form of works of art (design, drama, dance, and music), textbooks, learning media, or technology products.

2. Scope of Thesis a.

Aspects of the Problem

Identification of thesis problems can be based on information from newspapers, magazines, books, scientific journals, research reports, seminar results, researchers' experiences, or realities in the field.

The problems studied in the thesis tend to be problems that are theory application, not theory development (for S-2) or theory creation (for S-3). In solving a problem, researchers are required to be able to choose and apply the theory appropriately by considering the aspects of relevance, accuracy, and actuality. The theory that deserves to be chosen in solving the problem is a theory that is relevant, accurate, and actual.

b. Aspects of Literature

Review The literature review is expected to be able to explain the relationship between the research conducted and other studies that have similar topics and opinions.
relevant.

The quality of the literature review is determined by the level of referral acquisition, relevance, and actuality. In terms of the level of acquisition, referrals are obtained from primary sources and/or secondary sources. In terms of relevance, the more relevant a reference, the higher the quality of the reference. Likewise in terms of actuality, the more actual a reference, the higher the quality of the reference. Related to this, researchers can use secondary source literature, both in the form of research articles, research reports, and non-research references. Researchers must refer to scientific journals as relevant national and international references for at least the last 10 years.

c. Aspects of Research

Methodology Researchers are required to state the type, design, location, time, population and sample or research subject or target

research, data collection techniques and instruments, and data analysis

technique. **d. Aspects of**

Research Results The results of the research presented in the thesis must be supported by valid data. The results of this research are then criticized in the discussion section of research results by analyzing the causal or supporting factors and including them in the repertoire of related knowledge, based on their relevance to theory or reality in the field.

B. Requirements for Programmers and Thesis

Supervisors 1. Academic Requirements for Thesis

Programmers Academic requirements are requirements related to a certain level of achievement that are technically and substantively related to the process of writing a thesis.

The academic requirements that must be met by students in order to be able to program a thesis are as follows. 1) has collected a semester credit unit of at least 100 credits; 2) have passed the Research Methodology course with grades

minimum

C; 3) have a minimum GPA of

2.25; 2.Thesis Programmer Administrative Requirements

Administrative requirements that must be met by students in order to be able to program a thesis are as follows. a. registered as an active Unesa student; b. programming thesis courses.

Students who have programmed the thesis submit a topic to the head of the department / head of the study program / thesis coordinator to get a thesis supervisor in accordance with their field. Furthermore, the head of the department/head of study program determines the thesis supervisor of the student concerned who is proposed to the faculty to get the Dean's Decree. After the supervisor is assigned and all administrative requirements

fulfilled, students obtain a thesis guidance card from the department/study program.

3. Requirements for Thesis Advisor

a) Lecturers who can become thesis supervisors are lecturers who meet the academic requirements and relevance of the scientific field with the following technical rules. a) as low as class III/c or a lecturer with a master's degree; or b) as low as class III/b or an expert assistant with a doctorate degree; c) Departments/study programs that do not yet have lecturers who meet the requirements in point 1 are allowed to carry out mentoring activities if the thesis supervisor meets the lowest requirements of class III/b or an expert assistant with a master's degree.

d) The thesis supervisor is also obliged to guide the writing of articles that will be uploaded in the e-journal. b) For departments/study programs where the number of lecturers who meet the requirements as thesis advisors is less, then the departments/study programs concerned are allowed to work together (sharing) with lecturers from outside the department/study program that are relevant to the student thesis title.

C. Preparation and Submission of Thesis

Proposals 1. Preparation of Proposals

Preparation of a thesis proposal is the first step in the process of preparing a thesis. The thesis proposal is a research plan that contains a concrete and clear description of the direction, objectives and final results to be achieved in the research.

A research can be done well if it is based on a proposal designed according to research principles.

Topics that have been approved by the supervisor are developed into proposals. To be concrete, clear, focused, and completed in accordance with the planned time,

Thesis proposals must be consulted on a regular basis with the supervisor.

2. Systematic Thesis Proposal

Thesis proposals must be prepared according to the systematics used at Unesa. In general, a thesis proposal with a quantitative approach consists of: a. cover page (see attachment 1), b. approval page (see attachment 2), c. introduction (background, problem formulation, research objectives, research benefits, research limitations, assumptions) d. literature review which contains theoretical studies related to the formulation of the problem, relevant research results, conceptual framework, and hypotheses (if needed)

e. research methods (type and research design, research locations, population and sample or research objectives, operational variables and definitions, research instruments, data collection techniques, and data analysis techniques, f. bibliography.

The contents of these sections can be observed in point 4 (systematic thesis).

Thesis proposals that use a qualitative approach, the systematics are as follows. a. cover page (see attachment 1); b. consent page (see attachment 2); c. introduction (background, research focus/problem formulation, research objectives, research limitations, research benefits, assumptions);

d. literature review (theoretical studies, relevant research results, conceptual framework, and hypotheses if any); e. research methods (approach and research design), research data and data sources, research instruments (if any), data collection techniques, instrument validity testing (if needed) and data, and data analysis techniques); f. bibliography;

Proposals for Classroom Action Research (CAR) are only allowed for students whose status is teachers teaching subjects in accordance with their fields. The systematics in the PTK proposal are as follows. a. cover page (see attachment 1); b. consent page (see attachment 2); c. introduction (background; problem formulation, research objectives, action hypothesis (if needed), research benefits, research scope and limitations, definitions of terms or operational definitions) d. literature review (theoretical studies, relevant research results, and conceptual framework); e. research methods (type of research: PTK, research background, research subjects, data and data sources, research procedures, data collection techniques, data analysis techniques, evaluation and reflection); f. Bibliography of development research proposals, the systematics are as follows. a. cover page (see attachment 1); b. consent page (see attachment 2); c. introduction (background, problem formulation, research objectives, expected product specifications, research benefits, research assumptions and limitations); d. literature review theoretical studies, relevant research results, and conceptual framework e. research methods (types of research: development, research procedures, trial design, trial subjects, types of data, operational definitions, data collection instruments, and data analysis techniques), f. bibliography.

