

WRITING GUIDELINES PROPOSAL AND THESIS



By:

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FOREWORD

This is a scientific research paper to fulfil the requirements for obtaining a Master's degree (M.Si.) in the Master of Communication Science Management Study Programme, Postgraduate Program, National Development University "Veteran" Yogyakarta. The purpose of this Thesis Preparation Guidebook is for students to have the same direction and make it easier for students to prepare a thesis. For supervisors, this Thesis Preparation Guidebook is needed to make it easier and have the same direction in guiding student theses. To obtain uniformity in writing, the existence of guidelines for writing research proposals (proposals) and theses is very necessary. In this book, the outlines of how to write a research proposal and thesis are presented.

Hopefully, this Thesis Preparation Guidebook can help and provide benefits for students who will prepare their final project in particular, as well as for supervisors in carrying out guidance tasks. The preparation of this book requires time and deep thought to be able to provide content that is general, and can be used for various themes in the field of management. Criticism and suggestions are still needed for the improvement of this book. Hopefully the publication of this book can provide benefits as expected.

Yogyakarta, March 2017

Compilation Team,

THESIS PREPARATION GUIDELINES

1. INTRODUCTION

Thesis is a scientific work that seeks to portray and analyse a scientific phenomenon comprehensively using existing scientific theories. Thesis writing is a scientific work written to fulfil one of the requirements for completing undergraduate studies in general, especially at Master of Management Communication Sciences, National Development University "Veteran" Yogyakarta (Master Of Communication Science UPNVY).

The Master Of Communication Science UPNVY thesis is prepared by postgraduate students under the supervision of a supervisor appointed by the Master Of Communication Science UPNVY manager. The thesis that has been written and has been examined becomes the property of UPNVY with Copyright / intellectual property rights resting with the student concerned. For publication purposes, the thesis that has been examined must be made in the form of a scientific article script and submitted for publication both *online* and *offline* by UPNVY in the form of journals or proceedings. In addition, it is also possible for the scientific article manuscript to be published outside UPNVY through written permission from Master Of Communication Science UPNVY.

The thesis should reflect an integrated body of work, not a collection of published articles or a replication of over-researched research. The content of the thesis must reflect the scientific reasoning of Master Programme students and is the result of direct experience of Master Of Communication Science UPNVY students in

applying research methods according to the core discipline of communication science. Thus, the thesis written by Master Of Communication Science UPNVY students is original, adequate, meaningful, and *independently carried out*.

The writing of the thesis must follow good and correct preparation standards and in accordance with scientific principles. Therefore, it is the duty and responsibility of the supervisor to supervise the thesis writing process and to ensure that the thesis is written comprehensively with references that are in accordance with scientific writing.

To obtain uniformity in writing, it is necessary to have a guidebook for writing research proposals (proposals) and theses. This Master Of Communication Science UPNVY Thesis Writing Guidebook was created with the aim of making it easier for Master Of Communication Science UPNVY students to write a thesis. This guidebook only regulates the way and format of writing a Master's Thesis and only applies at Master Of Communication Science UPNVY. The contents of this guidebook contain outlines of how to write a writing proposal (proposal) and thesis as well as procedures for writing and preparing it.

2. THESIS WRITING REQUIREMENTS AND PROCEDURES

The requirements that must be met by Master Of Communication Science UPNVY students to be able to carry out thesis writing include the number ofSKS and the achievement index that has been achieved by students according to the academic provisions of Master Of Communication Science UPNVY. Students who have fulfilled the required number of credits and the predetermined grade

point average and are interested in completing a thesis can immediately prepare a draft thesis proposal to be proposed to the Head of Master Of Communication Science UPNVY.

The requirements and conditions for applying for thesis supervision follow the following sequence of requirements:

- a) Have taken a minimum of 25 credits.
- b) A minimum Grade Point Average of 3.00 and no C or D grades.
- c) Have matriculated and passed the Research Methodology course.
- d) The thesis title must be adapted to the concentration courses taken.
- e) The thesis supervisor is determined by the Head of Master Of Communication Science UPNVY Study Programme and authorised by the Head of the Communication Science Department of FISIP UPNVY.
- f) There are two thesis supervisors.
- g) Students consult a minimum of six times with each supervisor.
- h) Every consultation with the supervisor, students get instructions and suggestions from the thesis supervisor and record them on the consultation form.
- i) Students can ask for a research permit in the teaching department.
- j) Field research and thesis writing under the guidance of a supervisor.

- k) After obtaining approval from both supervisors, students can conduct field research by first obtaining a research permit from the Teaching Department.
- l) After completing field research, students are required to submit a photocopy of the Certificate of having conducted research from the agency / place where the research was conducted to the supervisor.
- m) Thesis writing is completed a maximum of two semesters after submitting the title, and if it cannot be completed, it is required to submit a new title and the composition of the thesis supervisor can be changed.
- n) Submit the thesis to: thesis supervisor (1 piece each), teaching department (1 piece), and library department (1 piece) along with a CD/sofcopy containing the thesis manuscript and scientific articles that have been bound according to the thesis guideline rules.

3. THESIS PROPOSAL SUBMISSION

The proposal to take thesis writing is submitted to Ka. Master Of Communication Science UPNVY by submitting a title submission form and then a thesis supervisor will be determined in accordance with the proposed research theme. The procedure for submitting a thesis proposal is:

- a. Students submit the title submission requirements to Ka. Master Of Communication Science UPNVY Study Program which consists of temporary transcripts that have been approved by the Head of the Communication Science Department of FISIP UPNVY.

- b. Have completed the financial administration of 60% of the total obligations that should be borne by students until graduation.
- c. Determination of thesis supervisor and Temporary Title Approval by the Head of Master Of Communication Science UPNVY Study Programme.
- d. The thesis proposal that has been approved by all supervisors is registered with the teaching department to schedule a thesis proposal seminar.
- e. The time of the proposal seminar will be determined later by Ka. Master Of Communication Science UPNVY Study Programme.

4. THESIS IMPLEMENTATION

Students who are conducting a thesis are required to seriously carry out the process of writing proposals and theses under the guidance of supervisors. Students are obliged to report regularly on every development of the thesis preparation to the supervisor. At the end of the completion of research activities, students must compile the results of their research into a scientific paper in the form of a thesis, guided by the systematic standardisation of scientific writing or scientific journals determined. If they have completed the writing of the thesis and have received approval from the supervisor, students must immediately register to take the thesis examination.

