

MASTER OF MANAGEMENT

UNIVERSITAS DIPONEGORO



WRITING GUIDELINE



20
21



WRITING GUIDELINES

**MASTER'S THESIS AND THESIS RESEARCH
PROPOSALS
MASTER OF MANAGEMENT
DIPONEGORO UNIVERSITY**

**MASTER OF MANAGEMENT STUDY PROGRAM
FACULTY OF ECONOMICS AND BUSINESS
DIPONEGORO UNIVERSITY
SEMARANG
2021**

FOREWORD

This handbook is presented to provide guidelines for the academic community of the Master of Management Study Program in preparing thesis and thesis research proposals.

This book includes two parts, the first part is a guide for the preparation of thesis and thesis research proposals, and the second part is an appendix which contains examples of their preparation. This 2021 edition of the book underwent changes when compared to the previous edition. Significant changes were made to the examples and evaluation of the preparation of thesis and thesis research proposals, making a bibliography with Mendeley installation and creating a library through drag and drop from google scholar and journal databases.

Hopefully this manual can meet the practical needs of students in preparing theses, as well as for supervisors in providing direction to their students.

Semarang, December 2020
Head of the Master of Management Study
Program
Faculty of Economics and Business
Diponegoro University

Dr. Susilo Toto Raharjo, MT
NIP 196312241989021001

TABLE OF CONTENTS

FOREWORD	i
TABLE OF CONTENTS	ii
APPENDIX LIST	iii
1 CHAPTER I INTRODUCTION	1
1.1 Definition of Management Research and Its Activities	1
1.2 Research design	2
1.3 Determining Research Topic	2
1.4 Developing Research Questions or Hypotheses	3
1.5 Library Review	3
1.6 General Definition of Thesis	3
1.7 Requirements and Procedure	3
1.8 Thesis Preparation and Supervision Schedule	5
1.9 Implementation of Final Examination and Assessment	7
2 CHAPTER II RESEARCH PROPOSAL WRITING SYSTEM (RUP) AND THESIS RESEARCH PROPOSAL (UP)	9
2.1 Beginnings	9
2.2 Main Section	11
2.3 Final Part	12
2.4 Structure/Definition of Research Proposal	13
3 CHAPTER III WRITING THE MASTER THESIS	14
3.1 Beginnings	14
3.2 Main Section	14
3.3 Final Part	15
3.4 Thesis Chapter Numbering (Pembaban) Settings	16
4 CHAPTER IV CITATION, REFERENCE LIST AND PLAGIARISM	18
4.1 Citation	18
4.2 Reference list	20
4.3 Plagiarism	21

5	CHAPTER V GUIDELINES FOR TYPING AND WRITING TECHNIQUES	23
5.1	Material and Size	23
5.2	Typing.....	23
5.3	Numbering	24
5.4	Writing Language	24
5.5	Arrangement of Tables and Figures	24
5.6	Documentation / Binding	25
6	ATTACHMENT.....	26

APPENDIX LIST

Appendix 1:	Sample Front Cover and Title Page of Thesis Research Proposal (Quantitative) ...	26
Appendix 2:	Sample Research Proposal Approval Page (Quantitative).....	27
Appendix 3:	Sample Front Cover and Title Page of Thesis Research Proposal (Qualitative)	28
Appendix 4:	Sample Research Proposal Approval Page (Qualitative).....	29
Appendix 5:	Sample Front Cover and Title Page of Thesis Research Proposal (Quantitative) ...	30
Appendix 6:	Sample Research Proposal Approval Page (Quantitative).....	31
Appendix 7:	Sample Front Cover and Title Page of Thesis Research Proposal (Qualitative)	32
Appendix 8:	Sample Research Proposal Approval Page (Qualitative).....	33
Appendix 9:	Sample Front Cover and Title Page of Thesis Draft (Quantitative)	34
Appendix 10:	Sample Thesis Draft Approval Page (Quantitative)	35
Appendix 11:	Sample Front Cover and Title Page of Thesis Draft (Qualitative)	36
Appendix 12:	Sample Thesis Draft Approval Page (Qualitative)	37
Appendix 13:	Sample Front Cover and Thesis Title Page (Quantitative)	38
Appendix 14:	Example of Thesis Endorsement Page (Quantitative)	39
Appendix 15:	Sample Front Cover and Thesis Title Page (Qualitative)	40
Appendix 16:	Example of Thesis Endorsement Page (Qualitative)	40
Appendix 17:	Example of Thesis Authenticity Pages	41
Appendix 18:	Sample Thesis Examination Assessment Form	43

Appendix 19: Sample Schedule for Thesis Compilation Consultation with Supervisor	44
Appendix 20: Example Table	46
Appendix 21: Sample Images	47
Appendix 22: Sample Reference List Page	48
Appendix 23: Example of Citation Writing in Text	49
Appendix 24: Mendeley Program	52

CHAPTER I INTRODUCTION

1.1 Definition of Management Research and Its Activities

Management research is an academic activity to develop innovative thinking for management science and practice. Because it is carried out at the postgraduate level, its contribution to the development of management science should get the main attention. So this kind of research is a systematic development and enrichment of the body of knowledge. Therefore, research must be understood as a systematic process to explore, discover/develop and use knowledge to solve problems in management.

Thus research for the Postgraduate Masters in Management (MM) will include:

1. Identify a worthy and meaningful problem to be investigated (worthy of investigation). Of course, you will ask about what is called worthy, appropriate and meaningful (worthy). It is relative, but if you are currently researching sales performance by regressing the 4Ps (Place, Price, Product, Promotion) to increase sales, of course it is not wrong, but the research is not worthy or lacks meaning.
2. Systematic study of the problem and all the facts that arise around the problem. It also means that the research problem does not arise from the sky. Research problems can be raised from at least two sources, namely first, from field data that shows a problem (can be a gap between what is expected and what is true, for example, there is an increasing number of anonymous letters to the board of directors or a decline in sales that occurs continuously or not. as usual), Second, research problems can arise from research gaps found when reading research results or manuscripts published in scientific journals such as the Journal of Marketing or the Journal of Marketing Research or the International Journal of Marketing and so on.
3. Look for what other researchers have said or produced on the research problem that is of interest to you. This means that reading research reports or journal manuscripts is very important. The Master of Management program will ask you to use journal manuscripts plus various relevant books or libraries in exploring the research problem you are facing.
4. Develop hypotheses or research questions related to the research problem that you are exploring. That is why if the research does not produce hypotheses or research questions, the research level is still at the basic research level.
5. Testing hypotheses or research questions, and
6. The activity process to generate a new interview that you were able to find again. That's why it's called re-search or looking for something more innovative or newer or something that has not been touched by others and so on.

The following are some examples of non-research activities for the Master of Management Postgraduate Thesis:

1. It's just collecting data and then arranged in a table, and given comments. This is not a Postgraduate Masters in Management research.
2. Finding facts or data, but has nothing to do with the research problem.
3. Looking for data on the number of salesmen and the average sales of each salesman and found that there are 6 salesmen with an average sales of Rp. 5.000.000,- Therefore, the conclusion of the research is that the total sales can be projected to be Rp. 30,000,000,-.
4. Write a case that describes the history and activities of the company on a day-to-day basis.
5. Writing a consulting report or counseling carried out in the company which is usually called a situation analysis. That is why SWOT Analysis is not recommended. SWOT basically generates data or factors. It is strongly recommended that the data generated by the SWOT analysis, be used to test hypotheses or research questions.

1.2 Research design

On the basis of the things stated above, a management research project can be designed by:

1. Focus on a research problem.
2. Finding and analyzing facts.
3. Search for or explain causality, difference, sequence, antecedent and consequence and the like.
4. Reduces what has been discovered to more sampled but steady elements.
5. Formulate hypotheses and test them in order to draw conclusions about the research problem.

Thing-The things described above depart from the positivism paradigm that management research is an academic exploration that leads to the measurement of management activities and their interrelationships and on that basis the researcher draws a sample from the population to test the developed hypothesis.

1.3 Determining Research Topic

Basically, the topic of management research depends on your wishes, but because in the world of research, you will only become a "junior", it is better to pay attention to these things in determining the topic:

1. The topic you choose should interest you, be appropriate and meaningful, not what your supervisor is interested in.
2. The topic chosen is a field/sub field of study that can be accepted by you, by your supervisor and also by the Master of Management Program. It is hoped that you have

- sufficient knowledge about the topic you choose so that it is guaranteed a timely completion.
3. The topic chosen is a topic whose expected results can meet the standards of developing management science and practice. (Therefore, topics such as: What are the factors that influence people's interest in buying RSS, may be less meaningful. The study on "Differences in perceptions of market orientation between managers of Chinese ethnicity and managers of Javanese ethnicity" may be more to be studied).
 4. Topics must be completed within the allotted time period.

1.4 Developing Research Questions or Hypotheses

After you get the research problem, a big task immediately appears before you, that is, you have to start doing a literature review in order to formulate research questions or hypotheses. If your research is an exploratory research, then the next step after the research problem is to raise research questions. If your research is an explanatory research, then the next step after the research problem is to come up with a hypothesis.

1.5 Library Review

One of the objectives of research is to ensure that you as a researcher get detailed knowledge from previous researchers in the field being researched. Therefore, start the research by conducting an intense literature review.

1.6 General Definition of Thesis

Students of the Master of Management Study Program must prepare a Thesis as one of the requirements to complete their studies. Theses are generally based on an investigation of reading/library materials or field investigations, are more in-depth and must be carried out in an orderly and methodical manner under the guidance of a supervisor. The thesis writing must be done carefully, either because the formulation of the theses put forward will be seen as truth or because the Thesis is also a written document that can show the ability or inability of writing.

Research in the preparation of the Thesis in the Master of Management Study Program is more "decision directed/oriented" than "problem directed". This means that the objective of the Thesis is aimed at making decisions for problem solving, as a new thought or modification/analogy of an existing decision. So, the thesis requires added value that is useful for the development of science. Thesis topic must be a summary expression of the subject matter that can be studied scientifically on the basis of theory and the use of certain methods.

1.7 Requirements and Procedure

The requirements for the preparation of the Thesis are as follows:

1. Students have completed functional courses and have entered concentration courses,
2. Thesis preparation can be started simultaneously with taking the Research Project course (Research Project I & II),
3. Meet other requirements that have been determined by the Program Manager.

Students who have met the requirements mentioned above will get a thesis supervisor who has met the qualifications as a thesis supervisor, namely a lecturer who has obtained a doctorate degree and a lecturer who has a minimum functional position as a lecturer.

The procedure for preparing the thesis is as follows:

1. Students choose a research problem according to their concentration and submit the research topic (which has been accompanied by a short argument related to the choice of topic) to the Program Manager.
2. Based on the topic proposed, the Manager appoints 1 (one) supervisor. Students can propose the name of their prospective supervisor to the manager, but the decision is taken by the Manager of the Master of Management Study Program.
3. Thesis Advisory Lecturers are experts who understand the problem areas proposed by students and have academic authority, in accordance with applicable regulations. The Advisory Lecturers can come from the Undip Master of Management Study Program lecturers or from other agencies.
4. Thesis preparation guidance is carried out actively. Once a week, students conduct consultations with their supervisors. Students must also be able to show progress in the preparation of the Thesis every time they are consulted. To monitor the implementation of mentoring activities, the Undip Master of Management Study Program Manager provides a consultation book, which must be filled out periodically, both by supervisors and students preparing the Thesis.
5. The mentoring process begins with the preparation of a Research Proposal (RUP). Before being approved by the supervisor, the RUP can be discussed first in a class seminar forum. The Research Proposal Draft (RUP) after being approved by the supervisor, becomes a Research Proposal (UP).
6. The process of preparing the RUP, UP, data collection, analysis and thesis writing, must be completed in no later than 3 semesters, after the appointment of the supervisor (ie in semester II, III and IV).
7. Prior to field research and thesis writing, students must take the Research Proposal Design for Thesis (RUPT) exam, which must be done no later than the 8th week of the third semester.
8. The Program Manager evaluates the implementation of the guidance process every 8 (eight) weeks, since the appointment of the supervisor, by requesting a report on the progress of the mentoring, both to the supervisor and from students.