The literature research proposal, the systematics are as follows. a. cover page (see attachment 1); b. consent page (see attachment 2);

c. introduction (background, problem formulation, research objectives, research benefits, definition of terms); d. literature review (theoretical study and framework), e. research methods (approach and type of research, data sources, data collection techniques and instruments, operational definitions (if any), and data analysis techniques), and f. bibliography.

3. Submission of Thesis Proposals for seminars

Proposals that have been approved by the supervising lecturer can be submitted to the department/study program for seminars, provided that the student submitting has attended other student thesis proposal seminars at least 5 (five) times. The seminar was attended by supervisors and examiners and attended by other students to get input on improving their research proposals. In seminars students must present their research proposals and answer questions from examiners and seminar participants. The examiner will provide an assessment of the feasibility of the proposal. If the proposal is deemed unfit, the student must prepare a new proposal, while the proposal is deemed appropriate and there is revision, the student is obliged to improve the proposal according to the input received.

After the proposal is perfected and signed by the supervisor and examiner, the proposal is submitted to the department / study program. Furthermore, the head of the department / study program proposes to the faculty for the issuance of the Dean's Decree.

D. Thesis Guidance and Preparation 1. Thesis

Guidance Thesis guidance is carried out individually, structured, scheduled, and documented. Guidance is carried out periodically and the duration is adjusted to the needs of the guidance.

For this purpose, a thesis guidance card is provided by the department. In order for the guidance to run smoothly and be completed on time, the supervisor arranges a thesis guidance schedule.

2. Requirements for Thesis

Compilation To be able to compose a thesis, the proposal prepared by the student has been in seminars and has been approved by the supervisor and examiner.

3. Sanctions Related to Thesis Preparation

Things that need to be considered in preparing the thesis: a) If the thesis prepared by the student is not in accordance with the proposal approved by the supervisor and examiner, the thesis is considered invalid and may not be tested.

b) If in the preparation of the student's thesis it is proven that the data is fictitious and/or committing plagiarism, the thesis will be declared invalid even though the exam has been carried out c) If within two semesters the student has not been able to complete the thesis, then the student must start the process all over again, unless there is special consideration from the supervisor as evidenced by a statement letter from the supervisor to the Head of Study Program.

4. Thesis systematics

Broadly speaking in the thesis there are (a) beginning, (b) content, and (c) ending sections. The details are explained as follows. a. **Initial Section 1) Cover Page** The cover page (attachment 3) contains the following items. a) title of thesis (written in capital letters with type Book Antiqua Bold size 14 pt with 1 space); the statement for what purpose the thesis is written is written in Book Antiqua 10 letters with 1 space (only on the inside title page like the example in attachment 4). b) the Unesa logo c) the student's full name and student identification number

(NIM)

- d) the name of the institution written in descending order from the name of the university to the name of the department / study program ending with the year the thesis was prepared.
- e) the color of the cover is adjusted to the identity color faculty.

2) **Approval Page** The

approval page contains the approval of the thesis supervisor. The approval page consists of the student's name, thesis title, thesis approval date, and the signature of the thesis supervisor. Agreement pages are page numbered using lowercase Latin letters (ii) (see annex 5).

3) **Approval Page** The

attestation page is a page that contains the signatures of the thesis examiners. The signature is obtained after the student passes the exam phase and thesis revision. The validation page consists of the student's name, NIM, department/faculty, thesis title, thesis approval date, the examiner's team signature, and the Dean's signature.

The attestation page is numbered in small Latin letters (iii) (see Appendix 6).

4) **Statement of Originality of Thesis** This

statement contains a student statement that the thesis to be tested is not based on real data and/or plagiarism/plagiarism or autoplagiarism, either in part or in whole. In addition to a statement regarding the authenticity of the thesis, the statement also states the student's willingness to accept academic sanctions from the department or study program if later it is proven that the thesis tested is based on real data and/or constitutes plagiarism or autoplagiarism. The statement letter is signed on a Rp. 6,000 stamp duty by the student.

Pages of this statement are numbered in lowercase Latin letters (iv) (see appendix 7).

5) **Preface** The

preface is intended to connect the reader's mind with the thesis. Therefore, the introduction should ideally contain various phenomena or statements that lead to the outline of the research process to the preparation of the thesis. Things that need to be disclosed in the preface include the following: a) thanksgiving to God b) research title c) phenomenon or outline of the thesis content d) obstacles in the process of preparing the thesis and the solution e) thanks to the supervisor and parties - parties who help f) expectations g) mention of the place, date, month, and year of writing the thesis without mentioning the name or identity of the student. Prefaces are page numbered in lowercase Latin letters (starting with vi).

6) **Abstract**

Abstract is the core of the thesis which contains the title, researcher's name, rationale, objectives, research methods, research results (conclusions), and keywords (keywords) a maximum of 5 words. Abstract is written with a spacing of 1 space a maximum of 400 words. Abstracts are written in two languages: Indonesian and English. Specifically for Japanese Language, Regional Language-Javanese, German, and Mandarin Language Education Study Programs, there are additional rules that are regulated in each study program. Abstract pages are numbered in small Latin letters (according to the end page of the preface) (see attachment 8).

7) **Table of**

Contents The table of contents is useful to facilitate the search for things that are desired by the reader. Therefore, the number

Pages in the table of contents must match the page numbers in the thesis.