5. THESIS EXAMINATION

The implementation of the thesis examination begins with the student's registration to take the thesis examination and follows the following provisions:

1. Complete the thesis examination requirements as follows:
 - a. Temporary transcript that has been approved by the Head of Master Of Communication Science UPNVY Study Programme.
 - b. Have completed all financial administration (paid off) that should be borne by students until graduation.
 - c. Submit three (3) copies of the thesis manuscript to be examined for three (3) thesis examiners.
2. Ka.Prodi Master Of Communication Science UPNVY compiled a team of examiners and approved by Ka.Jur Communication Science FISIP UPNVY, consisting of a list of thesis examination participants, a team of examining lecturers, a schedule and a place for the examination.
3. The examination is conducted by presenting a summary of the thesis and followed by questions by the team of examining lecturers in approximately 1 (one) hour.
4. The results of the examination are assessed by the examining team in two aspects; firstly based on the language, writing, systematics and academic quality of the thesis, and secondly based on the student's mastery of the material and performance during the thesis examination.
5. Students can retake the exam if they are declared unsuccessful (grade C) a maximum of 2 (two) times after the first exam.
6. If at the third examination the student is still declared unsuccessful, then the student concerned is required to replace

the thesis, and re-submit a research proposal to the head of the department.

7. Students who have passed are required to carry out the final typing of the thesis manuscript, and duplicate it according to the Thesis Guidebook, after obtaining approval from the examining lecturer, Ka. Master Of Communication Science UPNVY and Head of Communication Department of FISIP UPNVY.

6. THESIS PROPOSAL FORMAT

6.1 Thesis Proposal Format

1. The thesis proposal is written in good and correct Indonesian. The scientific writing of the thesis strives not to use first-person pronouns, such as I, we and so on.
2. Thesis proposals are typed on **A4** size paper - **70 grams**. While the complete thesis is typed on **A4 size paper - 80 grams**. The font used is Times News Roman font size 12-normal.
3. The writing uses a line spacing of 1.5 spaces. Writing is done on both sides of the page. The front side of the page is always odd-numbered and the back side is even-numbered.
4. The text is typed in the area inside the *margin* with the following spacing requirements (see Appendix 1):
 - a. Distance from the top edge of the paper = 4 cm.
 - b. Distance from the bottom edge of the paper = 3 cm.
 - c. Distance from the left edge of the paper = 4 cm (odd pages).

- d. Distance from the right edge of the paper = 3 cm (odd pages).
 - e. Distance from the left edge of the paper = 4 cm (even pages).
 - f. Distance from the right edge of the paper = 3 cm (even pages).
5. The writing CHAPTER 1, CHAPTER 2, ..., etc. starts from the top *margin* with a font size of 14 points. The chapter title starts 1.5 spaces (1 time *enter*) from the writing CHAPTER 1, CHAPTER 2, ..., etc. Chapter writing and chapter titles are written in capital letters for all letters with a font size of 14 points. Numbers for chapter numbers are written with *Arabic numerals* (1, 2, 3, ..., etc.). *The* initial sentence (if it does not begin with a sub-chapter) or the initial sub-chapter begins 3 spaces (2 times the *enter* beat) from the chapter title and starts from the left *margin* (for sub-chapter titles) or enters 1 *tab* (1.5 cm) for the beginning of the sentence. Sub-chapter titles are written in *title case* (only the first letter of each word is capitalised, all others are lower *case* and all conjunctions must be in lower *case*). The first sentence of the sub-chapter begins 1.5 spaces after the sub-chapter title, 1 *tab in*. The title of the next sub-chapter begins 3 spaces from the last line of the previous sub-chapter. Examples of chapter and sub-chapter writing can be seen in Appendix 2.
6. The first sentence of a paragraph is written in 1 (one) *tab*. There is no need for spacing between paragraphs.
7. The beginning of a chapter is always written on a new page and begins on an odd-numbered page. If a chapter ends on an odd-numbered page, the next even-numbered page is left blank.

8. Page numbering is done as follows: all parts before the text (before Chapter 1), starting from the ratification sheet, are given page numbers with small Roman numerals placed at the bottom-centre of the page (i, ii, ..., etc.). The text (Chapter 1, onwards including bibliography and appendices) is numbered with *Arabic numerals placed at* the bottom-centre of the page.
9. All figures and tables should be clear/not blurred. The font size of figures and tables should be readable by normal eyes with ease. Figures and tables should be placed in the centre of the page (*centreed*).
10. The table number and title are written on the left side above the table. The table number is adjusted to the location of the table in the chapter, for example: **Table 2.3 List of Internet users by year 2017**. At the bottom of the table is a description of the source of the information included in the table, whether the information is from certain literature, observations, or calculations. The title of the table is written in *title case* except for conjunctions and prepositions with a spacing of 1. The outermost side of the table should not exceed the left and right *margin*. The *landscape* format adapts to these guidelines. See Appendix 3.
11. The figure number and title are written on the left side below the figure. Figure numbers are adjusted to the location of the image in the chapter, for example: Figure 4.1 Graph of Relationship between communication intensity and level of self-disclosure (Gatotkaca, 2017). The source of the image is listed directly on the back of the title. The title of the image is written in *title case* except for conjunctions and prepositions with a spacing of 1. The

outermost side of the image should not exceed the left and right *margin* limits. The *landscape* format adapts to these guidelines.

See Appendix 3

12. Table and figure captions in sentences that refer to a table or figure must begin with uppercase letters.

Example: According to **Table 2.3** and Figure 2.1

13. The title of the table or the border of the top figure starts 3 spaces from the last line above it. The sentence immediately below the table or figure title starts 3 spaces from the bottom border of the table or figure title (see example in Appendix 3). There is a space of 1.5 spaces between the title of the table or the title of the figure and the table or figure concerned (one *enter* beat).
14. All formulas are written using the *equation editor* (or *mathtype*). The writing of the formula starts on the left border, flush with the sentence immediately above it, with a distance of 1.5 (one and a half) spaces from the sentence above and below it. The formula number is adjusted to the chapter number where the formula is located and written at the right end of the line (*aligned right*). The size of the letters and symbols in the formula is in accordance with the existing *defaults* as presented in Table 1 below.

Table 1 Letter Sizes and Symbols in Formulas

Type	Size (pt)
<i>Full</i>	12
<i>Subscript/Superscript</i>	7
<i>Sub-Subscript/SuperScript</i>	5
<i>Symbol</i>	18
<i>Sub-symbol</i>	12

An example of formula writing is as follows:

$$Cov_{YY}(x_i, x_j) = \sigma_Y^2 \exp\left(-\frac{d_{ij}}{l_Y}\right), \quad (3.2)$$

with:

σ_Y^2 = variance of the logarithm of hydraulic conductivity,

l_Y = correlation scale of the logarithm of hydraulic conductivity,

d_{ij} = distance between points x_i and x_j ,

x_i, x_j = point locations in the study domain separated by a distance d_{ij} .

Cannot enlarge the formula view by *dragging* the corner of the formula being created

15. The thesis proposal is bound with an orange manila paper *cover*. The writing on the cover is printed in black and the UPN logo in colour.
16. Abstract writing.

The abstract of the thesis proposal is written in Indonesian and English on different consecutive pages. The format of writing the abstract will be explained in the section below.