If the Manager considers the progress of the mentoring to be very slow, so that the Thesis is not expected to be completed in the allotted time, the manager can take steps as an effort to solve the problem.

9. After the thesis has been compiled and has been approved by all supervisors, the thesis is submitted to the manager as many as 7 copies for further determination of the examiner team and the implementation of the exam.

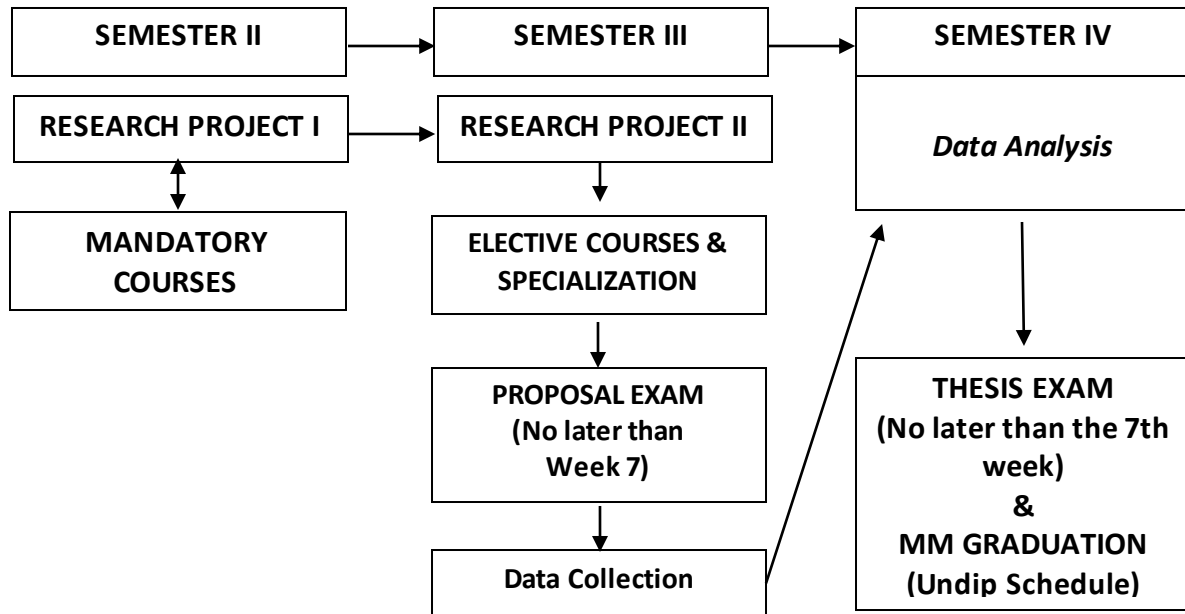
1.8 Thesis Preparation and Supervision Schedule

The length of time for the preparation of the Thesis until the I (first) exam, is set to a maximum of 48 weeks (that is, the last week in semester IV), starting from the day the supervisor is appointed.

If in the first exam the student is declared to have passed, the student can immediately duplicate the Thesis and submit it to the Program Manager in accordance with applicable regulations. If in the first exam the student is declared to have passed conditionally, then he is given a maximum of 2 (two) weeks to make improvements to the thesis with the guidance of the supervisor. If in the first Thesis exam, a student is declared not to have passed, he/she will be given a maximum of 3 (three) months to make improvements and take the second exam as a re-examination. The opportunity for re-examination is given up to 2 (two) times with a time sequence of mentoring and exams, each for a maximum of 3 (three) months.

In accordance with the 2021 curriculum guidelines, thesis preparation begins in the second semester where students have determined their concentration and on that basis two thesis supervisors have been appointed. The Thesis completion time-flow chart as shown in Figure 1.1, is presented so that you can supervise the thesis completion schedule.

Picture 0.1
Thesis Completion Time Flowchart



Based on the diagram above, consider the following steps.

1. Immediately consult with your supervisor when you have accepted the appointment of your supervisor, at the beginning of semester II (end of semester I).
2. Discuss with the supervisor and fill in the Consultation Schedule with the supervisor as attached in this manual (attachment 13). Carry this manual with you whenever you consult with your supervisor.
3. You are encouraged to be able to consult with lecturers at the concentration you choose. The views of the lecturers of concentration may be able to help you get out of the need you are experiencing at one time.
4. Take control of your schedule, because no later than the 7th week of the third semester you must have completed the thesis proposal (RUPT) exam. No less important is to control your time so that no later than the 7th week of the fourth semester you can take the Thesis and comprehensive exam. It would be great if you could finish well before that time.

1.9 Implementation of Final Examination and Assessment

The thesis that has been completed and approved by the supervisor is declared ready to be tested. Thesis exam is carried out by a team of examiners consisting of 3 (three) experts (according to the field being studied) plus 1 (one) supervisor. The supervisor is the leader of the test team. The results of the exam can be in the form of a pass statement, a conditional pass or a postponement of graduation for correction/revision, or not passing. Those who do not pass must take a re-examination at the time determined by the program manager

1.9.1 Implementation of the Examination Session

The implementation of the Thesis exam is regulated as follows:

1. The exam is carried out by the examiner first making a test report on the thesis he reads. Thesis substance is the main focus of testing, especially the substances developed for management science and practice.
2. In the implementation of the exam, at least 3 members of the testing team must be present (supervising lecturers and 2 examiners).
3. Examiner and Student Clothing : PSL (Complete Civil Clothes)
4. The exam is carried out in 90 minutes with an allocation of 15-20 minutes for the presentation of the Thesis by students and 70-75 minutes for questions and answers.

5. The examination session was held openly, but the right to ask questions was only to the examiner team, the right to answer was only to the examination students (students being tested).
6. The Head of the Examining Team is required to fill in the minutes of the exam implementation that has been provided by the program manager.
7. Announcement of the exam results at the end of the exam (during the exam) is given by the Head of the Examiner Team accompanied by the Manager of the Master of Management Study Program or an appointed official.

1.9.2 Exam Assessment

Thesis assessment is carried out based on the following provisions:

1. Thesis Authenticity
2. Accuracy of data collection and analysis
3. How to present the results/writing procedures
4. How to draw conclusions
5. Ability to answer and defend the contents of the Thesis and opinions/research results.

The Thesis test score for those who have passed is A or B. If two examiners score C, the student is declared not to have passed.

The assessment by each examiner is carried out using numerical values and the final score will be determined based on the scores of the four examiners.

The test results are divided into 3 (three) categories as follows:

1. Students are declared unconditionally graduated with grades A or B
2. Students are declared conditionally passed, that is, if the Thesis still needs substantial improvement and/or technical writing, but there is no need for a re-exam. Thesis improvement is carried out in a maximum of 2 (two) weeks, and the results of the thesis improvement are evaluated by the supervisor team.
3. The student is declared not to have passed. In this case, the student is required to correct and take the Thesis exam again, within 3 (three) months.

If a student has advanced 3 (three) Thesis exams (with 2 repeated exams), but still does not pass, the student concerned can take part in a special program in accordance with the academic regulations of the Undip Master of Management Study Program.

CHAPTER II RESEARCH PROPOSAL WRITING SYSTEM (RUP) AND THESIS RESEARCH PROPOSAL (UP)

The Research Proposal Design (RUP) is a scientific paper design for the preparation of a Thesis that must be prepared by students of the Undip Management Masters Study Program. The form of the RUP must follow certain rules that have been set by the Undip Management Masters Study Program. The preparation of this RUP will be guided by 1 (one) supervisor who has been decided by the Undip Management Masters Study Program.

The Research Proposal Draft (RUP) which has been approved by the supervisor becomes a binding Research Proposal (UP), both for the compiler and for the supervisor. Therefore, the systematics of RUP and UP are not much different. The difference between the two lies only in the editorial at the beginning of the title page, regarding the type of report (RUP or UP). To clarify this, the title page for the RUP and UP along with their covers will be presented in attachments 1, 2 and 3.

The Research Proposal Design, Research Proposal for Thesis and Thesis, is actually a triad which refers to the same thing, namely Thesis. Therefore, what is needed in the Thesis must be prepared in the Research Proposal. The Research Proposal Draft (RUP) which has been approved by the Advisory Team and is defended in front of the thesis proposal (RUPT) examination session becomes a Research Proposal (UP) which is binding on both the compiler and the supervisor.

The systematics of writing the Research Proposal Draft and Research Proposal outline contains the following elements:

2.1 Beginnings

The initial section contains, among others: Front Cover, Title Page, Approval/Authorization Page, Table of Contents Page, Table of Contents Page, List of Figures Page, Formula List Page. In the following, each coverage will be given in brief.

1. Front cover

The cover covers sequentially:

a. Title of Research Proposal Design or Thesis Research Proposal

The title should be quite expressive, concise, complete, accurately describes the problem to be studied, and does not have a double meaning (ambiguous). The number of words in the title ranges from 5 – 15 words. The title is typed in capital letters. The tendency to use grandiose titles should be avoided. If more information is needed it is written as Sub-heading using lowercase letters.

- b. Coat of arms of Diponegoro University
 - c. Additional information

Under the university symbol it is written "Research Proposal for Thesis" and "Proposed as a condition to complete the Postgraduate Program in the Diponegoro University Masters of Management Study Program". Example attached.
 - d. Name of the student concerned

Written in full block letters and without a bachelor's degree. After that, below it is included the NIM of the student concerned.
 - e. Name of Institution and Year of Writing. Example attached.
2. Title page

The title page is filled exactly with the Front Cover.
 3. Approval/Authentication Page

The Approval page is a sheet containing the supervisor's approval for the student concerned about the RUP that he has prepared to be tested in the RUP exam session in front of the examiner board, the format of which can be seen in the appendix. While the Ratification Page is a sheet that shows that the RUP that has been compiled has passed the test in the RUP session and will then become the basis for the preparation of the Thesis. This UP approval sheet can be seen in the appendix. Thus the approval sheet will be contained in the RUP, while the endorsement sheet will be in the UP.
 4. Table of Contents Halaman

The table of contents page is a description of the contents of the RUP / UP that has been compiled by students. The table of contents page of RUP / UP contains things that are in accordance with those compiled by students without referring to chapter numbers.
 5. Tables Page

The table list page is a sheet containing the tables in the RUP/UP, which are arranged sequentially, according to the table's serial number. The preparation of tables and lists of tables should follow the instructions in the attachments.
 6. Image List Page

The list of pictures/maps is a sheet that contains all the pictures/maps in the RUP/UP that have been compiled. Pictures/maps should be made in black and white, while the list of pictures/maps contains the number, title and page where the picture/map is located.
 7. Attachment List Page

The attachment list page is a list containing attachments that may be used in relation to the RUP/UP.
 8. Formula List Page

The Formula List page is an indication of all the formulas/formulas in the RUP/UP document. This sheet should contain the number, the name of the formula and the page where the formula is located.

2.2 Main Section

The main part of the RUP and UP contains the main points of the RUP and UP which have been prepared by students with the guidance of their supervisors.

The main part of the RUP or UP contains the following:

1. Background

This section has a very important role. From this sub-chapter, it will be seen the academic readiness of the RUP or UP research compilers.

In this sub-chapter, at least it must contain:

- a. A clear and systematic explanation of why the selected research problem is interesting, important and needs to be researched.
- b. There is some evidence that the problem has not been satisfactorily resolved.

2. Formulation of the problem

The formulation of the problem is a summary of the research or the core of the research problem that will be investigated further. The form of the problem to be studied is expressed expressively and explicitly. From these research problems, research questions can be developed, and the formulation of these problems should be clearly separated from research problems and research questions.

