



## **GUIDELINES FOR THESIS WRITING**

### **A. Quantitative Research or Deductive-Hypothetical**

that builds hypothetical statements/framework can be presented in the following format:

#### **Reasoning**

research phenomenon under study).

#### **ENDORSEMENT SHEET**

Signs of approval from both supervisors stating that the thesis is worthy of examination.

#### **STATEMENT SHEET**

This sheet contains statements regarding:

- The thesis submitted is original and has never been submitted for an academic degree (bachelor, master's, and/or doctoral degree at any university/university).
- The thesis is purely the author's own ideas, formulations and research without the help of other parties, except for the direction of the supervisor team or the promoter team. In the thesis there are no works or opinions that have been written or published by other people, except in writing to clearly include it as a reference and write down the reference source in the bibliography.

#### **ABSTRACT/ABSTRACT**

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

#### **INTRODUCTION**

This section sets out the main issues studied. In addition to this, matters such as: difficulties in conducting research and things that facilitate the implementation of research and writing of theses/dissertations as well as statements of gratitude to various parties for carrying out research and writing of theses/dissertations can also be stated.

#### **TABLE OF CONTENTS**

The composition of the contents of the thesis is in accordance with the order or systematics of writing the thesis. What goes into 'Table of Contents' is only the headings after 'Table of Contents'.

**LIST OF TABLES, LIST OF FIGURES, LIST OF SYMBOLS, LIST OF ABBREVIATIONS,  
AND LIST OF ATTACHMENTS**



## CHAPTER I INTRODUCTION

### 1.1. Research Background

State the background of the selection of research topics, including the significance of the selection of research topics; research can be raised from empirical symptoms or practical problems and/or theoretical problems.

Presenting and placing the research conducted in a scientific map that is of concern to the researcher; shows previous studies conducted by researchers and other researchers that are relevant to the research to be carried out.

### 1.2. Problem Formulation or Identification

Formulate research problems (*research problems*) and put forward a problem statement (*problem statement*).

### 1.3. Research Objectives

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

### 1.4. Usefulness of Research or Benefits of Research

Disclose specifically the benefits that can be achieved from:

- Theoretical (scientific) aspects by mentioning what theoretical uses can be achieved from the problem under study.
- The practical aspect (to implement) by mentioning what uses can be achieved from the application of the knowledge generated by this research.

## CHAPTER II REVIEW OF LITERATURE, FRAMEWORK FOR THINKING, AND HYPOTHESES

This chapter presents Literature Review, framework for thinking and hypotheses. Regarding the hypothesis, see the explanation in point 2.3 Hypothesis.

### 2.1. Literature Review

- Conduct a literature review that is relevant to the research problem.
- In this section, studies/discussions are carried out regarding the concepts and theories used based on the available literature, especially from articles published in various scientific journals.
- Literature review functions to build concepts or theories that form the basis of the study.

### 2.2. Thinking Framework

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

### 2.3. Hypothesis

Hypothesis is a tentative statement about the relationship between several variables.



In quantitative research, it is customary to write hypotheses in separate sub-chapters (see the explanation on the Thinking Framework).

### **CHAPTER III METHODOLOGY**

Describes the paradigm/approach/method used in the research. The description includes, but is not limited to, the following:

- Description of the selected research design.
- Sampling/selection procedures and determination of the unit of analysis.
- Sources and data collection techniques and research instruments.

### **CHAPTER IV RESULTS AND DISCUSSION**

This chapter presents the results of the research and discussion. In practice, the results and discussion can be presented in several chapters as needed. In connection with this, the number and title of the chapters are also adjusted to the needs. Descriptions of results and discussion can be presented in separate chapters or sub-chapters or each chapter or sub-chapter can simultaneously present data and discussion according to the topic/main problem of the chapter/sub-chapter.

In presenting the results and discussion, the description may be preceded by a description of the research location/*setting*/object that is relevant to the research problem. This description can be presented in a separate chapter or subchapter:

- If the description of the results and discussion is presented in only 1 chapter, then sub-chapter 4.1 describes the Research Results which can be initiated by discussing the General Description of the Research Location, while the following description of the discussion is presented in sub-chapter 4.2. etc.
- If the description of the results and discussion is presented in more than 1 chapter, then Chapter IV describes the Research Results which can be initiated by discussing the General Description of the Research Location, while the description of the following discussion is presented in chapter V and so on.