- a. The title of the thesis is written on the top *margin*, in the centre of the page, with *font* size 14 and bold, with 1 space.
- b. The names of the student, supervisor, and co-supervisor (if any) are written 2 spaces below, printed in normal font, in the centre of the page. The distance between the lines of the three names above is 1 space.

- c. ABSTRACT writing is 2 spaces from the ABSTRACT title, in the middle of the page, with *font* size 14, bold, and using capital letters for all letters (*upper case*).
- d. Abstract is written at a distance of 2 spaces after writing the name of the supervisor or co-supervisor (if any).
- e. The spacing between lines is 1 space.
- f. Each paragraph in this abstract starts 1 (one) *tab* (1.5 cm) from the left *margin* with *justified alignment*.
- g. The maximum word count is 200.
- h. Keywords should be written at the bottom of the abstract with a distance of 3 spaces from the end of the abstract, with a minimum number of three words and a maximum of five. The keywords are selected important words that are specific main words in the thesis proposal. The writing is sorted according to the first alphabet of the keyword. One keyword may consist of more than one word.
- i. What needs to be written in the abstract: background, problem, and methodology of the thesis plan.

An example of a thesis proposal abstract can be seen in Appendix 4.

6.2 Thesis Format

1. The thesis format refers to the thesis proposal format as listed in Sub-Chapter 6.1.
2. The thesis is bound in a *soft cover*. The colour of the cover and the writing on the cover follow the prescribed colour of orange.

3. The size of letters, numbers, symbols, notations in text, formulas/equations, tables, and figures must be large enough to be read clearly when the thesis is reduced to *microfilm*.
4. Footnotes, when required, are written 1 space apart at the bottom of the page. The font size used for footnotes is 10-normal. These footnotes are placed 3 spaces below the bottom line of the main report.

7. THESIS PROPOSAL PREPARATION GUIDELINES

7.1 General

The guidelines for preparing thesis proposals are guidelines for Master Of Communication Science UPNVY students in preparing their thesis proposals. In addition, this guideline is also a reference for supervisors, examiners, and managers of the Master Of Communication Science UPNVY postgraduate study programme in guiding students when preparing thesis proposals and examining thesis proposals made by students before the proposal is approved. All matters relating to the preparation of the thesis proposal are described in the *items* below.

1. Thesis proposals can be made after students have completed \geq 25% of the credit load with an IP (achievement index) at the end of the semester cumulatively above 2.75 without D and E grades.
2. The thesis proposal must be presented at an open seminar (thesis proposal seminar). The proposal presentation is a forum for refining the thesis proposal and also a forum for the thesis proposal examination. This seminar must be attended by:
 - a. one or two supervisors (supervisor and co-mentor)
 - b. two or more examiners (all appointed examiners)

- c. Master Of Communication Science UPNVY postgraduate programme students from various batches
- d. other interested parties

The chairperson of the thesis proposal seminar is appointed from the supervisory team or members of the examination team.

3. The examiners' assessment of the presentation was:
 - a. the proposal is approved, or
 - b. the proposal is approved with improvements, or
 - c. the proposal is not approved and the seminar must be repeated.
4. The suggestions for improvement given by all examining lecturers, including the supervisor, are stated in the minutes of the thesis proposal seminar by stating the period of improvement with a maximum limit of one month. In addition, the members of the examination team and the students concerned must fill in the attendance list on the sheet provided. On the sheet, the members of the examination team must also write the grade of the proposal seminar for the student. All proposed revisions to the thesis proposal must be accommodated into the thesis proposal and these revisions must be consulted with the examiners and supervisors. When the improvements have been made and approved by each thesis proposal seminar examiner, the thesis proposal is then bound. The supervisor, co-supervisor (if any), and all examining lecturers put their signatures and full names along with their titles on the ratification sheet. Examples of assessment sheets, minutes, and ratification of thesis proposals can be seen in Appendix 7.

5. The proposal improvement period is 30 (thirty) calendar days from the date of the seminar. If until the deadline the student still has not submitted the proposal in question, the thesis proposal is declared invalid and the student concerned must re-conduct the thesis proposal seminar.
6. An unapproved proposal may be resubmitted after it has been revised and the student concerned must re-present the proposal.
7. Approved thesis proposals are submitted in batches:
 - a. One copy to the Master Of Communication Science UPNVY Postgraduate Programme Manager.
 - b. One copy to the Study Programme.
 - c. One copy to each supervisor.
8. *Photo* copy of the minutes of the thesis proposal seminar, attendance list, and thesis proposal exam score are submitted to the Head of Communication Science Department of FISIP UPNVY for further processing.

3.2 Contents of the Thesis Proposal

1. Elements of a thesis proposal

The elements of a thesis proposal consist of:

 - a. Research Title
 - b. Endorsement Sheet
 - c. Abstract
 - d. Table of contents
 - e. The body part (chapters) consists of: Chapter 1: Introduction, including background, problem formulation, objectives and benefits of the research; Chapter 2: Literature Review and Theoretical Basis; Chapter 3: Research Methods

- f. Research and Thesis Work Plan and Schedule
- g. Bibliography
- h. Attachment

2. Title page and endorsement sheet

- a. The first page of the thesis proposal is called the title page. The content and format of the title page is the same as the front cover. The title page is not given a page number. An example of a title page is presented in Appendix 8A to 8C.
- b. The endorsement sheet is located after the title page and before the abstract.

3. Thesis title (proposal)

The thesis title should contain a short and clear description of the thesis topic. The title includes, among other things: what the study is about, the purpose of solving the problem, the methods used, and the scope of the discussion. The maximum number of words in the title is 20.

4. Abstract

An abstract is a short and concise summary of the thesis. The function of the abstract is to help the reader to quickly get an overview of the (scientific) writing. In the abstract, quotations from other authors should not be included. A detailed explanation of abstract writing is as follows:

- a. The abstract of the thesis proposal contains the motivation, problem formulation, objectives, approach/methods, and

expected results of the study, with the following explanation (see Appendix 4):

i. Motivation.

Motivation explains the importance of the study. This section contains:

- (i) Importance of this study.
- (ii) Existing level of difficulty
- (iii) The impact if what is done/studied/researched is successfully implemented.

ii. Problem formulation.

Problem formulation describes the problem to be solved. In addition, the problem formulation also includes the scope of the approach whether it is general or specific.

iii. Approach/methods.

The approach describes how the problem is solved, whether using simulations, analytical models, prototypes, or analysis of actual data.

iv. Expected results.

If possible, the expected results of the research/study can be included. In general, thesis proposals do not need to include these results.

5. The body of the thesis proposal (text)

The body of a thesis proposal typically (*tentatively*) contains the following elements:

a. Introduction.

- b. Background.
- c. Problem formulation.
- d. Objectives and benefits of the study.
- e. Hypothesis (if any)
- f. Literature review and theoretical basis.
- g. Research method
- h. Research Activity Plan and Schedule.

