

**GUIDELINES FOR WRITING PROPOSALS, ESSAY
MANUSCRIPTS, SEMINAR PAPERS AND
PUBLICATION MANUSCRIPT**



**AGRICULTURAL EXTENSION AND
COMMUNICATION STUDY PROGRAM
FACULTY OF AGRICULTURE**

**SEBELAS
MARET UNIVERSITY SURAKARTA
2019**

INTRODUCTION

The definition of essay referred to in this book is scientific paper from the results of research compiled by students in order to meet some of the requirements for obtaining an S1 degree in the Faculty of Agriculture UNS. The mechanism for completing the research process to compile a essay must be preceded by making a essay proposal so that its implementation is more directed and correct. Scientific essay and publications need to be compiled based on the rules of writing and scientific papers.

The Proposal Writing Manual, Essay Manuscript, Seminar Papers and Publication Manuscripts contain only the main rules, but to get uniformity in writing, the existence of this book is very necessary. This rule is also a guide for students, lecturers, study program managers and faculties to facilitate the completion of the essay.

Surakarta, March 2019
Head of Study Program,

Dr.Agung Wibowo, S.P., M.Si

INTRODUCTION

Manuals for writing scientific papers for students are very necessary to facilitate and uniformize scientific papers which include Proposals, Seminar Papers, essay, and Publication Manuscripts, considering that the manuals in the UNS faculty of agriculture are still general in nature. Writing Proposals, essay Manuscripts, Seminar Papers, and Publication Manuscripts, requires certain writing techniques, which are related to the content, arrangement and format of the writing as a whole, so it is necessary to add and adjust the Proposal Writing Manual, essay Manuscripts, Seminar Papers, and Publication Manuscripts of the Agriculture Extension and Communication Study Program, Faculty of Agriculture UNS. This guideline is prepared by trying to follow developments and adhere to the rules and principles of the Scientific Writing Method. The Drafting Team is as follows.

	NAME	OF THE	POSITION IN THE TEAM
1.	Dr. Agung Wibowo, S.P., M.Si	Head of Study Program	in Charge/Member
2.	Dr.Ir. Sugihardjo., MS	Head of the Study Program Undergraduate Commission	Director/Member
3.	Dr. Dwiningtyas P, SP., MSi	Head of the Herbal Medicine Study Program Team	Chief
4.	Bekti Wahyu Utami, SP., MSi	Secretary of Komsar Study Program	Secretary
5.	Eksa Rusdiyana, SP.,MSc	Prodi Herbal Medicine Team	Member

This manual is expected to be used as a guide in writing scientific papers and it is possible to change for the perfection of student scientific paper writing, in accordance with the rules that apply in the future.

Surakarta, March 2019
Head of Study Program,

Dr. Agung Wibowo, S.P., M.Si

**GUIDELINES FOR WRITING PROPOSALS,
ESSAY MANUSCRIPTS, SEMINAR PAPERS,
AND PUBLICATION MANUSCRIPT**



**COMPILERS
TEAM**

**AGRICULTURAL EXTENSION AND
COMMUNICATION STUDY PROGRAM
FACULTY OF AGRICULTURE,
SEBELAS MARET UNIVERSITY,
SURAKARTA
2019**

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PROPOSAL



I. RESEARCH PROPOSAL

The research proposal consists of three parts: (A) Initial Part, (B) Main Part, and (C) Final Part. The systematics of the research proposal can be seen in appendix 1.

A. INITIAL PART

The initial section of the research proposal includes a title page, an attestation page, a table of contents.

1. Title Page

The title page contains:

a. *Research Title*

Indicate exactly the problem to be studied and or clearly describe the purpose and objectives of the research. The title of the study should be briefly arranged, no more than 16 words and written in capital letters .

b. *Proposal Intent*

Essay proposal i submitted to the Agricultural Extension and Communication Study Program, Faculty of Agriculture, Sebelas Maret University

c. *Uns Logo*

The logo uses the standard format and is made with a diameter of about 5.5 cm

d. *Student Name*

Written in full and under the name is written student identification number (NIM)

e. Intended Agencies

Agricultural Extension and Communication Study Program, Faculty of Agriculture, Sebelas Maret University

f. Place and Time of Application

Listing the place (Surakarta) and below it is written the year of the review of the research proposal

An example of the title page of the essay proposal is shown in appendix 2.

2. Attestation Page

The attestation page contains a description of the proposal and endorsement of the Primary Supervisor and the Accompanying Adviser complete with signatures and endorsement dates.

An example of an attestation page is shown in appendix 3.

B. MAIN PART

1. Introduction

a. Background

The background outlines what ideally happens and the facts found. Researchers need to explain the importance of research by showing the importance of the problem along with an explanation of why the problem needs to be researched. It covers actual issues from the broadest to the narrowest level, relevant data, research results, policies, statements from experts or competent people in their fields that are published in the media or other references. Problems can be obtained from reading materials, expert opinions, observations, or combinations between the three, and are strengthened by the facts of the research results to confirm the problem exists.

b. Problem Formulation

Shows the core of the problem to be researched. The formulation of

the problem should be actual and interesting, especially for those parties who will support and utilize the results of the research, but must meet the requirements to be implemented. The formulation of the problem is presented briefly and specifically, so it is easy to find the answer through research. The formulation of the problem can be arranged in a series of questions or statements, making it easier for researchers to compile research objectives.

c. *Research Objectives and Benefits*

Mention the research objectives to be achieved and their benefits for science and or agricultural development.

2. Theoretical Foundations

a. *Previous Research*

Contains various studies that have been carried out that are relevant to the topic of research carried out. The various researches in question can be sourced from international, national journals, dissertations, theses or theses. In this sub-chapter, the researcher puts forward and elaborates points in the form of: research topics, variables studied, methodology and so on, so that researchers can express differences and similarities between these points from previous research and the research to be carried out by the researcher. The results of the review of previous research are in the form of exposure to the 'differences' of research to be carried out compared to research that has been carried out. The results of the review of the novelty position of the research can be further stated in tabular form if necessary.