The system used in the thesis uses a system of letters and numbers. The table of contents page contains the titles contained in the thesis, starting with chapter titles, sub-chapters, sub-sub-sections, and so on. The table of contents is compiled after the final draft of the thesis is completed with the intention that there is a match between the page numbers and the contents of the thesis. The table of contents page is numbered in lowercase Latin letters (adjusted to the last page of the abstract).

8) **List of Tables/Charts/Figures**

Tables/charts/figures are presented to make it easy for writers to convey various information in a structured manner. For thesis readers, tables/charts/figures are useful in helping to understand various information quickly.

In its presentation, tables are numbered sequentially with the rule that the first digit indicates the chapter, while the next digit after the dot indicates the serial number of the table/chart/figure with size 1 space. For example: Table 3.2, this shows that the table is in chapter III with the serial number of the second table. These numbers are followed by the core of the table, printed in bold (bold), and placed above the table, for example **Table 3.2 Population of the City of Surabaya** (located above the table). In this way, tables are easy to find and observe. In this regard, there are two important things to note.

First, the serial number of the table must be separated from the serial number of the chart and figure. Thus, in chapter III, for example, it is possible to have Table 3.1....., Chart 3.1 Figure, 3.1....., etc. Second, tables/charts/pictures should be presented on a single page or discontinuous pages if this is possible. The presentation of tables on continuous pages should be avoided so as not to hinder the reader's understanding. For writing the name of the image it is located below

the image, as well as the writing of the chart, is located below the chart. **b. Contents**

1) **Introduction** The introduction is part of the content of the thesis that leads the reader to be able to answer the questions (1) what is being researched and (2) what and why the research needs to be done.

a) **Background** In the background, the researcher must be able to convince the reader that his research is important to do; In other words, the researcher must be able to answer the question of why the research is important to do. What are the reasons underlying the determination of the research title. For this purpose, the author suggests (1) there is a gap between expectations and reality, both theoretical and practical, which is the background of the research problem or (2) demands for field needs.

To strengthen the basis of his research, the author can briefly convey theory, research results, seminar conclusions, journal articles, conditions in the field, personal experiences related to the problem under study, and so on.

b) **Problem Formulation** The problem formulation is a complete and detailed statement regarding the scope to be studied based on the identification and limitation of the problem. The formulation of the problem is used to expressly state the things that will be answered through research.

The formulation of the problem is arranged in a clear, concise and operational manner.

c) **Research Objectives** Research objectives are arranged in line with the formulation of the problem which reveals the objectives to be achieved in the research.

d) Benefits of Research

Results Research results must provide maximum benefit both for the development and implementation of knowledge as well as for practical interests in society. This implies that the benefits of research results consist of two types; theoretical benefits and practical benefits.

Theoretical benefits contain the use of research results in the development of certain scientific theories or repertoire, while practical benefits contain the use of research results for the work development of practitioners, for example teachers, students, researchers, institutional managers, and policy makers.

e) Research Assumptions Research assumptions (if any) are basic assumptions about something that is used as a basis for thinking and acting in carrying out research.

Assumptions can also be interpreted as basic assumptions that cause a theory to apply. Assumptions can be substantive or methodological in nature. Substantive assumptions are related to research problems, while methodological assumptions are related to research methods.

2) Literature

Review The literature review contains important information related to the research problem, while the theoretical basis contains the theory that is used as the basis for problem solving.

Information in the literature review was selected based on relevance, accuracy, complexity and currentity considerations.

Previous studies that are relevant to the research conducted can be used as a basis to show that the research conducted has advantages or differences from previous research.

The theoretical foundation is not just a collection of theories, but the result of a critical study by researchers on one or several theories related to the research problem.

The theoretical basis can be taken from one theory or several

eclectic mix of theories. The decision must be based on academic arguments.

The theoretical basis materials can be drawn from various sources, for example dissertations, theses, theses (limited to research results), research reports, scientific journals, books, papers, results of discussions and seminars, official government and non-government publications, and articles in Internet. In this regard, it is important to pay attention to the principles of selecting materials as stated in point A.2.b (Literature Review Aspects)

3) **Research Method**

The research method on thesis which is the result of quantitative research consists of the type and research design, research location, population and sample or research target, operational variables and definitions, research instruments, data collection techniques, and data analysis techniques.

The thesis which is the result of qualitative research consists of research approaches and designs, data and research data sources, research instruments (if any), data collection techniques, instrument validity tests (if needed) and data, and data analysis techniques. a) Research approach In this section, the researcher needs to explain the approach and type of research used along with brief reasons for using the research approach. b) Source of Data and Research Data Source of data is the origin, place, or location of the research data obtained. Data sources can be categorized into primary sources and secondary sources. The primary source is the data source obtained from the party being studied; while secondary sources are sources of data obtained from parties outside the research target. Sources of data can be in the form of books, documents,

informants, population respondents, samples, or research subjects. Population and sample (for quantitative research) or research subjects and informants (for qualitative research), the selection must be accompanied by detailed specifications and based on academic arguments.

Research data can be in the form of quantitative or qualitative data from measurements, observations, interviews, documentation, and so on. Quantitative data is in the form of numbers, while qualitative data is in the form of non-numbers, for example words, pictures, colors, and so on. c) Data Collection Instruments This section describes the names, forms, and characteristics; the purpose of using the instrument; and instrument development especially if the instrument is adopted from other researchers. d) Data Collection Techniques This section describes the data collection techniques used, for example tests, observation (participant or non-participant), interviews, questionnaires, or documentation.

The description of the data collection technique must be accompanied by the procedures, the personnel involved and their qualifications, the instruments used, and the duration of time required. e) Data Analysis Techniques In this section, data is systematically described, both in the form of numbers and transcripts of interview results, field notes, or other materials so that researchers can present their findings.

In qualitative research, data analysis can be carried out during and after data collection through the stages of data reduction, data presentation, and data verification/ conclusion with certain techniques.