All these elements are written/arranged in *items* as follows:

i. Introduction.

The research/study is conducted to answer the researcher's curiosity in revealing a concept/hypothesis/ symptom or its application for a specific purpose. For this reason, the introduction needs to contain the motivation that drives the research/study, or a justification description of the importance of the research/study subject. With this introduction, the author invites the reader to know in general the context or background of the research, the formulation of the problem, the purpose of the research, and the benefits of the research, preceded or accompanied by the main theoretical basis or initial study. It should be noted that science and technology research can be qualitative/quantitative or experimental, literature review, or *project* work. The sections outlined below emphasise experimental research and may be modified according to the form of research undertaken.

ii. Background.

The background presents the context of the research, what the research is for, and what drives the research. It outlines the circumstances under which the topic will be conducted.

The background contains a preliminary study or a range of relevant and *recent* main theories that are combined so that they lead to a unique problem that is then formulated in the form of a problem statement. Typically, this section begins by outlining the gap, theoretical or practical, between expectations and reality.

iii. Problem formulation.

In this sub-chapter, the problems to be resolved are formulated clearly, sharply and in focus. This section contains descriptions/statements or various main topics that will be explored in this research. Definitions, assumptions, and the scope of the research/study can also be explained in this section. The formulation of the problem states the main focus of the research which includes various questions that will be answered in the research so that the description of what will be revealed in the research needs to be clearly outlined. All questions asked need to be supported by underpinning rationale derived from the initial study or primary theory.

iv. Objectives and benefits of the study.

In this section, the purpose of the research/study and the targets or objectives to be achieved are stated briefly and clearly in accordance with the problems that have been formulated. The research/study may aim to explore, elaborate, explain, prove, or

apply a concept/hypothesis/symptom, or make a prototype. Here it is also necessary to include the specific benefits/usefulness/impact of the benefits expected from the results of this research/study. Sometimes the benefits of research are not explicitly stated.

v. Hypothesis (if any).

Hypothesis is a summary of various theoretical conclusions based on literature study which is a *tentative response* to the problem proposed first theoretically which is considered the most likely and successful to be found or observed. Not all research requires hypotheses, especially exploratory and descriptive research. Most science and technology research is exploratory, so a hypothesis section is not required.

Developing a good hypothesis can help give direction to the research path that will be taken. If a hypothesis is not used, the researcher must still explain what the final result is to be achieved or which direction the research is going according to the chosen theoretical basis.

vi. Literature review and theoretical basis.

In this section, previous theories, findings, and research materials obtained from various references used as the basis for conducting this proposed research are discussed. Only what is relevant to the subject/topic/*state of the art being* researched is described. The literature review is a brief, comprehensive summary of all relevant material contained in the various

references. This section can be a display of discussion or debate among the literature. In addition, it can also explain the techniques/techniques/equipment or technology that will and/or have been used in carrying out the research that will be/is being carried out. The description written is directed to develop a framework for the approach or concept applied in the research. The material presented is sought from the latest and original references, for example from *journal papers*.

The theoretical basis is all theories taken/chosen based on the literature review that underlies the research/study problems that will be/currently being carried out. The theoretical basis will also be used as a guideline for conducting further research. The theoretical basis can be in the form of qualitative descriptions or mathematical models/equations. If several theories are discussed, it is necessary to state which theory is prioritised.

All references used/quoted must be listed in the bibliography. In citing, the author's surname and year of publication must be included after the citation in small brackets (surname, year of publication) [Harvard system], for example (Siregar, 2006). If the authors of the cited article are more than 2 people, it is sufficient to write the name of the first author, then continued with the writing et al. But in the bibliography the names of all authors of the article must be written, not just the name of the first author plus the writing et al. In direct quotations (quoting exactly as written by another author), if only one sentence is quoted, then the quoted sentence must be given quotation marks at the beginning and end of the sentence. If the

direct quote is more than one sentence, then the quote is written indented into one *tab* (1.5 cm) from the left and right sides, with a spacing of 1. An example of a direct quote is given in Appendix 9.

vii. Research method

This section describes the design, method, or approach that will be used in answering research/study problems to achieve research objectives, as well as the research stages in detail, briefly and clearly. The description may include research parameters, models used, research design, techniques/methods of data acquisition and analysis, research steps, observation techniques (if conducted), and theories supporting the implementation of the research. If interview techniques are used in data collection, a list of questions or questionnaires is attached as an appendix. This section can be supplemented with flowchart images of research steps or other images needed to clarify the research/study method. The research method also includes a schedule of research activities in the form of a *bar-chart*, starting from the preparation stage of the research implementation to the thesis preparation stage.

6. Bibliography

The bibliography is a reference list of all types of references such as books, *journal papers*, articles, dissertations, theses, and other scientific works cited in the writing of the thesis proposal. All references written in the bibliography must be referred to in the thesis.

References are written in alphabetical order of the first author's last/family name and year of publication (the most recent is written first). If the same author has several *articles/papers* referenced, the order of the articles is based on the year of publication. If more than one *paper* from the same author is published in the same year, then the year should be written in lowercase letters a, b, ..., and so on. It should be noted that at least 30% of the total literature in the literature review comes from relevant scientific journal articles. The procedure for writing the bibliography is as follows:

a. *Articles/papers* from a journal.

- i. First author's last/family name, first/lowest name, second author's last/family name, first/lowest name, and next author's name. All author names must be written here. The last/first name can be written in full or just the initials.
- ii. The year of publication is written in brackets.
- iii. The title of the *article/paper* is printed upright in *title case* between quotation marks.
- iv. Journal title, *italicised*.
- v. The volume number of the journal.
- vi. Journal number.
- vii. The page number of the article in the journal.
- viii. A comma separates one thing from another, and a full stop is placed at the end of a reference.
- ix. If the reference is written on more than one line, the second and subsequent lines should be written 1 cm inwards. The distance between one reference to the next is 1 space.

Example:

Newman, T.H (1980a), "A Statistical Approach to the Inverse Problem of Aquifer communication", *Water Resources Research*, Vol. 16, No. 2, pp. 331-346.

Gilligan, C.T. and Wilkeen, J.J. (2001), "Communications in internet media", *Interpersonal Resources Research*, Vol. 38, No. 6, pp. 1657-1668.

Note: the addition of the letter "a" after the year indicates how to write the reference if an author wrote more than one reference in the same year. For the next reference (same author in the same year), add the letters b, c, and so on.

b. Books.

- i. The author's name and year of publication are the same as *items* a.i and a.ii above.
- ii. Book titles are *italicised* in *title case*.
- iii. Volume number of the book (if applicable).
- iv. Publishing edition.
- v. Publisher's name.
- vi. City of publication.

Example:

Todd, Jhon and Mary, WL, (2005), *Communication Handbook*, 3rd edition, John Wiley & Sons, Inc, New York.

c. *Articles/papers* in a book written/summarised by the editor.