b. Bibliography Review

Contains a systematic description of theories and concepts that are the basis for compiling a frame of mind or towards a hypothesis (if any). The theories and concepts contained in the literature review must refer to three things, namely relevance, validity (validity), and up-to-date. Relevance means that a theory or concept used must be relevant to the problem to be studied. Theories are the main theories used in research, especially related to variables or dimensions of research. Some examples of theories include: motivation theory, attitude theory, adoption theory, leadership theory, communication theory, participation theory, conflict theory, information theory and so on. The concept refers to various definitions or literature that supports the research topic. Some of the concepts that can be included include: the concept of agricultural development, rural, farmer, empowerment, entrepreneurship, organic farming and so on. The reference source must be valid quoted from a library that meets scientific standards. References for literature review are preferred to refer to recent references. Reference sources that meet these three requirements are prioritized for use are: research-scale publications, scientific journals, publications of other research results, proceedings of scientific meetings as well as textbooks. The literature review focuses on supporting theories related to research dimensions or variables, along with indicators, parameters, and measurement techniques as well as an overview of the relationship between variables (if needed). The minimum number of references used is 25 references and at least 30 percent of them are English references. Researchers need to explain the theories used, the findings and methods that are related and synthesis to provide

direction for the preparation of a frame of thought.

c. *Thinking Framework*

It is an overview of the relationship between research variables to be studied, and compiled by prospective researchers (not citing libraries) based on literature review to be used as a guide in solving research problems. The thinking framework is made to clarify the flow of thinking in solving research problems based on existing theories. Steps to facilitate the preparation of hypotheses (if needed), the frame of mind also contains a conceptual *framework* for research.

d. *Hypothesis (If any)*

Contains a brief statement that is based on a study of literature and is a temporary answer or conclusion to the problem to be studied. The proposed interim answers or conclusions must be tested for correctness through research data.

e. *Operational Definition and Variable Measurement (Quantitative Approach) or Research Concept and Concept Definition (Qualitative Approach)*

In the quantitative approach, operational definition is the definition or provision of a clear understanding of variables obtained from the literature and adapted to the context of the research. A variable is a symbol or symbol on which we attach a number or value. Operational definitions are a guide for the measurement of necessary data as well as the formulation of data collection instruments. Variable measurements can be done with nominal, ordinal, interval, or ratio scales. The qualitative approach to research concepts describes an explanation of the phenomena studied in the study. Basically a concept, it is used to describe in the abstract, events, circumstances, groups or individuals that are the center of attention of the peneliti.

3. Research Methods

It is the chosen way to collect the necessary data as well as the analysis carried out.

a. Research Design

Research design in terms of research objectives can be distinguished in the form of: exploratory research, descriptive research, and inferential research, and can be developed again into evaluative research and verificative research. In this case, the research approach can be distinguished in quantitative research and qualitative research or is a combination of both.

b. Research Location

Describe the place, the reasons for the selection and how to determine the location of the study.

c. Population and Sampling Techniques or Informants

In the quantitative approach, the study may include the entire object of study (census) or part of the population (sample). Sample research methods include the object of study (individual, agencies) and sample size. Sampling techniques can use the principles: random sampling (simple random sampling, systematic random sampling, cluster random sampling, stratified random sampling, multistage random sampling) and non-random sampling (purposive, snowball). In a qualitative approach it is necessary to parse the reasons for the selection of informants.

d. Data Type

The type of data can be in the form of primary data (can be obtained from the first source) or secondary data (can be obtained from official institutions in the form of reports and so on).

e. Data Collection Methods

Data collection techniques can include surveys, indepth interviews, focus group discussions, and can be added observations, notes, or monographs.

f. Data Analysis Methods

Contains data processing and analysis techniques in accordance with the research approach. This section also outlines how to obtain the validity and reliability of the data when necessary. Data analysis contains the meaning of deciphering data to make visible parts of the data or information, which are closely related to the purpose of the study. The software used should be mentioned here. Researchers need to mention the statistical model and the level of accuracy desired if the study puts forward a hypothesis to be tested.

C. THE END

The final part of the essay proposal contains a schedule of activities, documentation of the library, appendixs (if any), for example formulas, flow charts, drawings/schemes, and others.

1. Schedule of Activities

Contains details of the estimated length of time needed for research preparation, data collection, data processing, essay writing, and estimated seminar time, and essay exams. The schedule of activities is presented in the form of a matrix.

2. Library Documentation

a. Documenting libraries in text

Basically the source of the citation should be mentioned for all parts of the scientific paper that are not the personal opinion of the author. In documenting the library, it only contains libraries that are used as acuan in the preparation of essay proposals using the name and year system scheme.

There are several ways of mentioning the source of a quote:

(1) Foreign Names

For foreigners' names the writing on texts or quotations is written with a surname or last name.

Example :

Bovee (2008) mentioned that in business communication, persuasive messages are usually conveyed following an indirect approach, one of which uses the AIDA model, namely Attention or attention, Interest or interest, Desire or desire and *Action* or action.

(2) Indonesian Name

Not all Indonesians have surnames. Thus, the writing of citations is impossible to follow the above method. Some community groups are used to using surnames, for example Batak, Ambon, Papua, Manado. For quotes from these community groups, the name keluarga can be used.

Example :

In a study, Sitompul (2003) discovered agroforestry systems in the development of soybean and corn technology.

However, other community groups do not use surnames. Names like Hadi Sabari Yunus, Bambang Riyanto, Muh Asrori, Syaiful Anwar, Sri Setyowati and so on, do not indicate surnames. In quoting such names, it is advisable to write down the full names.

Example :

Hadi Sabari Yunus (2006) explained that what is meant by urban is an area that is bounded by administrative juridical boundaries and is within the authority of the city government.

(3) Secondary Sources

Some of the examples above apply to direct citations or sumber. In various cases, sometimes authors have trouble finding

primary sources and are forced to use secondary sources. In this case, what should be mentioned is a directly read source.

Example :

According to Granovetter in Eriyanto (2014) there are four indicators to measure the strength of a communication network bond.

(4) More than one name or work

Excerpts of the works of two to five people are written in full on the first mention, but on subsequent mentions it is enough to write the first name only, followed by et al.

Example:

Intercultural Communication was born out of the emergence of the United States after the second World War as a world country (Berger, Roloff, Ewoldsen, 2014)

As outlined by Berger et al (2014).....

If what is cited is the work of more than five people, from the beginning it is enough to write the first person only, followed by et al, unless the first person produces more than one written work with different teams.

Example:

According to Wiersa, Hinkle et al (1979), there are four levels of measurement, namely nominal, ordinal, interval, and ratio.

Wiersa, Jurs et al (1985) identified two types of research according to their objectives, namely basic research and applied research .

Excerpts of multiple sources, either by the same author or different sources are mentioned as following examples.

