



WRITING GUIDELINES STUDENT FINAL PROJECT

**UNIVERSITAS NEGERI MAKASSAR
2019**

Guidelines for Writing Student Final Projects

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Drafting team

FOREWORD

Higher education is one of the pillars of the nation's progress, especially increasing economic growth in facing the era of globalization and industrialization in the industrial phase 4.0. The role of universities in Indonesia is quite important in contributing to community development and becoming a supplier Human Resources (HR) needed for the running of the wheel of life economy, politics and culture. Makassar State University (UNM) is a one of the leading Universities in Indonesia, plays a role in getting contribute thoughts and concrete actions as a supplier of HR in solving various problems, both local, national, regional, and global. One of The thing that can be taken is that UNM makes guidelines for academic implementation, namely Student Final Projects at UNM, covering undergraduate, master's programs and doctor.

As mandated in the Regulation of the Minister of Research, Technology, and Higher Education Number 62 of 2016 concerning compulsory tertiary institutions implement the Internal Quality Assurance System (SPMI). SPMI aims guarantee the fulfillment or exceeding of the National Standards for Higher Education (SN Dikti). With the intention that every university can fulfill the mandate of the Act appropriately. This book was compiled with the help of the Assignment Writing Guidelines Drafting Team The final consists of experienced experts and lecturer representatives. We thank the Drafting Team and Editor, with coordination by the Deputy UNM's Chancellor for Academic Affairs, resulting in the Assignment Writing Guidelines End.

UNM hopes that this book can be used as a guide in every study program in implementing SPMI in the academic field, especially in the implementation of Final Project well.

Makassar, 31 January 2019
Rector of Universitas Negeri Makassar

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CHAPTER 1. INTRODUCTION

The Final Project, abbreviated as FP, is a scientific work compiled by students according to scientific rules and written based on language rules Standard Indonesian under the direction of a supervisor. FP is one of the requirements to complete studies at each level of the educational program covering Bachelor (S-1), Master (S-2), and Doctoral (S-3) degrees. As an effort for FP standardization within the scope of UNM, it is necessary to write guidelines. Final Project is used at all levels without ignoring the peculiarities of each faculty/department/study program.

The benefits of this FP writing manual are:

- (1) To provide guidance general to UNM students in preparing the FP. Through the signs the available information presented in it, it is hoped that there will be a typical perception of students across majors and study programs within UNM in writing FP from the characteristics and systematic aspects of writing.
- (2) To guide UNM lecturers in conducting FP guidance and scientific article writing. FP is intended to establish a common perception between students and supervisors in terms of format (structure), content (substance), and FP writing rules.

This guide includes two things, namely, guidelines for writing proposals and guidelines for writing FP reports for each level. FP report at the undergraduate level in Universitas Negeri Makassar called Essay, the master's level is called Thesis, and the doctoral level is named Dissertation. The description of each type of FP is as follows:

1. The TA proposal is a literature/practice/study design research /proposed by students to be carried out in a framework for preparing FP.
2. A thesis is a scientific work that results from research that can at least confirm the results of previous studies compiled with the ability and attitude to think scientifically independently by students in the context of completing undergraduate studies.
3. A thesis is a scientific work that results from research that at least develops the results of previous research compiled with the ability and attitude to think scientifically independently by students in the context of completing master's level studies.
4. A dissertation is a scientific work that results from research at least creates new things (*novelty*) that are prepared with the ability and attitude of scientific thinking independently by students to completion of doctoral studies.

CHAPTER 2. WRITING SYSTEM

A. Proposal Systematics

Guidance on FP proposal systematics includes undergraduate (S1) and Postgraduate (Master, S2 & Doctoral, S3) degrees. The systematics of the FP proposal at each group consists of three parts, namely the beginning, main, and ending sections. The components of each section presented below are binding, and some are terms used the nature of choice according to the type and character of the research.

1. Systematics of FP Proposals for Undergraduate and Postgraduate Programs

Systematics of FP proposals for course programs and postgraduate programs consists of three parts, namely the beginning, main, and end parts. The initial section includes a proposal cover, endorsement page, and table of contents. The main body of the proposal consists of an introduction, literature review, and research methods. The final part of the proposal includes the implementation plan schedule research, research cost plan, and bibliography. Points or sub-sections in each section of the proposal for each type of research (e.g., experimental research, surveys, R&D, CAR, qualitative, and others) can be added or subtracted according to the characteristics of the type of research. As for systematics that needs to be used as a general reference, as follows:

- (a) Beginning Section
 - PROPOSAL COVER
 - ENDORSEMENT PAGE
 - TABLE OF CONTENTS
- (b) Main Section
 - I. INTRODUCTION
 - 1. Background
 - 2. Problem Formulation
 - 3. Research Objectives
 - 4. Research Benefits
 - II. LITERATURE REVIEW
 - A. Theory Study
 - B. Framework/Conceptual Framework
 - C. Hypothesis (*if any*) / Hypothetical Model (*for R&D*)
 - III. RESEARCH METHODS
 - A. Type of Research
 - B. Time and Place of Research
 - C. Research Design (*if any*)
 - D. Population and Sample/Subject/Focus (*choose according to the type of research*)
 - E. Variable Operational Definition/Concept Definition/Focus Description (*choose according to the type of research*)
 - F. Research Procedure
 - G. Data Collection Techniques
 - H. Research Instruments
 - I. Tools and Materials (*experimental research*)
 - J. Data Validity Check (*especially for qualitative research*)
 - K. Data Analysis Techniques (*adjust the type of research*)
- (c) Ending Section
 - SCHEDULE OF RESEARCH IMPLEMENTATION PLAN

RESEARCH COST PLAN
REFERENCES
APPENDIX (if any)

2. Description of FP Proposal Components for Undergraduate and Postgraduate Programs

(a) Description of the Beginning Section

The beginning section includes a cover page, an endorsement page, and a list of contents. The descriptions of these three things are as follows:

(1) Proposal cover page

The cover of the proposal contains the writing of the research proposal, title, Universitas Negeri Makassar (UNM) logo, name and student ID, name of institution, month, and year. An example of a proposal cover page can be seen at Appendix 1.

(2) Authentication page

The endorsement page contains the endorsement of the signed proposal by the supervisor/promoter and the Head of the Study Program. Example page validation can be seen in Appendix 2.

(3) Table of Contents

The table of contents provides an overview of the contents of the proposal as a whole; this is to make it easier for readers to see the contents of the proposal. Example of writing The Table of Contents can be seen in Appendix 3.

(b) Description of The Main section

The main section of the proposal includes an introduction, literature review, and research methods. The order of writing is as follows:

(1) Introduction

In general, the introduction section contains, background, formulation problems, research objectives, and research benefits.

a. Background

This section provides a background review of the research that will be conducted. The topic or issue raised in the research needs to be scientifically described following the actual situation and conditions. Researchers need to explain why the research is essential. They need to state (1) the gap between expectations and reality, theoretical and practical background to the research problem, or (2) field demands.

Researchers need to describe/identify the problem to be studied, limiting and analysing problems, outlining alternative solutions, and determine the appropriate alternative solution to the problem. To support selecting alternative solutions to the problem, researchers need to describe the relevant supporting theory and research results briefly.

b. Problem Formulation

The formulation of the problem contains an affirmation of the research problem in the form of a statement or questions based on the background of the research problem briefly and clearly stated.

c. Research objectives

The research objectives are written following the problem formulation to reveal the goals to be achieved in the research.

d. Research benefits

The benefits of research are described in several aspects, including: (1) benefits theoretical (describes the contribution of research to the scientific

repertoire), and (2) practical benefits (describes the practical contribution of research results both to researchers and users of research results).

(2) Literature Review

The literature review contains three things, namely theoretical studies, frameworks, thought/concept framework, and hypothesis (if any). The explanation of these three is as follows:

- The theoretical study contains the study results of theories, concepts, principles, laws, procedures related to research problems that serve as the basis for the solution to a problem. Information in theoretical studies is selected based on considerations of relevance, accuracy, complexity, and timeliness. Academic study is a collection of theories and the results of the study researcher critical of one or more views related to the research problem. Theories studied can be sourced from scientific journals, books, dissertations, theses, research reports, papers, discussion results, seminars, and trusted official government and non-government publications.
- In general, the conceptual framework/framework is used in research non-experimental. The conceptual framework/framework is presented in the form of a description that reveals empirical facts to support research and chart forms based on directed theoretical studies on the formulation of the hypothesis. The frame of mind reveals empirical facts to support the formulated idea. The structure of mind explains the logical argumentation of the relationship between the variables to be studied based on the referenced theories. Theoretically necessary, there is an explanation of the relationship between the independent variable and *dependent* variables. If there are other variables such as moderator variables and intervention, it is necessary to explain why they are involved in the study. Researchers must be able to link the dependent variable with independent variables. The framework of thought becomes a reference in the preparation of the research hypothesis.
- The hypothesis (if any) is a temporary answer to the problem formulation research based on the results of theoretical studies. Still, it has to be tested for the truth through empirical facts.

(3) Research Method

The research method describes the type of research, time and place research, research design, population and sample/subject/focus, definition operational variables/concept definition/focus description, research procedures, research instruments, data collection techniques, research instruments, tools and materials (*experimental research*), checking the validity of the data (*especially for qualitative research*), and data analysis techniques (*adjust the type of research*). Explanation of the components of research methods other than those mentioned above adapted to the specifics of the type of research and the field of study used such as Classroom Action Research (CAR) and *Research and Development* (R&D).

(c) The Description of The Ending Section

The final part of the proposal includes a schedule of research implementation plans, research cost plan, bibliography, and attachments if needed. The description each of these components, as follows:

(1) Schedule of research implementation plans

The schedule for the research implementation plan may include preparatory activities, implementation, analysis (data or simulation), and preparation of FP

(results research) which is expressed in the form of a *Bar Chart* table. Sample schedule of the research implementation plan can be seen in Appendix 4.

(2) Research cost plan.

Research costs are described in detail, starting from the source of funds, plans expenses while carrying out the research, and the total funds needed. Sources of funds can come from scholarships and other sources. An example of a research cost plan can be seen in Appendix 5.

(3) Bibliography

Writing bibliography follows *American Psychological Association* (APA) format. Examples of writing a bibliography of various sources can be seen in Chapter 3 of these Writing Rules.

B. FP Report Systematics

Systematics of FP reports for undergraduate and postgraduate programs are divided into the beginning, main, and ending sections. Every part includes several components or elements according to the type and character of the final research work done. The features of each section presented below are binding. Some terms are used according to the style and nature of the research. The TA report systematics, in general, are as follows:

(1) The Beginning Section

TITLE PAGE

APPROVAL OF THESIS/Thesis/Dissertation

STATEMENT OF AUTHENTICITY

PUBLICATION APPROVAL FOR ACADEMIC INTEREST

MOTO (if any)

ABSTRACT (*ABSTRACT*)

FOREWORD

TABLE OF CONTENTS

LIST OF TABLES (if any)

LIST OF PICTURES (if any)

LIST OF SYMBOLS & ABBREVIATIONS (if any)

APPENDIX LIST

(2) The Main Section

CHAPTER I INTRODUCTION

A. Background

B. Problem Formulation

C. Research Objectives

D. Research Benefits

CHAPTER II. LITERATURE REVIEW

A. Theory Study

B. Framework / Conceptual Framework

C. Hypothesis (*if any*) / Hypothetical Model (*for R&D*)

CHAPTER III. RESEARCH METHODS

A. Type of Research

B. Time and Place of Research

C. Research Design (*if any*)

D. Population and Sample/Subject/Focus (*choose according to the type of research*)

- E. Variable Operational Definition/Concept Definition/Focus Description (*choose according to the type of research*)
 - F. Research Procedure
 - G. Data Collection Techniques
 - H. Research Instruments
 - I. Tools and Materials (*experimental research*)
 - J. Data Validity Check (*especially for research qualitative*)
 - K. Data Analysis Techniques (*adjust the type of research*)
- CHAPTER IV. RESEARCH RESULTS AND DISCUSSION
- A. Research Results
 - B. Discussion
- CHAPTER V. CONCLUSIONS AND SUGGESTIONS
- A. Conclusion
 - B. Suggestion

- (3) The Ending Section
REFERENCES
ATTACHMENTS

C. Description of Components in FP Report Systematics

1. Description of the Components of the Beginning of the FP Report

The beginning of the FP report includes the outer cover page, title page, endorsement page, statement of authenticity page, motto page, page approval of publications for academic purposes, preface, table of contents, List of tables, List of figures, List of attachments, abstract (Indonesian) and *abstract* (English). Description of each of these components, as follows:

(a) Outer Cover

The outer cover of the FP contains the word thesis, title, standard logo in sequence Universitas Negeri Makassar, student name, institution name, and year. An example of outer cover can be seen in Appendix 6.

(b) Title page

In general, this title page contains the same elements as the page's outer cover. An example of a title page is presented in Appendix 7.