3. Research Objectives and Uses

This sub-chapter shows the justification for the proposed research problems.

- a. Research objectives indicate things that will be achieved or need to be completed as a problem solving effort. The formulation of goals must be carried out clearly and unequivocally (operational) so that evidence that these goals have actually been achieved after the research has actually been carried out can be found easily. In addition, the formulation of operational objectives will assist the preparation of research variables and hypotheses and can serve to direct the determination of the research method to be used.
- b. The usefulness of the research shows theoretical benefits for science and practical benefits for various parties (compilers, companies/organizations under study and for development progress and other parties who need it).

4. Initial Literature Review and Planned Theoretical Thinking Framework

This sub-chapter shows the extent to which the problem to be studied has been investigated by other parties, what findings or conclusions have been proposed and what are the weaknesses of previous research. An initial design of the Research Model or Theoretical Thinking Framework or “Conceptual Model” is presented here based on the literature review that has been carried out to solve the research problem. So, this section consists of a critical study based on the literature / results of previous research and theoretical models, all of which show the added value that this research will contribute compared to previous studies.

5. Definition of Variable and Hypotheses

A hypothesis is a provisional assumption or answer (still to be proven/tested) proposed as a problem solving, which was developed on the basis of an adequate literature review as a justification for the research problem to be studied.

Hypotheses should be formulated operationally (precise, clear and in news sentences), which will facilitate the process of further measurement/analysis/proofing. The formulation of the hypothesis is followed by the formulation of operational definitions of the research variables that will be used.

6. Research methods

The research method basically contains an outline of research activities, starting from determining the types and sources of data and their collection to the reporting stage.

Included items include:

- a. types and sources of data to be used
- b. population and sample and sampling technique
- c. method of collecting data
- d. materials used (if any)
- e. the analytical technique to be used along with the rules for drawing conclusions
- f. research time schedule, made carefully and in detail by really taking into account the student's ability to complete it within the specified timeframe, this schedule should be presented in the form of a Gantt Chart table.
- g. supervision schedule

2.3 Final Part

This final section contains matters that support the contents of the Thesis, including:

1. Reference list

The list of references, both in the RUP and UP, is still temporary because in the actual thesis report the number of reference lists can grow along with the increase in studies and the topics presented. Writing a list of references must use the usual way (if possible the latest way of writing) and more importantly the consistency of writing.

2. Attachment

The appendix section can contain data tables, images, maps and other things that are quite lengthy and distracting when included in a text page. It should only attach things that are related to the research problem.

3. Curriculum Vitae

A curriculum vitae or curriculum vitae contains the life history of the compiler which includes:

- a. identity of the author: Name and NIM
- b. educational background
- c. work history and/or position
- d. course/practice history
- e. list of scientific papers and publications

2.4 Structure/Definition of Research Proposal

In accordance with academic rules that after a student is declared to have passed in the thesis proposal (RUPT) examination session, before compiling a Thesis, he is asked to compile a Research Proposal which has been approved by the supervisor. The research proposal that has been approved will become an existing document in the Undip Master of Management Study Program. For completeness of these documents, students are asked to print a minimum of 3 copies. Each for the Master of Management Study Program, the Advisor and the student concerned are 1 (one) copy each.

Initial Part:

Title page
Approval / Endorsement Page
Table of contents
List of Tables
list of picture
Appendix List
List of Formulas (if any)

Main Parts:

1. Background
2. Formulation of the problem
3. Research Objectives and Uses
4. Initial Literature Review and Planned Theoretical Thinking Framework
5. Variable Operational Definitions and Hypotheses
6. Research methods
 - 6.1 Data Types and Sources
 - 6.2 Population and Sampling
 - 6.3 Method of collecting data
 - 6.4 Analysis Techniques
 - 6.5 Research Time Schedule

Final Part:

Reference list
Appendices
Curriculum Vitae

CHAPTER III WRITING THE MASTER THESIS

Thesis is broadly divided into three main parts. These parts are the beginning, the main part and the end. The contents of each of these sections in detail are as follows:

3.1 Beginnings

This initial section includes, among others:

1. Front cover
2. Title page
3. Statement of authenticity of Thesis (Certification)
4. Approval/approval page
5. Motto/offering page (if any)
6. *Abstract* (English)
7. Abstraction (Indonesian)
8. Foreword
9. Table of contents
10. list of Tables
11. List of pictures/graphs/maps
12. Appendix List
13. List of formulas (if any)

3.2 Main Section

The main part is the core part of the Thesis compiled by students of the UNDIP Master of Management Study Program. The main part of the thesis contains the following:

CHAPTER I	Introduction <ol style="list-style-type: none">1. Background of the problem2. Formulation of the problem3. Research Objectives and Uses4. Important assumptions5. <i>Outline</i> Thesis
CHAPTER II	Literature Review and Model Development <ol style="list-style-type: none">1. Library Review Developed as needed to generate justification for the proposed model and hypothesis as a unified reading.2. A review of previous research on the same topic which leads to a gap research statement.3. Models and Hypotheses (quantitative) / Flow Framework of Thinking (qualitative)4. Chapter Conclusion

CHAPTER III	Research methods <ol style="list-style-type: none"> 1. Data Types and Sources 2. Population and Sample 3. Definition of Operational Variables and Their Measurement (quantitative) / Research Instruments (qualitative) 4. Method of collecting data 5. Analysis Techniques 6. Chapter Conclusion
CHAPTER IV	Data analysis <ol style="list-style-type: none"> 1. Overview of Research Objects and Descriptive Data 2. Process and Results of Data Analysis/Computing 3. Hypothesis Testing or Research Questions / Presentation of Qualitative Results 4. Discussion of Research Results – criticizing, comparing & contrasting with studies on the same topic, both those that have been discussed and those that have not been discussed in Chapter II. 5. Chapter Conclusion
CHAPTER V	Policy Conclusions and Implications <ol style="list-style-type: none"> 1. Each hypothesis or answer to research questions and conclusions regarding the research problem 2. Implications for both management theories and implications for management policies 3. Research limitations and future research agendas (future research, further research).

3.3 Final Part

The final part of the Thesis which is compiled consists of:

1. reference list
2. Relevant appendices
3. Author's curriculum vitae

At the beginning of each chapter, a brief description of the contents of the chapter in question should be made as an introduction to enter further discussion of the chapter. This description aims to provide a brief description for the reader to understand the contents of the chapter that will be studied/explained further.

Likewise, at the end of each chapter, it will be very helpful to give a treatise/conclusion from the chapter in question. For writing a treatise/conclusion, each chapter can be arranged by numbering its own sub-chapters or without separate sub-numbering. Therefore, in the numbering arrangement (pembaban) the following additional sign (optional).

3.4 Thesis Chapter Numbering (Pembaban) Settings

The thesis can be prepared using a five-chapter format as described in the previous sub-chapter. Chapter arrangements for the Thesis on the Undip Master of Management Program are as follows:

Initial Part:

Title page
Statement of Authenticity of Thesis (Certification)
Approval / Endorsement Page
Motto / Presentation Page (if any)
Abstract (English)
Abstraction (Indonesian)
Foreword
Table of contents
List of Tables
list of picture
Appendix List
List of Formulas (if any)

Chapter I Introduction

- 1.1 Research Background
- 1.2 Formulation of the problem
- 1.3 Research Objectives and Uses
- 1.4 Important Assumptions
- 1.5 *Outline* Thesis
- 1.6 Chapter conclusion (optional)

Chapter II: Literature Review and Research Model Development

- 2.1 Literature Review (sub-chapters can be developed as needed to produce justification for the proposed model and hypothesis as a unified reading)
- 2.2 Models and hypotheses or research questions (models and hypotheses scattered in sub-section 2.1 above are summarized in one sub-chapter)
- 2.3 Research position compared to previous research
- 2.4 Theoretical Framework (Quantitative) or Thinking Framework (Qualitative)
- 2.5 Chapter conclusion (optional)

Chapter III: Research Methods

- 3.1 Data Types and Sources
- 3.2 Population and Sample
- 3.3 Definition of Operational Variables / Research Instruments

- 3.4 Method of collecting data
- 3.5 Analysis Techniques
- 3.6 Chapter conclusion (optional)

Chapter IV: Data Analysis

- 4.1 Overview of Research Objects and Descriptive Data
- 4.2 Process and Results of Data Analysis/Computing
- 4.3 Discussion of research results
- 4.4 Chapter conclusion (optional)

Chapter V: Conclusions and Policy Implications

- 5.1 Conclusion
- 5.2 Policy Implication
- 5.3 Research limitations
- 5.4 Future research agenda (future research, further research)

Reference list

Appendices

Curriculum Vitae

CHAPTER IV CITATION, REFERENCE LIST AND PLAGIARISM

Literature review helps researchers to build research models based on the results of other people's research. Documenting the literature review is important to assure readers that (1) the researcher knows the area under study and has conducted a literature review, and (2) the theoretical framework will underlie what has been done and add to the existing knowledge base.

4.1 Citation

Citation is one way to document the results of other people's research. In addition, citations aim to uphold academic honesty and avoid plagiarism tendencies. There are three reasons why we cite:

1. Giving credit to other people's work or ideas, whether we agree or disagree with them. If you use other people's words you must give credit by quoting with quotation marks (") and citations.
2. Show readers the materials you use as a basis for analysis, narrative and conclusions.
3. Direct the reader to the materials you used so that the reader can re-examine.

Appreciating the sources you use is academic honesty which means citing carefully using several available citation methods. The citation model chosen depends on the field of science you are researching. There are three major models of citation, namely:

- Chicago (Turabian) which is used in many fields of science.
- MLA (Modern Language Association) is used in the humanities
- APA (American Psychological Association) is used for social science, education, engineering and business.

Each of these citation writing methods has its own characteristic writing style. The following is an example of writing a reference list using the Chicago, MLA and APA models:

<i>Style</i>	citation	Reference list
Chicago	(Perdhana and Arda 2016)	Perdhana, Mirwan Surya, and Devia Arda. 2016. "Comparison of Cultural Values in Three Indonesian Sub-Cultures." <i>Market Integration in ASEAN: Sustainable Growth and Cross Cultural Issues</i> .
MLA	(Pridhana and Arda)	Perdhana, Mirwan Surya, and Devia Arda. "Comparison of Cultural Values in Three Indonesian Sub-Cultures." <i>Market Integration in ASEAN: Sustainable Growth and Cross Cultural Issues</i> (2016): n. morning. Web. 24 Aug. 2017.

<i>Style</i>	citation	Reference list
WHAT	(Perdhana & Arda, 2016)	Perdhana, MS, & Arda, D. (2016). Comparison of Cultural Values in Three Indonesian Sub-Cultures. Market Integration in ASEAN: Sustainable Growth and Cross Cultural Issues.

Citation of all references in the body text using the Author – Year method; namely the author's surname or surname followed by the year of publication. Example of citation in text:

- a. Perdhana (2016) states.....
- b. In studies of national culture (Hofstede, 1980, 1991; Laurent, 1983) it has been stated....
- c. In 2016, Perdhana compared the cultural values between three cultures in Indonesia and found.....

As seen above, if the author's name appears as part of the narrative in case (a) the year of publication is cited in brackets. In case (b) both the author's name and the year of publication are cited in brackets and separated by a comma. If the year of publication and the author are part of the discussion in the text as in case (c) then brackets are not used.

In writing citations or quotations it is necessary to pay attention to the following points:

1. In the same paragraph, after the first citation it is not necessary to include the year of publication as long as this study is not confused with the citation of other articles.

Example:

Gutek (1985) describes his findings in a book entitled Sex and Work Place. Gutek shows.....