Example:

Previous research conducted by Johnson and Maruyama (1978), Slavin (1967, 1971, 1974) showed the positive impact of cooperative learning on students' academic and social abilities.

b. Documenting Libraries in Bibliography

All cited libraries/references (with the year published) must appear in the bibliography. The arrangement is based on the alphabetical order of the author's name, so there is no need to be numbered in order. The inclusion of the author's name in the bibliography refers to the APA (*American Psychological Association*) system, which is a final name or surname separated by a comma (inverted). If the author is more than one person, then the second and so on are not reversed, but the initials are written only followed by a period except for the word of the full written final name.

c. Order of How to Document Libraries in Bibliography

1) Periodical research or scientific journals

Scientific journals (including periodicals) mention the author's name, year of publication, article title, journal name, volume (number): the page containing the article. The name of the scientific journal is abbreviated according to the rules and is not italicized.

(a) Journal articles with one author

Mardikanto, Totok. 2002. Redefinisi *Penyuluhan*. *J.Sosial Ekonomi Pertanian*, 8(2), 150-160.

(b) Scientific magazines / journals with authors less or equal to 3 people

Lewis Ivey ML, Tusiime G, Miller SA. 2010. A PCR assay for the detection of *Xanthomonas campestris* pv. *musacearum* in bananas. *Plant Dis* 94:109-114. doi:10.1094/PDIS-94-1-0109.

Chinnusamy V, Jagendorf A, Zhu JK. 2005. Understanding and improving salt tolerance in plants. *Crop Sci J* 45:437-448. DOI:10.2135/CROPSCI2005.0437

Becker, L.J. & C. Seligman. 1981. Welcome to the Energy crisis. *J. of Social Issue*, 37(2), 1-7.

(c) Scientific magazines/journals with authors of more than 3 people Contreras-Medina LM, Torres-Pacheco I, Guevara-González

RG et al. 2009. Mathematical modeling tendencies in plant pathology. *Afr J Biotechnol* 8(25):7399-7408. DOI:10.5897/AJB2009.000-9575.

Okuda M, Fuji S, Okuda S, Sako K et al. 2010. **Evaluation of the potential of thirty two weed species as infection sources of impatiens necrotic spot virus.** *J Plant Pathol* 92(2): 357-361. DOI: 10.4454/jpp.v92i2.177.

Paynter Q, Fowler SV, Gourlay AH et al. 2010. Predicting parasitoid accumulation on biological control agents of weeds. *J Appl Ecol* 47: 575-582. DOI:10.1111/j.1365-2664.2010.01810

(d) Magazines/journals with Digital Object Identifier (DOI) Number

Dariah A, Agus F, Susanti E et al. 2013. Relationship between sampling distance and carbon dioxide emission under oil palm plantation. *J Trop Soils* 18(2):125-130. DOI: 10.5400/jts.2013.18.2.125

Ahmad P, Ashraf M, Hakeem KR et al. 2014. Potassium starvation-induced oxidative stress and antioxidant defense responses in *Brassica juncea*. *J Plant Inter.* 9(1):1-9. DOI:10.1080/17429145.2012.747629

(e) Magazine/journal with web address, Uniform Resource Locator (URL)

Mattupalli C, Genger RK, Charkowski AO. 2013. [Evaluating incidence of *Helminthosporium solani* and *Colletotrichum coccodes* on asymptomatic organic potatoes and screening potato lines for resistance to silver scurf](http://link.springer.com/content/pdf/10.1007%2Fs12230-013-9314-3.pdf). Am J Potato Res. URL: <http://link.springer.com/content/pdf/10.1007%2Fs12230-013-9314-3.pdf>

Bennett AB, Gratton C. 2013. Floral diversity increases beneficial arthropod richness and decreases variability in arthropod community composition. Ecol Appl 23(1):86-95. URL: <http://labs.russell.wisc.edu/gratton/files/2013/03/Ecological-Applications.pdf>

2) Papers presented at scientific meetings

Arranged in order of author name, year of writing or organization, title of essay, form of meeting, place, date, and year of implementation

Wijayanto, Sublime. 2002. Pengembangan Software Untuk Administrasi Terpadu Perguruan Tinggi. Paper presented in Seminar Pengelolaan Perguruan Tinggi, Surakarta, November 25, 2003

Purnomo D, Budiastuti S. 2009. Agroforestry system as agriculture upland in central of java: potency and limitation. International seminar on upland for food security. Purwokerto, 7-8 November 2009 (*Unpublished*)

Suswadi. 2011. Pengembangan padi organik di Kabupaten Boyolali. Workshop penyusunan grand design pengembangan padi organik kabupaten Boyolali. Boyolali, 21 Maret 2011.

3) Scientific papers on proceedings

Arranged in order of author name, year of writing, article title, title of proceedings, page on which the essay was published (*pp: particular pages*), editor or editor, where the publisher

and the name of the publisher. Proceedings titles are printed differently e.g. in italics or underscores.

a) Proceedings of seminars with editors less or equal to 3 people

Ellis M. 2010. Studies on the biology and control of phomopsis cane and leaf spot. In Striegler RK, Allen A, Jogaiah S et al. (eds). *Proceedings of the symposium on advances in vineyard pest management. Missouri, 6-8 Feb 2010.* p37-46. University of Missouri.

Haryo, Sungkono. 2002. Peningkatan Gizi Masyarakat Melalui Budidaya Ternak Pada Lahan Kering. *Prosiding Seminar Hasil Penelitian Hibah Bersaing.* Jakarta, 6 Desember 2002. pp.19-21. Ditbinlitabmas Ditjen Dikti.

b) Proceedings of the seminar with more than 3 editors

Nandariyah 2007. CKlasifikasi kultivar salak jawa berdasarkan sifat morfologi dan molekuler-RAPD. Dalam Supriyono, Purnomo D, Djoar DW. Prosiding seminar nasional hortikultura. pengembangan produk hortikultura unggulan lokal melalui pemberdayaan petani. Surakarta, 17 Nop 2007. p78-85. Jur. Agronomi. Fak. Pertanian, UNS.

McFadyen. 2008. Return on investment: determining the impact of biological control programs. In Julien R, Sforza R, Bon MC. *Proceeding of the xii international symposium on biological control of weed. La Grande Motte.* France, 22-27 April 2007. p67-74. CAB International.

Hadiwiyono, Sholahuddin, Widono S. 2010. Effectiveness of some major control components in integrated management of clubroot on cabbage practiced by the builder farmers in Karanganyar Central Java. In Martono E. *Proceeding of international conference on food safety & food security.* Yogyakarta, 1-2 Dec 2010. p104-109. Faculty of Agriculture, GMU.

4) Research report (unpublished)

Arranged in the order of the author's name, year of writing,

laporan title, report identity (essay, thesis, dissertation, or other research report) a description that the report is not published and the name of the institution where the report was made. Essay titles are printed differently, for example with italics or underlined.