- i. The author's name, year of publication, and title of the *article/paper* are the same as *items* a.i, a.ii, and a.iii above.
- ii. The title of the book, preceded by the word *in* or *in*, is *italicised/italicised*.
- iii. Volume number of the book (if applicable).

- iv. Publishing edition.
- v. The name of the editor, preceded by ed. or eds. if more than one editor.
- vi. Publisher's name.
- vii. City of publication.
- viii. The page number of the article in the book.

Example:

Hall, Stuart. (1992), "*Identities in Cyberspace*", eds. Bradshaw, A.D., Southwood, R., and Warner, F., Chapman and Hall, London, pp. 63-82.

d. *Articles/papers* in a *proceedings/proceedings* book (collection of papers from a *seminar/conference*).

- i. The author's name, year of publication, and title of the *article/paper* are the same as items a.i, a.ii, and a.iii above.
- ii. *The proceedings* are followed by the name of the conference and the conference number (first, second, third, and so on), in *italics*.
- iii. The name of the editor, preceded by ed. or eds. if more than one editor.
- iv. Seminar/conference organiser.
- v. City of the venue.
- vi. The page number of the *article/paper* in the proceedings.

Example:

Kirkman, Steven. (1980), "Psychology in social media", *Proceedings of Third International Conference on*

communication, Eds: Wang, S. Y. et al., University of Mississippi, Mississippi, pp. 189-215.

e. *Project (student's final project)*.

- i. The author's name and year of publication are the same as *items* a.i and a.ii above.
- ii. The project title is *italicised*.
- iii. Project type.
- iv. Name of the college.
- v. City of the venue.

Example:

Fox, K.A.P. (1994), *Improvemant of communication Organisation*, Communication Project, School of communication, The University of Middletown, Middletown.

f. *Thesis/thesis* and dissertation/dissertation.

- i. Author's name and year of publication, same as *items* a.i and a.ii, above.
- ii. The title of the thesis/dissertation is italicised/italicised.
- iii. Text: Ph.D/Masters/Masters thesis/dissertation, in block letters.
- iv. Name of the college.
- v. The city where the college is located.

Example:

Wimowo, M.A. (2004), *Identities of Digital Natives in Canada*, Ph.D. Thesis, University of Ottawa, Ottawa.

g. Government/world body documents.

- i. Author's name, year of publication, same as *items* a.i and a.ii above.
- ii. The document title is italicised.
- iii. Volume or number (if applicable).
- iv. Publisher's name.
- v. City of publication.

Example:

World Health Organization (1976), *Manual of the Statistical Classification of Diseases, Injuries, and causes of Death: Based on the Recommendations of the 9th Revision Conference, 1975 and Adopted by the 29th World Health Assembly*, Vol. 1, WHO, Geneva.

1. *Articles/papers* from the Internet.

Writing a bibliography from the internet for scientific papers is actually almost the same as writing from printed sources such as books, magazines, journals, and so on. Writing a bibliography from the internet does not yet have standardised writing standards, but at least the clarity of writing internet sources can be accounted for by including: Author's name, Time (date, month, year) of publication/posting, Title of the article, URL of the full article, and the time of access.

Example:

Little Lantern. (2012, 17 June). Paragraph Writing Skills. Obtained 19 June 2012, from <https://lenterakecil.com/keterampilan-menulis-paragraf/>.

7. Other

All matters relating to the preparation of the thesis proposal that have not been regulated in this guidebook, it is recommended to follow the procedures of other guides (books) similar to this book. Some other sections that are sometimes necessary to deliver a thesis or dissertation so that there is a *convenient flow of writing* are:

- a. Research assumptions, containing the basic assumptions of the research footing; can be in the form of substance or research methods.
- b. Research limitations, containing all the variables studied or the conditions that surround the research. By displaying this section, the reader can respond appropriately to the research report presented.
- c. A glossary of terms will help the reader understand the meaning of the terms used in the paper. This set of terms can also be grouped together with a set/list of symbols.

4. THESIS PREPARATION GUIDELINES

4.1 General

1. A thesis is a scientific work written to fulfil one of the requirements to complete a master's programme.
2. Thesis is a scientific report on the results of research/study, observation, or investigation conducted by master students at the Postgraduate Programme of the Sepuluh Nopember Institute of Technology, Surabaya.
3. As a booked scientific work, the thesis is prepared by following the rules of scientific writing. Research/study for thesis writing is conducted after the thesis proposal is approved by the supervisory team and examiners. The publication of the

research/study results of a thesis can generally be done when the implementation of the thesis has reached more than 50%. Publication can be done at a national seminar or journal.

4. In working on a thesis, students are guided by one or more supervisors, with the following responsibilities:
 - a. The student is responsible for all aspects related to the preparation of the thesis and the publication of his/her research/study (thesis), among others:
 - i. Content and substance.
 - ii. Organisation and format.
 - iii. Editorial work.
 - iv. Language.
 - v. Bibliography.
 - vi. Typing and presentation of various images.
 - vii. Safeguarding the quality and validity of data, logic, and rationale used in writing.
 - viii. Preparation of manuscripts for publication purposes where the material is taken from part or all of the thesis.
 - b. The supervisor (supervisory committee) is responsible for:
 - i. Examine, correct, and direct the material (substance) and methodology used in the research/study for the writing of a thesis.
 - ii. Check, correct and direct the organisation, content and format of the thesis.
 - iii. *Review* the data quality, logic, and rationale of the thesis.
 - iv. Conduct a thorough evaluation of the thesis completion and fulfilment of the criteria.

- v. Encourage and guide students to prepare manuscripts for scientific publication (in a seminar or journal).
 - vi. Maintain quality and guard against the possibility of plagiarism/unoriginality of the thesis.
5. The thesis completion period is one semester or one year (calendar days) from the date of approval of the thesis proposal. Within the maximum period of one year, the thesis must have been tested in front of a team of examiners. If this time limit is exceeded, the student must change the title of the thesis and repeat the thesis submission procedure as described in Chapter 1.
6. Only the thesis examiners are allowed to attend the closed thesis examination. The thesis examiners should be all examiners at the thesis proposal seminar. The chairman of the thesis examination session is appointed from the supervisory team or members of the examination team. The examiners give their judgement on the thesis final examination evaluation form as presented in Appendix 10. Furthermore, the results of the thesis examination are written on the thesis examination minutes sheet. An example of thesis examination minutes is presented in Appendix 10.
7. The thesis improvement period is 2 (two) months from the date of the thesis test. If until the deadline the student still has not submitted the thesis in question, then the thesis is declared cancelled and the student concerned must re-write the thesis with a new title.