(c) Endorsement page

The confirmation page contains a statement that the Thesis/Thesis/Dissertation has been tested, signed by the examiner team, and approved by the Dean (for Thesis) or Director for (Thesis and Dissertation). Example page validation can be seen in Appendix 8.

(d) Declaration of Authenticity Page

This page contains statements of originality of FP produced by students, which is intended to prevent plagiarism. Example page statement of authenticity can be seen in Appendix 9.

(e) Publication Approval Page for Academic Purposes

This page contains students who wrote FP who authorizes UNM to store, transfer media/format, maintain and publish the final project for academic interest. That is, UNM has the authority to issue a FP only for the sake of scientific development. Meanwhile, the copyright remains with the Author. Sample sheet approval of publication for academic purposes can be seen at Appendix 10.

(f) Moto page (if any)

This page contains the motto of the researcher/author maximum of one motto and one offering, which is an expression of a statement in the form of positive motivation. The Author can make their own or quote a motivational sentence from someone 's character (must write the name of the quoted character placed under motto). The motto page does not have to exist.

(g) *Abstract*

The abstract contains all parts of the abstract written in English as a translation of the Indonesian abstract. An example of writing *an abstract* is presented in Appendix 12.

(h) Foreword

The preface contains a general explanation of the topic of the research study briefly, and thank you. An example of introductory writing is presented in Appendix 13.

(i) List of Contents

A table of contents is a page that shows sections or table of contents reports. Pages are located to make it easier for readers to find searched parts. An example of writing a Table of Contents can be seen in Appendix 14.

(j) List of Tables

The table list is a page that contains all the existing table titles in the report, and the pages on which it is located, which are intended to make it easier for readers to find the table they are looking for. An example of writing a list of tables can be seen in Appendix 15.

(k) List of Picture

An image list is a page that contains all existing image titles in the report, and the pages on which it is located, which are intended to make it easier for readers to find the image that they are looking for. An example of a writing list of pictures can be seen in Appendix 16.

(l) Appendix List

The List of attachments is a page containing titles of the extensions and pages on which it is located. It is intended to makes it easier for readers to find the attachments they are looking for. An example of a writing list of attachments can be seen in Appendix 17.

2. Description of the Components of the Main Section of the FP Report

The main body of a FP report generally includes an introduction, overview literature, research methods, research results and discussion, and conclusions and advice. Preliminary description, literature review, and research methods are adjusted in *the main section of the FP proposal writing*. As for the explanation regarding the results of research and discussion as well as conclusions and suggestions, as following:

(a) Research Results and Discussion

The results of the study include the presentation of research data in a descriptive manner. The production of research results must contain thoroughly and all information needed to answer or solve problems. Research results can be supplemented with presenting tables, curves, graphs, pictures, and hypothesis test results to clarify the presentation. The discussion contains the interpretation and

justification of the research results systematically described with logical and correct arguments based on supporting theory and relevant research results. The discussion should emphasize that the theory or supporting idea is not presented as in the literature review.

(b) Conclusions and suggestions

The conclusion presents the main findings that indicate meaning findings or research results that are written briefly, concisely, and inform paragraph by paragraph, points, or details according to the purpose of the study. Suggestions contain recommendations submitted following research results carried out operationally and can be followed up. The ideal advice is presented in detail to be easy to implement and appropriate with research benefits.

3. Component Description End of Report

The final section of the FP report includes a bibliography and appendices. Description of the components of the last part, as follows:

(a) References

This section carefully contains the literature referenced in the reported study. The bibliography writing technique follows the *American Psychological Association* (APA) format. How to write a particular bibliography described in Chapter III of this guide.

(b) attachment

This section may contain research instruments, data, and analysis results research data, documentation of research implementation, letters, and lists biography.

CHAPTER 3. TERMS AND FORMAT OF WRITING

This section contains guidelines on how to write FP, including general provisions for writing FP, typing techniques, numbering methods, presentation of tables and figures, procedures for citing the Author's name, and writing References.

A. General Terms of Writing

FP written by UNM students meets general requirements as follows:

1. FP printed on HVS 80 g/m², A4 size, and bound neatly using a laminated cover with a colour according to the type of FP. Yellow gold for undergraduate thesis, red for postgraduate thesis, and dark blue for dissertation.
2. Complete FP manuscripts are prepared in standard Indonesian, according to General Guidelines for Indonesian Spelling (PUEBI). *International Class Program* (ICP) students are required to write FP in Indonesian and English. FP in English is based on spelling writing and grammar that follows the *spelling* and *grammar* system based on type US/British English.
3. All sentences are written using standard grammar. Use of pronouns people are avoided (passive voice is used) and wherever possible, use Indonesian terms. If forced to use foreign terms or terms area, the word must be consistently italicized.
4. In writing FP, it is better to use a connecting paragraph between one definition/theorem with another definition/theorem so that the content flow FP (research results) becomes apparent. Avoid writing that only writes definitions, theorems, and so on.

B. Writing Format

1. Proposal Writing Format

The proposal writing format consists of the layout of the beginning, main, and ending sections.

a. Format of the Beginning of the Proposal

The initial part of the proposal consists of a cover page, an endorsement page, and a table of contents.

1) Cover Page Format

Cover page in capital letters in Times New Roman format, 12pt *Bold font* except for the word 'RESEARCH PROPOSAL' which using *font* 14pt *Bold*, and made with a central flat form (*centre*) including logos. Terms of writing the elements contained on the cover page are:

- (a) The title is written below the research proposal in capital letters using Times New Roman format, 12pt *Bold font*. Title is maximum 15 words. If it is more, it is used as a sub-heading.
- (b) UNM logo. Include the UNM logo just below the title. UNM logo used is the standard black logo. The standard logo can be downloaded on the link: <http://www.unm.ac.id>
- (c) Name and student's ID number. The name is written in full and placed below the logo, while the student's ID number is written just below the Student Name.
- (d) Name of Institution. The name of the institution is written under the Student ID. The order of institution writing according to the hierarchy is Study Program, Department, Faculty, Universitas Negeri Makassar

- (e) Month and year. The month and year are the name of the month and year implementation of seminar proposals. An example of a proposal cover page can be seen in Appendix 1.

2) Validation Page Format

The approval page is written in capital letters with the format Times New Roman, 12pt *font* except for the word 'PROPOSAL APPROVALATION,' which using 14pt *bold font*. An example of the validation page can be seen in Appendix 2.

3) Table of Contents Format

The table of contents is written in capital letters in Times New Roman format, 12pt *font*. Especially for the table of contents, table list, figure list, list attachments, and other lists are typed using one space. Example of writing The Table of Contents for the proposal can be seen in Appendix 3.

b. Format for Writing the Contents and the End

The format for writing the body part and the end which includes several components follow the writing systematics presented in Chapter 4.

2. Report Writing Format

An explanation of the format for writing a report consists of a section format beginning, body, and end.

a. Format of the Beginning of the Report

1) Outer Cover

All writings on the outer cover are written using the letters Times New Roman type capital, 12pt *Bold font* except writing Thesis/thesis/ dissertation using 16pt *Bold font*, and *canter* format including logos.

- a) The UNM logo is placed at the top of the cover. Use the Universitas Negeri Makassar standard logo with a diameter of 3 cm and a light colour or dark (only one color contrasts with the base color). The official logo can be downloaded on the page: <http://www.unm.ac.id>.
- b) THESIS or DISSERTATION is placed right under the logo with four spaces apart, using 16pt *font*, *Bold* character.
- c) The title of FP in Indonesian and English is placed below Thesis/Dissertation writing with 12pt *font* size with character *bold*.
- d) Student's name is written in full and placed under the title.
- e) The name of the institution is placed under the student's name. The order institutions according to the hierarchy start from Study Programs, Departments, Faculties, and Universitas Negeri Makassar.
- f) The year written in the year the Judisium was implemented. The year writing is the last component which is placed at the very bottom of the cover. An example of the format of the TA outer cover can be seen in Appendix 6.

2) Title Page

In general, the format for writing the title page is the same as the format cover writing. The difference is on the title page. The title is added the statement "*Submitted to Study Program ... Faculty of ... Universitas Negeri Makassar to fulfill one of the requirements for obtaining a Bachelor's degree ...*" (to be filled in according to each study program). The statement is written in Times New Roman 12pt *bold font italic*. The name is in full under the title. The students' ID number is below the name. The name and students' ID number (capital *font* 14pt), study

program, major (if available), faculty, Makassar State University, year. Example of title page presented in Appendix 7. Level title page "*As One of The Requirements to Achieve Degree ... Study Program ... Concentration ... Prepared and Proposed by ...*"

3) Authentication Page

The FP approval page is single-spaced. The Endorsement Title is written entirely in capital letters; *Times New Roman* font typed with *font size 12pt bold, centre* with a distance of 4 cm from the top edge without ending with a dot. The Endorsement page begins with a statement of FP application written in *Times New Roman 1.5 spaced with font size 12pt*, approved by the Dean of the Faculty/Director of PPs and the examiner team. The sheet the paper used contains a transparent background of the UNM logo in the middle 10 cm in diameter and grayscale colour (90% *brightness*, 10% *contrast*). An example of the validation page can be seen in Appendix 8.

4) Declaration of Authenticity Page

The title of the statement of authenticity is written entirely in capital letters. The letter is *Times New Roman* typed in bold with 12pt font size and located in the *centre* with 4 cm from the top edge without ending with a dot. The contents of the statement of authenticity are written with 2 spaces. An example of The Statement of Authenticity page can be seen in Appendix 9.

5) Publication Approval Page for Academic Purposes

The layout of this page requires that all letters are written with the type *Times New Roman 12pt with 1.5 spacing*. Especially for sheet titles approval for publication for academic purposes is written in *Times New Roman font, 12pt, bold and single-spaced capital letters*. Sample of The Sheet Approval of Publication for Academic Purposes can be seen in Appendix 10.

6) Moto Page

The language used must follow the rules of the Indonesian language, which standard or foreign language correctly (no more than 25 words).

7) Abstract (Indonesian)

The FP abstract contains the title, Author, research objectives, methods, results, conclusions, and suggestions. The abstract is written in one space, one paragraph, and may be no more than one page. At the end of the line are written some keywords. In the section above is written the word "ABSTRACT". Then below it is written the Author's name, year, title, program, department (if any), faculty, Universitas Negeri Makassar, the words "guided by" are enclosed in brackets. After that, it is followed by the content of the abstract and keywords at the bottom. Abstract typed with a size of 1 space, *Times New Roman font 12pt, left-right aligned*, except for the words "ABSTRACT" typed in *bold, font 14, and centre* with a distance of 4 cm from the top edge without ending with a dot with only one paragraph without a newline. The contents of the abstract are written based on the results of the directions given by the supervisor. An example of writing an abstract is presented in Appendix 11.

8) Abstract (English)

This section is written in English as a translation of the abstract Indonesian. An example of writing an *abstract* is presented in Appendix 12. Writing the

introduction, literature review, research methods, results and discussion, conclusions and suggestions, and attachments following the systematics writing in Chapter 4.

C. Typing Technique

Typing of the entire TA script must be done using a computer according to the following conditions:

1. Font type and size

The report manuscript is typed on a computer using a *Times New Roman font* size 12pt (except chapter headings *font* 14pt), and all manuscripts must use the same typeface. Italics are used for statements in definitions, theorems, foreign words, and unusual words *for example, abbulo sibatang*. For other unique letters, such as bold, underline, the Author may use for specific purposes. For example, bold letters are used for chapter titles, underscore for the email address.

2. Line Spacing

The spacing between lines is two spaces, except abstracts, direct quotes, table titles, figure titles, and bibliography are typed with a single space. Mathematical formulas/equations are typed using *insert equations* with spaces according to the needs.

3. Border

The typing limit (paper margin) is set as follows:

- a. Top edge and left edge: 4 cm
- b. Bottom edge and right edge: 3 cm

4. Room Filling

The space contained in the manuscript page is as complete as possible. Typing starts from the left border except for new paragraphs, equations, lists, pictures, titles, or memorable things.

5. New Paragraph

The new paragraph starts at a distance of 1.27 cm or 1 Tab (tabulation) from the boundary left margin. Each paragraph is at least two sentences. Sentences in one paragraph are interrelated as a whole as a unified idea/thought. How to set in Microsoft Word 2007 and above are: "Paragraph" - "Indentation" - "Special" - "First line" = 1.27cm or 0.5 in.