2. If the article is written by two authors, then always cite both authors whenever they appear in the text.
3. If the article is written by 3 or more authors, cite all authors in the first citation and in subsequent citations only the surname of the first author followed by “ et al. ”

Example:

Now, Martin, Tariton, and Osborn (1980) found.... (first citation). Sekaran et al. (1980) found.....

4. If the article has no author, cite the first two or three words of the article title. Use double quotes in the article title. Example:

While researching unions (“With GM pact”, 2990)....

5. If the author is considered Anonymous, then the citation of the word Anonymous is followed by a comma and the year of publication: (Anonymous, 1979)

6. If the same author has multiple publications in the same year, cite them in the order they appear in the reference list. Example:

Research on mental health (Sekaran, 1985a, 1985b, 1985c, 1999, in press) shows...

7. If more than one author must be cited in the text, then the first author's first author's (family) name in alphabetical order and citations must be separated by a semicolon.
Example:
In the work design literature (Aldag & Brief, 1976; Alderfer, 1972; Beaty, 1982).....
8. Personal communication through letters, telephone memos, must be cited only in text and not included in the bibliography, because the form is not retrievable data.
Peters (personal communication, June 15, 1998) feels.....

4.2 Reference list

The reference list at the end of the research report or journal article provides identifying information and the literature sources taken. Authors should choose references wisely and should include only those used in the study.

The provisions for the preparation of the reference list are as follows:

1. The reference list is arranged alphabetically by author's name. The author's name is also the name of the institution that wrote the essay. The list of references starting with the author's name must be arranged alphabetically, and this is not only the first letter, but the second and third letters must also be considered in order.
2. If the essay does not have the name of the author, then the word anonymous is written.
3. If there are two or more works by one author, the author's name does not need to be listed more than once, but only a line is made along the space required for the name.
4. The preparation of the reference list can be numbered sequentially with Arabic numerals (not mandatory).
5. Each reference is written with 1 (one) space and the distance between each reference is 2 (two) spaces.
6. The first letter of the first line of each reference is typed right on the left margin without indentation and for the following lines a four-letter indent is used.
7. How to write the author's name, if there is more than one author, the method is that the surname (surname, last name) of the first author is written in full, ending with a comma, then the given name is abbreviated or not abbreviated, and the end is the abbreviated middle name (if any). , and only then the next author is written without being reversed. For names combined with surnames, they are written normally without being reversed. For example: Bambang Riyanto is incorrectly reversed to be Riyanto Bambang.
8. The names of books or magazines, newspapers and so on in the reference list are still written with the same capitalization. The only difference is that the name of the book ends with a period, but the names of magazines, newspapers and so on end with a comma.

In order to avoid errors and to model the appropriate reference list, there is now a citation and reference program known as MENDELEY (see appendix).

Things that need to be considered in the preparation of the reference list, namely:

1. In the list of references, the names of the sources of references that the author of the Thesis have never read should not be mentioned in the reference list. If he reads a book, and the book quotes from another book, then what is mentioned in the reference list is the book read by the student himself (the second book).
2. Materials that are not published and cannot be obtained from the library, for example in the form of oral statements such as personal statements, interviews and so on, do not need to be included in the reference list. Unpublished Thesis, Thesis or Dissertation is an exception because it can usually be read in the library.
3. In the reference list, the title of the author of the book such as Drs., Ir., Dr., and so on does not need to be mentioned.
4. If the number of references is large enough, the reference list can be divided into several sections, there are sections for books, sections for periodicals, and publications for special documents.

4.3 Plagiarism

In every study it involves the work of others. When you summarize add to or challenge other people's research there are two possibilities that you should consider:

1. Deliberately misleading the work of others i.e. views, ideas, models, research findings, conclusions and interpretations
2. Plagiarism – using someone else's original work in the form of sentences, ideas, or ideas as if it were your own even if it was done with good intentions, carelessly or unintentionally.

Either intentionally misleading or plagiarism are both considered fraud. In today's information age it is very easy to copy and copy information from online sources into research. This creates the temptation to copy a significant portion of your work. Your job should be to resist the temptation.

There are several forms of plagiarism that do not only copy and copy other people's text, including:

Source not cited

1. "*Ghostwriter*" – The author takes the writings of others, word for word, and is recognized as his own.
2. "*The Photocopy*" – The author copies a significant portion of one source without any changes.
3. "*The Potluck Paper*" – The author tries to hide plagiarism by copying various different sources, and concocting sentences in such a way but still retaining the original sentences.
4. "*The Poor Disguise*" – Although the author still retains the contents of the original source, he does not change the appearance of the paper by changing the key words and phrases.

5. ***"The Labor of Laziness"*** – The author creates new paragraphs from several sources and makes them fit as a whole, without the same effort to make their own original work.
6. ***"The Self-Stealer"*** – The author borrows from sources of his previous work, and violates the policy on expectations of originality adopted by the college.

Source of citation (but still indicated plagiarism)

1. ***"The Forgotten Footnote"*** – The author mentions the author's name but forgot to include the information on the location of the material used as a reference.
2. ***"The Misformer"*** – The author provides inaccurate information about the reference source so that it cannot be traced.
3. ***"The Too-Perfect Paraphrase"*** – The author has correctly cited the source, but forgot to put quotation marks on the text which was copied word by word.
4. ***"The Resourceful Citer"***– The author has correctly cited all sources, made paraphrases and also used quotation marks. But the writing is not original.
5. ***"The Prefect Crime"*** – The author has correctly cited and cites sources in several places, but continues to paraphrase other arguments from sources without citations.

Currently, there are many software programs to detect acts of plagiarism, one of which is Turnitin. Turnitin can access paid journals so that not only sources from Google are used but can also detect plagiarism from paid journals. Students are required to test their research plagiarism level using Turnitin before taking the exam. The requirement to pass the Turnitin test is a maximum of 20% pagination rate. Students with plagiarism rates above 20% are advised to review and paraphrase their research writings.

CHAPTER V GUIDELINES FOR TYPING AND WRITING TECHNIQUES

The discussion of the procedures for writing the Research Proposal (RUP), Research Proposal (UP), and Thesis includes descriptions relating to materials and sizes, typing, numbering, writing language, compiling tables and figures, and documentation/binding.

5.1 Material and Size

Material and size specifications include:

1. Paper type : **HVS**
2. Paper color : **plain white**
3. Weight : **70 grams**
4. Size : **A4 (21 x 29.7 cm)**

5.2 Typing

The typing of the RUP, UP, and Thesis texts is set as follows:

1. Writing is done on one side of the paper (single side)
2. Borders for typing, measured from the edge of the paper as follows:
 - a. **Upper limit : 4 cm**
 - b. **Lower limit : 3 cm** (take into account also if there are footnotes)
 - c. **Left border : 4 cm**
 - d. **Right border : 3 cm**
3. The ink color is black and the typing distance is two spaces with regular/standard typefaces (eg Times New Roman with font size 12) for the entire manuscript and typed neatly (align left and right – justify). Symbols, letters or signs that cannot be typed (there are no letters on the computer/typewriter), can be neatly handwritten using black ink, except for abstracts, abstractions and titles of tables/images/graphics/maps.
4. Chapter title
Typed with capital letters in the middle of the page and printed in bold with Times New Roman typeface and font size 14. If the chapter title is more than one line then it is made with tightly spaced (line spacing = single). The distance from the title to the body of the text (body text) is 2 times 2 spaces. Chapter numbers are in Roman numerals.
5. Title of sub chapter
Typed starting from the left border, all words begin with a capital letter except for conjunctions and prepositions, without being underlined and not ending with a period (.). The subtitle title is typed in bold with Times New Roman typeface and font size 12. The distance between the subtitle and the previous text is 2 times 2 spaces and 1 time 2 spaces to the next text. The sub-chapter number uses Arabic numerals following the chapter or sub-chapter number in question.

5.3 Numbering

This section is divided into numbering, tables, figures and equations.

1. Page

The thesis title page number, motto, approval/approval page, abstract page and relevant lists use lowercase Roman numerals, from i onwards (i, ii, iii). While the chapter and sub-chapter page numbers are numbered with Arabic numerals, starting with the number 1 and so on. Page numbers are typed in the bottom center of each page.

2. Tables/pictures/graphs/schematics

The numbering of tables/pictures/graphs/schematics is ordered following and referring to the chapter number in which the table/figure/graph/schematic is concerned. Tables/pictures/graphs/schematics should not be cut off, except for tables that require more than one page.

3. Equation

All mathematical, statistical and other equations or formulas are numbered with Arabic numerals in brackets, placed on the right edge by connecting with dots.

Example:

$$Y = a + b_1 X_1 + b_2 X_2 \dots\dots\dots (1)$$

5.4 Writing Language

Writing of reference sources, citations, list of references, spelling and language arrangement of writing titles and subtitles according to a standardized writing system and using Standard Indonesian (Spelling Enhanced/EYD).

5.5 Arrangement of Tables and Figures

The preparation of tables and figures/graphs/maps can follow the following guidelines:

1. Table Creation (see attachment 14)

There are several important things to consider when creating a table, including:

- a. Tables should be clear and complete.
- b. Table numbers should be written in Arabic numerals, which also indicate the chapter or sub-chapter where the table is located.
- c. The source of data from the table and the year of data collection need to be stated.
- d. The data in the table should be referenced in the discussion, but should not be repeated / reviewed at length.
- e. The table title is typed with a space of 1 space.
- f. It is not allowed to give colors other than black and white (animation).

2. Making drawings / graphics / schematics

There are several important things to consider when making drawings/graphics/schematics, including:

- a. All maps, charts, photos and schematics are considered as drawings.

- b. All images presented have a specific function and do not repeat at the length shown in the table.
- c. The image sizes are matched and colorless (other than black and white).
- d. All maps should be based on good mapping techniques.
- e. All drawings/graphics/schematics must be given a title, number and source and year of manufacture by way of presentation as in the table.

5.6 Documentation / Binding

Documentation or binding of RUP, UP and Thesis manuscripts should follow the given guidelines. For draft manuscripts such as RUP and Thesis drafts that will be used as manuscripts to be tested, it is enough to simply bind them with a white cover with a paper thickness of approximately the thickness of buffalo paper. Documents in the form of a Research Proposal that have been validated must be bound with a laminated cover (not a hard cover) while documents in the form of a Thesis should be bound with a light gray hard cover. The minimum number of documents that must be collected is 1 (one) copy.