4.2 Thesis content

1. Elements of a thesis

The elements of a thesis consist of:

- a. Research title.
- b. Endorsement sheet.
- c. Abstracts.
- d. Table of contents.
- e. List of figures (if any).
- f. List of tables (if any).
- g. List of notations/symbols (if required).
- h. The body (chapters) consists of: Chapter 1: Introduction, including background, problem formulation, objectives and benefits of the research; Chapter 2: Literature Review and Theoretical Basis; Chapter 3: Research Methods; Chapter 4: Results and Discussion; Chapter 5: Conclusion.
- i. Bibliography.
- j. Attachments (if any).
- k. Biography of the author.

2. Title page and endorsement sheet

The title page and thesis attestation sheet are the same as those described in Sub-Chapter 3.2 number 2. Examples of title pages are the same as those presented in Appendix 8A to 8C. An example of a thesis attestation sheet is presented in Appendix 10.

3. Thesis title

The title of the thesis may not be exactly the same as that stated in the thesis proposal if in the process of the research there

are changes or additions that are quite fundamental. However, the research in the thesis must be substantially the same, although not identical, to that described in the thesis proposal.

4. Abstract

The thesis abstract is basically the same as the thesis proposal abstract format, as described in Sub-Chapter 3.2 number 4, but the thesis abstract must add the results and conclusions of the research that has been carried out. In the conclusion, avoid writing that shows doubt. In the thesis, in addition to the abstract written in Indonesian, it must also be complemented with an abstract written in English. Examples of thesis abstracts written in Indonesian and English are presented in Appendix 11, respectively.

5. Body of the thesis (text)

Basically, the body of the thesis is the same as the body of the thesis proposal, except that in the thesis there is a chapter on research results and discussion. In addition, all parts of the thesis must be written in more detail and depth than what has been written in the thesis proposal, because when writing the thesis the literature review and research have been carried out in more depth. The body of the thesis includes, but is not limited to, the following:

- a. Introduction.
- b. Background.
- c. Problem formulation.
- d. Objectives and benefits of the study.

- e. Hypothesis (if any).
- f. Literature review and theoretical basis.
- g. Research methods.
- h. Research results and discussion.
- i. Conclusions and suggestions.

All of these sections are written/arranged in *items* as follows:

- i. Parts a to g above are the same as what has been explained in Sub-Chapter 3.2 number 5.
- ii. Research results and discussion.

At the beginning of this section, it is necessary to provide an introduction that contains the things that will be done and the analyses used in completing the research. Furthermore, in detail and step by step the research objectives are discussed and analysed in detail and sharply, using the methods given in the research methodology, until a research result is obtained. This analysis and discussion is carried out for all objectives that have been set in the research objectives.

- iii. Conclusions and suggestions.

- (i) Conclusion.

In this sub-chapter, the conclusion of the research results or thesis conclusion is written. Conclusions should be written based on the results of the research, discussion, and findings that have been written in the previous chapter, which of course are adjusted to the objectives of the research or thesis. Do not conclude something that is not in the discussion that has been made. Conclusions should be made briefly and clearly in an order that is as much as possible in accordance

with the research objectives (written in the research objectives sub-chapter).

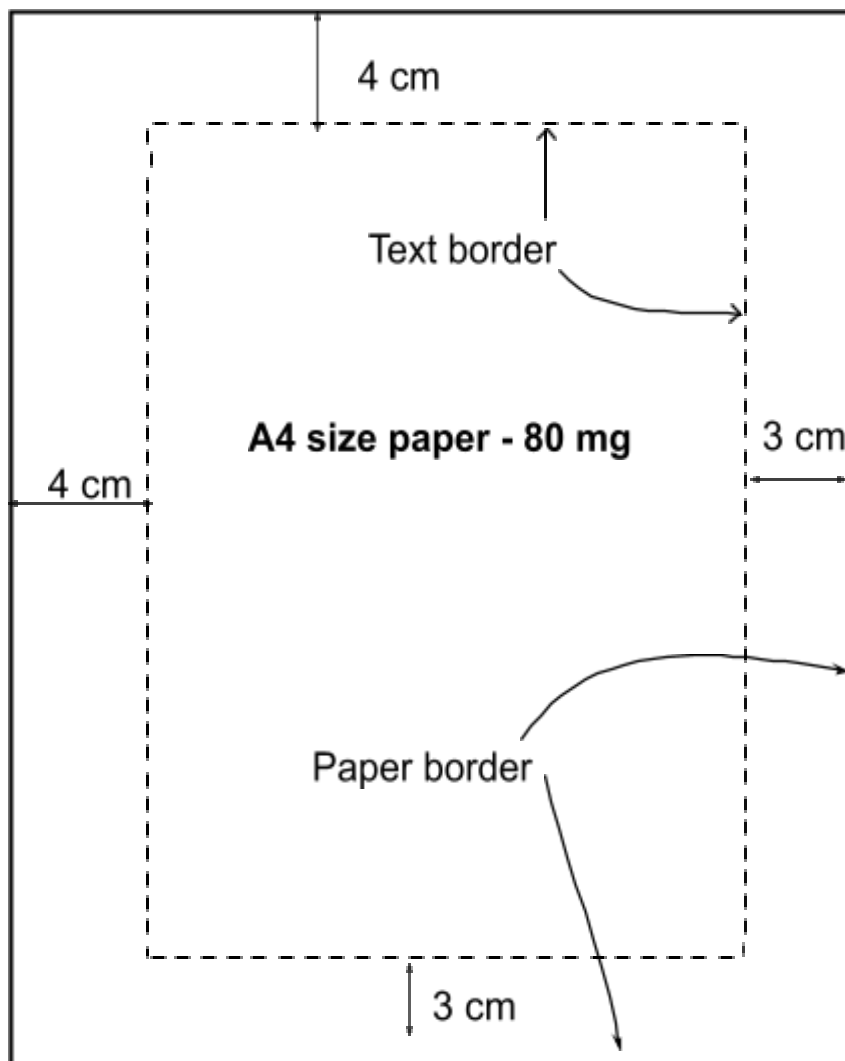
(ii) Advice (optional).