6. Title of Chapter, Sub-chapter, and Sub-Sub-chapter

- a. Chapters and Chapter Titles are written entirely in capital letters, typed in bold single-spaced, 14pt *font, centre*, with 4 cm from the top edge without ends with a dot. The distance between the last line of the chapter title and the subchapter title is four spaces.
- b. The title of the sub-chapter is in bold without ending with a period. All words begin with a capital letter, except for conjunctions and prepositions. The first sentence after the sub-chapter title starts from the left edge with a new paragraph with two spaces. If the sub-chapter title is more than one line, then write one space.
- c. The title of the sub-sub-chapter starts from the left border and is printed in bold. Only the first word begins with a capital letter, without ending with a period. The first sentence after the title of the sub-section begins with a new paragraph. If the title of the sub-sub-chapter is more than one line, then it is typed one space. The distance of the last sentence of the previous sub-chapter with the title of the next sub-chapter is three spaces. An example of the typing format can be seen in Figure 5.1

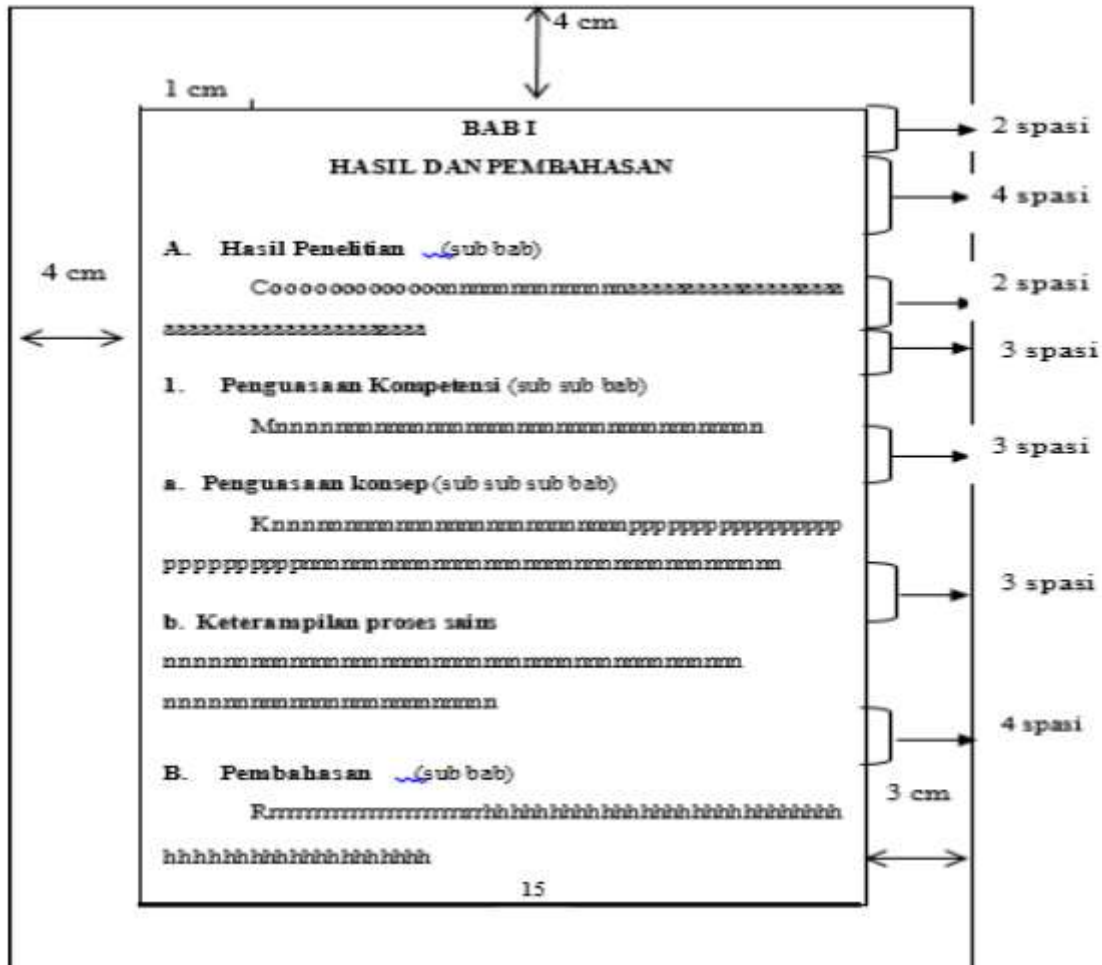


Figure 5.1 Typing format

D. Numbering System

1. Page numbering

- a. Initial page numbering
The initial part of the FP, both proposals and reports, starts from the title page to the last page before Chapter 1 is numbered page with lowercase roman numerals placed at the bottom centre symmetrically.
- b. Numbering Main and final sections
The primary and final sections start from the introduction (Chapter 1) to the end page. They include a bibliography and appendices. The pages are numbered using Latin numerals sequentially placed in the upper right corner with a position 2 cm from the top edge and 3 cm from the right edge of the paper, except for chapter pages placed at the bottom *centre*.

2. Numbering of Chapters, Sub-Chapters, and Sub-Sub-Chapters

- a. Chapter numbers are written in Roman numerals (capital). For example, Chapter 1, Chapter 2, Chapter 3, and so on.
- b. Sub-chapter numbers are written in capital letters.
- c. Sub-section numbers are written in Latin numerals.

3. Numbering Tables and Figures

Each table or figure title is numbered sequentially with Latin numerals according to the chapter number followed by the serial number of the table or figure.

Example:

Figure 3.1 means first image in Chapter 3.

Table 2.2 means the second table in Chapter 2.

4. Numbering Definitions, Theorems, Lemmas, Effect-Theorems and Examples

Number definitions, theorems, lemmas, effect-theorems, and examples are written with Latin numerals as a unit according to the serial number of the chapter.

5. Formula Numbering

Formula numbers are written with Latin numerals enclosed in brackets (...) and placed near the right edge, according to the serial number of the chapter followed the order of the formula.

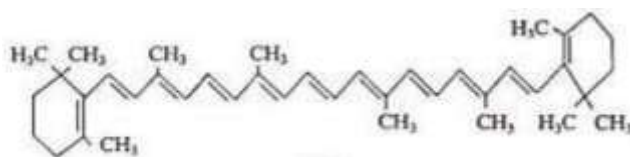
Example:

$$Tk = \frac{Tp}{n} 100\% \quad (2.3)$$

Note: the third formula in Chapter 2

6. Numbering Structural Formulas

Structural formula numbers are written with Latin numerals in square brackets, bolded, and placed symmetrically.



[3.4]

Note: the fourth structural formula in Chapter 3

E. Presentation of Tables and Figures

The Author should note that the presentation of tables and figures must contain all the required information that is complete and clear so that the reader no need to look for that information from the description of the manuscript. When in the text description, it is deemed necessary to refer to specific tables/figures. It is sufficient to include numbers table/figure.

1. Table Presentation

The table title is written briefly but clearly and placed above the table without ending with a period. The first letter of each word in the title is written capitals except for conjunctions and prepositions. If the table title is more than one line, it must be registered in one space. In principle, the table should not be beheaded. If the table is large enough, the font size can be reduced but must remain easy to read. If the table has to be cut off, the table is listed with the table number and the word continued without a title next page. If the table is in the elongated paper, it must be placed on the top left. Tables that are more than two pages long or need to be folded are set in the attachment. If the table is quoted from the reference, the citation is written at the end of the title. Exceptions are for tables that modify some data from various sources. Symbols indicate the quotes in the data. The intended reference is placed at the bottom of the table.

2. Image Presentation

Images in FP include: flowcharts, graphs, maps, photos, and diagrams work. The presentation of images in the preparation of the FP manuscript follows the provisions

following. The title of the image is placed below the image without ending with a period. The first letter of each word in the image title is capitalized, except for conjunctions and prepositions. If the image title is more than one line, it must be written in one space. Image captions are written in places on the same page and not on any other page. When the picture extends along with the paper's height, the top of the image is placed on the left. For images that consist of several parts, captions must be used in sequence using (a), (b), and so on, with descriptions included in the image title.

All images must be arranged on the same page. For pictures, color should be printed in color or set with the appropriate colouring contrast. If the image is quoted from a reference, the quote is written in the last section of the title. For images mentioned from the internet, pay attention to the resolution and sharpness of the *picture*. For pictures from scanning results, please note the level of resolution and sensitivity of the image. If required, scan results can be equipped with a particular text.

F. Library Citation System

The citation writing format used in writing the final project refers to the *American Psychological Association* (APA) format, both writing contents of TA and bibliography. The following is a description of the technique of writing quotations using APA format. APA format can be downloaded on the following web page:

<http://library.curtin.edu.au/referencing/apa.pdf>

<http://www.lib.berkeley.edu/instruct/guides/apastyle.pdf>

Quotations are divided into two types, namely: 1) indirect references, i.e., other people's ideas/concepts quoted using words the author/researcher himself, 2) direct sources, namely other people's ideas/concepts copied according to the original.

1. Writing Indirect Quotes

In APA format, indirect quotations are written in sentences/texts by including the name of the Author and the year of publication, without writing cited page of works.

The Author's name is included in the sentence, for example:

Haris (2016) stated that comparison between ...

or

In 2016, Haris found that the comparison...

The Author's name is not included in the sentence, for example:

Comparison between ... (Haris, 2016).

2. Direct Quote Writing

Direct quotations in APA format are written by mentioning the Author's name, year of publication, and the page of the sentence/text quoted. Live quotes are divided into two types, namely short direct quotations and direct quotations long.

a. Short Quotations

Short quotations are quoted less or the same with 40 words (less or equal to 3 lines). Short quotations are written in text (following paragraph format) by putting quotation marks at the beginning and end of the quote.

The Author's name is not mentioned in the sentence.

He said, "students often have difficulty using APA style writing techniques" (Muhammad, 2016, p. 199).

The Author's name is mentioned in the sentence.

According to Muhammad (2016), "Students have difficulty in using APA style writing technique, but not explaining the reason" (p. 199).

Muhammad (2016) said, "students find it difficult to use APA style writing technique" (p. 199)...

b. Long Quotations

A long quotation is a quoted sentence of more than 40 words. Long quotations are written in separate paragraphs, spaced five tap/space from left margin and type 1space script.

The Author's name is not mentioned in the sentence.

She stated that students often had difficulty using APA style, especially when they first used sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (Jones, 2007, p. 199).

The Author's name is mentioned in the sentence.

Jones's (2007, p. 199) study found the following: Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or ask their teacher for help.

3. Writing Quotes Related to the Author

a. Works with two to six authors

All authors' surnames/last names are mentioned.

Richards, Jones, and Moore (2008) maintain that college students who actively participate in extracurricular activities achieve more outstanding academic excellence. It is because they learn how to manage their time more effectively.

or

The authors maintain that college students who actively participate in extracurricular activities achieve more outstanding academic excellence because they manage their time more effectively (Richards, Jones, & Moore, 2008).

b. Works by more than six authors

If more than six authors write the cited work, only the first Author's surname/last name, initialing et al.

Massachusetts state and municipal governments have initiated several programs to improve public safety, including community policing and after-school activities (Smith et al., 2007).

c. More than one work by the same Author

The Author must mention all years of publication.

Smith (2008), in his study of the effects of alcohol on the ability to drive, Smith (2011) showed that the reaction times of participating drivers were adversely affected by as little as twelve ounces can of beer.

- d. Quoting from several works by different authors and year of publication in one sentence (quotes taken from different sources).
Studies of precautionary saving in response to earnings risk include Cantor (2009), Skinner (2010), Kimbal (2010a, 2010b) and Caballero (2010), among others...

or

The hemispheric division of the human brain has been studied from many different perspectives; however, not all researchers agree on the exact functions of each hemisphere (Ellison, 2008; Jaynes, 2009; Mick, 2008).

- e. Works with the same Author's last name
If quoting from work with the same Author's last name as in the previous quote, the Author's first name needs to be included in the following quote

At least 66,665 lions were killed between 2007 and 2010 in Canada and the United States (Kevin Hansen, 2010).

If in one quote

DM Smith (2009) and PW Smith (2010) reached the same conclusion about parenting styles and child development.

4. Quoting the formula, research results, or exact quotation

Must include page numbers.

In his study on the effects of alcohol on drivers, Smith (2012, p. 104) stated that "participants who drank twelve ounces of beer with a 3.5% alcohol content reacted, on average, 1.2 seconds more slowly to an emergency braking situation than they did when they had not ingested alcohol."

5. Quoting from the quote

If quoting from a citing source, the original Author's name is included in the sentence. The name of the author who quoted is listed at the end quote sentence.

Behavior is affected by the situation. As Wallace (2012) postulated in *Individual and Group Behavior*, a person who acts a certain way independently may act in an entirely different manner while the member of a group (Barkin, 2012, p. 478).

6. Quoting from an unnamed source

If there is no author's name, write the first 1 or 2 words of the title book/webpage. If quoting from a book or website, the title is written in italics. If quoting from journal/ magazine/ newspaper articles, the title is written in upright letters by putting quotation marks at the beginning and end of the quote.

Massachusetts state and municipal governments have initiated several programs to improve public safety, including community policing and after-school activities (*Innovations*, 2011).

7. Articles without Author's name and year of publication

In another study of students and research decisions, we discovered that students succeeded with tutoring ("Tutoring and APA," nd).