Sartono. 2003. *MMotivasi Petani Padi Melakukan Usahatani Alternatif di Kecamatan Sukoharjo. Skripsi tidak diterbitkan, Universitas Sebelas Maret Surakarta.*

Poromarto SH, Supyani. 1999. *Kajian ekotipe wereng hijau (Nephotettix virescens Distant.) dengan elektroforesis protein total. Laporan penelitian untuk Program Penelitian Dosen Muda. DP3M DIKTI Jakarta.*

5) Textbooks

Arranged in order of author name, year of publication, book title, volume published to how many, name of city published, and name of publisher. The titles of printed books are different, for example in italics or underscores.

(a) Books with Authors Less or equal to 3 people

Noeng Muhadjir. 1992. *Metodologi Penelitian Kualitatif.* Yogyakarta: Rake Sarasih.

Agrios, GN. 2005. *Plant pathology. 5thEd.* San Diego (CA): Elsevier Academic Press.

Hadisudarmo, P. 2009. *Soil Biology: An Environmentally Sound Soil Management Study.* Jakarta: Smart Indonesia.

Taiz L, Zieger E. 1998. *Plant physiology. 2ndEd.* Massachusetts: Sinauer Associates, Inc. Pub.

Mishra, SR. 2007. *Bacterial Plant Diseases.* New Delhi (IN): Discovery Publishing House.

(b) Textbooks with authors of more than 3 people

Bailey A, Grant WP, Greave J, Melanie R, Andres J, Richard B. 2010. *Biopesticides: Pest Management and Regulation*. Cambridge (MA): CAB International.

(c) Books with two authors

Hatch, E. & A. Lazaraton. 1991. *The Research Manual : Design and Statistics for Applied Linguistics*. New York : Newbury House.

(d) Books with editors

Rifai MA & Ermiasi (edt). 1993. *Glossary of Biology*. Jakarta : Pusa Language Development and Development.

(e) Part of the book with editors

Clark, C.M. 1986. The Carrol Model. Dalam M.J. Dunkin (edt), *The International Encyclopedia of Teaching and Teacher Education* (pp.36-40). Oxford: Pergamon.

6) Books Containing Several Bouquets (Potpourri)

Arranged in order of author name, year of writing, and the title of the essay, the name of the editor (editor), the title of the book, the page on which the page is published (PP : *Particular Pages*), the name of the city where the publisher is, and the name of the author. Book titles are printed differently, for example in italics or underlined.

Peshin R, Vasanthakumar J, Kalra R. 2009. Diffusion of innovation theory and integrated pest management. In Peshin R, Dhawan AK (eds). *Integrated pest management: dissemination and impact*. Vol 2. Berlin (DE): Springer. p1-30.

Arya A. 2010. Recent advances in management of fungal pathogens of fruit crops. In: Arya A, Palello AE (eds) *management of fungal plant pathogens*. Cambridge (MA): CAB International. p3-11.

Joshi L, Shrestha PK, Moss C et al. 2005. Locally derived knowledge of soil fertility and its emerging role in integrated natural resource management. In van Noordwijk, Cadisch G, Ong CK (eds). *Pelow-ground interactions in tropical agroecosystems*. Cambridge (MA): CAB International. p17-39

7) Books with publisher as author

Arranged in the order of publisher and or author, book year, book title, name of the city where the publisher is.

Ministry of National Education (2002). *Indonesia : Education Statistics in Brief: 2001/2002*. Jakarta: Author.

8) Magazine articles

The title of the article, year, and month of the magazine are published. The name of the magazine and the page where the article is published (pp: *particular pages*).

Example:

The Promise of Strawberry Profit. 2003, June. Trubus. PP.11-14.

9) Newspaper articles

Written in the order of the author's name, the date of the month and year of its publisher, the title of the article, the name of the newspaper, and the page on which the article was loaded.

Example:

Babrus Surur-Iyunk. 2003, December 19. Prospek Urban Farming di Kota Solo. *Suara Merdeka*. Pp.6,9.

10) Research reports

Sianturi, R. & F. Tambunan.2001. *Pola Hidup Penderita Katarak di Sumatera Utara*. (Laporan Penelitian DPP, kotak no 14/DPP/USU/2001). Lembaga Penelitian Universitas Sumatera Utara.

11) Author of the name of the institution

- [BPS] Biro Pusat Statistik. 2010. Sensus penduduk Indonesia 2010. Badan pusat Statistik Republik Indonesia. Jakarta.
- [BBPTP] Balai Besar Penelitian Tanaman Pangan. 2011. Teknologi Pengendalian Wereng Cokelat. Balai Besar Penelitian Tanaman Padi Sukamandi. <http://distanhut.bogorkab.go.id/>. Diakses 15 April 2011.
- [BPPD] Badan Perencanaan dan Pengembangan Wilayah. 2010. Masterplan pertembakauan di Kabupaten Grobogan. Laporan akhir penyusunan masterplan pertembakauan di kabupaten grobogan tahun 2010. Grobogan: Badan Perencanaan Pengembangan Daerah Kab. Grobogan.
- [DEPERTAN] Departemen Pertanian. 2000. Revitalisasi pertanian. Jakarta: Departemen Pertanian RI.

12) Writing the same author name as the previous author name

- Dewi WS. 2007. Dampak Alih Guna Hutan Menjadi Lahan Pertanian: Perubahan Diversitas Cacing Tanah dan Fungsinya dalam Mempertahankan Pori Makro Tanah. Disertasi. Program Pascasarjana Universitas Brawijaya Malang. Tidak dipublikasikan.
- Dewi WS, Hairiah K, Yanuwiyadi B, Suprayogo D. 2006. Dapatkah sistem agroforestri mempertahankan diversitas cacing tanah setelah alih guna lahan hutan menjadi lahan pertanian? *Agrivita* 28(3):198-220.

13) Electronic publications (internet) are not scientific journals, books, proceedings can be used on the condition that they are written by the author and uploaded by a clear institution.

- Untung K, Trisyono A. 2011. Wereng batang cokelat mengancam swasembada beras. Fakultas Pertanian Universitas Gadjah Mada. URL: <http://faperta.ugm.ac.id>.
- Graf B, Hopli HU, Hohn H, Blaise PH. 2011. SOPRA: a forecasting tool for insect pests in apple orchards. VI international symposium on computer modelling in fruit research and orchard management. ISHS. URL: <http://www.actahort.org>.

14) Translations Should be avoided if there are originals, but if

there is no original or language barrier because they are not English (e.g. Dutch, German) in the bibliography are presented as follows.