### **CHAPTER V CONCLUSIONS AND RECOMMENDATIONS**

This chapter states the researcher's understanding of the problems studied related to the thesis/dissertation in the form of conclusions and suggestions.

#### **5.1. Conclusion**

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



## **5.2. Suggestions**

This sub-chapter provides theoretical suggestions about what needs to be further investigated for the development of knowledge from the field of study studied, as well as practical suggestions related to the statement of the application of related knowledge.

If the results and discussion section is presented in more than 1 (one) chapter, the numbering of the conclusions and suggestions chapters is adjusted according to the number of chapters previously written (conclusions and suggestions chapters are the last chapter of the thesis).

## **REFERENCES**

A list of all the literature used/referenced in the text. How to write, see about Thesis Writing Techniques in this manual.

## **APPENDIX**

Contains data attachments or other matters relevant to the research problem, which are considered important to include, for example attachments of basic data, statistical calculations, questionnaires/questionnaires and interview guidelines, photographs, location maps, author's curriculum vitae.



## **B. Qualitative Research Or Inductive-Nonhypothetical Reasoning**

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

/

Thesis researched).

### **ENDORSEMENT SHEET**

A sign of approval from the Advisory Commission or Promoter stating that the thesis is fit for examination.

### **STATEMENT SHEET**

This sheet contains statements about:

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

### **ABSTRACT/ABSTRACT**

Reflects the entire content of the thesis by disclosing the essence of the research problem, the approach used or framework, research methods, research findings, and conclusions. Descriptions are written in English and Indonesian, no more than 500 words each.

### **INTRODUCTION**

This section sets out the main issues studied. In addition to this, matters such as: difficulties in conducting research and things that facilitate the implementation of research and thesis writing as well as statements of gratitude to various parties for carrying out the research and thesis writing can also be stated.

### **TABLE OF CONTENTS**

The composition of the contents of the thesis is in accordance with the order or systematics of writing the thesis. What goes into 'Table of Contents' is only the headings after 'Table of Contents'.

### **LIST OF TABLES, LIST OF FIGURES, LIST OF SYMBOLS, LIST OF ABBREVIATIONS, AND LIST OF ATTACHMENTS**

## **CHAPTER I INTRODUCTION**

### **1.1. Research Background**

This section contains a brief description of:

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

### **1.2. Literature Review**

This section contains a description of:

- Literature *review* on the theories/concepts of previous/existing research results, which are relevant to the studies/research conducted. This study is an approach for researchers in proposing research.
- Literature review is not solely to review a number of literature, but to show the relevance of the proposed study to the literature being studied.



- The description of the literature review which contributes to the reader's understanding of the research topic and to explain the theoretical framework used in the study.

### **1.3. Research Focus or Problem Statement This**

section describes specific sentence statements about the phenomenon or phenomenon being studied. One of the Research Focus or Problem Statement can be chosen:

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

### **1.4. Methodology**

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

- The research paradigm, in the form of an explanation of how the researcher views reality/phenomena (ontological and epistemological aspects).
- The research method in the narrow sense contains an explanation of the types of studies that have been carried out
- Selection of data sources containing descriptions of how to determine data sources or informants, location, implementation time and so on,
- Data collection procedures or techniques, such as interviews, observation, document review, and so on,
- Description of data analysis,
- Description of how to maintain data validity/authenticity.

## **CHAPTER II RESULTS AND DISCUSSION**

This chapter presents the results of the research and discussion. Description of results and discussion can be presented in several chapters separately according to the needs or traditions/methods used. The description can also be presented in only one chapter and in two or more sub-chapters. The numbering of chapters and sub-chapters is adjusted according to the choice of description.

- If the description of the results and discussion is presented **in more** than 1 chapter, then Chapter II describes the Research Results, starting with a description of the General Description of the Research Location or Informant Profiles. The next chapter describes the results of the research based on certain themes. While the description of the following discussion is presented in the next chapter.
- If the description of the results and discussion is presented **only** 1 chapter, then sub-chapter 2.1 describes the research results which can be initiated by discussing the General Description of the Research Location or Profile of Informants, while the following description of the discussion is presented in sub-chapter 2.2.

## **CHAPTER III CONCLUSIONS AND RECOMMENDATIONS**

This chapter states the researcher's understanding of the problems studied related to the thesis in the form of conclusions and suggestions.

### **3.1. Conclusion**

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

### **3.2. Suggestions**



This sub-chapter provides theoretical suggestions about what needs to be further investigated for the development of knowledge from the field of study studied, as well as practical suggestions related to the statement of the application of related knowledge.