Note: nd = no date.

8. Institution as a writer

The standard performance measures were used in evaluating the system. For example: (United States Department of Transportation, Federal Aviation Administration, 2012)

9. Personal communication

A few days later, this information was verified (JS Phinney, personal communication, June 5, 2012).

... it can be concluded that the Mechanical Engineering major is less attractive to female students (interview with Juliana Anggono, January 5, 2014).

10. Quoting from the Website

Quoting from the website or electronic source is just the same as quoting from printed sources. If quoting from the website or electronic media, what needs to be included in the Author's name, year publication, page number (for direct citations), or if not available page number, state the chapter number (chapter), figure number, table or paragraphs. Website address (URL) and other information are written on the Reference list.

(Cheek & Buss, 2015, p. 332)

(Shimamura, 2015, chap. 3)

11. Examples of Writing Other Quotes

a. Works consisting of several volumes

Between 2008 and 2015, the economy of imperial Russia experienced profound changes under Empress Catherine II (Spielvolgel, vol. 3).

b. Quoting from a volume work

According to Flint, Japanese women of the Tokugawa period had vital roles and functions in the home (5: 139).

c. Quoting from two different works

Recent research confirms this effect (Catano, 412-413; Mulderig, 1198-1234).

d. If a word/sentence is omitted from a direct quote

In a direct quote, if a part of the sentence is omitted, the omitted part is marked with an ellipsis.

In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes, "Medical thinking ... stressed air as the communicator of disease, ignoring sanitation or visible carriers" (101-02).

e. Novels

If citing a novel, the title is mentioned in italics, name author, the page number is also mentioned, followed by the chapter number.

Fitzgerald's narrator captures Gatsby in a moment of isolation: "A sudden emptiness seemed to flow now from the windows and the great doors, endowing with complete isolation the figure of the host" (56: ch.3).

f. Drama

If quoting a drama conversation between 2 or more actors, the conversation is written in separate paragraphs. It is written in ten tabs apart from the left margin. The name of the perpetrator is written in capital letters. Excerpts of conversation by the same actor on the second line are written with a distance of 3 tabs/space from the first line. At the end of the quote is written the number "act, scene" and the line number in brackets.

Marguerite Duras's screenplay for Hiroshima mon amour suggests at the outset the profound difference between observation and experience:

HE. You saw nothing in Hiroshima. Nothing.

SH. I saw everything. Everything. [...] The hospital, for instance, I saw it. I'm sure I did. There is a hospital in Hiroshima. How could I Help seeing it? (2505-06)

g. Poetry

If quoting a poem, it is necessary to mention the part number (if exists), then the line number.

When Homer's Odysseus comes to the hall of Circe, he finds his men "mild/in her soft spell, fed on her drug of evil" (10.209-11).

h. Bible

The book's name is written if quoting a Bible verse, followed by the chapter and quoted verse.

Consider the words of Solomon: "If your enemy is hungry, give him bread to eat; and if he is thirsty, give him water to drink" (Prov. 25.21).

If needed, we can mention the Bible version.

Consider the words of Solomon: "If your enemy is hungry, give him bread to eat; and if he is thirsty, give him water to drink" (Prov. 25.21.RSV).

i. Quoting from websites or electronic sources

Quoting from the website is the same as quoting from printed material. If the source has an author and page number, specify as in printed source. And if there is no page number, state the number paragraph or view to how much.

Using historical writings about leprosy as an example, Demaitre argues that "the difference between curability and treatability is not a modern invention" (29).

j. Quoting from a website without an author

If quoting from a website whose Author's name is unknown, the Author can write the website's title in a sentence or one or several words. It is written from the initial title to the end of the sentence cited (such as citing an article).

According to a Web page sponsored by the Children's Defense Fund, fourteen American children die from gunfire each day ("Child").

G. Writing Bibliography

The bibliography is a collection of information sources used in writing, arranged alphabetically. Sources of information included in the List are those quoted in the description/text. Information about the source used must be written correctly, entirely, and consistently using the formats/standards in this guide.

In general, the writing format (*citation style*) is divided into two types based on: science groups, namely the *humanities style* and the *scientific style*. APA is the example of the *Scientific style*, and MLA is the example of the *humanities style*. This book only outlines *APA style*.

1. General provisions for writing a bibliography

- a. Sources quoted in the description/text must be written in full in "References". On the other hand, the sources listed in References should be written in text as a citation.
- b. The Author's name is written with the surname/last name first. Except for Chinese, Japanese, Korean names because the surname is already in the beginning. Example:
 - Name: Kwik Kian Gie. Writing: Kwik Kian Gie.
 - Name: Heribertus Andi Mattalata. Writing: Mattalata, HA
 - Name: Joyce Elliot-Spencer. Author: Elliot-Spencer, J.
 - Name: Anthony T. Boyle, Ph.D. Writing: Boyle, AT
 - Name: Sir Philip Sydney. Author: Sydney, SP
 - Name: Arthur George Rust Jr. Writing: Rust, AG Jr.
 - Name: John D. Rockefeller IV. Writing: Rockefeller, JD, IV
 - Name: Dr. Hisham Ihsan, M.Si. Writing: Ihsan, H.
- c. Nobility, academic, and religious titles do not need to be written.
 - If there is no author's name, the work's title is written as the central theme
 - The first letter of the title of the work or additional title is written with capital letters.
 - The second line of each source is written within five tabs from the left margin of the first line with one space between lines.
 - List sorted alphabetically by surname/last name with 1.5 spaces.

2. Library Writing Format

- a. Book
 1. Single Author
Baxter, C. 2007. *Race equality in health care and education*. Philadelphia: Balliere Tindall.
 2. Author two or three
Cone, J.D., & Foster, S.L. 2013. *Dissertations and theses from start to finish: Psychology and related fields*. Washington DC: American Psychological Association.
 3. No author's name
Merriam-Webster's collegiate dictionary (10th ed.). 2013. Springfield, MA: Merriam-Webster.
 4. Not the first edition
Mitchell, T.R., & Larson, J.R. 2014. *People in organizations: An introduction to organizational behaviour* (3rd ed.). New York: McGraw-Hill.

5. The Author is a team or institution
American Psychiatric Association. 2014. *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, D.C.: Author.
 6. Book series/ *multi-volume* (editor as Author)
Koch, S. (Ed.). (2009-2013). *Psychology: A study of science* (Vols. 1-6). New York: McGraw-Hill.
 7. Translation
Kotler, P. 2009. *Marketing Management: Analysis, Planning, Implementation* (Translation by Hendra Teguh & Ronny Anthony Rusli). Jakarta: Prenhallindo.
 8. Article or chapter in an edited book
Eiser, S., Redpath, A., & Rogers, N. 2008. Outcomes of early parenting: Knows and unknowns. In AP Kern & LS Maze (Ed.). *Logical thinking in children* (pp. 58-87). New York: Springer.
 9. Articles/terms in reference books
Schneider, I. 2009. Bandicoots. In *Grzimek's encyclopedia of mammals* (vol.1, pp. 300-304). New York: McGraw-Hill.
 10. Seminar papers and conferences.
Crespo, C.J. 2009, March. *Update on national data on asthma*. Paper presented at the meeting of the National Asthma Education and Prevention Program, Leesburg, VA.
- b. Serial
1. Journal Articles
Clark, L.A., Kochanska, G., & Ready, R. 2013. Mothers' personality and its interaction with child temperament as predictors of parenting behavior. *Journal of Personality and Social Psychology*, 79, 274-285.
 2. Magazine Articles
Greenberg, G. 2013, August 13. As good as dead: Is there really such a thing as brain death? *New Yorkers*, 36-41.
 3. Newspaper articles
Crossette, B. 2009, January 23. India lodges first charges in arms Scandal. *New York Times*, A4.
 4. Newspaper article, no author
Understanding early years as a prerequisite to development. 2013, May 4. *The Wall Street Journal*, p. 8.
 5. Book reviews in journals
Grabill, CM, & Kaslow, NJ 2015. Announce of prevention: Improving children's mental health for the 21st century [Review of the book *Handbook of prevention and treatment with children and adolescents*]. *Journal of Clinical Child Psychology*, 28, 115-116.
 6. Film reviews in journals
Lane, A. 2015, December 11. Come fly with me [Review of the motion picture *Crouching tiger, hidden dragon*]. *The New Yorkers*, 129-131.

7. Interview
 - White, D. 2008, December 25. Personal interview.

- c. Other Works and Non-Print Works
 1. Television Shows
 - Crystal, L. (Executive Producer). 2010, October 11. *The MacNeil/Lehrer news hour*. [Television broadcast]. New York and Washington DC: Public Broadcasting Service.
 2. Videotape/VCD
 - National Geographic Society (Producer). 2010. *In the shadow of Vesuvius*. [Videotape]. Washington, DC: National Geographic Society.
 3. Audio Cassette
 - McFerrin, Bobby (Vocalist). 2011. *Medicine music* [Audio Recording]. Hollywood, CA: EMI-USA.
 4. Computer software
 - Arend, D.N. 2009. *Choices* (Version 4.0) [Computer software]. Champaign, IL: US Army Corps of Engineers Research Laboratory. (CERL Report No.CH7-22510)

- d. Electronic Publication
 1. Complete work
 - McNeese, M.N. 2009. *Using technology in educational settings*. October 13, 2009. The University of Southern Mississippi, Educational Leadership and Research. <http://www.dept.usm.edu/~eda/>
 2. Articles from an online database
 - Senior, B. 2013, September. Team roles and team performance: Is there really a link? *Journal of Occupational and Organizational Psychology*, 70, 241-258. June 6, 2014. ABI/INFORM Global (Proquest) databases.
 3. Journal articles on the website
 - Lodewijk, HFM 2011, May 23. Individual-group continuity in cooperation and competition under varying communication conditions. *Current Issues in Social Psychology*, 6 (12), 166-182. September 14, 2012. <http://www.uiowa.edu/~grpproc/crisp/crisp.6.12.htm>.
 4. Institutional documents
 - NAACP. 2013, February 25. *NAACP calls for Presidential order to halt police brutality crisis*. June 3, 2013. http://www.naacp.org/president/releases/police_brutality.htm
 5. Institutional documents, without page numbers, without publishing year information
 - Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs. (nd). *Fund-raising efforts*. November 10, 2011. <http://www.hattiesburgcag.org>
 6. Author and publication time information unknown
 - GVU's 8th WWW user survey*. (nd). September 13, 2011. http://www.gvu.gatech.edu/user_surveys/survey-2011-10/

7. Email
Wilson, RW 2011, March 24. Pennsylvania reporting data. Child Maltreatment Research. March 30, 2011. CHILD-MALTREATMENT-RL@cornell.edu
8. CD-ROM
Ziegler, H. 2012. Aldehyde. *The Software Toolworks multimedia encyclopedia* (CD-ROM version 1.5). Boston: Grolier. January 19, 2012. Software Toolworks.
Nickell, SJ August 2009. Competition and corporate performance. *The Journal of Political Economy*, 104(4), 724-747. December 15, 2013. Proquest Database (CD-ROM).

CHAPTER 4. PROCEDURE FOR IMPLEMENTATION OF FP AND JUDISIUM

This section describes the procedure for implementing the FP for UNM students starting from the proposal submission stage to the final and judicial examinations. Explanation each section is always distinguished between explanations for undergraduate programs with graduate programs.

A. Submission and Implementation of FP Proposal Seminar

1. Submission and Implementation of the Undergraduate Program FP Proposal Seminar

a. Student Requirements

Students who are allowed to submit the title of FP meet provision:

- 1) Have been registered as a student at least in semester VI and have pass 100 credits.
- 2) Have a cumulative grade point average (GPA) of at least 2.75 (two points seven five).
- 3) The FP/thesis courses are programmed in the current semester's Study Plan Card (SPC).
- 4) Have passed the prerequisite courses determined by the Department/Study Program, namely, courses that provide essential skills for doing research/writing a final project.

b. Title Submission

Students who intend to compile FP and have fulfilled the required conditions must submit a plan with procedures as follows.

- 1) Submit 3 (three) research titles according to the study program to Academic Supervisor to be selected from one of them if deemed appropriate. If the three titles submitted by students are not considered appropriate, the Academic Supervisor asks the student to submit a new title until one is deemed appropriate.
- 2) The title approved by the Academic Supervisor is submitted to the Chair Department/Study Program to be verified.
- 3) Titles that pass verification, then approval, and candidates will be given supervisor by the Department/Study Program. Giving prospective supervisors pay attention to academic authority and functional positions of appointed lecturers. Next, the student asks for the approval of the appointed supervisor candidate.

c. Title Setting

- 1) The title and thesis supervisor are stipulated in the Dean's Decree (Cq. Deputy Dean for Academic Affairs) based on the Chairman's approval letter of Department/Study Program and candidate.
- 2) Thesis supervisor consists of 1st Supervisor and 2nd supervisor.
- 3) Supervisor I has the same/relevant area of expertise with the same title submitted by students (in the same study program).
- 4) With specific considerations, Supervisor II can be from another study program cognate.