Kalshoven LGE. 1981. Pests of crops in Indonesia. Laan PA van der (Translator). Jakarta (ID): Ichtiar Baru-van Hoeve. Translating from: de Plagen van de Cultuurgewassen in Indonesia.

Luzikov VN. 1985. Mitochondrial biogenesis and breakdown. Galkin AV (Translator), Roodyn DB (Editor). New York (NY): consultants bureau. Translating from: Reguliatsiia Formirovaniia Mitokhondrii.

3. appendix

As a word printer of the essay proposal, for example formulas, flow charts, and drawings / schemes.



II ESSAY



II. ESSAY

The outline of the essay content is grouped into three main parts, namely: the beginning, the main part, and the final part.

An example of essay systematics is shown in appendix 4.

A. INITIAL PART

The initial part of the essay includes a front cover page, title page, attestation page, abstract, foreword, table of contents, glossary, and acronyms, a list of tables, a list of images, and a list of appendixs.

1. Front cover page

The front cover page of the essay contains the title of the essay, the intention of making the essay, the emblem of Sebelas Maret University, the name and number of the student, the study program/department/faculty, the place, and the year of ratification.

- a. The title of research, written in capital letters with a proportional size to the paper size and standard type font (*Times New Roman*).
- b. The purpose of making a essay is to meet some of the requirements to obtain a bachelor's degree in agriculture at the Agricultural Extension and Communication Study Program at the Faculty of Agriculture, Sebelas Maret University.
- c. UNS logo, made with a diameter of about 5.5 cm with a light blue tint.
- d. The student's name, written in full and under the name is written the student number.
- e. The intended institution, namely the Agricultural Extension and Communication Study Program, Faculty of Agriculture, Sebelas Maret University

f. The place and time of attestation, indicated by listing the place (Surakarta) and below it is written the year of ratification of the essay. An example of a essay cover page is shown in appendix 5.

2. Title Page

The content loaded on the title page is the same as the content of the front cover page and is printed on a white ketas. The title page contains: the title of the study, the emblem of Sebelas Maret University, the student's name and student number, the intended institution, and the time of approval. An example of a title page is shown in appendix 5.

3. Attestation Page

The attestation page gives approval The test team consisting of team leader, member one, and member two, as well as the date u jian An example of a essay attestation page is shown in appendix 6.

4. Preface

The preface contains a brief description of the intention of making the essay, other explanations deemed necessary, and a word of thanks.

5. Table of Contents

The table of contents is intended to provide a thorough overview of the content of the essay. An example of a Table of contents is shown in appendix 7.

6. Glossary of Terms and Acronyms

It contains all the acronyms and abbreviations as well as explanations of specific terms, such as terms from the local community.

7. Table List

A table is required if the essay creates many tables. The table list contains the sequence numbers, table headings, and the page on which the table is located. A flat table is not created if the essay contains only a few tables. An example of a table list is seen in appendix 8.

8. Image List

The ways and conditions of writing a list of images are the same as writing a table list. An example of a list of figures is shown in appendix 9.

9. List of appendixs

The ways and conditions of writing a list of images are the same as writing a list of tables and a list of images. An example of a list of appendixs is shown in appendix 10.

10. Summary

The summary contains a complete but concise description of the research title, researcher name, background, research objectives, research methods, research results, discussion, and research conclusions. Therefore, the abstract is the content of the entire essay in miniature form. The abstract is written in one space in Indonesian, created one A4 page (150 to 200 words). The title of the study is capitalized and placed in the same position between the left edge and the right edge distance.

11. Summary

The content and format contained in the summary are the same as the content and format of the summary. The title of the study and the abstract text are arranged in English.

B. MAIN PART

The main parts of the essay proposal include:

1. Introduction

a. Background

In the background the author indicates what should have happened and what was real was found, which contains a description of the significance of the research problem and to answer why it needs to be researched. The significance of the problem can be actual issues from the broadest to the narrowest direction, it can contain data,

policy records, statements from experts or people who are competent in their fields. can be obtained from reading materials, expert opinions, observations, or a combination of all three, and reinforced by the fact of research results to affirm that the problem exists. Integrate ideas into existing tests when needed.

b. *Problem Formulation*

Shows the core of the problem to be researched. The formulation of the problem should be actual and interesting, especially for parties who will support and utilize the results of the research, but must meet the requirements to be implemented. The formulation of the problem is summarized briefly and specifically, so it is easy to find an answer through research. Problem problems can be arranged in the form of questions or statements, making it easier for researchers to formulate research objectives.

c. *Research Objectives and Benefits*

Mention the research objectives to be achieved and their benefits for science and or agricultural development.

2. Theoretical Foundations

a. *Past Researchers*

Contains various studies that have been carried out that are relevant to the topic of research carried out. The various researches in question can be sourced from international, national journals, dissertations, theses or essay. In this sub-chapter, the researcher puts forward and elaborates points in the form of: research topics, variables studied, methodology and so on, so that researchers can express differences and similarities between these points from previous research and research that will be carried out by researchers. The results of the review of previous research are in the form of exposure to the 'novelty' of the research to be carried out compared to the research that has been carried out. The

results of the review of the novelty position of the research can be further stated in tabular form if necessary.

b. *Bibliography Review*

Containing a systematic description of the theory that is the basis for compiling a framework of thinking to go towards a hypothesis the theories from the library contained in the literature review must refer to three things, namely relevance, validity (validity), and up-to-date. Relevance means that the theory and research results used must be relevant to the problem to be studied. The reference source must be valid quoted from a library that meets scientific standards. The theory and results of the study are also taken from the latest sources. Reference sources that meet the three requirements are prioritized for use are: research-scale publications, scientific journals, publications of other research results, proceedings of scientific meetings and textbooks. A review of research methods can be done here. So the literature review is focused on supporting theories relating to research variables; along with its indicators, parameters, and measurement techniques, previous findings; the following is a description of the interrelationships between variables and research methods. Prospective researchers need to make comparisons, theories, findings, and methods that are related and synthesis to provide direction for the preparation of a framework of thought.

c. *Thinking Framework*

It is an illustration of the relationship between research variables to be studied, and compiled by prospective researchers (not citing libraries) based on pustka reviews to be used as guidance in solving research problems. The thinking framework is made to clarify the flow of thinking in solving research problems based on existing theories. Steps to facilitate the preparation of hypotheses, if needed,

the frame of mind also contains the conceptual framework of the research.

d. Hypothesis (If any)

Contains a brief statement that is based on a study of literature and is a temporary answer or conclusion to the problem to be studied. The proposed interim answers or conclusions must be tested for correctness through research data.

e. Definition of Operation and Variable Measurement

Deficiencies or providing a clear understanding of variables is very necessary, because it is a guide for measurements and data needed as well as the formulation of data collection instruments. With regard to the determination of variable measurements, there are two approaches that can be taken: the "*ethic*" approach developed by the researcher from concepts or views outside the object under study, and the "*em view*" *IC*" developed from the object under study or according to the size agreed upon by the object of study itself. Measurement of variables can be carried out with nominal, ordinal, interval, and ratio scales.