ATTACHMENT

Attachment 1

Example of Front Cover and Title Page of Thesis Research Proposal (Quantitative)

Before the THESIS PROPOSAL (RUPT) exam

(Paper size, letters and logo are customized)

DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY AND THEIR EFFECT ON COMPANY VALUE

Logo: $p_j \times l_b = 3.5 \times 3 \text{ cm}$



Times New Roman, 18 Bold

Times New Roman, 16 Bold

Research Proposal Design For Thesis

Times New Roman, 12 Bold

Submitted as one of the conditions for
obtain a bachelor's degree in Master of Management
Diponegoro University Master of Management Program

Times New Roman, 12 Bold

Arranged by:

APRILIANA NUZUL RAHMAWATI
NIM. 12010114410022

MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021

Times New Roman, 16 Bold

Attachment 2
Sample Research Proposal Approval Page (Quantitative)

Before the THESIS PROPOSAL (RUPT)

Times New Roman, 14 Bold

APPROVAL OF RESEARCH PROPOSED DESIGN

Times New Roman, 12

The undersigned declare that the research proposal is entitled:

**DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY AND
THEIR EFFECT ON COMPANY VALUE**

Times New Roman, 12

Times New Roman, 14 Bold

Compiled by Apriliana Nuzul Rahmawati, NIM 12010114410022
has been approved to be defended in front of the Examiner Board
on January 2021

Advisor

Times New Roman, 12

Dr. Harjum Muharam, SE, ME

Attachment 3
Sample Front Cover and Title Page of Thesis Research Proposal (Qualitative)

Before the THESIS PROPOSAL (RUPT) exam
(Paper size, letters and logo are customized)

**GEN Y LEADERS:
QUALITATIVE PHENOMENOLOGY OF LEADERSHIP
STUDY AT PLN APD, Central Java & DIY**

Logo: $pj \times lb = 3.5 \times 3 \text{ cm}$



Times New Roman, 18 Bold

Times New Roman, 16 Bold

Research Proposal Design For Thesis

Times New Roman, 12 Bold

**Submitted as one of the conditions for
obtain a bachelor's degree in Master of Management
Diponegoro University Master of Management Program**

Times New Roman, 12 Bold

Arranged by:

**ARSYADANY GHANA AKMALAPUTRI
NIM. 12010115410039**

**MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021**

Times New Roman, 16 Bold

Attachment 4
Example of a Research Proposal Approval Page (Qualitative)

Before the THESIS PROPOSAL (RUP)

Times New Roman, 14 Bold

APPROVAL OF RESEARCH PROPOSED DESIGN

Times New Roman, 12

The undersigned declare that the research proposal is entitled:

**GEN Y LEADERS: QUALITATIVE PHENOMENOLOGY OF
LEADERSHIP STUDY AT PLN APD CENTRAL JAVA & DIY**

Times New Roman, 12

Times New Roman, 14 Bold

Compiled by Arsyadany Ghana Akmalaputri, NIM 12010115410039
has been approved to be defended in front of the Examiner Board
on April 2020

Advisor

Times New Roman, 12

Dr. Indi Djastuti, MS

Attachment 5

Sample Front Cover and Title Page of Thesis Research Proposal (Quantitative)

After the THESIS PROPOSAL (RUPT) exam and it has been revised

(Paper size, letters and logo are customized)

**DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY
AND THEIR EFFECT ON COMPANY VALUE**

Logo: pj x lb = 3.5 x 3 cm



Times New Roman, 18 Bold

Times New Roman, 16 Bold

Research Proposal For Thesis

Times New Roman, 12 Bold

**Submitted as one of the conditions for
Obtaining a bachelor's degree in Master of Management
Diponegoro University Master of Management Program**

Times New Roman, 12 Bold

Arranged by:

**APRILIANA NUZUL RAHMAWATI
NIM. 12010114410022**

**MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021**

Times New Roman, 16 Bold

Attachment 6
Sample Research Proposal Approval Page (Quantitative)

*After the **THESIS PROPOSAL (RUPT)** exam at* *Times New Roman, 14 Bold*
RESEARCH PROPOSAL APPROVAL

Times New Roman, 12

undersigned state that the research proposal is entitled:

**DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY AND
THEIR EFFECT ON COMPANY VALUE**

Times New Roman, 12

Completed by Apriliana Nuzul Rahmawati, NIM 12010114410022
has been defended before the Board of Examiners on January 2020
and declared to have met the requirements to be accepted as a research proposal

Advisor

Times New Roman, 12

Dr. Harjum Muharam, SE, ME

Attachment 7

Sample Front Cover and Title Page of Thesis Research Proposal (Qualitative)

After the THESIS PROPOSAL (RUPT) exam and it has been revised

(Paper size, letters and logo are customized)

**GEN Y LEADERS:
QUALITATIVE PHENOMENOLOGY OF LEADERSHIP
STUDY AT PLN APD, Central Java & DIY**

Logo: pj x lb = 3.5 x 3 cm



Times New Roman, 18 Bold

Times New Roman, 16 Bold

Research Proposal For Thesis

Times New Roman, 12 Bold

**Submitted as one of the conditions for
Obtaining a bachelor's degree in Master of Management
Diponegoro University Master of Management Program**

Times New Roman, 12 Bold

Arranged by:

**ARSYADANY GHANA AKMALAPUTRI
NIM. 12010115410039**

**MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021**

Times New Roman, 16 Bold

Attachment 8

Sample Research Proposal Approval Page

Times New Roman, 14 Bold

After the THESIS PROPOSAL (RUPT) exam and it has been re-

RESEARCH PROPOSAL APPROVAL

Times New Roman, 12

The undersigned state that the research proposal is entitled:

**GEN Y LEADERS: QUALITATIVE PHENOMENOLOGY OF
LEADERSHIP STUDY AT PLN APD CENTRAL JAVA & DIY**

Times New Roman, 12

Completed by Arsyadany Ghana Akmalaputri, NIM 12010115410039
has been defended before the Board of Examiners on April 2020
and declared to have met the requirements to be accepted as a research proposal

Advisor

Times New Roman, 12

Dr. Indi Djastuti, MS

Attachment 9
Example of Front Cover and Title Page of Thesis Draft (Quantitative)
Before Thesis exam
(Paper size, letters and logo are customized)

**DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY
AND THEIR EFFECT ON COMPANY VALUE**

Times New Roman, 18 Bold

Logo: pj x lb = 3.5 x 3 cm



THESIS DRAFT

Times New Roman, 16 Bold

Times New Roman, 12 Bold

**Submitted as one of the conditions for
obtain a bachelor's degree in Master of Management
Diponegoro University Master of Management Study Program**

Times New Roman, 12 Bold

Arranged by:

**APRILIANA NUZUL RAHMAWATI
NIM. 120101144100067**

**MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021**

Attachment 10
Sample Thesis Draft Approval Page (Quantitative)
Before Thesis exam

THESIS DRAFT APPROVAL

Times New Roman, 14 Bold

Times New Roman, 12

The undersigned declare that the thesis draft is entitled:

**DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY
AND THEIR EFFECT ON COMPANY VALUE**

Times New Roman, 12

Times New Roman, 16 Bold

Compiled by Apriliana Nuzul Rahmawati, NIM 12010114410022
has been approved and defended before the Board of Examiners
on 07 February 2020

Advisor

Times New Roman, 12

Dr. Harjum Muharam, SE, ME

Attachment 11
Example of Front Cover and Title Page of Thesis Draft (Qualitative)
Before Thesis exam
(Paper size, letters and logo are customized)

**GEN Y LEADERS:
QUALITATIVE PHENOMENOLOGY OF LEADERSHIP
STUDY AT PLN APD, Central Java & DIY**

Logo: pj x lb = 3.5 x 3 cm



Times New Roman, 18 Bold

THESIS DRAFT

Times New Roman, 16 Bold

Times New Roman, 12 Bold

**Submitted as one of the conditions for
obtain a bachelor's degree in Master of Management
Diponegoro University Master of Management Study Program**

Times New Roman, 12 Bold

Arranged by:

**ARSYADANY GHANA AKMALAPUTRI
NIM. 12010115410039**

**MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021**

Attachment 12
Sample Thesis Draft Approval Page (Qualitative)
Before Thesis exam

THESIS DRAFT APPROVAL

Times New Roman, 14 Bold

Times New Roman, 12

The undersigned declare that the thesis draft is entitled:

**GEN Y LEADERS: QUALITATIVE PHENOMENOLOGY OF
LEADERSHIP STUDY AT PLN APD CENTRAL JAVA & DIY**

Times New Roman, 12

Times New Roman, 16 Bold

Compiled by Arsyadany Ghana Akmalaputri, NIM 12010115410039
has been approved and defended before the Board of Examiners
on June 8, 2020

Advisor

Times New Roman, 12

Dr. Indi Djastuti, MS

Attachment 13
Sample Front Cover and Thesis Title Page (Quantitative)
After the Thesis exam and it's been revised
(Paper size, letters and logo are customized)

DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY AND THEIR EFFECT ON COMPANY VALUE

Times New Roman, 18 Bold

Logo: pj x lb = 3.5 x 3 cm



THESIS

Times New Roman, 16 Bold

Times New Roman, 12 Bold

**Submitted as one of the conditions for
obtain a bachelor's degree in Master of Management
Diponegoro University Master of Management Study Program**

Times New Roman, 12 Bold

Arranged by:

**APRILIANA NUZUL RAHMAWATI
NIM. 120101144100067**

**MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021**

Attachment 14
Example of Thesis Endorsement Page (Quantitative)
After the Thesis exam and it's been revised

THESIS APPROVAL

Times New Roman, 14 Bold

Times New Roman, 12

The undersigned declare that the thesis entitled:

**DETERMINANTS OF DEBT POLICY, DIVIDEND POLICY
AND THEIR EFFECT ON COMPANY VALUE**

Times New Roman, 16 Bold

Times New Roman, 12

Compiled by Apriliana Nuzul Rahmawati, NIM 12010114410022
has been defended before the Board of Examiners on 07 February 2020
and declared to have met the requirements for acceptance

Semarang, February 2020
Diponegoro University
Graduate program
Program Leader

Times New Roman, 12

Advisor

Dr. H. Susilo Toto Rahardjo, SE, MT

Dr. Harjum Muharam, SE, ME

Attachment 15
Sample Front Cover and Thesis Title Page (Qualitative)
After the Thesis exam and it's been revised
(Paper size, letters and logo are customized)

**GEN Y LEADERS:
QUALITATIVE PHENOMENOLOGY OF LEADERSHIP
STUDY AT PLN APD, Central Java & DIY**

Logo: pj x lb = 3.5 x 3 cm



Times New Roman, 18 Bold

THESIS

Times New Roman, 16 Bold

Times New Roman, 12 Bold

**Submitted as one of the conditions for
obtain a bachelor's degree in Master of Management
Diponegoro University Master of Management Study Program**

Times New Roman, 12 Bold

Arranged by:

**ARSYADANY GHANA AKMALAPUTRI
NIM. 12010115410039**

**MASTER OF MANAGEMENT STUDY PROGRAM
GRADUATE PROGRAM
DIPONEGORO UNIVERSITY
SEMARANG
2021**

Attachment 16
Example of Thesis Endorsement Page (Qualitative)
After the Thesis exam and it's been revised

THESIS APPROVAL

Times New Roman, 14 Bold

Times New Roman, 12

The undersigned declare that the thesis entitled:

GEN Y LEADERS: QUALITATIVE PHENOMENOLOGY OF LEADERSHIP STUDY AT PLN APD CENTRAL JAVA & DIY

Times New Roman, 12

Times New Roman, 16 Bold

Compiled by Arsyadany Ghana Akmalaputri, NIM 12010115410039
has been defended before the Board of Examiners on June 8, 2020
and declared to have met the requirements for acceptance

Semarang, June 2020
Diponegoro University
Graduate program
Program Leader

Times New Roman, 12

Advisor

Dr. H. Susilo Toto Rahardjo, SE, MT

Dr. Harjum Muharam, SE, ME

Attachment 17
Sample Thesis Authenticity Pages

Logo: $p_j \times l_b = 3.5 \times 3 \text{ cm}$



Times New Roman, 12

Certification

I, Apriliana Nuzul Rahmawati, the undersigned certify that the thesis I am submitting is the result of my own work that has never been submitted for a degree in this Master of Management Program or any other program. This work is mine, therefore the responsibility is entirely on my shoulders.

Apriliana Nuzul Rahmawati
Semarang, 07 February 2020

MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION
MASTER STUDY PROGRAM IN MANAGEMENT UNIVERSITY OF DIPONEORO
Jalan Erlangga Tengah No. 17, Semarang, Tel. (024) 8441636, Fax. 8441636

FINAL STAGE EVALUATION ASSESSMENT FORM
THESIS EXAM

Name :
NIM :
Thesis Title :

ASSESSMENT CRITERIA:

NO.	THEORY	SCORE 0 - 100	COMMENT / NOTE
1.	Thesis Authenticity		
2.	Accuracy of data collection and analysis		
3.	How to present the results / procedures for writing		
4.	How to draw conclusions		
5.	Ability to answer and defend the contents of the thesis and opinions/research results		
	Average value : $\sum \frac{1 s/d 5}{5}$		

Semarang, (date month year)
Examiner

.....