Researchers can also use nonparametric statistics, logic, or aesthetics.

In quantitative research, data analysis can be done using quantitative/qualitative descriptive, descriptive or inferential statistics. The selection of the type of data analysis is determined by the type of data collected while remaining oriented to the research objectives or the hypothesis being tested.

4) **Research Results and Discussion**

a) **Research Results** The research

results contain a well-organized description of the results of research data analysis. Research data is presented in an informative, communicative, and relevant way to the problem and research objectives. Presentation of research results can be in the form of descriptions, tables/pictures/charts, graphs and diagrams and should not be confined to general writing procedures.

b) **Discussion** The results of the research data analysis are discussed by (1) interpreting the research findings; (2) explain the relationship between research findings with previous research or related theories that have been established; (3) modify existing theories or develop new theories based on research findings; and (4) explain the implications of the research results, including the limitations of the research findings.

5) **Conclusions and Suggestions**

a) **Conclusions** Conclusions are the main findings that show the meaning of the research findings that are written briefly, concisely, and clearly in the form of descriptions (paragraph by paragraph), points, or details, in accordance with the research objectives.

b) **Suggestions** Suggestions contain recommendations submitted in accordance with the results of research conducted operationally and can be followed up. Ideally, suggestions are stated in detail so that they are easy to implement and in accordance with the benefits of the research. Suggestions must be new and have more value so that they can be used as a source of inspiration by readers.

6) **Bibliography** The

bibliography is a collection of reference sources referred to in the thesis text. The reference list can be used as an indicator to show how far the researcher's insight is. Researchers may not include the name of a reference source that is not referenced, on the other hand researchers may not include a citation that is not accompanied by a reference source.

The bibliography is arranged alphabetically based on the first letter of the author's last name (if any) without using serial numbers.

In general, the order of writing the elements of the bibliography is (a) the name of the author, (b) the year of publication, (c) the title of the referenced source, (d) the city where it was published and the name of the publisher. a) **Author Name**

- (1) The author's name is written in full without a title degree or religious degree.
- (2) Write the author's name consisting of two or more elements starting with the last name (usually a family name) followed by a comma, then the first name. The order of Chinese names does not need to be reversed because the elements of the Chinese first name are family names.
- (3) If the name listed in the reference is the name of the editor, the author's name is added with the text (Ed.).

Example: Hamid, Abdul (Ed.).

- (4) If there are two authors' names, the order of the two authors' names is reversed and the authors are linked with and or and if using a foreign language.

Example:

Rahayu, Yuni Sri and Hartono, Soetanto (5)

For the names of authors consisting of three or more people, the abbreviation *et al.* what's in the quote _____

All authors' names must be listed in the reference list. For references from foreign languages (English), then the quote is written et al.

Examples:

Daryono, Ekohariadi, Subandi, Sujarwanto, and Andre Dwijanto Witjaksono

- (6) If several references referred to were written by an author in different years, the author's name must still be written along with the year of publication. Example: Witjaksono, Andre Dwijanto. 2010 Witjaksono, Andre Dwijanto. 2011 Witjaksono, Andre Dwijanto. 2012 (7) If there is no author's name, write the publisher's name in the name section.

Example:

Dikti b) _____. 2012

Year of Publication

- (1) Year of publication is placed after the author's name and ends with a full stop.
- (2) If several references are written by one author in the same year, the placement of the order is based on the alphabetical order of the book titles with letter distinguishing characteristics after the year of publication.

Example:

Hutomo, Suripan Sadi. 1980a. *Sociology of Modern Javanese Literature*.

Hutomo, Suripan Sadi. 1980b. *Study of Modern Javanese Literature*. c) **Book Title** (1) The

book title is written after the year of publication and ends with a full stop.

- (2) Book titles are written in italics or underlined for each word. Titles and subheadings are separated by a colon. Example: Sarmini, Hariyanto. 2012. *The Teacher*.

Witjaksono, Andre Dwijanto. 2007. *Introduction to Production Management* Zoetmulder, PJ 1985. Kalangwan: *Old Javanese Literature at a Glance*.

- (3) Articles, research reports, and papers are written between double quotes. Example: Kisyani-Laksono. 2005. Pisuhan as a mirror of the value of taste and soul.
- (4) Information accompanying the title (eg volume and edition) is placed after the title and ends with a full stop. Example: Kridalaksana, Harimurti. 2006. *Linguistic Dictionary*.

Third Edition.

d) **City of Place of Publishing and Name of**

- Publisher** (1) Place of publication shall be written after the title of the book and accompanying information, followed by a colon, the name of the publisher, and a period. Example: Sulistyono, Edy. 2011. *Audio Engineering*. Surabaya: Unipress.
- (2) If the institution is domiciled as an author and publisher, the name of the institution is included in the position of the author and does not need to be mentioned in the position of the name of the publisher. Example: BPS East Java Province. 2012. *East Java in Figures*. Surabaya.

An example of writing a bibliography from various other sources is as follows. a) Literature Writing from Palupi **Textbook**, Aisyah Endah. 2009. *Engineering Chemistry for Students*. Surabaya: Unipress.

Broch, TA, Mandiga, MT 1991. *Biology of Microorganisms*. Six Editions. New Jersey: Prentice Hall.

b) Writing references to books translated by Wellek,

Rene and Warren, Austin. 1990. *Literary Theory*. Translated by Melani Budianta. Jakarta: Gramedia.

c) Writing References from Articles, Magazines or Journals

(1) Writing references from articles published in newspapers or magazines Kisyani-Laksono. 1994. Democratization in Indonesian: Who Preferably?. In *Jawa Pos*, 28 October. Surabaya.