3. Research Methods

Represents the chosen way of collecting the necessary data, as well as the analysis performed.

a. Research Design

Research designs can be selected in terms of research objectives, namely: exploratory research, descriptive research, and inferential research, and can be developed into evaluative research and varitative research. Based on the nature of the data, research is distinguished in quantitative research and qualitative research, or is a combination of the two (*mix*).

b. Location Determination Method

Deciphering : place, reasons for selection and how to determine the

location of the study.

c. *Determination Method and Method of Sampling*

Research may include the entire object of study (census) or part of the population (sample). Sample research methods include research methods (individuals, agencies) and sample size .

The sample size is determined by quota or proportion to the population. The sample technique uses the following principles: *random sampling (simple random sampling, systematic random sampling, cluster random sampling, stratified random sampling, multistage random sampling)* and *non random sampling (purposive, snowball)*.

d. *Data Sources*

Data sources can be both primary and secondary data.

e. *Data Collection Techniques*

Data collection techniques include surveys, *indepth interviews, focus group discussions*, and can be added observations, notes, or monographs.

f. *Data Analysis Methods*

Contains techniques for preparing, data processing, analysis, and data interperformance. The concept of data analysis contains the meaning of deciphering data so that it can be seen as parts of data or information, which are closely related to the purpose of the study. The *software* used should be mentioned here. Researchers name statistical models and the desired level of accuracy.

g. *Constraints in the implementation of research (if any)*

For example, there are respondents who are not willing to be interviewed, the interview is interrupted, and since it cannot be analyzed, there are questionnaires that are missing in storage. Then the researcher reported how to overcome these obstacles, including how to replace respondents.

4. General State of the Research Area

Contains information that is related to research. Less relevant data should be avoided so as not to cause the impression of the author's exposure out of context of his research. If the research is about a particular project, it should be that the project gets a larger portion here.

5. Results of Research and Discussion

The results of the study contain the results and analysis of data from the field (if the essay demands data collection). The previous sections should not be categorized as not research results. The background written at the beginning is also a result of research. The concept of analysis here refers to the activity of presenting data that starts from aggregated statistics and is gradually decomposed (analyzed) into parts, which compose the intended statistics. The essence of the discussion is to compare the findings with hypotheses, reforming the research findings with previous theories and findings.

The results of the study wherever possible are interpreted in the form of tables or images (graphs, photographs, schemes, charts, and such), because visual presentation can provide a better level of clarity than words. However, the submission of tables and images still requires a clear explanation of their meaning to solve research problems. It should also be explained that the presentation of data in the form of tables can provide more thorough information than graphs, but graphs are easier to understand than tables, so their use depends on needs. The results of data analysis, including hypothesis testing (if any), are contained in this chapter because they are needed for discussion purposes in order to support solving the same problem. However, if it is not required that the purpose should be placed on the appendix. Such supporting data, whatever its form, should be placed in the appendix.

6. Conclusions and Suggestions

In order for the reader to understand the direction of the study, instead

the purpose of the study becomes the introduction of the Conclusion Chapter. Soon afterwards the researcher put forward conclusions. The suggestions are maintained for research purposes. If necessary, researchers submit suggestions regarding research methods.

C. THE END

1. Library Documentation

a. *Documenting Libraries in Text*

Basically the source of the citation should be mentioned for all parts of the scientific paper that are not the personal opinion of the author. In documenting the library, it only contains libraries that are used as a reference in the preparation of essay proposals using the *name and year system* scheme.

There are several ways of mentioning the source of a quote:

(1) Foreign Names

For the name of the personas in writing it on the text or quotation is written the surname (*surname*) or last name.

Example :

Bovee (2008) mentioned that in business communication, persuasive messages are usually conveyed following an indirect approach, one of which uses the AIDA model, namely *Attention* or attention, *Interest* or interest, *Desire* or desire and *Action*.

(2) Indonesian Name

Not all Indonesians have surnames. Thus, the writing of citations is impossible to follow the above method. Some community groups are used to using surnames, for example Batak, Ambon, Papua, Manado. For quotes from these community groups, the way of surnames can be used .

Example :

In a study, Sitompul (2003) discovered agroforestry systems in

the development of soybean and corn technology.

However, there are lain community groups that do not use surnames. Names like Hadi Sabari Yunus, Bambang Riyanto, Muh Asrori, Syaiful Anwar, Sri Setyowati and so on, do not indicate surnames. In quoting such names, it is advisable to write down the full name.

Example :

Hadi Sabari Yunus (2006) explained that what is meant by urban is an area that is bounded by administrative juridical boundaries and is within the authority of the city government.

(3) Secondary Sources

Some of the examples above apply to citations or direct sources. In various cases, sometimes authors have difficulty finding primary sources and are forced to use secondary sources. In this case, what should be mentioned is a directly read source.

Example :

According to Granovetter in Eriyanto (2014) there are four indicators to measure the strength of a communication network bond.

(4) More than one name or work

Excerpts of the works of two to five people are written in full on the first mention, but on subsequent mentions it is enough to write the first name only, followed by et al.

Example:

Intercultural Communication was born out of the emergence of the United States after the second World War as a world country (Berger, Roloff, Ewoldsen, 2014)

As outlined by Berger et al (2014).....

If what is cited is the work of more than five people, from the

beginning it is enough to write the first person only, followed by et al, it is only possible if the first person produces more than one written work with different teams.

Example:

According to Wiersa, Hinkle et al (1979), there are four levels of measurement, namely nominal, ordinal, interval, and ratio.

Wiersa, Jurs et al (1985) identified two a type of research according to its purpose, namely basic research and applied research.

Excerpts of multiple sources, either by the same author or different sources are mentioned as following examples.