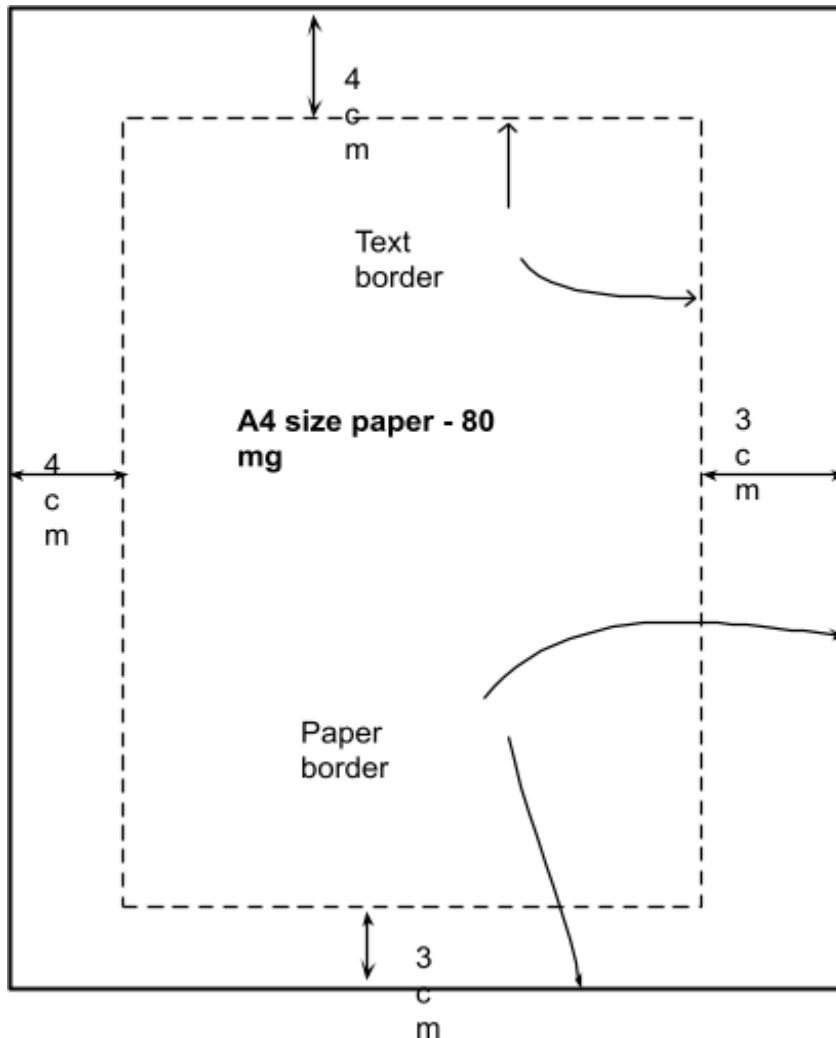
In this sub-chapter, the suggestions proposed by the author are written. In this case there are two types of suggestions:

- (a). Suggestions for future research/further studies. This type of advice is given to theses that are research and *modelling in nature*. This advice contains various things that have not been done, or have not been completed, or various things that are a continuation of the research that has been done in this thesis. The suggestions made must be based on the discussion and conclusions that have been made. Do not suggest something that is beyond the scope of the discussion and conclusions made.
- (b). Advice on improving the system discussed in the thesis/practical *implication*. This type of advice is given in a thesis that is a case study. These suggestions contain various things that must be done to improve the system that has been discussed in the discussion and conclusion sub-chapters. The suggestions given must be reasonable and possible to do/apply. These suggestions are of course based on the findings obtained in the discussion and summarised in the conclusion sub-chapter. Do not give suggestions that are different / deviate from what is discussed and concluded in the discussion and conclusion sub-chapters.

Appendix (Thesis Writing Guidelines)

1. Writing *layout*
2. Example of writing chapters and sub-chapters
3. Example of table and figure appearance
4. Thesis proposal abstract example in Indonesian
5. Thesis outer cover colour and colour code
6. Example of thesis cover/external *cover*
7. Examples of assessment sheets, minutes, and thesis proposal endorsement sheets
8. Thesis *cover* example
9. Example of a direct quote if more than one sentence is quoted
10. Examples of assessment sheets, minutes, and thesis proposal endorsement sheets
11. Thesis abstract example

Appendix 1A**Writing *layout* for odd pages****Writing *layout* for even pages**



Appendix 2

Example of writing chapters and sub-chapters.

CHAPTER 2 OVERVIEW

2.1 The complexity of social media

The existence of social media actually began with the development of information and communication technology (ICT) which led to the digitalisation of media. The unification of these technological developments has multi-dimensions in realising the existence of social media. This means that social media is not a single technological phenomenon in the form of a medium but its existence exists through various processes and stages in technological and social development.

The first dimension of the presence of social media is convergence in the form of accelerated technological advances that coincide with the integration of various technological *platforms* into one new technology. In the context of media, convergence here means the integration of existing media to be used and directed to a single point of media use.

The next dimension is *cyber space*, which is a virtual space without boundaries, imaginative in nature but can be lived through virtual embodiment. The existence of *cyber space* is realised through computer (network), digitalisation and represented in bits (Strate, 1999, 382-386). In the social context, *cyber space* is a global cyberspace where individuals can interact, exchange ideas, share information, and provide social support and other social and economic behaviours.

The third dimension is web 2.0 technology, which is a classification of web (page) technology that is able to connect everyone to work together and collaborate to collect, create and disseminate information easily without being hampered by the form of technology *platforms* that are not only *point to point* but also *many to many*. Web 2.0 is not just a technology but is considered an ideology that Andreas Kaplan calls the creation and exchange of *user-generated content*.

Therefore, Web 2.0 has a social nature because it forms community-based communication and participation, content sharing interaction and collaboration and social networking (Anderson, 2012).

Appendix 3.A

Example of table appearance.

Table 3.1. Percentage of Instagram account ownership

NO.	LENGTH OF ACCOUNT OWNERSHIP	AMOUNT	%
1.	1 year	4	13,3
2.	2 years	11	36,67
3.	3 years	10	33,33
4.	More than 3 years	5	16,67
		30	100

Source: primary data

Appendix 3.

Example of image appearance.

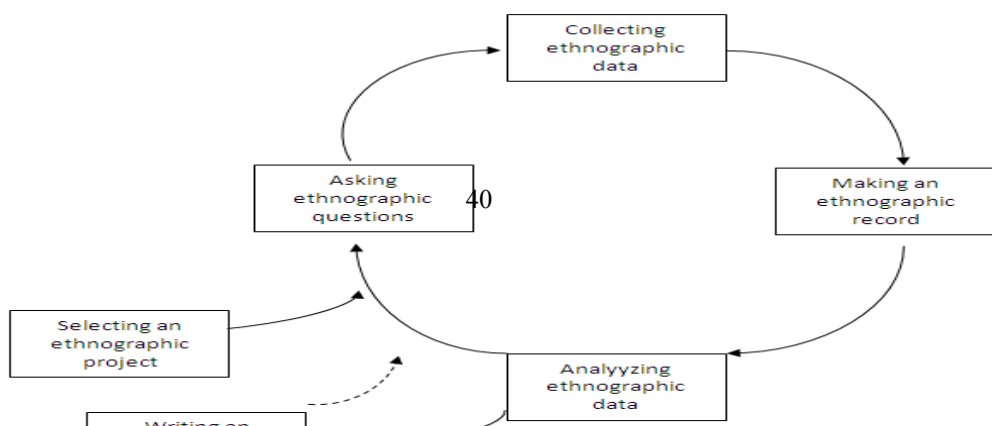


Image. Virtual Ethnography Research Cycle Flow

Source: Spradley (1989; 29)

Appendix 4

Thesis proposal abstract example in Indonesian

COMPUTER MEDIATED COMMUNICATION MODELS AND PATTERNS OF TEENAGE INSTAGRAM USERS AND THE FORMATION OF VISUAL CULTURE

Student name : Iwan Budhiarta

NIM : 3300201002

Advisor : Dr Kevin Costner. MAppSc

Co-Supervisor : Prof Dr Bruce Banner, MSc.