(2) Writing references to articles published in the Kisyani-Laksono collection of articles. 2011. Paving the Way to Future Education. In Sirikit Syah and Martadi (Ed.). 2011. *Reconstruction of Education: Collection of Thoughts on the Need to Reconstruct Education in Indonesia*. Surabaya: State University of Surabaya University Press.

d) Writing references from articles published in journals

(Author's name including the abbreviation as written in the journal). Specifically for journals, page numbers are listed.

Rahayu, YS, P. Walch-Liu, G. Neumann, N. Von Wiren, V. Roemheld, F. Bangerth. 2005. Root derived cytokinin flux might regulate NO₃--induced leaf growth. *Journal of Experimental Botany*. Vol. 56 (414): pp 1143-1152.

Budiarto, Mega Teguh. 2008. Categorization of Abstraction Level Indicators. *Journal of Mathematics and Science Education Research*. Vol. 15(2): p. 91-107.

Witjaksono, Andre Dwijanto. 2012. Integrated Quality Management Practices and Their Relations with Formalization, Decentralization, Product Quality, and Organizational Performance. *Equity Journal*. Vol. 16 (1): p. 48-62.

e) Writing references from theses, theses, or dissertations

Sumarno, Alim. 2010. *Development of Interactive Multimedia Course Video Media Production Learning UNESA Educational Technology Undergraduate Study Program*. Thesis is not published. Malang: PPs State University of Malang.

Ecohariadi. 2007. *Optional and free response item scaling based on the Rasch and partial credit models*.

Unpublished dissertation. Yogyakarta: PPs

Yogyakarta State University. **f) Writing references**

from papers presented in seminars, workshops, or Ekohariadi

training. 2008. Comparative study between individual and paired work in an introductory programming course for stimulating problem solving skills. Paper presented at the *2008 International Conference on VTE Research and Networking (Nurturing Local VTE Research Effort: A Response to Global Challenges)*, Denpasar, July 7-8.

Witjaksono, Andre Dwijanto. 2012. The Differences of TQM Practice and Organizational Performance Between TQM Firms and Non TQM Firms.

Paper presented at the *2nd International Conference on Management, Social Sciences, Biology & Pharmaceutical Sciences (ICMSSBPS'2012)*, Denpasar, 30 June 1 July. **g) Writing references**

from the internet in the form of individual works of Hitchcock,

S. et al. 1996. *A Survey of STM Online Journals, 1990-95:*

The Calm before the Storm, (Online), (<http://journal.ecs.soton.ac.uk/survey/survey.html>, accessed 12 June 1996) .

Griffith, Al 1995. *Coordinating Family and School: Mothering for Schooling*. *Education Policy Analysis Archives*, (Online), Vol 3, Number 1,

(<http://olam.ed.asu.edu/epaa/>, downloaded 12 February 1997).

Wilson, D. November 20, 1995. Summary of Citing Internet Sites. NETTRAIN Discussion List, (online), (NETTRAIN@download@buff12211.uconn.edu)

Writing references from articles published in

journals

in the form of a

CD-ROM Krashen, S, *et.al.* 1979. Age, Rate and Eventual Attainment in Second Language Acquisition. *TESOL Quarterly*, 13:573-82 (CD-ROM: *TESOL Quarterly-Digital*, 1997).

7) Attachments

Things that need to be attached to the thesis are documents that are in accordance with the needs and support the strengthening of the thesis, for example statistical instruments and tables. Documents that are not important do not need to be attached so as not to increase the number of pages and costs. To make attachments easy to track, each attachment must be labeled in bold, for example **Appendix 1: Interview Guidelines**, and mentioned in the text, for example (Interview guidelines are presented in Appendix 1). The mention was placed after the description of the interview guide.

5. Changing Thesis

- a. The thesis is typed on HVS paper size A5 (14.8 X 21 cm) 80 grams, two sides.
- b. The thesis is typed using Book Antiqua font type

10 pt.

- c. The boundaries for typing are as follows: left edge 2.5 cm, top 2.5 cm, right 2 cm, and bottom 2 cm. The contents of the text are typed with multiple spacing of 1.15 except for direct quotations which are more than four lines (written with one space).

6. Some Technical

Aspects a. Typing Titles, Subtitles, and Subtitles

Chapter titles are written in capital letters with a distance of 3 cm from the top edge of the paper. Chapter numbers are written in Roman letters and followed by chapter titles. Chapter numbers and titles are placed on a new page.

Sub chapters are written using Arabic numerals. The first letter of each word is written in capital letters except for assignment words. The same goes for writing sub-sections. (See attachment.....)

b. Typing Quotations 1) Based on the contents of the quotation

Quotes taken from references can be directly included in the text to make it easier for readers to understand them.

Quotations consist of direct quotations and indirect quotations. Direct quotations are quotations that are written the same as the original text, while indirect quotations are quotations written in the same language and style of quoting. Direct quotations of less than four lines are placed in the text between quotation marks with 1.15 spaces. Example: "In typing, a dash is indicated by two hyphens without a space before and after"

(Depdikbud, 2006:414).

Direct quotations consisting of four or more lines are placed separately under the lines that precede them. Spacing between lines is one space.

Example:

According to Keraf (1982:3), "argumentation is a form of rhetoric that seeks to influence the attitudes and opinions of other people so that they believe and ultimately act according to what the author or speaker wants. Through argument

the author tries to arrange facts in such a way that he shows whether an opinion or a certain thing is true or not.

Indirect quotations are written in the author's own language without quotation marks attached to the text.

Example:

It turns out that most residents in the South Coast of Java are not aware that they live in the tsunami disaster area (Daryono, 2010).

This citation procedure must be defined correctly.

Citation errors or inclusion of bibliography will lead to plagiarism.