- Thesis exam is declared passed with an average score of at least B
- Value Description : 80-100 = A; 70-79 = B; 65-69 = C (repeat); 50-64 = D (repeat)

Example of a Thesis Compilation Consultation Schedule Page with a Advisor

**CONSULTATION SCHEDULE FOR THESIS
WITH ADVISOR**

Name :
 NIM/Force :
 Advisor :
 Topic/Title :

GUIDANCE AND THESIS WRITING ACTIVITIES	THE LAST DONE	GUIDANCE DATE PLAN	GUIDANCE DATE & LECTURERS
Topic/Title consultation	M1-M3		
Library Review	M2		
Library Review	M3		
Library Review	M4		
Library Review	M5		
Problem Formulation, Goal	M6		
Literature Review & Methodology	M7		
Literature Review & Methodology	M8		
Literature Review & Methodology	M9		
Literature Review & Methodology	M10		
Literature Review & Methodology	M11		
Literature Review & Methodology	M12		
Literature Review & Methodology	M13		
Literature Review & Methodology	M14-M18		
Preparing THESIS PROPOSAL (RUPT) Materials	M19		
THESIS PROPOSAL (RUPT) exam	M20-M26		
Preparing Chapter I Thesis	M27 & M36		
Preparing Chapter II Thesis	M29-M32		
Preparing Chapter III Thesis	M33-M34		
Field Research	M27-M34		
Data analysis	M35-M36		

Chapter IV Writing	M37-M40		
Chapter V . Writing	M41-M45		
Preparation of Thesis Draft	M46		
Thesis Examination Proposal	M47		
Thesis & Comprehensive Exam	M48		

- M = Indicates the week to ... after the appointment of the supervisor
 - Guidance Plan: write the date agreed with the supervisor for consultation
 - Date of guidance, please provide initials & date when the consultation was conducted.
- Students are asked to record the suggestions/views of the lecturers in the thesis guidance book which is always carried with this manual

Semarang,

approve,
Supervising Lecturer

(.....)

(.....)

Table 1.1
Foreign Exchange Reserves 1985 – 1988 (000,000 US\$)

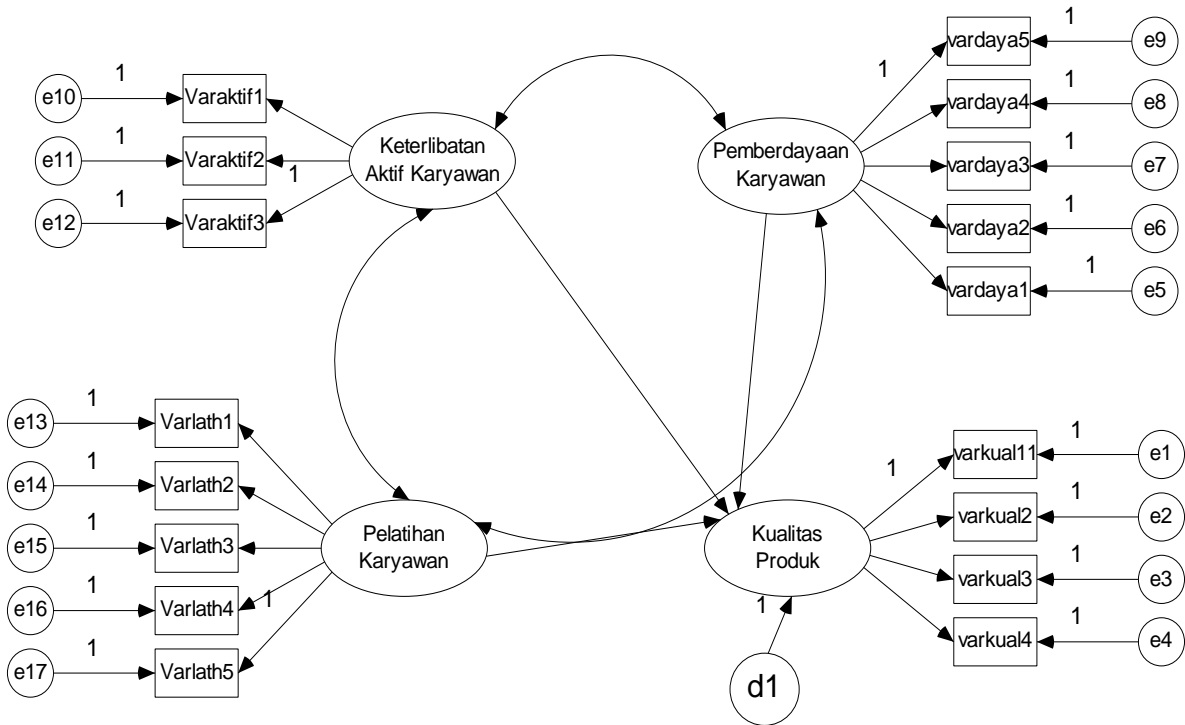
Year	Gross Assets	Gross Liability	cad. Net Foreign Exchange
1985	5,846.4	0.2	5,846.2
1986	5,302.4	0.2	5,302.2
1987	6,512.4	0.1	6,512,3
1988	6,191.1	0.1	6,191.0

Source: Indicator, June 1989, p. 85

Table 4.5
Feasibility Test Index
Structural Equation Modeling Consumer Value Analysis
Toyota Soluna Brand Cars in Semarang City

Goodness of Fit Index	Cut off value	Model Results	Information
2 - Chi-Square	small	64,107	-
Probability	0.05	0.368	Good
RMSEA	0.08	0.021	Good
GFI	0.05	0.924	Good
AGFI	0.05	0.884	Marginal
CMIN/ DF	0.05	1,883	Marginal
TLI	0.05	0.332	Good
CFI	0.05	0.433	Good

Source: Processed research data, 2001



Source: Processed research data, 2001

Figure 4.3
Employee Engagement Analysis Flowchart
In the TPM Approach at ABC Company

Reference list

1. Reference Examples from Textbooks

Ferdinand, Augusty. 2014. *Management Research Methods*. 5thed. Semarang: Diponegoro University Publishing Agency.

Ghozali, Imam. 2016. *Application of Multivariate Analysis With IBM SPSS 23*. 8thed Program. Semarang: Diponegoro University Publishing Agency.

2. Reference Examples from Journal Articles

Rowland, Caroline Ann, and Roger David Hall. 2013. "Perceived Unfairness in Appraisal: Engagement and Sustainable Organizational Performance." Edited by Peter Stokes, Neil Moore, Simon Brooks, P. *EuroMed Journal of Business* 8 (3): 195–208.

Whiting, Hal J., Theresa JB B Kline, Lorne M Sulsky, and Lorne M. Sulsky. 2008. "The Performance Appraisal Congruency Scale: An Assessment of Person-Environment Fit." *International Journal of Productivity and Performance Management* 57 (3): 223–36.

3. Examples of References from Proceeding Articles or Collections of Authors

Nair, Mishaliny Sivadahasan, and Rohani Salleh. 2015. "Linking Performance Appraisal Justice, Trust, and Employee Engagement: A Conceptual Framework." *Procedia - Social and Behavioral Sciences* 211:1155–62.

Rusu, Gabriela, Silvia Avasilcăi, and Carmen-Aida Huțu. 2016. "Organizational Context Factors Influencing Employee Performance Appraisal: A Research Framework." *Procedia - Social and Behavioral Sciences* 221: 57–65.

4. Reference Example from Thesis

Sutanto Pranoto. 1997. *Analysis of Sales Increase Strategy PT. Selaras Wisata Ekacitra Advertising*. Diponegoro University Master of Management Postgraduate Program Thesis (unpublished).

5. Reference Example from Authorless Database

Central Bureau of Statistics. 2017. *Human Development Index Data 2010-2016*. Jakarta.

Corruption Eradication Commission. 2008. *Report on Investigation of Bank Indonesia Corruption Cases*. Jakarta.

1. Author's name at the beginning of the sentence

Noe (2013), generation X shows that work-life balance, opportunities for growth, and good working relationships are considered important.

2. Author's name in the middle of the sentence

The large number of literatures that mention the characteristics of Generation Y are based on western culture, Sebastian et al. (2016) conducted research on Generation Y in five major cities in Indonesia.

3. Author's name at the end of the sentence

The process of formulating research variables is the most important step in conducting research, because it relates to the data needed, hypothesis testing, and answering research problems (Ferdinand, 2014).

4. The author consists of 2 people

If there are 2 authors, both must be mentioned.

Maxwell and Broadbridge (2014) state that women have lower expectations of work than men.

5. More than 2 authors

If there are more than 2 authors, only author I is listed, followed by et al or et al.

The survey conducted by Sebastian et al. (2016) show that generation Y is now more critical and dares to express opinions compared to the previous generation.

6. Reference more than 2 Sources

If the author's name is included in the description, all sources are mentioned.

Meanwhile Manckas et al. (1997) and Ryan et al. (1999) firmly say that all forms of satisfaction will have a positive impact on reputation.

If the author is not included in the description, then the sources are written using a semicolon.

Consumers' susceptibility to interpersonal influences can be categorized into two influences, namely normative influences and informational influences (Boush et al., 1994; Mangleburg and Bristol, 1998)

7. Quotation from Second Source

A citation from a second source must state the name of the original author and the name of the author whose book or journal was read.

Vasil and Hildebrandt also showed the same result (Stevess, 1972).

So in the reference list the author's name is listed as the original source, namely Stevess.

Attachment 24 Mendeley Program

In an effort to avoid plagiarism, technological developments have now created various application programs that can be used to cite and manage references for the convenience of authors. Mendeley is a reference manager program that anyone can easily get because this program is free. The reference manager application program is always developing and changing all the time. So this is able to make it easier for writers to choose the style of citations and references they want, make it possible to collaborate with other writers, find sources of information from various sources such as e-journals or e-databases, and other conveniences.

MENDELEY INSTALLATION

Here are the basic steps for using the Mendeley program:

Step 1: Sign up with Mendeley

To be able to use Mendeley, it is required to have a Mendeley account first by registering on the Mendeley website, namely <http://www.mendeley.com>.

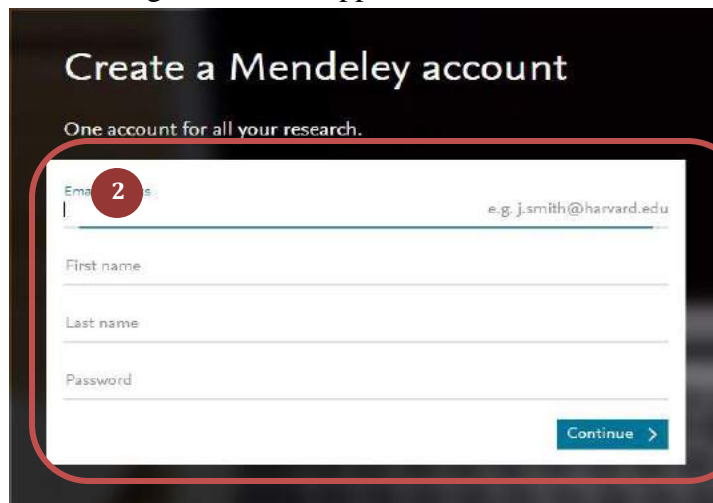
- Create an account if you don't have a Mendeley account before. Click Create account at the top of the Mendeley webpage



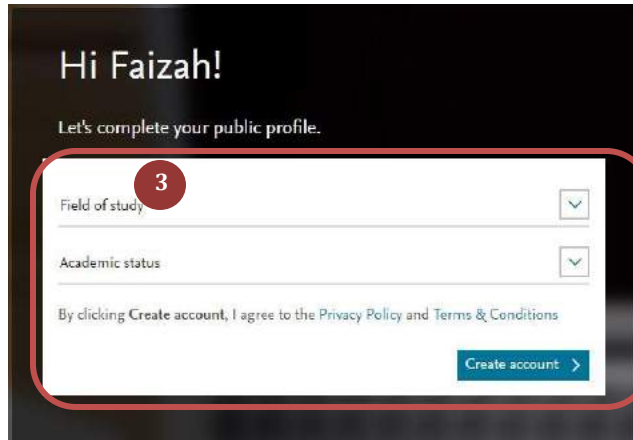
or

select **Create a free account** which appears in the middle of Mendeley's web page for the first time.