If the results and discussion descriptions are presented in more than 1 (one) chapter, the numbering of conclusions and suggestions chapters is adjusted according to the number of chapters previously written (conclusions and suggestions chapters are the last chapter of the thesis).

## **REFERENCES**

A list of all the literature used/referenced in the text. How to write, see about Thesis Writing Techniques in this manual.

## **APPENDIX**

Contains data attachments or other matters relevant to the research problem, which are considered important to include, followed for example attachments of authentic evidence from complete interviews, questionnaires/questionnaires and interview guidelines, photographs, location maps, author's curriculum vitae.



## **IX. WRITING THESIS**

### **1. HEADLINE**

- (1) Each header is typed on a new page in capital letters and bold (*bold*) and placed in the middle.
- (2) What is meant by the title is:
  - a) Quantitative Research or Deductive-Hypothetical Reasoning:
  - b) ENDORSEMENT
  - c) STATEMENT
  - d) ABSTRACT
  - e) ABSTRACT
  - f) INTRODUCTION
  - g) TABLE OF CONTENTS LIST
  - h) LIST TABLE
  - i) LIST FIGURE
  - j) SYMBOL
  - k) LIST OF ABBREVIATIONS
  - l) APPENDIX LIST
  - m) CHAPTER I INTRODUCTION
  - n) CHAPTER II FRAMEWORK FOR THINKING, HYPOTHESES AND RESEARCH METHODS
  - o) CHAPTER III DESCRIPTION OF OBJECT/RESEARCH LOCATION
  - p) CHAPTER IV SUBSTANCE OF HOPOTHESIS PROPOSITION 1
  - q) CHAPTER V SUBSTANCE OF THE HOPOTHESIS PROPOSITION 2
  - r) CHAPTER VI SUBSTANCE OF HOPOTHESIS PROPOSITION 3
  - s) CHAPTER VII CONCLUSIONS AND RECOMMENDATIONS
  - t) REFERENCES
  - u) ATTACHMENT

*\*Chapter numbering adjusted to the number of chapter*





## **2. TYPING**

- (1) Typing of the thesis/dissertation manuscript is done by computer, the lay-out arrangements are as follows:
  - Top margin (margin) : 4 cm from the edge of the paper
  - Left margin (margin) : 4 cm from the edge of the paper
  - Bottom margin (margin): 3 cm from the edge of the paper
  - Right margin (margin): 3 cm from the edge of the paper
- (2) Typing is only done on one side of the paper, not typed back and forth
- (3) The font used is Times New Roman or an equivalent font with the following sizes
  - : .12 font size for
  - scripts font size 16 and bold for titles in Indonesian and 14 and bold for titles in English
  - font size .12 and bold for the author's name in the title
  - font size .14 and bold for the name of the institution in the title
  - font size .10 and bold for other writing in the title

## **3. SPACE (DISTANCE BETWEEN LINES)**

- (1) Spacing between lines is two spaces
- (2) The distance between the chapter pointer (eg CHAPTER I) and the chapter header (eg INTRODUCTION) is two spaces
- (3) The distance between the chapter header (chapter title) and the first text of the manuscript or between the chapter header and the sub-chapter header is four spaces
- (4) The distance between the sub-chapter headers (chapter titles) and the first line of the text of the contents of the manuscript is two spaces
- (5) Each paragraph of the text of the contents of the manuscript is typed inward (to the right) as far as five beats
- (6) The distance between the last line of this text and the next sub heading is four spaces
- (7) The distance between text and tables, images, graphs or diagrams is three spaces
- (8) The new paragraph is typed indented (to the right) as far as five beats from the left margin (margin) of the text of the body of the manuscript; spacing between paragraphs is double space
- (9) Chapter instructions and chapter headings are always typed on a new page



#### **4. ABSTRACT and ABSTRACT**

##### **(1) Typing**

Abstract Abstract typing distance is one space The distance between the title of the *ABSTRACT* and the first text of the abstract is four spaces

- The distance between one paragraph and another is a single space title *ABSTRACT* and all abstract text are typed in italics

##### **(2) Abstract Typing**

- Basically the same as in Point 1 above, but the title of the *ABSTRACT* and the entire text of the abstract are typed in normal letters.
- The distance between the *ABSTRACT* title and the first text

##### **(3) Abstract Typing**

- Basically the same as in Point 1 above, but the title of the *ABSTRACT* and the entire text of the abstract are typed in normal letters.
- The distance between the title of the *ABSTRACT* and the first text of the abstract is four spaces