Example:

Previous research conducted by Johnson and Maruyama (1978), Slavin (1967,1971,1974) showed the positive impact of cooperative learning on students' academic and social abilities.

d. Documenting Libraries in Bibliography

All cited references (with the year published) must appear in the bibliography. The arrangement is based on the alphabetical order of the author's name, so there is no need to be numbered in order. The inclusion of the author's name in the bibliography refers to the APA (*American Psychological Association*) system, which is a final name or surname separated by a comma (inverted). If the author is more than one person, then the second and so on are not reversed, but the initials are written only followed by a period except for the word of the full written last name .

e. Order of How to Document Libraries in Bibliography

1) Periodical research or scientific journals

Scientific journals (including research periodicals) mention

the author's name, year of publication, article title, journal name, volume (number): the page containing the article. The name of the scientific journal is abbreviated according to the rules and is not italicized.

(a) Journal articles with one author

Redefinisi *Penyuluhan*. *J.Sosial Ekonomi Pertanian*, 8(2), 150-160.

(b) Scientific magazines / journals with authors less or equal to 3 people

Lewis Ivey ML, Tusiime G, Miller SA. 2010. A PCR assay for the detection of *Xanthomonas campestris* pv. *musacearum* in bananas. *Plant Dis* 94:109-114. doi:10.1094/PDIS-94-1-0109.

Chinnusamy V, Jagendorf A, Zhu JK. 2005. Understanding and improving salt tolerance in plants. *Crop Sci J* 45:437-448. DOI:10.2135/CROPSCI2005.0437

Becker, L.J. & C. Seligman. 1981. Welcome to the Energy crisis. *J. of Social Issue*, 37(2), 1-7.

(c) Scientific magazines/journals with authors of more than 3 people

Contreras-Medina LM, Torres-Pacheco I, Guevara-González RG et al. 2009. Mathematical modeling tendencies in plant pathology. *Afr J Biotechnol* 8(25):7399-7408. DOI:10.5897/AJB2009.000-9575.

Okuda M, Fuji S, Okuda S, Sako K et al. 2010. **Evaluation of the potential of thirty two weed species as infection sources of impatiens necrotic spot virus.** *J Plant Pathol* 92(2): 357-361. DOI: 10.4454/jpp.v92i2.177.

Paynter Q, Fowler SV, Gurlay AH et al. 2010. Predicting parasitoid accumulation on biological control agents of weeds. *J Appl Ecol* 47: 575-582. DOI:10.1111/j.1365-2664.2010.01810

(d) Magazines/journals with Digital Object Identifier (DOI) Number

Dariah A, Agus F, Susanti E et al. 2013. Relationship between sampling distance and carbon dioxide emission under oil palm plantation. *J Trop Soils* 18(2):125-130. DOI: 10.5400/jts.2013.18.2.125

Ahmad P, Ashraf M, Hakeem KR et al. 2014. Potassium starvation-induced oxidative stress and antioxidant defense responses in *Brassica juncea*. *J Plant Inter.* 9(1):1-9. DOI:10.1080/17429145.2012.747629

(e) Magazine/journal with web address, Uniform Resource Locater (URL)

Mattupalli C, Genger RK, Charkowski AO. 2013. [Evaluating incidence of *Helminthosporium solani* and *Colletotrichum coccodes* on asymptomatic organic potatoes and screening potato lines for resistance to silver scurf](http://link.springer.com/content/pdf/10.1007%2Fs12230-013-9314-3.pdf). *Am J Potato Res.* URL: <http://link.springer.com/content/pdf/10.1007%2Fs12230-013-9314-3.pdf>

Bennett AB, Gratton C. 2013. Floral diversity increases beneficial arthropod richness and decreases variability in arthropod community composition. *Ecol Appl* 23(1):86-95. URL: <http://labs.russell.wisc.edu/gratton/files/2013/03/Ecological-Applications.pdf>

2) Papers presented at scientific meetings

Arranged in order of author name, year of writing or organization, title of essay, form of meeting, place, date, and year of implementation

Wijayanto, Luhur.2002. Pengembangan Software Untuk Administrasi Terpadu Perguruan Tinggi. Makalah disajikan dalam Seminar Pengelolaan Perguruan Tinggi, Surakarta, 25 November 2003.

Purnomo D, Budiastuti S. 2009. Agroforestry system as agriculture upland in central of java: potency and limitation. International seminar on upland for food security. Purwokerto, 7-8 November 2009 (*Unpublished*)

Suswadi. 2011. Development of organic rice in Boyolali District. Workshop on the preparation of the grand design of organic rice development in Boyolali district. Boyolali, 21 March 2011.

3) Scientific papers on proceedings

Arranged in order of author name, year of writing, article title, title of proceedings, page on which the essay is published (*pp: particular pages*), editor or editor, publisher place and the name of the publisher. Proceedings titles are printed differently e.g. in italics or underscores.

c) Proceedings of seminars with editors less or equal to 3 people

Ellis M. 2010. Studies on the biology and control of phomopsis cane and leaf spot. In Striegler RK, Allen A, Jogaiah S et al. (eds). *Proceedings of the symposium on advances in vineyard pest management. Missouri, 6-8 Feb 2010.* p37-46. University of Missouri.

Haryo, Sungkono.2002. Peningkatan Gizi Masyarakat Melalui Budidaya Ternak Pada Lahan Kering. *Proseding Seminar Hasil Penelitian Hibah Bersaing.* Jakarta, 6 Desember 2002. pp.19-21. Ditbinlitabmas Ditjen Dikti.

d) Proceedings of the seminar with more than 3 editors

Nandariyah. 2007. Klasifikasi kultivar salak jawa berdasarkan sifat morfologi dan molekuler-RAPD. Dalam Supriyono, Purnomo D, Djoar DW. Prosiding seminar nasional hortikultura. pengembangan produk hortikultura unggulan lokal melalui pemberdayaan petani. Surakarta, 17 Nop 2007. p78-85. Jur. Agronomi. Fak. Pertanian, UNS.

McFadyen. 2008. Return on investment: determining the impact of biological control program. In Julien R, Sforza R, Bon MC. *Proceeding of the xii international symposium on biological control of weed. La Grande Motte.* France, 22-27 April 2007. p67-74. CAB International.

Hadiwiyono, Sholahuddin, Widono S. 2010. Effectiveness of some major control components in integrated management of clubroot on cabbage practiced by the builder farmers in Karanganyar Central Java. In Martono E. *Proceeding of international conference on food safety & food security.* Yogyakarta, 1-2 Dec 2010. p104-109. Faculty of Agriculture, GMU.

4) Research report (unpublished)

Arranged in the order of the author's name, year of writing, title of the report, identity of the report (essay, thesis, dissertation, or other research report) a description that the report is not published and the name of the institution where the report was made. Essay titles are printed differently, for example with italics or underlined.

Sartono.2003. *Motivation of Rice Farmers to Do Alternative Farming in Sukoharjo District*. Unpublished essay, Sebelas Maret University of Surakarta.