- Then the following screen will appear. Fill in the form, and click Continue.

A screenshot of the 'Create a Mendeley account' registration form. The title is 'Create a Mendeley account' and the subtitle is 'One account for all your research.' The form has four input fields: 'Email', 'First name', 'Last name', and 'Password'. The 'Email' field is highlighted with a red circle and the number '2' in a red circle above it. A 'Continue >' button is at the bottom right.

- Once filled in completely, the display will appear again as follows. Fill in the form and then click Create account.



Step 2: Download the Mendeley program

- If you don't have the Mendeley application program, this program can be obtained for free by downloading it from the Mendeley website, <http://www.mendeley.com>. You can go through the first page on the Mendeley website.




or a display like the following will appear when you have finished registering for a Mendeley account. Click Download Desktop App and wait for the download process to complete.



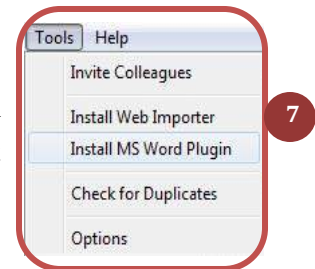
Step 3: Installing the Mendeley Program

6

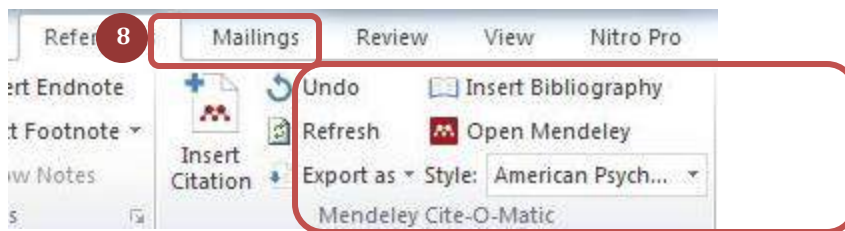
- Look for files  Mendeley-Desktop-1.17.10-win32 in the default folder of your download through windows explorer and double click the file. Follow the steps until the installation process is complete.

Step 4: Integrating Mendeley into Microsoft Word

- Open the installed Mendeley program. Select the Tools menu and Install MS Word Plugin. But before that make sure that you are not running the MS Word application program.



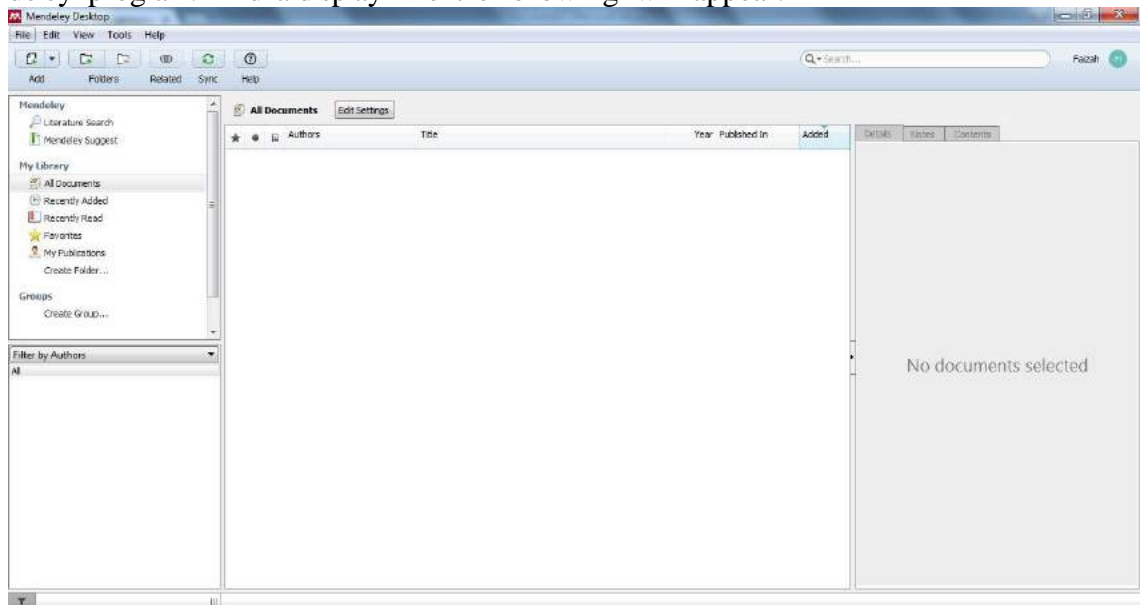
- The results of integrating Mendeley with Ms Word can be seen in your Microsoft Word program and select the References menu. Then you will see the Mendeley Cite-O-Matic sub-menu.



CREATE LIBRARY

Library is a collection of references stored in a database. Authors must enter their own references into the library before it can be used.

Open the Mendeley program. And a display like the following will appear:

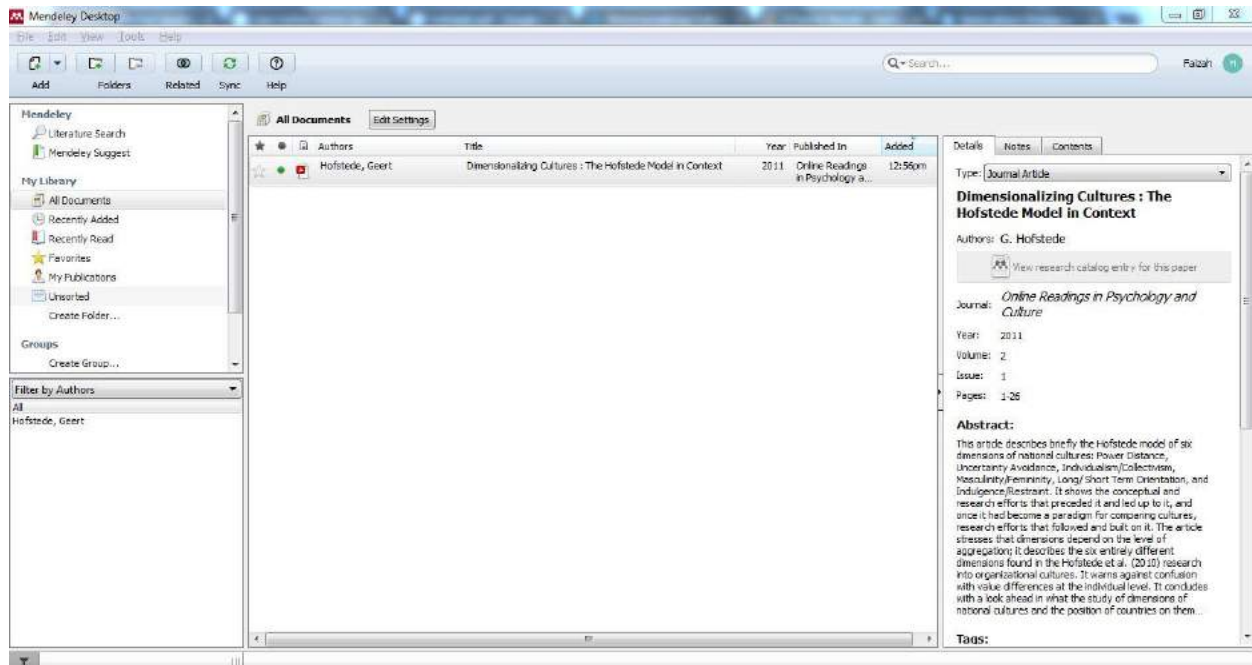


There are various ways to include references that we have into the library.

1. From PDF Files via drag and drop

The first way is to drag (drag) PDF files from windows explorer and then drop (drop) on the main area of the Mendeley library.

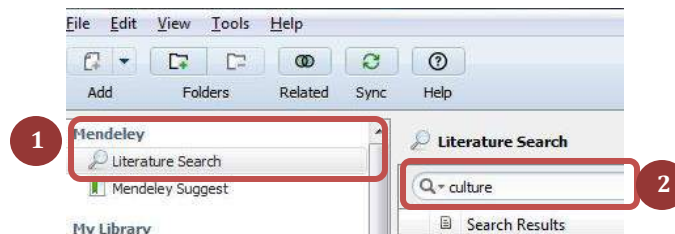
- Select the PDF file in your windows explorer that will be included in the library. Suppose we have a pdf article by author Geert Hofstede entitled Dimensionalizing Cultures: The Hofstede Model in Context. Published in Online Readings in Psychology and Culture.
- Press the left mouse button and drag it to the Mendeley library area. After success, the library display will change to as below. On the far right is the information from the article.



2. From Google Scholar

Mendeley has integrated with Google Scholar. Here are the steps to take references from Google Scholar:

- Select the Literature Search menu. Then type the desired keyword, for example culture.



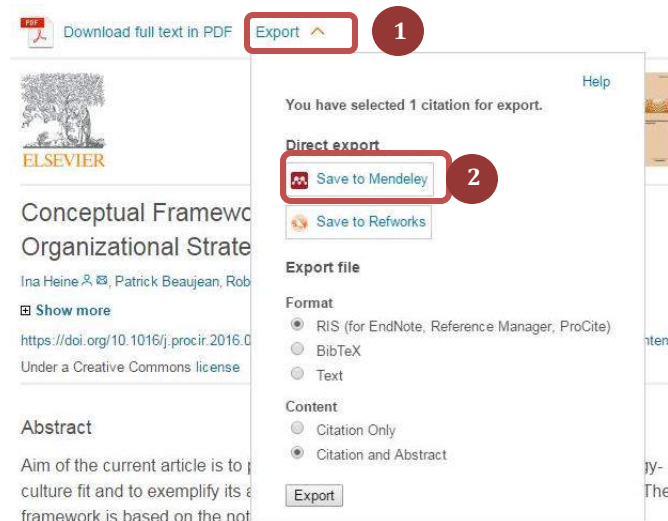
- After the search results appear, select the article that you think is interesting and wants. Then on the right panel the library will appear as shown beside. Click Save References. Then the reference will go into your library.



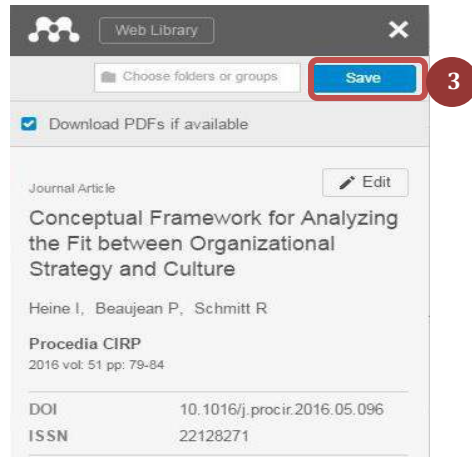
3. From Journal Databases

Mendeley can directly store direct references through journal databases, such as Science Direct, Emerald Insight, and others. Articles that can be saved are only open-access articles, unless you have subscribed to the journal databases.

- Look for the article you are referring to in a journal database, such as Science Direct. Once you find the article you want, open the article.
- Select the Export menu - Save to Mendeley.

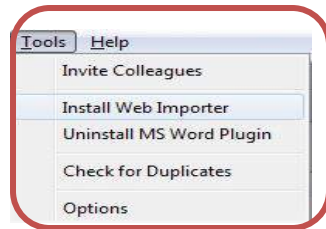


- Then the following screen will appear and click Save. And the reference will go into your Mendeley library.