2) **Based on the author's name**

The author's name consists of three or more people, using the abbreviation et al. or *et al.*

7. Language of

Thesis As a scientific work or scholarly work, thesis must be written using a variety of scientific language whose characteristics are objective, concise and concise, clear and straightforward, scholarly, formal, and consistent (consistent). Sentences used must be grammatical, logical, complete, economical (do not contain redundant elements), not ambiguous, not interfered with (not affected by the vocabulary or structure of regional languages or foreign languages). In addition, the spelling used must comply with the provisions of the Enhanced Spelling (Unesa MPK Team, 2005: 6 52).

In writing thesis, the passive form of *di-* is used as a substitute for the word *writer*, *researcher*, or *I*. The use of the passive form is intended to avoid the appearance of the researcher's subjective impression. Example: In this chapter the author describes.... (false)

This chapter describes.... (correct)

E. Thesis Examination and

Assessment 1. Examination

Committee a. Thesis examination

committee consists of 1) Chairman

of the Committee : Dean 2) Chairman : Assistant

Dean I 3) Secretary 4) Member of Department/Study Program :

Secretary of Department/Study

Program/Thesis Coordinator b.

Thesis **Examining Team consists of** 1) Chief examiner

(concurrently member) : Lecturer (not supervisor)

2) Members: a)

Examiner Lecturer b)

Supervising Lecturer **2.**

Thesis Examination Requirements a.

Student

In order to take the thesis examination, students must meet the following requirements.

1) The thesis that will be submitted in the exam must have received approval from the supervisor.

2) Students register themselves at the department/ study program/ thesis coordinator (bureau) in their respective department/ study program by bringing: a) KRS as proof of thesis programming, b) Draft thesis script, in triplicate, which is submitted to the respective department/study program each no later than one week prior to the period/period of the exam. c) Submit a photocopy of the TEP/TOEFL ITP certificate

with a minimum score of 400 legalized by the Unesa Language Center.

d) Some special requirements can be formulated by study

program **b.**

Examination Lecturer In accordance with the Decree of the Coordinating State Minister for Supervision of Development and Administrative Utilization

State, No.38/Kep/ MK.WASPAN/8/1999 concerning Lecturer Functional Positions and Credit Points, the requirements for lecturers who are entitled to guide and examine thesis are as follows.

Table 1 Examiner Lecturer Requirements

NO	POSITION	EDUCATION
1	Expert Assistant	1. S-2 2. S-3
2	Lecturers	1. S-2 2. S-3
3	Head Lecturers	1. S-2 2. S-3
4	Great Masters	1. S-3

Information:

S-1 : Undergraduate Education S-3 : Doctoral Education

S-2 : Education Masters / Masters

3. Exam Rules a. Student

- 1) Dressed in white top, dark bottom, and alma mater suit
- 2) Be present in the exam room 15 minutes before the exam starts
- 3) Be polite
- 4) Bring data and thesis references (if needed)
- 5) Pray according to religion and belief
embraced
- 6) Outline the contents of the thesis for \pm 10 minutes
- 7) Answer the examiner's questions clearly and behave
calm
- 8) Take good notes on the examiner's suggestions
- 9) Exit about 5 minutes when the testing team hears the exam results

- 10) Log back in after being called to listen
test results from the chief examiner

b. Examining

Lecturer 1) Dress

neatly 2) Present 10 minutes before the exam

starts 3) Test and write input and/or suggestions for improvement 4)

Submit written input and/or suggestions to students and guide

revision 5) Notify the head of department/ study program / thesis

coordinator in writing if unable to test no later than two days before

the exam.

4. Examination and Assessment

Procedures a. Examination

Procedures The team of thesis examiners jointly tests a student, if one of the examiners cannot attend the thesis examination must be postponed.

b. The duration of the exam is one to two hours

details:

1) presentation of the outline of the thesis content by students 10 - 15 minute

2) examiner questions and answers 15 – 30 minutes for each examiner

3) others 5 – 15 minutes c. The value of the thesis content and

appearance in the exam is stated

with the numbers 0-100.

d. The final score of the thesis exam is obtained by calculating the average

score given by the three examiners (one supervisor and two other

examiners) and converted into A, A-, B+, B, B-, C+, C, D, or E in

accordance with the rules that apply at Unesa.

Table 2 Conversion of Unesa Thesis Examination Results Scores

Letter	Number	interval
A	4	85 ÷ A ÷ 100
A-	3.75	80 ÷ A- < 85
B+	3,5	75 B+ < 80
B	3	70 ÷ B < 75
B-	2.75	65 ÷ B- < 70
C+	2,5	60 C+ < 65
C	2	55 ÷ C < 60
D	1	40 ÷ D < 55
E	0	0 ÷ E < 40

The difference in assessment between one examiner and another may not be more than 10 points. If there is a difference of more than 10 points, the chief examiner must discuss it with the examiners to determine a new value.

5. Aspects assessed in Thesis Examination

Table 3 Thesis Assessment Criteria

No	Assessment Component	interval Score	Score
1	The contents of the written thesis include		
	aspects a. Suitability of the format with Thesis Writing Guidelines b. Clarity and coherence	0 - 10	
	of problem formulation, objectives, discussion, and conclusions c. Update, relevance, and depth of literature review d. Conformity of the	0 - 10	
	research design with the implementation and research results e. Language quality f. Authenticity (originality)	0 - 10	
		0 - 20	
		0 - 10	
		0 - 10	
2	Presentation in the thesis examination includes aspects		
	a. Clarity and appearance of presentation b. Mastery of	0 - 10	
	the material and the ability to answer questions.	0 - 20	
	Amount	0 - 100	

6. Graduation Decision a.

The passing of the thesis examination is carried out by the Examination Team and delivered to students on the day of the exam.