Abstract

The use of social media is part of the computer mediated communication (CMC) pattern, which is communication mediated by the internet network. The original device in CMC that relies on computers is now converging with mobile media in the form of smartphones. Teenagers as digital natives and variety seekers are the largest users of CMC actors through Instagram social media. Teenagers migrate from social media that previously did not focus on visual messages to Instagram that focuses on visual messages when dealing with other communicators in social networks. Therefore, teenagers' CMC patterns through Instagram deconstruct verbal communication into visual communication. This research reads how teenagers as subjects deconstruct verbal messages into visual messages that ultimately form a visual culture in virtual space. The method used puts forward a naturalistic ethnographic

approach to get honest facts about the phenomenon of using Instagram among teenagers. The conclusion obtained is that the visual culture carried out by teenagers through uploading photos on Instagram is an attempt by teenagers to visualise the existence of their self-identity in the context of certain moments and certain pleasures.

Keywords: CMC, Visual Culture, Instagram

Front cover example

COMPUTER MEDIATED COMMUNICATION MODELS AND PATTERNS OF TEENAGE INSTAGRAM USERS AND THE FORMATION OF VISUAL CULTURE

By

Name : xxxxxxxxxxxxxxxxx

NIM : 9999999999

TESIS

**To fulfil one of the exam requirements
In order to obtain a Master's Degree in Communication Science
Management,
Master of Communication Management Study Programme**



**MASTER OF COMMUNICATION SCIENCE
NATIONAL DEVELOPMENT UNIVERSITY
"VETERAN" YOGYAKARTA
Year approved**

COMPUTER MEDIATED COMMUNICATION MODELS AND PATTERNS OF TEENAGE INSTAGRAM USERS AND THE FORMATION OF VISUAL CULTURE

By

Name : xxxxxxxxxxxxxxxxxxxxxx

NIM : 9999999999



TESIS

**To fulfil one of the exam requirements
In order to obtain a Master's Degree in Communication Science
Management,
Master of Management Study Programme in Communication Science
Yogyakarta, Month Year**

Dr xxxxxxxxxxxxxxxxxxxxxx

Advisor

Knowing:

Prof. Dr XXXXXXX XXX XXX
Head of the Communication Science Department

Sample Approval for trial

**COMPUTER MEDIATED COMMUNICATION
MODELS AND PATTERNS OF TEENAGE
INSTAGRAM USERS AND THE FORMATION
OF VISUAL CULTURE**

By

Name : xxxxxxxxxxxxxxxxxxxx

NIM : 999999999



TESIS

**To fulfil one of the exam requirements
In order to obtain a Master's Degree in Communication Science
Management,
Master of Communication Management Study Programme**

**Has been approved to be defended in the hearing
Yogyakarta, Month Year**

Approved

**Dr xxxxxxxxxxxxxxxxxxxx
Advisor**

RATIFICATION OF THESIS EXAMINING COMMITTEE

Name : xxxxxxxxxxxxxxxx
NIM : 9999999999
THESIS TITLE : MODELS AND PATTERNS OF COMPUTER MEDIATED COMMUNICATION OF TEENAGE INSTAGRAM USERS AND THE FORMATION OF VISUAL CULTURE

It has been tested and defended in court and declared **L U L U S** on xxxx day, xx xxxxxxxxxxxx xxxx by the Thesis Examination Committee.

Yogyakarta, date month year

Prof. Dr xxxxxxxx xxxxxxxxxxxx Dr xxxxxxxx xxxxxxxxxxxx
 Head of Department of Communication Science Director of UPNVY Master's Programme

B. BOARD OF EXAMINERS

Dr xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.
 Principal Supervisor/Lead of the Examination Team

Dr xxxxxxxxxxxxxxxxxxxxxxxx
 Examiner II

Prof. Dr xxxxxxxxxxxxxxxxxxxx
 Expert Examiner



NATIONAL DEVELOPMENT UNIVERSITY "Veteran" YOGYAKARTA
 POSTGRADUATE PROGRAMME

MASTER OF MANAGEMENT SCIENCE COMMUNICATION

Sample Thesis Authenticity Statement**STATEMENT LETTER**

I, the undersigned :

Name :
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Student Identity Number : 9999999999
Study Programme : XXXXXXXXXXX XXXXXXXXXXXXXXXX
Concentration : XXXXXXXXXXX XXXXXXXXXXXXXXXX
Thesis Title : XXXXXXXXXXX XXXXXX XXXXXX
XXXXXXXXXXXXXXXX XX XXXXX XXXXX
XXXXXXXX XXXXXX XXXXX XXXX

Verily declare that:

1. This paper, or thesis, is original and has never been submitted to obtain an academic degree (Master) either at Universitas PEMBANGUNAN NASIONAL "Veteran" YOGYAKARTA or other universities.
2. This paper is purely my own ideas, formulations, and research, without the help of other parties, except for the advice of the thesis supervisor.
3. in this work there are no works or opinions that have been written or published by other people, unless clearly written and included as references in the text with the author's name mentioned, and included in the bibliography.
4. This paper does not contain (lies) falsification such as: books, articles, journals, secondary data, respondent data, questionnaire data, data processing, falsification of signatures of Lecturers / Heads of Study Programmes / Directors at Universitas PEMBANGUNAN NASIONAL "Veteran" YOGYAKARTA which is proven by its authenticity.
5. I make this statement truthfully, and if in the future there are deviations and untruths, I am willing to accept academic sanctions in the form of revocation of the degree that I have obtained because of this paper, as well as other sanctions with the norms that apply in this College.

Yogyakarta, Month Year
Who Makes the Statement

Rp.6000
stamp

Example of Thesis Guidance Registration

(Student Name)



NATIONAL DEVELOPMENT UNIVERSITY "Veteran" YOGYAKARTA
POSTGRADUATE PROGRAMME
MASTER OF MANAGEMENT SCIENCE COMMUNICATION

THESIS GUIDANCE REGISTRATION FORM

NIM :
Name :
Concentration :
Passed credits :
Phone/Phone No. :

Thesis plan with title/topic plan;

1.
.....
.....
2.
.....
.....

Yogyakarta,.....

Approved by
Postgraduate Director, Student Finance Department

(.....) (.....) (.....)

Knowing,
Postgraduate Dean

(.....)

Proposed Supervisor:

3.
4.

Notes:

1. The application for guidance can be approved if the tuition fee has been paid 80% of the total tuition fee.
2. The deadline for thesis guidance is 6 months and if within 6 months the guidance has not been completed, a guidance fee will be charged.