- 5) One of the thesis supervisors is an academic Supervisor lecturer the student is concerned if it meets the requirements.

d. Implementation of the Proposal Seminar

- 1) Students submit a request for a TA proposal seminar to the Chairperson of Department/Study Program after obtaining approval from the two supervisors, under the condition:
 - Attach 5 (five) copies of proposals that have been approved by the supervisor and approved by the Head of the Department/Study Program.
 - Attach proof of payment of SPP / UKT for the current semester.
 - After the TA proposal manuscript is approved by the supervisor, students duplicate the manuscript of the proposal by five copies.
 - Attach proof of having attended at least 5 (five) proposal seminars time.
- 2) Based on the student's request, the Head of the Department/Study Program:
 - Set the time for the proposal seminar
 - Assign a responding lecturer
 - Create and deliver proposal seminar invitations to supervisor and responder at least 7 (seven) days before training.
- 3) The proposal seminar is carried out with the following conditions:
 - Organized by the Head of the Department / Study Program.
 - Attended by active students, especially those who are and or will be write a thesis proposal by wearing neat clothes.
 - The student presenter is dressed in a white long-sleeved shirt, black skirt/pants, tie, and neat hair.
 - Seminars can be held if attended by at least one supervisor and responder. If only one mentor is present, the supervisors who are not present should authorize the implementation of the proposal seminar to the presenters.

Administrative equipment used in submitting titles up to the implementation of the proposal seminar is presented in Table 4.1, whose format is adjusted to the provisions of each faculty.

Table 4.1 Final Project Proposal Administration

No.	Administrative Equipment
1	Title Submission Sheet and Authorization Supervisor
2	Decree of Final Project Supervisor
3	FP proposal that has been approved/signed by the supervisor and approved by the head of the study program
4	Proposal Seminar Invitation
5	Evaluation of the Proposal Seminar
6	Recapitulation of Evaluation of Proposal Seminar
7	Attendance List for Proposal Seminar Participants

2. Procedure for the Implementation of the Postgraduate Program FP Proposal Seminar

a. Submission and Implementation of the Master Program FP Proposal Seminar

Thesis Proposal Seminar must be tested before the team examiners to assess the feasibility of the research and ability or student mastery in research according to the

selected field of study/topic. Several things related to the proposal seminar activities theses in the Postgraduate Masters Program are as follows:

1) Guidance

Mentoring is necessary to carry out activities mentoring to ensure the quality of students' thesis. Each master's student is guided by two lecturers: a lecturer as the primary supervisor and a lecturer as a co-supervisor. The Postgraduate Program Director proposed the two mentors for validation purposes. The requirements for the supervising lecturer are as follows:

- a) Have a doctorate,
- b) have a minimum functional position of head lector,
- c) and have a field of expertise according to the proposed research field.

If the mentoring process in making and preparing proposals has been completed, students can register for a proposal seminar in the Administration section.

2) Proposal Seminar Registration

Students who wish to register for a proposal seminar must register at the Postgraduate Administration section with various requirements for the completeness of files. The registration mechanism for the proposal seminar is described as follows:

- a) students submit a thesis proposal seminar request to the Administration section Business by filling out and submitting the Thesis Proposal Seminar Registration Form, Supervisor Approval Form, and four copies of thesis proposal manuscript,
- b) the academic administration section makes a list of participants for the thesis proposal seminar and submits it to the study program,
- c) the study program proposes a Thesis Proposal Seminar Examiner Team and seeks approval from the Director of Postgraduate,
- d) The Director of Postgraduate authorizes the testing team for the proposal seminar,
- e) the Administration section makes a Thesis Proposal Seminar Schedule, Minutes of Thesis Proposal Seminar, and Invitation Letter / Supervisor and Examiner Assignment Letter,
- f) the Administration section submits a Letter of Assignment to the supervisory team, and the examiner team is attached with a Thesis Proposal.

3) Organizing a Proposal Seminar

The thesis proposal seminar is carried out by panelists who consist of the Chair of the Seminar, the examiner team, and the Supervisory team. At the same time, the students act as presenters of thesis proposals. After serving and asking answers or the discussion is over, the Proposal Seminar Panelist Team holds a meeting. The evaluation of the results of the thesis proposal seminar and the results are stated in the Minutes thesis proposal seminar, including notes on revisions or improvements that must be students do. The seminar panelist team, through the team leader, announced transparent assessment results to students. If the student is declared PASS the thesis proposal seminar, you can proceed to the thesis preparation process. If a student is declared FAILED, he must conduct a seminar re-proposal after consulting and guidance for improvement proposals. The minutes of the thesis proposal seminar are submitted to the Administration Section. After that, the Administrative Section makes an

Implementation Report of Thesis Proposal Seminar and submitted to the Study Program Leader and Director of Postgraduate.

4) Evaluation of thesis proposal seminar

The evaluation of the thesis proposal seminar is carried out with several conditions as follows:

- a) includes presentation ability, material mastery, and material feasibility study.
- b) The final score of the thesis proposal seminar is the qualitative score of the committee meeting.
- c) Students are declared Pass in the thesis proposal seminar if they obtain an A/B/C score and are said Failed if it receives a D score.
- d) Revision notes from the seminar are stated in the Minutes of the Thesis Proposal Seminar.

b. Submission and Implementation of the Doctoral Program FP Proposal Seminar

Regular research students for the doctoral program must take a written preliminary exam with free tuition requirements and pass courses (for the regular program). Following students follows the oral prelim, the initial idea tested by several test teams appointed by the Postgraduate Program director. After that, students get the Promoter's decree proposed by the Head of Study Program and approved by the Director of Postgraduate Program. Students submit proposals with the approval of each Promoter and co-promoters. A proposal seminar can be held after the proposal is accepted by the Promoter and known by Postgraduate Program Director. After being declared eligible for their research, the students will research according to the directions promoter and co-promoter. Next, students write and compose dissertations under the direction and guidance of the promoters. If the dissertation has been declared feasible by the Promoter, then a feasibility test is carried out by the team formed by Deputy Director I.

B. Implementation of FP Research

The implementation of the research is a follow-up to the results of the Proposal seminar, which has obtained the supervisor's approval. The study's validity is determined by administrative completeness, as presented in Table 4.2 which the format is adjusted to the provisions of each faculty of Postgraduate Program.

Table 4.2 Administration of TA Research Implementation

No.	Administrative Equipment
1	Research Permit
2	Research Monitoring/ <i>Logbook</i> /Control Card
3	Research Certificate

C. Implementation of the FP Research Results Seminar

1. Implementation of the FP Research Results Seminar for the Undergraduate Program

A seminar on research results is a stage carried out to present and clarify the results/findings obtained during the research and the initial responsibility of students before the exam Lid. The results seminar conducted in front of the board of examiners

can be replaced with national/international conferences and/or publication of research results in national/international journals that study programs/departments legitimize. Administrative completeness of the implementation of the seminar on research results can be seen in Table 4.3.

Table 4.3. Administration Seminar Results

No.	Administrative Equipment
1	Report on research results that have received approval for the seminar
2	Invitation to seminar results
3	Format for the evaluation of the seminar results
4	Recapitulation of the results of the seminar assessment results
5	Attendance list of participants of the seminar results

This seminar of results can be carried out if attended by two supervisors and two examiners. If only one supervisor is present, then the supervisor who is not present will authorize the seminar's implementation to the current supervisor.

2. Implementation of the Postgraduate Program FP Results Seminar

a. Implementation of the Master Program FP Results Seminar

Students whose thesis has been completed and declared worthy by supervisors can register for scheduled result seminars. Registration for the seminar results is carried out in the Postgraduate Program Administration section with the following procedure:

- 1) Students submit a thesis result seminar to the Administration section by filling out and submitting the Seminar Registration Form of thesis results, Approval form from the supervisor, and the manuscript of the thesis report as many as 4 (four) copies,
- 2) The academic administration section makes a list of participants in the seminar on the results of theses and submits to the study program,
- 3) The study program proposes a Thesis Result Seminar Examiner Team and asks approval from the Director of Postgraduate,
- 4) The Director of Postgraduate authorizes the test team for the results seminar,
- 5) The administration section makes a Results Seminar Schedule, Minutes of Thesis Result Seminar, and Invitation/Assignment Letter for Supervisors and Examiners,
- 6) The administration section submits a Letter of Assignment to the supervisory team, and the team examiners are attached with a Draft Seminar on Thesis Results.

b. Implementation of the Doctoral Program FP Results Seminar

Students whose dissertations have been declared eligible by the assessment team Eligibility can register for the scheduled seminar results. Registration of Thesis Results Seminar was conducted in the Postgraduate Administration section with the following procedures: following:

- 1) The student shows the dissertation that has been corrected according to the External Examiner's suggestion and Promoter.
- 2) Students apply for rays of dissertation results by filling in and submit the dissertation Seminar Registration Form, Approval Form from the Supervisor, and four dissertation report manuscripts copies,

- 3) The academic administration section makes a list of participants of the seminar on the results of the dissertation and submits to the study program,
- 4) The study program proposes a Dissertation Result Seminar Examiner Team and seeks approval from the Director of Postgraduate Program,
- 5) The Postgraduate Program Director authorizes the test team for the results seminar,
- 6) The Administration Section makes a Schedule of Results Seminars, Minutes of Seminars dissertation results, and Invitation Letter/Assignment Letter for Supervisors and Examiners,
- 7) The Administration Section submits a Letter of Assignment to the supervisory team, and the examiner team is attached with a Draft Seminar on Dissertation Results.

D. Implementation of the Final Project

1. Implementation of the Final Project Examination for the Undergraduate Program

The FP exam is the final stage of student accountability on the FP research that has been done. The FP exam involves six committee members consisting of a chairperson, a secretary, two supervisors, and two examiners appointed by the Dean of the Faculty at the suggestion of the Head of Study Program/Department according to the applicable rules. Administration Files of FP exam implementation are presented in Table 4.4, whose format is adjusted to the provisions of the faculty.

Table 4.4. TA Exam Administration

No.	Administrative Equipment
1	FP (Thesis) that has received approval to be tested
2	Final Assignment Exam Invitation
3	Final Assignment Exam Assessment Sheet
4	Recapitulation of Final Assignment Examination Results
5	Minutes of Final Assignment Examination
6	Final Assignment Confirmation Sheet

The FP exam can be carried out if it is opened by the head of the exam accompanied by the secretary and attended by two supervisors and two examiners. If only one supervisor is present, then the supervisor who is not present will rule the implementation of the final task exam to the current supervisor.

2. Implementation of the Postgraduate Final Project Examination

a. Performance of the Master Program Final Project Examination

The final exam for master's studies in the Postgraduate program is carried out through the Thesis Exam. The thesis report that students have prepared must be tested in front of the thesis examination committee consisting of the Supervisory Team and the Examiner Team. The matters relating to the thesis exam are as follows:

- 1) Thesis Examination Registration;
 - Students who have completed thesis research can do thesis examination registration with the following procedure:
 - a) Students register themselves directly in Administration by delivering:
 - Thesis Approval Letter.
 - Minutes of Revision of Thesis Result Seminar.
 - Certificate of Free Library.

- Temporary Value List.
 - Photocopy of S1 certificate and TOEFL certificate (TOEFL *Like*).
 - Copy of Seminar Certificate
 - The thesis Manuscript (according to a predetermined format) is signed by supervisors for four copies.
- b) Students get the Thesis Exam Schedule.
- 2) Implementation of Thesis Examination;
- The mechanism for implementing the thesis exam at Postgraduate Program is carried out as follows: following procedure:
- a) Students are ready in the thesis examination room no later than 30 (thirty) minutes before the exam begins and prepare the exam equipment.
 - b) The chairman of the thesis examination committee opens the examination and introduces all the member's thesis examination committee, conveying examination procedures, grading systems, and graduation criteria.
 - c) Students present their research results for 15-30 minutes.
 - d) The chairman of the thesis examination committee opens a question and answer session, which can be questions, criticism, and suggestions.
 - e) The chairman of the thesis examination committee holds a graduation meeting and completes the news thesis exam.
 - f) The chairman of the thesis examination committee closes the exam by presenting the graduation decisions' results accompanied by conclusions and notes.
 - g) Minutes of Thesis Examination submitted to the Administration.
- b. Implementation of the Doctoral Program Final Project Examination
- 1) Dissertation Closing Exam
- Students who have completed their dissertation research and received approval from the test team at the results seminar can register for the exam closes by attaching approval proof from all promoters and the team examiner. The matters relating to the closing exam are as follows:
- a) Closed Examination Registration;
- Registration of closed exams by students is carried out by the procedure as follows:
- (1) Students register themselves directly in Administration by delivering:
 - Dissertation Approval Letter.
 - Minutes of Revised Seminar on Dissertation Results.
 - Certificate of Free Library.
 - Temporary Value List.
 - Photocopy of S1 certificate and TOEFL certificate (TOEFL *Like*).
 - Copy of Seminar Certificate
 - According to a predetermined format, Dissertation Manuscripts are signed by the Promoter and co-promoters for 4 (four) copies.
 - (2) Students get a Dissertation Closing Exam Schedule.
- b) Implementation of Closed Exams;
- The mechanism for implementing the tutu exam in Postgraduate Program is carried out as follows: following procedure:

- (1) Students are ready in the closed examination room no later than 30 (thirty) minutes before the exam begins and prepare the exam equipment.
 - (2) The chairman of the examination committee closes the examination, introduces all closed examination committee members, and conveys the examination procedures, system assessment, and graduation criteria.
 - (3) Students present their research results for 15-30 minutes.
 - (4) The chairman of the closed examination committee opens a question and answer session, which can be in questions, criticisms, and suggestions.
 - (5) The chairman of the closed examination committee holds a graduation meeting and completes the news exam is closed.
 - (6) The head of the examination committee closes the examination by presenting the results graduation decisions are accompanied by conclusions and notes.
 - (7) Minutes of Thesis Examination shall be submitted to the Administration.
- c) Promotion
- Promotions or open examinations for doctoral program students can be done if they pass the closed exam, get team approval examiners, and publish articles in international journals. Board promotion examiners or open exams consist of:
- (1) Director on behalf of the Chancellor
 - (2) Promoter and Co-promoter
 - (3) Internal Examiner
 - (4) External Examiner.