Another way to store direct references from journal databases and other web sources is through the Mendeley Web Importer. Here are the steps:

- The first step is to install the web importer. Open Mendeley program. Click the Tools menu and select Install Web Importer.
- You will automatically enter your default browser. Choose a browser that you use often and find it comfortable, for example Google Chrome. Then click Install Chrome browser extension (each browser has different steps, adjust to the steps of each browser)



1. Install the browser extension from the Chrome Web Store



2. Save articles from supported sites

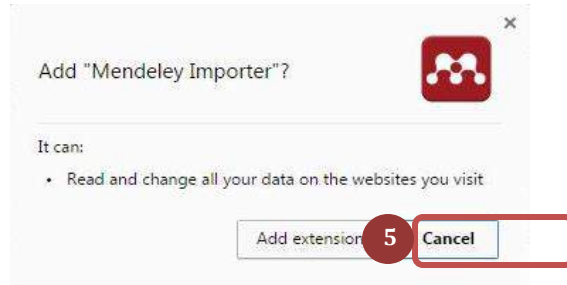
Click the Chrome extension button to the right of the address bar to save an article or other document. Add your notes in the prompt popup window.



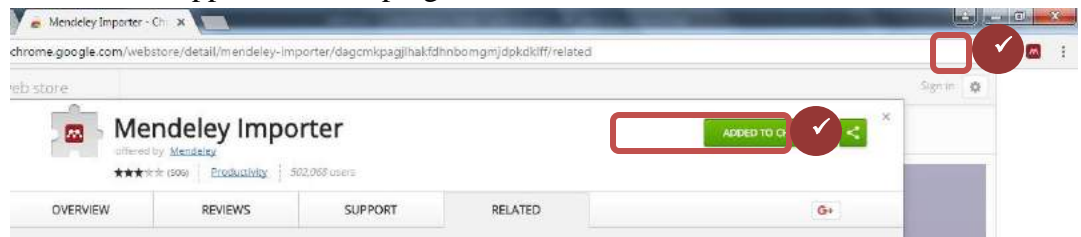
- Then the following screen will automatically appear. Click + Add to Chrome.




- Then the approval display appears. Click Add extension.



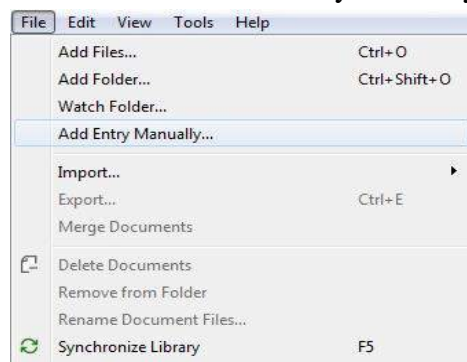
- After success, there will be an Added to Chrome notification and the Mendelely extension icon will appear on the top right.



- If you are going to save direct references from journal databases or other web sources, just click the chrome extension icon  in the top right corner of your web browser. And then follow the Mendelely save steps.

4. Manually Filling

- Select the File menu – Add Entry Manually



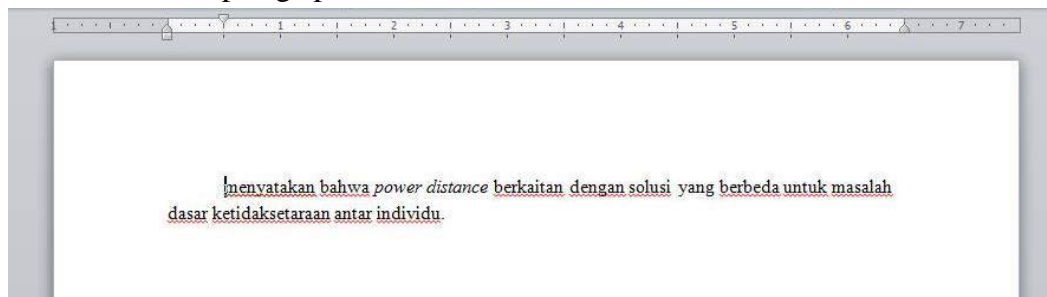
- Complete the following fields and then click Save.



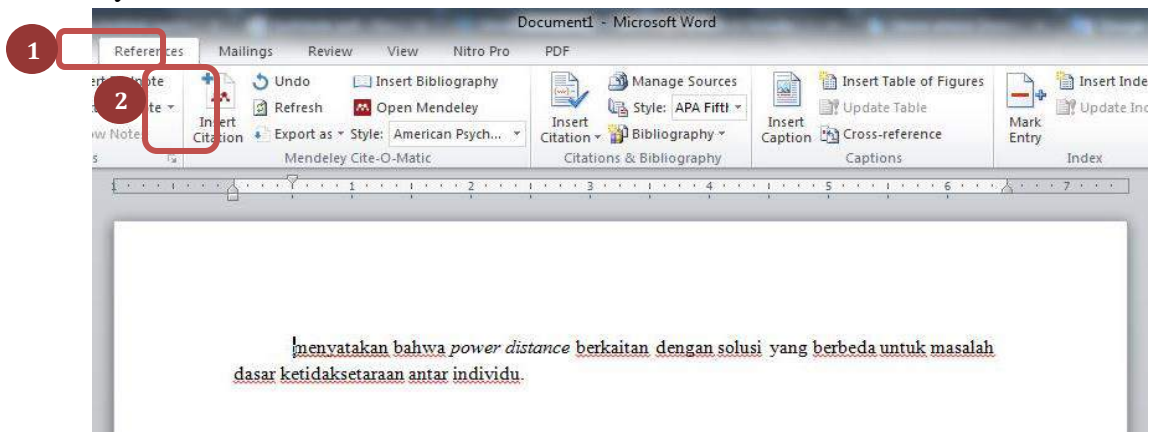
Citation INTO MICROSOFT WORD DOCUMENTS

The following are steps and examples that can be used to practice citing in Microsoft word with Mendeley.

- Open Microsoft Word.
- Type the sentence or paragraph to be cited. Then place the cursor at the beginning, middle, or end of a sentence or paragraph.



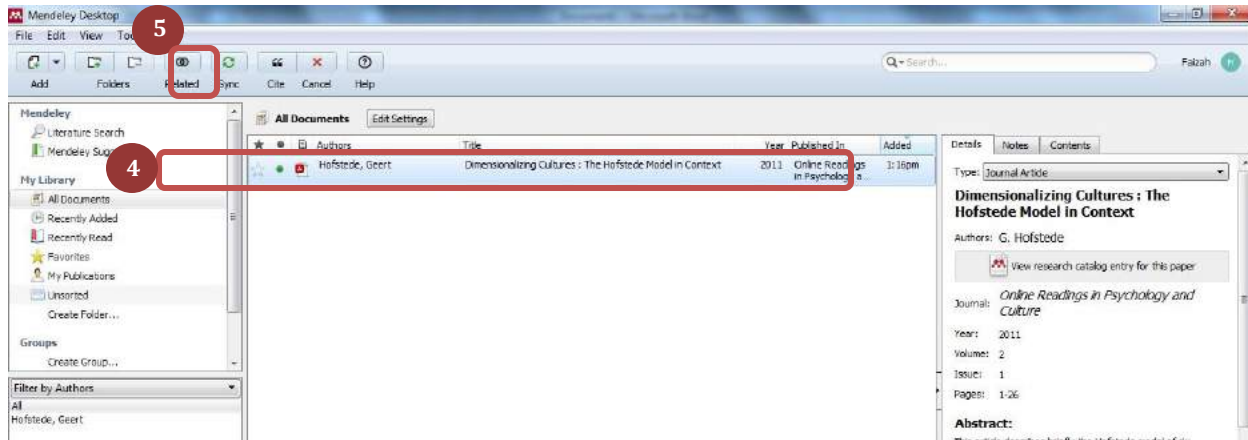
- With that cursor position, click the References menu and click Insert Citation on the Mendeley Cite O-Matic sub menu.



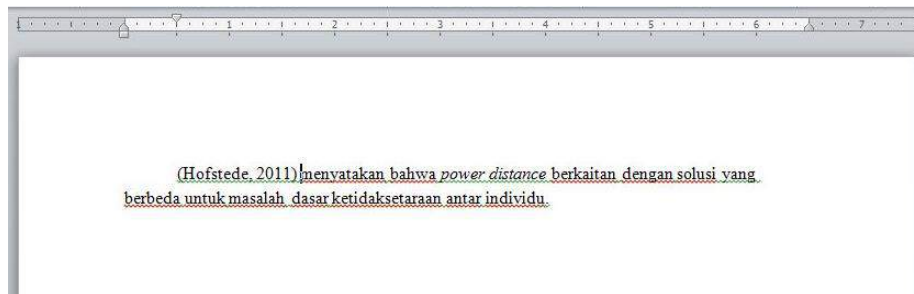
- Find the article to cite. If you memorize the author's name, year or article title, you can type it directly in the search box and select the article you are referring to. But if you have trouble with the author's name or article title, click Go to Mendeley and search for the article you mean.



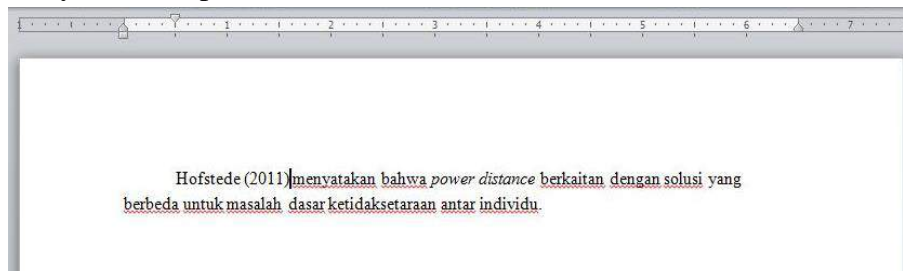
- The following are the further steps if you choose option 3b. After you click Go to Mendeley, the library will appear as shown below. Select the article in question and click Cite.



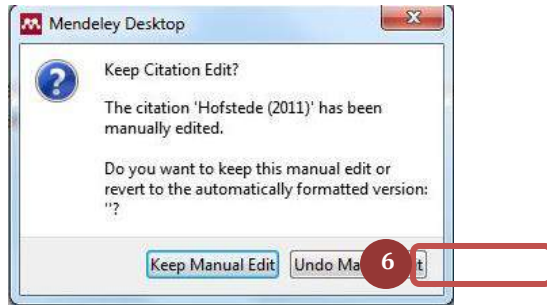
- Then the result will be as follows



- The next step is to adjust the citation format. In the example, the citation is placed at the beginning of the sentence, meaning we edit manually by placing the opening brackets before the year. Example:



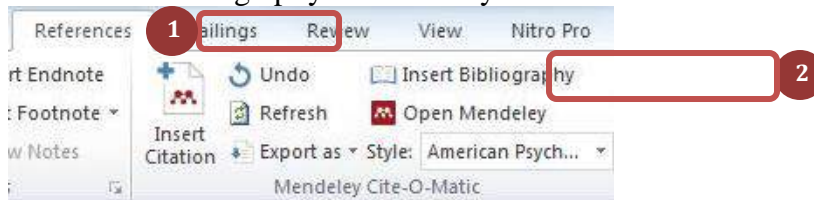
When the following dialog box appears, click Keep Manual Edit.



- To make a citation in the middle of a sentence or at the end of a sentence, the steps are the same, it's just different where you put the cursor in the desired citation position.

CREATE REFERENCE LIST

To make a list of references from the articles that we use, the steps are very easy. Click the References menu – Insert Bibliography. If necessary select the desired citation Style.



Automatically all the list of references that you use will appear. You don't need to repeat this step every time you create a new citation. The reference list will automatically change (increase/decrease) according to the citations you add or remove. The last step you just need to edit the line spacing and align left-right adjusted to the expected format.