- b. Students are declared to pass the thesis examination if they obtain a score of at least 56 or C.
- c. Students who score less than 56 are given the opportunity to take the re-examination in the same period same.
- d. Students who are declared to have passed the thesis examination with revisions, must complete the revisions in a maximum of 3 (three) months after the examination is carried out. If you miss this deadline,

then the student is declared to have passed and is required to prepare a new thesis proposal.

7. Schedule of Thesis Examination a.

Thesis exam can be held at least two months after the thesis proposal seminar is held b. Thesis exam for students who want to graduate is carried out no later than one month before graduation in the relevant semester (provided that students can complete revisions and graduation requirements at the specified time).

8. Thesis revision a.

The thesis repair must be consulted with the Examining Team within the time specified and agreed upon at the time of the thesis examination by bringing notes from the Examining Team received at the time of the thesis examination. After being approved and signed by the examining lecturer and supervisor, the thesis report is bound with a cover according to the color of the respective faculty flag in black and submitted to the department/study program in duplicate 4. b. The color of the thesis cover is adjusted to the color of the faculty identity (red FMIPA). dark green, dark green FT, light blue FIK, yellow FBS, bone white FE, dark blue FIS, dark purple FIP), as shown in Figure 1 below.



c. When submitting a thesis, students are required to submit scientific research articles and abstracts that have been approved by the supervisor in the form of CDs and

hard copy to the officer appointed by the department. Format
article scientific get downloaded from
<http://ejournal.unesa.ac.id/data/template-ejournal-unesa.doc>. Files
the article is submitted to the managing officer of the internal department of the journal
PDF form. After being uploaded by officers, students
will automatically get a letter of uploading the article
which is used for the administration of judiciary management.

BIBLIOGRAPHY Dit PLP.

2004. *Classroom Action Research: Training Materials*

Integrated Competency-Based Middle School Teachers. Jakarta:
Directorate of PLP.

Latief, A. (Ed.). 2001. *Indonesian Language Education Materials: Spelling*.
Jakarta: Language Center.

Moleong, Lexy J. 2005. *Qualitative Research Methodology*. Bandung: Rosdakarya
Youth.

Unesa MPK Team. 2005. *Scientific Indonesian*. Surabaya: Unesa University
Press.

Writer team. 2004. *Unesa Thesis Writing and Examination Manual*. Surabaya:
Unesa.

Appendix 1

Sample Research Proposal Cover Page

**THE EFFECT OF GIVING NONI FILTRATES
ON UREA NITROGEN LEVELS
IN THE BLOOD OF THE WHITE RAT**

RESEARCH PROPOSAL



By
KARIMA FIKRI
ID 21932201

SURABAYA STATE UNIVERSITY
FACULTY OF MATH AND SCIENCE
BIOLOGY DEPARTMENT
BIOLOGY EDUCATION STUDY PROGRAM
2013

Appendix 2

Example of Research Proposal Approval Page

Research Proposal by:

NIM :

This :

title has been approved and declared eligible for seminar.

Surabaya,

advisor,

(Full name)

.....

NIP

Appendix 3

Example Cover Page of (art title) Thesis

**THE EFFECT OF GIVING NONI FILTRATES
ON URIC ACID LEVELS
IN THE BLOOD OF THE WHITE RAT**

THESIS



By
KARIMA FIKRI
NIM 21932201

**SURABAYA STATE UNIVERSITY
FACULTY OF MATH AND SCIENCE
BIOLOGY DEPARTMENT
BIOLOGY EDUCATION STUDY PROGRAM
2012 2012**

Appendix 4

Example of Title Page-In Thesis

**THE EFFECT OF GIVING NONI FILTRAT
ON uric acid levels
IN THE BLOOD OF THE WHITE RAT**

Thesis

Submitted to the State University of Surabaya to
fulfill the requirements for completing the
undergraduate program

By

KARIMA FIKRI

NIM 21932201

SURABAYA STATE UNIVERSITY

FACULTY OF MATH AND SCIENCE

BIOLOGY DEPARTMENT
2014 *BIOLOGY EDUCATION*
STUDY

Appendix 5

Example of Thesis Approval Page

Thesis by :

NIM :

Title :..... this has been approved and
is declared to meet the requirements to be submitted in the thesis examination.

Surabaya,

advisor,

(Full name)

.....

NIP

Appendix 6

Example of Thesis Approval Page

Thesis by:
NIM :
Title : this has been maintained in
before the board of examiners on

Examiner Board, Done	Signature	Date
		Revision*
1. (Full name) NIP
2. (Full name) NIP
3. (Full name) NIP

Validate, Know,
Dean of the Faculty Head of Department / Study Program

(Full name) (Full name)
NIP NIP

*) if there is a revision

Appendix 7

Statement of Original Thesis

SURABAYA STATE UNIVERSITY
FACULTY..
MAJORS COURSES ...

Address: Building..... Ketintang Campus,
tel.fax.....

DECLARATION OF ORIGINALITY THESIS

The undersigned below:

Name :

Place, date of birth :

NIM :

Study program/class :

Address :

state that: (1) this thesis being tested is really
my own work (not based on false data and/or plagiarism/plagiarism or
autoplagerism results)

(2) if at a later date it is proven that my statement is not true, I will bear
the risk and am ready to be prosecuted in accordance with the
applicable rules.

This is the statement that I made in truth.

Surabaya,

That state,

Stamp

IDR 6000.00

(Full name)

NIM.....

Appendix 8
Abstract Example

ABSTRACT

IMPROVING DISCUSSION ABILITY THROUGH
APPLICATION OF PROBLEM-BASED LEARNING MODEL
STUDENTS OF CLASS X-1
SMAN I DRIYOREJO 2012/2013 ACADEMIC YEAR

Name : Kris Ashanti
NIM : 082074255
Study program : S-1
Major : Language Education, Indonesian Literature and Area
Faculty : Language and Art
institution name : Surabaya State University
Advisor : Dr. Anang Lemos

Speaking skills are language skills important for students to master. Speaking skill can improved through discussion activities. Discussing is regular and directed exchange of ideas, both in small or large groups, with the aim of getting agreement or joint decision on an issue.