E. Administration Regulation

1. FP Supervisor and Examiner

- a. One of the FP supervisors is an Academic Supervisor (PA) lecturer.
- b. Supervisor I is a lecturer whose field of expertise follows FP topics for undergraduate or master's level who are mentored and have the minimum functional position of lecturer.
- c. Supervisor II TA at the undergraduate level has an available position minimum of a lector.
- d. Examiners, I and II TA at the undergraduate level have available positions minimum of an expert assistant.
- e. The Promoter is a lecturer whose field of expertise is by the topic Supervised doctoral-level TA.

2. Proposal/result seminar committee

- a. A moderator leads the seminar.
- b. The Supervisor can act as a seminar moderator.
- c. Examiners I and II must be present during the seminar.

3. TA exam committee

- a. Head of TA Exam: leader of POSTGRADUATE PROGRAM faculty/Program.
- b. TA Exam Secretary: leader of study programs/departments.
- c. 1st Supervisor and 2nd Supervisor.

- d. Examiner I and Examiner II.

4. Student clothes

- a. Proposal seminar: black pants, long-sleeved shirt (color set study program), and tie (male); women adjust.
- b. Seminar results: black pants, alma mater coat, long-sleeved shirt (color set by study program), and tie (men); women adjust.
- c. TA exam: black pants, dark coat, long sleeve shirt white color, and tie (male); women adjust.

5. Others

- a. Ratification of the draft title of the proposal by the Head of Study Program/Head of Department (using *peer group*, if any).
- b. Each study program/department regulates the implementation of the proposal seminar results seminar, and each study program/department holds the FP exam.
- c. If students experience problems writing the FP caused by the Supervisor, the head of the study program/department can take the necessary policies.
- d. Examiners are tasked with providing grades and suggestions for the improvement of TA.

CHAPTER 5. FINAL PROJECT ASSESSMENT AND JUDISIUM

A. FP Assessment

The FP scoring system for undergraduate programs differs from the system assessment of postgraduate programs, both in components, weights, formats, and calculation systems. Therefore, the FP assessment guide for programs Undergraduate and postgraduate are described separately in the following.

1. Undergraduate FP Assessment

FP assessment for undergraduate programs is a combination of proposal seminars, results seminars, and closed exams. In general, FP assessment for undergraduate programs is carried out by considering the ten components below. This focus is based on the stages of exam/seminar activities, namely:

- The central theme, namely the main study in question.
- Problems, namely apparent problems on the central theme.
- Objectives and benefits explained the goals and advantages of the primary research stated.
- The ability to review the literature in building a framework of thought.
- Originality, the problem raised is original and not a duplication of other people's research.
- The use of language should pay attention to the rules of the language.
- The writing technique follows the Enhanced Spelling rules.
- Research methods, namely research problem-solving strategies and techniques selected according to the problem with the main theme of the study.
- Conclusions and suggestions, namely the ability to conclude the main study of research/problem formulation. Suggestions submitted are relevant to the constraints found in the research and can implement.
- Mastery of FP material, namely being able to defend and explain all the contents of the proposed FP logically.

a. Proposal Seminar Assessment

The evaluation of proposal seminars for undergraduate programs is carried out by focuses on eight components with their respective weights as in the following table:

Table 5.1 Proposal Assessment Format

No	Components/Aspects	Value	Weight	Value x Weight	Information
1	Main theme	3			
2	Problems	4			
3	Goals and benefits	3			
4	The ability to study the library in building the frame of mind	4			
5	Originality	4			
6	Use of language	3			
7	Writing Techniques	3			
8	Methods	4			
Sum		28			

b. Assessment Seminar Results and Closed Exams

Assessment of result seminars and closing examinations for undergraduate programs is carried out by focusing on 10 (ten) components with their respective weights like the following table:

Table 5.2 Assessment Format for Seminar Results and Closed Exams

No	Components/Aspects	Value	Weight	Value x Weight	Information
1	Main theme	3			
2	Problems	4			
3	Goals and benefits	3			
4	The ability to study the library in building the frame of mind	4			
5	Originality	4			
6	Use of language	3			
7	Writing Techniques	3			
8	Methods	4			
9	Conclusions and suggestions	4			
10	Mastery of FP material	4			
Sum		36			

c. How to Assess

Assessment of each component, both in proposal seminars, seminars results, as well as the closed exam using the same value range, namely the number 0 - 4, with the following information:

- 1) Value 4.00 = degree of mastery (91 – 100)%
- 2) Value 3.75 = degree of mastery (86 – 90)%
- 3) Value 3.25 = degree of mastery (81 – 85)%
- 4) Value 3.00 = degree of mastery (76 – 80)%
- 5) Value 2.75 = degree of mastery (71 – 75)%
- 6) Value 2.25 = degree of mastery (66 – 70)%
- 7) Value 2.00 = degree of mastery (61 – 65)%
- 8) Value 1.75 = degree of mastery (56 – 60)%
- 9) Value 1.25 = degree of mastery (51 – 55)%
- 10) Value 1.00 = degree of mastery (46 – 50)%
- 11) Value 0.75 = degree of mastery (41 – 45)%
- 12) Value 0.00 = degree of mastery below 41%

Calculation of the score of each activity (proposal seminar, result seminar exam, and dissertation closing exam) consists of two kinds, namely the calculation of the score of each Examiner and recapitulation of scores from all examiners.

d. Calculation of Values from Examiners

The assessment carried out by the test team on each activity (seminar proposals, seminar results, or closed exams) using the format each as presented in points a and b above is calculated by using the formula:

$$NS1 = \frac{\sum(NK \times B)}{\sum B}$$

Note: NS1 = thesis Score (proposal seminar/result seminar/closed exam) from the examiner

NK = Component value

B = Weight of components

Σ = Quantity

e. Recapitulation of Values from Examiners

Determination of the score of proposal seminar, result seminar exam, and dissertation closing exams a student is done by recapitulating the value given by every tester. The recapitulation of the value of the Examiner is carried out using the formula:

$$NS2 = \frac{\Sigma NS1}{\Sigma P}$$

Note: NS2 = Thesis Value (proposal seminar/result seminar/closed exam) recapitulation results from test scores

NS1 = Total TA Score of all examiners

P = Examiner.

Σ = Quantity

f. Calculation of Final Year Final Year/Thesis

The final grade of TA (NTA) is the combined value of the seminar proposal (NS2a), the result seminar score (NS2b), and the closing exam score (NS2c) with a weight of are 10%, 30%, and 60%, respectively. Calculation of the final value of TA (thesis) undergraduate program using the formula:

$$NTA = (NS2a \times 10\%) + (NS2b \times 30\%) + (NS2c \times 60\%)$$

Description: NTA = Final value of TA

NS2a = Value of the seminar proposal

NS2b = The value of the seminar results

NS2c = Final exam scores

2. Postgraduate Program Assessment

a. Proposal Seminar Assessment

The evaluation of the proposal seminar for the postgraduate program is carried out by focuses on 3 (three) components, namely:

- 1) Research proposal paper
- 2) Material mastery
- 3) The way of presentation.

The assessment is carried out by each Examiner using a range of values 0-100. The calculation of the score by each Examiner is done by averaging the value of all components. The formula for counting the score is:

$$\text{Examiner Score} = \frac{\sum(\text{Whole Component Score})}{\sum \text{Component}}$$

The final value of the proposal is calculated by averaging the scores of each Examiner, or with the formula:

$$\text{Proposal Seminar Score} = \frac{\sum(\text{Each examiner score})}{\sum \text{Examiner}}$$

b. Assessment Seminar Results and Closed Exams

Assessment of results seminars and closed exams for postgraduate programs carried out using a range of values 0-100 focusing on 5 (five) components, namely:

- 1) Research method
- 2) Research Results
- 3) Writing research results
- 4) Material mastery
- 5) How to present

Assessment of seminar result exam and dissertation closing exams using the same method as on the evaluation of proposal seminar, both assessment by each Examiner and determination of final score.

c. Rating Guide

TA assessment of graduate programs using ranges and systems as follows:

Score Range	Score in Letter	Quality
92,50 – 100,00	A	4,00
89,50 – 92,49	A-	3,75
86,50 – 89,49	B+	3,40
82,50 – 86,49	B	3,00
79,50 – 82,49	B-	2,75
76,50 – 79,49	C+	2,40
72,50 – 76,49	C	2,00
69,50 – 72,49	C-	1,75
64,50 – 69,49	D	1,00
0,00 – 64,49	E	0,00

B. Judaism

1. Judiciary for Undergraduate and Masters Programs

The Judiciary for Undergraduate Programs is carried out by the Dean or Deputy Dean, who ex-officio acts as Team Leader Examiner for course programs. Meanwhile, for Postgraduate Program is carried out by the Director or Deputy Director immediately after the student is declared to have passed the FP exam.

2. Doctoral Program Judisium

The Judiciary for the Doctoral Program is carried out by the Chancellor/Director/Vice The Director, or the head of the doctoral promotion examination team, which is carried out shortly after The student concerned is declared to have passed the promotion exam.

3. Judiciary Implementation

Judaism is the last stage of the whole series of FP settlements also marks the end of the student's study process at a certain level. Judaism can also be interpreted as ratification of the results of all activities academic activities that students have undertaken during their studies. Several administrative files need to be prepared for the implementation of the Judicial such as shown in Table 3.5.

Table 5.5. Judiciary Administration

No.	Administrative Equipment
1	Application for Final Assignment Examination (from BAAK UNM)
2	Judicial Minutes
3	Curriculum Vitae
4	Free Information on UNM Library & Departments / Study Programs (provided by the library)
5	Statement letter wearing Hijab (stamped 6000)

Judaism is held after students are declared graduated by the committee exam. The Yudisium is carried out by the Head of the Faculty / Postgraduate Program Program Leader. Judaism will be annulled if, within two months, the researcher does not improve the final project based on the recommendations on the final assignment exam.

4. Graduation Predicate

Graduates of students, both undergraduate and postgraduate programs, are awarded predict according to the provisions set out in the academic regulations University.

CHAPTER 6. SCIENTIFIC PUBLICATION ETHICS

Universitas Negeri Makassar (UNM) wants to produce competent, scientific, entrepreneurial, and character/ethical graduates. This noble desire is the responsibility of all civitas academics. However, UNM alumni need to have attitudes and values manifested in their community work in addition to mastery of knowledge, workability, authority, and responsibility. Attitudes and values provided to students during the educational process are:

1. Fear God Almighty.
2. Have good morals, ethics, and personality inside complete the task.
3. Act as a proud citizen and love the homeland as well as support world peace.
4. Able to work together, have social sensitivity, and concern with society and the environment.
5. Respect the diversity of cultures, views, beliefs, and religion and the opinions/original findings.
6. Uphold law enforcement and have a passion for put the interests of the nation and society at large.

Thus, every activity of UNM students is constantly monitored and monitored directed to comply with ethics, including the ethics of writing scientific papers. In conducting research, supervisors need to provide guidance and correct understanding to students regarding research ethics and ethics by writing scientific papers to avoid actions considered despicable in the scientific world.

The best publication of research results is through scientific periodicals, which generally enforce a set of universally applicable norms. There are at least three types of despicable acts in the scientific world that should be avoided in writing FP: *data fabrication*, *falsification of data*, and *plagiarism*.