#### **5. CHAPTER NUMBERING, CHAPTER CHILDREN, AND PARAGRAPH**

- (1) Chapter numbering using capital Roman numerals in the center of the page (eg *PIG*)
- (2) Sub-chapter numbering using Arabic numerals is typed on the left margin (eg 2.1, 2.2 etc.)
- (3) The numbering of sub-chapter children is adjusted to the chapter number (eg 2.1.1, 2.1.2 etc.)
- (4) Non-sub-chapter numbering is done with Arabic numerals and parentheses, for example 1), 2) etc. For sub-chapters who are not sub-chapters are (1), (2) etc.

#### **6. PAGE NUMBERING**

##### **(1) Start Page**

- Numbering at the beginning of the thesis, starting from the inside Title page (the page after the outer cover) up to the Appendix List page, using small Roman numerals (eg i, ii, etc.)
- The title page and the supervisor's approval page are not numbered sequentially, but are counted as page i and page ii (this page number is not typed)



- pages / up to the Appendices pages are numbered sequentially with small Roman numerals which are a continuation of the Title page and the Supervisor/Promoter Agreement page (pages iii, iv, etc.)
- The page number is typed in the upper right margin with a distance of three spaces from the upper margin (first line of text on the page), and the last number of the page number is aligned with the right margin of the text

(2) CoreSection Page

- Numbering from CHAPTER I (INTRODUCTION) to CHAPTER V (CONCLUSIONS AND SUGGESTIONS) uses Arabic numerals (1,2 etc.) and is placed on the right margin (margin) with a distance of three spaces from the top margin (first line of text in page) and the last digit of the page number is aligned with the right margin of the

text On each titled page, the page numbers starting from CHAPTER I (INTRODUCTION) to CHAPTER V (CONCLUSIONS AND SUGGESTIONS) are typed in the bottom margin exactly in the middle with a distance of three spaces from the bottom margin of the text

- Non-chapter and sub-chapter numbering uses Arabic numerals with parentheses, for example 1), 2) etc. And (1), (2) etc.

(3) End Page

- Numbering at the end of theses and dissertations, starting from the REFERENCES page to the LIFE HISTORY, uses Arabic numerals typed in the upper right margin (margin) with a distance of three spaces from the top edge (first line of text on that page) straight with a column ( margin) right of

text The numbering on each titled page, starting from the REFERENCES page to LIFE HISTORY, is typed in the bottom margin exactly in the middle with a distance of three spaces from the bottom margin of the text

- The final page number is a continuation of the main thesis page number.



## 7. LITERATURE LIST WRITING

(1) Sole author:

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

(2) Co-authors:

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

(3) Editors or Edits:

Koentjaraningrat (red). 1983. *Community Research Methods*. Jakarta : Publisher PT Gramedia.

(4) Translation:

Scott, JC 2000. *The Weapons of the Losers*. Translated by A. Rahman Zainuddin, Sayogyo and Mien Joehaar. Jakarta: Indonesian Obor Foundation.

(5) Book chapter:

Fleishman, IA 1973. Twenty Years of Consideration and Structure. In Fleishman, IA & Hunt, JG (editors). "*Current Development in the Study of Leadership*" *Selected Reading*, p. 1-37. Carbondale: Southern Illinois University Press.

(6) Journal:

Complete guidelines for writing a bibliography for each science follow the guidelines issued by an international professional organization that publishes the periodic publication

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

(7) Electronic Reference:

Boon, J. (undated). Anthropology of Religion. Via

<<http://www.indiana.edu/~wanthro/religion.htm>> [10/5/03]

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

## REFERENCE

1. Bengkulu University Handbook, 2015
2. Handbook of the Faculty of Social and Political Sciences, University of Bengkulu, 2011
3. General Guidebook for the Preparation and Writing of Theses and Dissertations at Padjadjaran University (Unpad), 2014
4. Handbook of the State Masters of Administrative Sciences (Mia) Study Program, Fisip-Unib, 2015

## Appendix 1: Example of *LAY-OUT* OF THESIS MANUAL

[illegible]