The learning model applied in learning discuss in this research is a learning-based model problem (PBM). PBM is a teacher learning presenting a problem, asking a question, facilitating investigation, and enable students to find solutions problem.

The purpose of this study was to obtain a description of (1) the application of the PBM model in discussion learning in class X-1 SMAN I Driyorejo academic year 2005/2006 and (2) improvement the ability to discuss through the application of the PBM model for class X-1 students of SMAN I Driyorejo for the 2005/2006 academic year.

This research method is descriptive qualitative and quantitative. Data was collected using participant observation techniques and tests. Participant observation techniques were used to obtain qualitative data about teacher and student activities in the PBM model of discussion learning, while test techniques were used to obtain quantitative data about students' discussion skills in the PBM model of learning.

The results showed that teacher activity in cycles I, II, and III was 98% respectively; 91.67%; and 98.33%; student activity respectively 60.83%; 86.67%; and 90%; and the average value of students' discussion skills in the same cycle respectively 66.28; 70.25; and 74.69. Thus it can be concluded that the PBM model can be used to improve the discussion skills of class X-1 students of SMA Negeri 1 Driyorejo in the 2005/2006 academic year.

Appendix 9

Thesis Writing Guidance Card (1st page)

SURABAYA STATE UNIVERSITY
FACULTY OF ENGINEERING

MAJORS COURSES

Building Address Ketintang Campus, tel. fax.

Thesis Writing Guidance Card

NIM :

Name :

Thesis Title :

.....

.....

Advisor

Surabaya,
Head of Department/Study Program,

Full name
NIP.....

Appendix 10

Example of Thesis Exam Assessment Format

SURABAYA STATE UNIVERSITY

FACULTY

MAJORS COURSES

Address: Building..... Ketintang Campus, tel. fax.

Thesis Exam Score

Student name :

NIM :

Thesis title :

THESIS ASSESSMENT CRITERIA

No	Assessment Component	interval Score	Score
1	The contents of the written thesis include aspects		
	a. Format conformity with Guide Thesis Writing	0 - 10	
	b. Clarity and coherence of the formulation problems, objectives, discussions, and conclusion	0 - 10	
	c. Sophistication, relevance and depth literature review	0 - 10	
	d. Conformity of research design with implementation and research results	0 - 20	
	e. Language quality	0 - 10	
	f. Authenticity (originality)	0 - 10	
2	The presentation in the thesis exam includes aspects		
	a. Clarity and display of presentation (P) b.	0 - 10	
	Mastery (M) and Theory answering ability in question.	0 - 20	
	Amount	0 - 100	

Surabaya,
Chief Examiner
(full name)

NIP

NIP.....

Appendix 11

Example of Table of Contents







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D. Research Hypothesis E. Research Benefits F. Research Assumptions G. Research Limitations H. Operational Definition	
CHAPTER II LITERATURE REVIEW A. Process....	
B.	
C. ...	
CHAPTER III RESEARCH METHOD A. Research Approach B. Research Subjects C. Data Collection Techniques D. Data Analysis	
CHAPTER IV RESEARCH RESULTS AND DISCUSSION A. Research Results B. Discussion	
CHAPTER V CONCLUSIONS AND SUGGESTIONS A. Conclusion B. Suggestions	
BIBLIOGRAPHY	

Appendix 12






Graphic Standards Manual (GSM) from the Unesa Logo





12 a. Things that are allowed

1		The colored logo on the standard color is blue Unesa
2		Colored logos are allowed over images provided the contrast remains intact looks strong
3		One white logo is allowed on top of the image provided that the contrast still looks strong
4		A logo with a metallic color (gold C:30 M:30 Y:80 K:0) is allowed on a black and white background to create a premium impression or classy.
5		A logo with a metallic color (silver C:0 M:0 Y:0 K:40) is allowed on a black and white background to create a premium impression or classy.
6		One color logo (required: Unesa blue) is allowed on white and bright colors.

7		A single white logo is allowed over a contrasting color.
8		A single white logo is allowed over a contrasting color.
9		A black and white single color logo is only allowed for Fax purposes.
10		A single white logo on a black background is allowed for certain reasons.

12 b. things not allowed 1

	 A blue square containing the UNESA logo (a golden bird-like emblem) with a 3D embossed effect. A red 'X' is in the top right corner.	It is prohibited to give special visual effects to the physical logo such as embossed effects, shadows, textures, outlines and other visual effects.
2	 The UNESA logo with a 3D effect, appearing to float above a white surface. A red 'X' is in the top right corner.	Do not insert images into the physical logo.
3	 The UNESA logo centered on a background of a blue and white dot pattern. A red 'X' is in the top right corner.	Do not place logos over patterned images.
4	 The UNESA logo on a dark blue square, which is itself on a larger yellow and blue rectangular box. A red 'X' is in the top right corner.	It is forbidden to add, put logos on a box or panel except for things certain.
5	 The UNESA logo rendered as a simple black outline on a white background. A red 'X' is in the top right corner.	It is forbidden to remove the color of the logo and replace it with an outline.
6	 The UNESA logo placed at the beginning of the sentence "adalah kampus...". A red 'X' is in the top right corner.	It is forbidden to place logos as part of sentences/bodytexts.

7		It is forbidden to place a one-color black logo over an image or image
8		Do not change the color of the logo or add an outline.
9		Do not arrange colored logos to become a decorative element.
10		It is forbidden to place a white logo above a color with a low contrast value unless there are certain things.