1. *Data fabrication*: Data or research results are fabricated or fabricated and recorded and/or published without proof that the researcher has carried out the data collection process. Every researcher needs to make research notes (*logbook*) carefully as evidence of not doing fabrication.
2. *Data falsification*: Data or research results are falsified by modifying or reporting incorrectly, including discarding data contrary to the author's intention to change results intentionally. Counterfeiting also includes material manipulation research, equipment, or process.
3. *Plagiarism*: The ideas or words of others are used without giving credit or acknowledgment of the source. Plagiarism can not only occur during proposal submission and implementation research but can also occur when assessing and reporting research results. Plagiarism includes actions, such as stealing ideas, thoughts, processes, and results of other people's research, both in data and words, including materials obtained in the classified study.

Researchers must manage, carry out, and report research results scientifically, responsibly, and thoroughly. The research section that prone to violations, namely:

1. *Data handling*: The validity of the data depends on the truth and accuracy of the data collection methods used. Researchers must understand the *nature of the* data collected. Therefore, Researchers must be directly involved in every process that is carried out. Discrepancies in data from two or more sources measurement must be scrutinized and addressed.

2. *Conflict of interest* occurs in research funded by a particular sponsor or provider of materials study. In conducting research, the sponsor often prioritizes the achievement of the desired results rather than maintaining objectivity.

After doing the experiment or observation, processing, and interpreting the data, the researcher must disseminate written information from the results of his research. Data from the results of scientific deepening and/or new knowledge disclosed and obtained from the study results may be published only once and may not be repeated.

The ethics of scientific publications are expected to be a guideline for students in publishing their final work. In Publishing scientific works, there are ethical principles that must be adhered to by the researcher. According to the scientific paper publication manual published by the American Psychological Association (1994), objectives of the ethical tenets in scientific publications there are two, namely: (1) to maintain the integrity and accuracy of science; and (2) protect intellectual rights. The ethical principles of scientific publications are reflected in the following manners:

A. Honest and Careful in Reporting

To maintain the integrity and accuracy of the science, a researcher must be honest and act carefully. It can't be report findings that are fictitious or deliberately revealing only "part" of the findings because some of the others are not appropriate to his hope. The essence of scientific activity is an effort to find the truth. Therefore, scientific work must be reported honestly, carefully, and open for verification by other researchers.

A researcher must be aware of his position as a seeker of truth and strives to keep the findings published are helpful and not mislead others. For this reason, a researcher must try to maximum to prepare the research report as carefully as possible. Error unintentional, of course, cannot be avoided entirely and, if an error exists, it should be minimal. When the researcher discovers the mistake after publication, he must try to make corrections in various ways, such as inserting a list of modifications to works that have already been bound or by other means of publication. It is intended so that the reader is aware of the error that occurred. In addition to acting carefully, a researcher must make the writing easy to understand, so it doesn't bother other people making repeated edits. The paper must be clear and systematic. The researchers created the dissertation handbook to assist researchers in presenting their findings in a clear, consistent, and organized manner.

B. Willing to Submit Data

A research finding is open to testing by others; then, a researcher should not hide research data used to conclude, especially to other researchers who desire to conduct verification or re-analysis of research. Of course, in submitting the data, the researcher must emphasize to people who need the data to keep the respondent's confidentiality.

C. Avoiding Plagiarism

What is "plagiarism," and why should it be avoided? The term "plagiarism" is transferred from English plagiarism, which originates from the Latin plagiarism, which means kidnapper. This term then has the meaning of "deception by taking" the results of other people's thoughts and present them as if they were themselves" (Gibaldi, 1995:26). Plagiarism or plagiarism is an act intentionally or unintentionally to obtain or try to obtain credit or value of scientific work by quoting part or all of the work and/or scientific works of other parties recognized as scientific works without state sources accurately

adequately. The culprit is called a plagiarist, who can be in the form of individuals and groups.

It should be explained that in the Regulation of the Minister of National Education Number 17 of 2010 concerning Prevention and Overcoming of *Plagiarism* in Indonesia College, *plagiarism* includes but is not limited to:

1. Referring to and/or quoting terms or words and/or sentences, data and/or information from a source without mentioning the source in the citation notes and/or stating the source explicitly adequate.
2. Referring to and/or quoting at random terms or words and/or sentences, data and/or information from a source without mentioning the source in the citation notes and/or without stating the source adequately.
3. Using sources of ideas, opinions, views, or theories without adequately citing sources.
4. Formulate in your own words and/or sentences from sources words and/or sentences, ideas, opinions, views, or theories without citing the source adequately.
5. Submit a scientific work that has been produced and/or has been published by other parties as their scientific work without adequately citing sources.

Example: Hadiwidjojo (in Sakri, 1993:153) wrote in *The Development of Science and Technology Terminology in Indonesian, 1928-1988*. that:

Can we say, since the last few years, we got witnessing extraordinary rapid development in all fields? It also affects the formation effort new term. To half people, that might seem as though only confusion: too many words they consider unique. Even though the actual cause, they are not familiar with the vocabulary we have. Many of us do not have a language dictionary in Indonesia where we can ask questions. Not surprisingly, various questions and suggestions arise to overcome them. Many people felt how the new term that appeared was making it difficult for insiders to communicate. Among them, some later voiced, more it's good if you use a foreign word.

If someone inserts the quote raw into his writing without quoting or closing spaces and mentioning the source, it is plagiarism. Do plagiarism in the world of science is a significant violation that is very embarrassing. Quoting other people's opinions should also be in number limited. If the author quotes someone's opinion at length, he should ask permission from the copyright owner of the article he cited.

Sometimes some people change other people's writing by replacing certain words with words that have the same meaning and then admit the paper that he has changed is his writing. It is also known as plagiarism. Example based on the quote above (underlined words has been changed from the original):

That said, recently we can see some progress very rapidly in various fields of life. It automatically also has an impact on efforts to develop new terminology. For some people, perhaps what seems as if it's just confusion: that is very many terms they consider new. However, the real cause they are not familiar with our vocabulary have. Many of us do not have an Indonesian dictionary where we get the answers. Not surprisingly, diverse questions and suggestions appear to solve it. Not a few people realize how much the newly born term makes people difficult in relationships. Some later proposed that it is better if only foreign words were used (Sakri, 1993:153).

According to Markman et al. (1982), changing other people's sentences even citing the source is still considered plagiarism. So that a scientist avoids plagiarism despicable, he can make one of two choices.

1. The first option is to put a quotation mark or close the space from the quoted sentence and then mention the source like the first example above.
2. The second option is to rewrite other people's sentences in his language (without changing the meaning of the sentences) and then cite the source.

Example of rewriting in own language:

Children's expressions differ from those of adults because of the needs of adults as opposed to the needs of children - children. Children are looking for satisfaction with being "free," with shouting, singing, and behavior other. Because that's what we always do, express and express spontaneously. This expression needs attention because through this expression, the ideals, desires are channeled (Muharram & Sundaryati, 1991/1992:28).

It can be redefined as:

Children's expressions naturally differ from those of adults. Children's free and spontaneous expressions need to be considered (Muharram and Sundaryati, 1991/1992).

The opportunity for plagiarism is enormous due to the advancement of information technology through the internet. Information is straightforward and fast to access, but the source is from the internet, not free to quote. In addition to information sources from the internet, public sources of plagiarism can be obtained from laboratory guides, student paper assignments, the author's previous work, journal articles, and newspapers. Here's how to overcome *plagiarism* tendencies in research:

1. Increase honesty and a sense of responsibility.
2. Increase understanding that *plagiarism* has moral implications.
3. Increase accuracy and thoroughness in sorting and define a reference library.
4. Have confidence that the research plan is not cheated.
5. Have confidence that the data taken is valid and accurate.
6. Appreciate the contribution of data or information from other researchers by express gratitude or mention the source of the writing he quoted.
7. Make a research note (*logbook*) so that everything he does is appropriately recorded to prove there is no falsification of data or research result.

How to overcome *plagiarism* tendencies in writing:

1. Archive the original reference source to avoid intentional carelessness.
2. Correctly understand the meaning of other people's writing so that there is no mistake definition.
3. Proficient in *paraphrasing* to summarize various writings or thoughts of others in their own words from the source that is read, not just replacing a few words, and keep writing the reference source.
4. Respect the author's rights and intellectual property rights, including student work.
5. Write down sources of reference for other people's ideas or results as recognition and appreciation.

Furthermore, it is said that ethics is a product of human learning in society, among others, come from:

1. Religion is a vital source of ethical knowledge in shaping human character.

2. Conscience is something in humans that always maintains truth, never lies.
3. The natural environment and the social environment will shape specific ethical patterns for a person.
4. Customs, that is, every nation/ethnicity has its customs each, with certain ethics as a result of the agreement society, then everyone must adapt to society's ethics.
5. Habits that are carried out continuously will eventually become the source of ethics.
6. Civilization nation (*civilization*) that has been developed will be a source of a reference for the nation's society that is still in the developing stage.

In ethical discourse, the benefits of ethics can be theoretical/insightful and can also be applicable. These two essences need to be emphasized earlier so that we can know precisely how to use them. After that, the next stage is to relate it to the life situation experienced by Today's society is heterogeneous and constantly changing.

The first step is to believe in the role and usefulness of ethics. After that, start learning everything about the elements of ethics. Step Next, the ethical aspects studied are then selected and searched for which parts can and should continue to be used in daily behavior, in family, local, national and international relationships. Of course, note that the ethical element must be *adaptable* to be accepted by the surrounding environment.

The last step, knowledge of ethics, must be consciously trained and used in everyday life. Basic ethical skills are a habit used daily, resulting from a continuous learning process. Furthermore, ethics is transmitted to the surrounding environment, starting from family to the surrounding community. If religious people are not inharmonious conditions, there will be vulnerability that can be fatal. Thus, if there is a conflict between tribes, groups, races, and classes, will there be a very alarming vulnerability that impacts competition even to the war between religious communities and tribes. If so, it becomes very urgent *common sense* or shared ethics in developing religious spirituality in Indonesia.

In conclusion, being a prospective researcher and writer without plagiarism is indeed a high and honorable position as an educated person and will not have guilt towards anyone, both oneself and the public generally, will be achieved.

D. Using "copyrighted" Works Fairly.

Intellectual copyright gives authority recognized by law to researchers/authors to copy/duplicate and at the same time Disseminate original written works that have been equipped with rights copyright (copyright). This kind of copyright is limited to written assignments and other works such as drawings, recordings, films, maps, computer programs, etc. For this reason, a student who will write a dissertation needs to be aware of this copyright.

Although copyright authorizes a person or institution to copy/duplicate and distribute work to the owner copyright, copyright also provides an opportunity for the public to use "reasonably" works that already have copyright. The fair use given is taking into account the intended use and the amount used. Use for teaching purposes and not for purposes commercial or for-profit is seen as a natural thing. Thus, brief excerpts from copyrighted works in scientific writings a kind of dissertation are considered reasonable as long as the dissertation is not widely publicized and sold. However, citing an article in its entirety, even in academic publications, can be considered to exceed fairness.

Although there are no definite rules about how short citations can be made without violating the limits of fairness, institutions try to make signposts. For example, by specifying that justified citation of a copyrighted work on a dissertation does not exceed one and a half

pages typed single space (Crews, 1992). If the citation exceeds this limit, the author must seek written permission from the copyright owner.

As an illustration, here are some of the signs: in using copyrighted works created by the University Microfilms Inc (UMI) in An Arbor, MI, United States:

1. Long quote. Quotations from authorized writings do not skip a page, and a half single-space typing;
2. Reproduction of works. Avoid reproducing/copying works that have been published, such as standard survey instruments, questionnaires, and articles. It applies to the possible creator of the work has sold its copyright to a publisher;
3. Poetry. As a work of art, poetry is a work that can be entitled copyright even if it can be reasonably quoted. Copying poem copyright in full, even though the work of poetry is concise, can be considered as an act that crosses the line of fairness;
4. Illustration. Reproduce illustrations, photographs, charts, diagrams, caricatures, cartoons, and the like with copyright can be viewed as a copy of the artist's entire work. For that, it is necessary to behave caution (Crews, 1992).

E. Academic Sanctions

UNM's commitment to preventing ethical violations for researchers and the author is very relevant amid declining moral values in various fields of Indonesian society, including in the world of education. In UNM environment, plagiarism can be prevented because UNM provides sanctions for plagiarism to maintain its credibility as a university. Decree of the Chancellor of the Makassar State University Number: 1576/UN36/KP/2012 dated July 3, 2012, regarding the Council on the Code of Ethics for Lecturers shows UNM's commitment to upholding ethics and morals for lecturers. In this decision, it is explained in Article 3 paragraph 2 that members of the Code Council Ethics Lecturers must adhere to the following ethical principles:

1. The principle of objectivity, namely acting objectively and impartially one of the parties to the problem.
2. The principle of independence is not involved or involved in the problem being handled.
3. The principle of confidentiality is not disclosing things that are currently being done handled by the other party.