## **Appendix 2: Example of OUTER COVER/OUTER SKIN OF THESIS**

### **THESIS TITLE**

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

### **THESIS**

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



**By**

**STUDENT NAME STUDENT INDICATION  
NUMBER (NPM)**

*( Times New Roman, bold/bold, font .12*

**COMMUNICATION SCIENCE STUDY**

**PROGRAM LEVEL POSTGRADUATE PROGRAM (S2)**

**FACULTY OF SOCIAL AND POLITICAL SCIENCES**

**BENGKULU UNIVERSITY**

**Year....**

*( Times New Roman, bold/thick,font.14*

**Appendix 3:Example of PART TITLE PAGE IN THESIS**

**THESIS TITLE**

*( Times New Roman, bold/bold, font)*

**THESIS**

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

**To Fulfill One of the Examination Requirements to Obtain a  
Master's Degree in**

**Education Program Master of Communication Science**



**Study Program Program Level Postgraduate (S2)**

**Faculty of Social and Political Sciences, University of Bengkulu**  
( *Times New Roman, bold/ bold, font. 10*)

**By**

**Student Name Student**  
**Registration Number (NPM)**  
( *Times New Roman, bold/bold, font .12*

**COMMUNICATIONS**

**STUDY PROGRAM LEVEL POSTGRADUATE PROGRAM (S2)**

**FACULTY OF SOCIAL AND POLITICAL SCIENCES**

**BENGKULU UNIVERSITY**

**Year ....**

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

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





#### **Appendix 4: Example of THESIS APPOINTMENT PAGE**

### **THESIS TITLE**

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

(

**Times New Roman, bold,font.12**

**To Fulfill One of the Examination Requirements to Obtain a Master's**

**Degree, Communication Science**

**Study Program, Postgraduate Program (S2)**

**Faculty of Social and Political Sciences, University of Bengkulu**

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

**By**

**Student Name Student**

**Registration Number (NPM)**

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

Approved By

Main

Counselor Counselor



(full name of degree)

(full name of degree)

NIP.

NIP.

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

*\*Material: 80 gram white HVS paper, with A4 size (21x29.7 cm)*

#### **Appendix 5: Example of the examiner team's signature sheet**

##### **THESIS TITLE**

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

**By**

**Student Name Student**

**Identification Number (NPM)**

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

This thesis has been defended in front of the Examiner Team  
at the Postgraduate Communication Studies Program (S2)  
Faculty of Social and Political Sciences, University of Bengkulu

On Day/Date :.....

Time :.....

Place : Postgraduate Examination Room

**Test Team**



**Chairman : Lecturer full name title ( ..... )**

**NIP .**

**Member : Lecturer full name title ( ..... )**

**NIP .**

**Member : Lecturer full name title ( ..... )**

**NIP.**

**Member : Lecturer's full name, title (.....)**

**NIP.**

Endorsed by	
<b>FISIP Dean,</b>  <u><b>(name and title)</b></u>  <b>NIP.</b>	<b>Program Coordinator,</b>  <u><b>(name and title)</b></u>  <b>NIP.</b>



**Appendix 6 : Example of a Motto Page (if there is a maximum of 1 page)**

	<div style="border: 1px solid black; padding: 20px; text-align: center;"><p><b>MOTTO</b></p><p>( <i>Times New Roman, bold/ bold, font. 12</i>)</p></div>



**Appendix 7 : Presentation Page (if there is a maximum of 1 page)**




**PRIVATE PAGE**

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



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## **Appendix 8 : Example of STATEMENT LETTER**

### **STATEMENT LETTER**

I hereby declare that:

1. My written work, this thesis, is original and has never been submitted for an academic degree (masters), either at Bengkulu University or at any other tertiary institution.
2. This paper is purely my own ideas, formulations and research, without the help of other parties, except for the direction of the Advisory Team and the input of the Review Team/Examination Team.
3. In this paper there are no works or opinions that have been written or published by other people, unless it is clearly stated in writing as a reference in the manuscript with the author's name mentioned and included in the bibliography.
4. I make this statement truthfully and if in the future there are irregularities and untruths in this statement, then I am willing to accept academic sanctions in the form of revocation of the degree that has been obtained because of this work, as well as other sanctions in accordance with the norms in force at this university.

Bengkulu, .....  
Those who made the statement,

*stamp duty*  
*IDR 6,000*

(.....Full Name.....)  
NPM ... ..



**Appendix 9 :Example of Thesis Abstract (Indonesian)**

**ABSTRACT**


student name. NPM. Thesis Title.