Then Article 7, paragraph 1 explains the sanctions for violating the code of ethics in the form of:

1. Verbal reprimand.
2. Written warning.
3. Postponement or demotion of rank and/or position.
4. Dismiss with honor.
5. Dismiss with disrespect.
6. Submitted to court.

It should also be emphasized that students must avoid *plagiarism*. Apart from getting moral sanctions from the community, *plagiarism* acts can be fatal for students. According to Regulation Minister of National Education Number 17 of 2010 concerning Prevention and Prevention of *Plagiarism* in Higher Education: "Sanctions for students who proven to do *plagiarism*, in order from the lightest to the with the heaviest consisting of:

1. Reprimand.
2. Written warning.

3. The postponement of granting some student rights.
4. Cancellation of the grades of one or more courses.
5. Dismissal with honor from the status as a student.
6. Dismissal with disrespect from the status as a student, or
7. Cancellation of diploma if the student has graduated from a program.

These are some of the matters concerning ethical principles in scientific papers that need students' attention in final assignment writing.

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Appendix 1. Sample Front Cover/Thesis/Thesis/Dissertation Proposal Title Page

PROPOSAL

INDONESIAN TITLE

ENGLISH TITLE

**STUDENT NAME
STUDENT ID NUMBER**



**..... STUDY PROGRAM
..... DEPARTMENT
..... FACULTY/POSTGRADUATE PROGRAM
UNIVERSITAS NEGERI MAKASSAR
YEAR**

Appendix 2a. Thesis Proposal Approval Sheet for Undergraduate Student

VALIDITY SHEET

Title :

Name :

Student ID Number :

Study program :

Approved by,

.....
1st Supervisor

.....
2nd Supervisor

Ascertained by,

Head of Study Program
.....

Chairperson of
.....Department Faculty

.....
Employee ID number

.....
Employee ID number

Appendix 2b. Thesis/Dissertation Proposal Approval Sheet for Postgraduate Student

VALIDITY SHEET

Title :

Name :

Student ID Number :

Study program :

Approved by,

.....

Promotor

.....

Co-Promotor

.....

Co-Promotor

Ascertained by,

Head of Study Program

.....

Postgraduate Program Director

Universitas Negeri Makassar

.....

Employee ID number

.....

Employee ID number

Appendix 3 Example of a Thesis/Thesis/Dissertation Proposal Contents

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Appendix 4 Sample of Research Implementation Plan

Table..... Schedule of Activities Each Month in Year

No.	Description of activities	1	2	3	4	5	6	7	8	9	10	11	12	Place
1														
2														
3														
4														
5														
6														
7														
8														
9														

Appendix 5 Research Cost Plan Sample

No.	Expenditure Type	Cost Proposed (Rp)
1	Honorarium	
2	Purchase of consumables	
3	Trips	
4	Equipment rental	
SUM		

Appendix 6. Sample Front Cover/Thesis/Thesis/Dissertation Proposal Title Page

UNDERGRADUATE THESIS/THESIS/DISSERTATION



INDONESIAN TITLE

ENGLISH TITLE

STUDENT NAME

..... **STUDY PROGRAM**
..... **DEPARTMENT**
..... **FACULTY/POSTGRADUATE PROGRAM**
UNIVERSITAS NEGERI MAKASSAR
YEAR

Appendix 7 Sample Thesis Title Page



UNDERGRADUATE THESIS/THESIS/DISSERTATION

TITLE

*Submitted to Study Program
Faculty/Postgraduate Program* to fulfill
one of the requirements for obtaining degree*

**STUDENT NAME
STUDENT ID NUMBER**

**..... STUDY PROGRAM
..... DEPARTMENT
..... FACULTY/POSTGRADUATE PROGRAM
UNIVERSITAS NEGERI MAKASSAR
YEAR**

Appendix 8.a Example of Thesis Approval Page

THESIS APPROVAL

This thesis was submitted by

Name/NIM :
 Title :
 Decree Number :

has been defended in front of the Board of Examiners on the day,..... and declared acceptable as part of the requirements for obtaining a **Bachelor** degree in Study Program, Department Faculty, Universitas Negeri Makassar.

Endorsed by:
 Dean of Faculty
 Universitas Negeri Makassar

.....
 Employee ID number

Exam Committee

Chief Examiner : (.....)

Examiner Secretary : (.....)

1st Advisor : (.....)

2nd Advisor : (.....)

Examiner I : (.....)

Examiner II : (.....)

Appendix 8.b Sample of Thesis Approval Page

THESIS

TITLE

Compiled and Submitted by

.....

Key Number:

Has been defended in front of the Thesis Examination Committee
on

Approved by
Advisory Commission,



.....

Chief

.....

Member

Ascertained by,

Head of Study Program

.....

Postgraduate Program Director
Universitas Negeri Makassar

.....
Employee ID number

.....
Employee ID number

Appendix 8.c Sample of Dissertation Approval Page

DISSTERTATION

TITLE

Compiled and Submitted by

.....

Key Number:

Has been defended in front of the Doctoral Promotion Committee
on

Approved by,

.....
Promotor

.....
Co-Promotor

.....
Co-Promotor

Ascertained by,

Head of Study Program

.....

Postgraduate Program Director
Universitas Negeri Makassar

.....
Employee ID number

.....
Employee ID number

Appendix 9.a Thesis Authenticity Statement Page Sample

STATEMENT OF AUTHENTICITY

I, the undersigned, declare that this thesis is my own work, and all sources both quoted and quoted referenced I have stated correctly. When in the future it turns out my statement is proven to be untrue, then I am willing to accept the sanctions has been determined by the Faculty Universitas Negeri Makassar,

Who make the statement,

Name :

NIM :

Date :

Appendix 9.b Statement of Originality of Thesis/Dissertation Sample

ORIGINAL STATEMENT

Me,.....,
Key Number:

Stating that the thesis/dissertation entitled
.....
.....
is an original work. All the ideas in this thesis, except mine state as a quote, is an idea that I compiled myself. Other than that, there is no part of this thesis that I have used before for obtain an academic degree or certificate. If the above statement proves otherwise, then I am willing to accept sanctions set by Postgraduate Program Universitas Negeri Makassar.

Signature, Date

Appendix 10 Publication Approval Page for Academic Purposes Sample

PUBLICATION APPROVAL FOR ACADEMIC INTEREST

As an academic community member of Universitas Negeri Makassar, I am the one who signed below

Name :
Student ID Number :
Study program :
Department :
Faculty :

for the sake of scientific development, I agree to grant to Universitas Negeri Makassar **Royalty Free Rights Non-exclusive license (*non-exclusive Royalty-Free Right*)** on my thesis title:

.....
.....
along with existing devices (if needed). With Royalty Free Rights This non-exclusive Universitas Negeri Makassar has the right to keep, transfer media/format, manage in the form of a database (*database*), maintain, and publish my thesis as long as it remains include my name as the author/creator and as the owner of the Rights Copyright, and not commercialized.

This statement I made in truth.

Made in : Makassar
Date :

Declared by,

(Sign)

.....

Approved by,

1st Advisor

2nd Advisor

.....
Employee ID number

.....
Employee ID number

Appendix 11 Abstract Writing (Indonesian) Sample

ABSTRAK

Khaeruddin, 2009 . *Pengaruh Penerapan Pembelajaran Siklus Belajar terhadap Hasil Belajar Siswa SMAN 1 Sungguminasa Kabupaten Gowa. Skripsi. Jurusan Kimia, Fakultas Matematika dan Ilmu Pengetahuan Alam. Universitas Negeri Makassar (dibimbing oleh Abdul Haris dan Hartati).*

ngetahui ada tidaknya pengaruh penerapan siklus belajar terhadap hasil belajar siswa kelas XI IPA SMAN 1 Sungguminasa. Variabel bebas dalam penelitian ini adalah penerapan pembelajaran siklus belajar dan pembelajaran konvensional, sedangkan variabel terikatnya adalah hasil belajar siswa pada materi pokok laju reaksi. Populasi dalam penelitian ini adalah seluruh siswa kelas XI IPA SMAN 1 Sungguminasa Kabupaten Gowa sebanyak 4 kelas, sedangkan sampelnya adalah kelas XI IPA 2 sebagai kelas kontrol dengan jumlah siswa 34 orang dan kelas XI IPA 3 sebagai kelas eksperimen dengan jumlah siswa 35 orang. Data hasil penelitian diperoleh dengan memberikan tes hasil belajar pada materi pokok laju reaksi berupa pretest dan post tes. Teknik analisis data yaitu dengan analisis kovariat (Anacova). Berdasarkan hasil analisis statistika inferensial diperoleh $P = 0,004$ lebih kecil dari $\alpha = 0,05$. Hal ini dapat disimpulkan bahwa penerapan pembelajaran siklus belajar (Learning Cycle) berpengaruh secara signifikan terhadap hasil belajar siswa kelas XI IPA SMAN 1 Sungguminasa Gowa pada materi pokok Kecepatan Reaksi.

Kata kunci : learning cycle, hasil belajar, kecepatan reaksi

Appendix 12 Abstract Writing (English) Sample

ABSTRACT

Asyih, 2007 . *The Effect of Learning cycle Instruction to the Study Results of the Student Class XI SMAN I Sungguminasa Gowa District* . Department of Chemistry, Faculty of Mathematics and Natural Science. State University of Makassar (supervised by Muh. Anwar and Herman).

This study is the quasi experiment research that time to know the influence of the implementation of learning cycle instruction to the study results of the students of class XI IPA SMAN I Sungguminasa. The cycle learning and conventional instruction as independent variables and the study results of the students on the reaction velocity as a dependent variable. The population in this reasearch is all students class XI IPA SMAN 1 Sungguminasa Gowa District that consist of four classes. Class XI IPA2 as a control group that consist of 34 students and class XI IPA3 as an experiment group that consists of 35 students. The data of the research was obtained by the study results test on the subject of the velocity reaction for pretest and posttest. The data was analyzed by analysis of covariate (Anacova). Base on analysis of inferential statistics, the $P = 0.004$ less than $\alpha = 0.05$ was Obtained. It is means that the implementation of learning cycle instruction is significantly influence to the study results of the students class XI IPA SMAN I Sungguminasa on the material subject of reaction rate.

Key words : *learning cycle, study results, reaction rate*

Appendix 13 Example Foreword

FOREWORD

Praise and gratitude the author goes to the presence of Allah SWT who has bestow His grace and guidance so that the author is able to complete thesis with the title " *Development of Web-Based Physics Learning Media "Core Physics Subjects at Madrasah Aliyah Madani Alauddin* ". This thesis submitted in order to complete undergraduate studies to achieve a degree Bachelor of Education.

This Thesis Consists Of Five Chapters, Namely Chapter 1 Introduction, Chapter 2 Literature Review, Chapter 3 Research Methods, Chapter 4 Results And Discussion, and Chapter 5 Conclusions and Suggestions. Results Of Research Analysis and Discussion Shows That The Resulting Web-Based Physics Learning Media After Being Tested It Meets The Criteria Of Being Valid, Practical And Effective. With Thus, this media can be applied (used) as one of the learning media, especially on the subject of Core Physics at the high school level.

The researcher expresses appreciation and thanks the highest to Drs. Abdul Haris, M.Si as Advisor I and Drs. Subaer, M. Phil., Ph.D as supervisor II. Thank you too submitted to the testing team, namely Prof. Dr. H. Muris, M.Si. and Dr. Hj. Bunga Dara Amin, M.Ed.

The author also expresses gratitude to:

1. Prof. Dr. H. Husain Syam, M.TP as Chancellor of Universitas Negeri Makassar.
2. Prof. Dr. Abd. Rahman, M.Pd as Dean of the Faculty of Mathematics and Science Universitas Negeri Makassar Natural Sciences.
3. Dr. Ahmad Yani as Head of Physics Department, Herman, S.Pd., M.Pd as Secretary of the Department, Drs. Abdul Haris, M.Si as Head of Education Study Program Physics, and Mr / Ms Lecturer of the Department of Physics, and Administrative Staff of the Department Physics FMIPA UNM.
4. Mrs. Rina Kurnia, S.Pd as Principal of Madrasah Aliyah Madani Alauddin for his willingness to accept the authors research.
5. Mr/Mrs Physics teacher at Madrasah Madani Alauddin for all the help during this time researchers carry out research.
6. Fellow students of Physics Education class 2012, colleagues Assistant for Basic Physics and Modern Physics for all the togetherness that has been built, the knowledge that has been shared while sitting on the lecture bench as well as teaching and coaching experience in the laboratory.

On this occasion, the author is especially grateful to my beloved parents, **Rajamuddin's** father and **Bau Anting** 's mother who always pray for and motivate in completing studies. Finally The writer hopes that this thesis can be useful for the readers.

Makassar, June 2016

Author

Hasri Ramlawati Tati

Appendix 14.a Example of Writing a Table of Contents in a Thesis for Undergraduate

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