Maximum of 500 words

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

**Keywords :** ....., ....., ....., .....



**Appendix 10 :Example of Thesis Abstract (English)**

***ABSTRACT***


**student name. NPM.**Title of Thesis (English).

Adapted to the Indonesian language abstract

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

**Key Word :** ....., ....., ....., .....



## **Appendix 11 : Example of Summary**

### **SUMMARY**

**(Summary in general with a brief description of  
each chapter)**

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



## **Appendix 12 :Example Summary(English)**

### **SUMMARY**

**(General Summary With Brief Description of  
Each CHAPTER, In English)**

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



## **Appendix 13 : Example of Foreword Page**

### **Foreword**

**Fill in the foreword, a maximum of 1 page**

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

Bengkulu, date – month – year

Student Name  
Npm.



## Appendix 14 : Sample TABLE OF CONTENTS (Content Adjusted)

### Table of contents

	Page
TITLE PAGE.....	i
ABSTRACT.....	ii
DST .....	iii
CHAPTER I. INTRODUCTION.....	1
1.1 Etc.....	2
1.2 Etc.....	
CHAPTER II. LITERATURE REVIEW.....	
1.1 Etc.....	
CHAPTER III. RESEARCH METHODOLOGY.....	
1.1 Etc.....	
1.2 Etc.....	
CHAPTER IV. DESCRIPTION OF THE RESEARCH AREA / OVERVIEW.....	
1.1 Etc.....	
1.2 Etc.....	
CHAPTER V. RESEARCH RESULTS AND REMEDY.....	
6.1 Etc.....	
6.2 Etc.....	



CHAPTER VI. CONCLUSIONS AND RECOMMENDATIONS .....

- 1.1 Conclusion.....
- 1.2 Suggestion.....

BIBLIOGRAPHY.....

APPENDIX

**Appendix 15 : Sample List of Tables**

**List of Tables**

Table 1.1 Lecture Schedule for Masters (S2) Communication Studies Study Program

Table 3.1 Research Focus and Indicators

Table 4.1 Conditions of Employees Based on Rank/Group

Table 5.1 Characteristics of Informants

Etc.

( *Times New Roman font, bold/ bold, font. 12, Spacing 1.5*)





## Appendix 16 : Example LIST OF FIGURES

### list of Figures

Figure 2.1 Structure Chart of the Masters Program (S2) Communication Studies

Figure 3.1 Etc.....

Figure 3.1 Etc.....

( *Times New Roman font, bold/ bold, font. 12, Spacing 1.5*)



## **Appendix 17 : Example of LIST OF ABBREVIATIONS**

### **List of Abbreviations**

Abbreviation	Mikom
Combination	Master of Communication Studies
Comb.Nov	nova
Coning	Corrigendum
F.sp	Forma Specialist
Etc.	

( *Times New Roman font, bold/ bold, font. 12, Spacing 1.5*)



## Appendix 18 : Example LIST OF SYMBOLS

### Example LIST OF SYMBOLS

Symbol	Term
A or (a;j)	Symbol of Matrix
$A^{-1}$ $A''$	Inver matrix (inverse matrix)
$A'$ or A	Transport matrix (Round Matrix)
DetA	Determinant of
TrA	matrix
DST	

( Times New Roman font, bold/ bold, font. 12, Spacing 1.5)



## **Appendix 19 : Example of LIST OF APPENDIX**

### **Appendix List**

1. Interview Guidelines
2. Research Diary
3. Questionnaire
4. Statement of Research Permit No. 007/990/II/KBPM from the Kesbang and Linmas Agency for the City of Bengkulu
5. Certificate of Having Conducted Research (Letter Number)
6. etc...

*( Times New Roman font, bold/ bold, font. 12, Spacing 1.5)*



## Appendix 20 : Example of LIVING HISTORY LIST

<p><b>Curriculum Vitae</b></p> <div style="border: 1px solid black; width: 150px; height: 150px; margin: 10px auto; text-align: center; line-height: 150px;">4x6</div>	<p>Name :</p> <p>DOB :</p> <p>Religion :</p> <p>Child To/From :</p> <p>Parents :</p> <p>Father :</p> <p>Mother :</p> <p>Wife/Husband :</p> <p>Child :</p> <p>Occupation :</p> <p>Address :</p> <p><b>II. Riwayat Pendidikan</b></p> <p>SD :</p> <p>SLTP :</p> <p>SMA :</p> <p>S1 :</p> <p>S2 :</p> <p>Pengalaman Organisasi</p>
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	<p>Pelatihan /Kegitan yang perna diikuti</p> <p>Pengalaman pekerjaan</p> <p>Dst...</p>
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*(Huruf Times New Roman, bold/tebal, font. 12, Spasi 1.5)*