Poromarto SH, Supyani. 1999. *Study of the ecotype of green leafhoppers (Nephotettix virescens Distant.) with total protein electrophoresis. Research report for the Young Lecturer Research Program*. DP3M DIKTI Jakarta.

5) Textbooks

Arranged in order of author name, year of publication, book title, volume published to how many, name of city published, and name of publisher. The titles of printed books are different, for example in italics or underscores.

(f) Books with Authors Less or equal to 3 people

Noeng Muhadjir.1992. *Metodologi Penelitian Kualitatif*.

Yogyakarta: Rake Sarasih.

Agrios, GN. 2005. *Plant pathology. 5thEd*. San Diego (CA): Elsevier Academic Press.

Hadisudarmo, P. 2009. *Biologi Tanah: Kajian Pengelolaan Tanah Berwawasan Lingkungan*. Jakarta: Indonesia Cerdas.

Taiz L, Zieger E. 1998. *Plant physiology. 2ndEd*. Massachusetts: Sinauer Associates, Inc. Pub.

Mishra, SR. 2007. *Bacterial Plant Diseases*. New Delhi (IN): Discovery Publishing House.

(g) Textbooks with authors of more than 3 people

Bailey A, Grant WP, Greave J, Melanie R, Andres J, Richard

B. 2010. *Biopesticides: Pest Management and Regulation*. Cambridge (MA): CAB International.

(h) Books with two authors

Hatch, E. & A. Lazaraton. 1991. *Research Manual : Design and Statistics for Applied Linguistics*. New York : Newbury House.

(i) Books with editors

Rifai MA & Ermiami (edt). 1993. *Glossary of Biology*. Jakarta : Pusa Language Development and Development.

(j) Part of the book with editors

Clark, C.M. 1986. The Carrol Model. Dalam M.J. Dunkin (edt), *The International Encyclopedia of Teaching and Teacher Education* (pp.36-40). Oxford: Pergamon.

6) Books Containing Several Bouquets (Potpourri)

Arranged in order of author name, year of writing, and the title of the essay, the name of the editor (editor), the title of the book, the page on which the page is published (PP : *Particular Pages*), the name of the city where the publisher is, and the name of the author. Book titles are printed differently, for example in italics or underlined.

Peshin R, Vasanthakumar J, Kalra R. 2009. Diffusion of innovation theory and integrated pest management. In Peshin R, Dhawan AK (eds). *Integrated pest management: dissemination and impact*. Vol 2. Berlin (DE): Springer. p1-30.

Arya A. 2010. Recent advances in management of fungal pathogens of fruit crops. In: Arya A, Palello AE (eds) *management of fungal plant pathogens*. Cambridge (MA): CAB International. p3-11.

Joshi L, Shrestha PK, Moss C et al. 2005. Locally derived knowledge of soil fertility and its emerging role in integrated natural resource management. In van Noordwijk, Cadisch G, Ong CK (eds). *Pelow-ground interactions in tropical agroecosystems*. Cambridge (MA): CAB International. p17-39

7) Books with publisher as author

Arranged in the order of publisher and or author, book year, book title, name of the city where the publisher is.

Ministry of National Education (2002). *Indonesia : Education Statistics in Brief: 2001/2002*. Jakarta: Author.

8) Magazine articles

The title of the article, year, and month of the magazine are published. The name of the magazine and the page where the article is published (pp: *particular pages*).

Example:

Janji Untung Stroberi. 2003, Juni.Trubus. PP.11-14.

9) Newspaper articles

Written in the order of the author's name, the date of the month and year of its publisher, the title of the article, the name of the newspaper, and the page on which the article was loaded.

Example:

Babrus Surur-Iyunk. 2003, December 19. Urban Farming Prospects in Solo City. *The Voice of Freedom*. Pp.6,9.

10) Research reports

SSianturi, R. & F. Tambunan.2001. *Pola Hidup Penderita Katarak di Sumatera Utara*. (Laporan Penelitian DPP, kotak no 14/DPP/USU/2001). Lembaga Penelitian Universitas Sumatera Utara.

11) Author of the name of the institution

[BPS] Biro Pusat Statistik. 2010. Sensus penduduk Indonesia 2010. Badan pusat Statistik Republik Indonesia. Jakarta.

[BBPTP] Balai Besar Penelitian Tanaman Pangan. 2011. Teknologi Pengendalian Wereng Cokelat. Balai Besar Penelitian Tanaman Padi Sukamandi. <http://distanhut.bogorkab.go.id/>. Diakses 15 April 2011.

[BPPD] Badan Perencanaan dan Pengembangan Wilayah. 2010. Masterplan pertembakauan di Kabupaten Grobogan. Laporan akhir penyusunan masterplan pertembakauan di kabupaten grobogan tahun 2010. Grobogan: Badan Perencanaan Pengembangan Daerah Kab. Grobogan.

[DEPERTAN] Departemen Pertanian. 2000. Revitalisasi pertanian. Jakarta: Departemen Pertanian RI.

12) Writing the same author name as the previous author name

Dewi WS. 2007. Dampak Alih Guna Hutan Menjadi Lahan Pertanian: Perubahan Diversitas Cacing Tanah dan Fungsinya dalam Mempertahankan Pori Makro Tanah. Disertasi. Program Pascasarjana Universitas Brawijaya Malang. Tidak dipublikasikan.

Dewi WS, Hairiah K, Yanuwiyadi B, Suprayogo D. 2006. Dapatkah sistem agroforestri mempertahankan diversitas cacing tanah setelah alih guna lahan hutan menjadi lahan pertanian? *Agrivita* 28(3):198-220.

13) Electronic publications (internet) are not scientific journals, books, proceedings can be used on the condition that they are written by the author and uploaded by a clear institution.

Untung K, Trisyono A. 2011. Wereng batang coklat mengancam swasembada beras. Fakultas Pertanian Universitas Gadjah Mada. URL: <http://faperta.ugm.ac.id>.

Graf B, Hopli HU, Hohn H, Blaise PH. 2011. SOPRA: a forecasting tool for insect pests in apple orchards. VI international symposium on computer modelling in fruit research and orchard management. ISHS. URL: <http://www.actahort.org>.

14) Translations Should be avoided if there are originals, but if there is no original or language barrier because they are not English (e.g. Dutch, German) in the bibliography are presented as follows.

Kalshoven LGE. 1981. Pests of crops in Indonesia. Laan PA van der (Translator). Jakarta (ID): Ichtiar Baru-van Hoeve. Translating from: de Plagen van de Cultuurgewassen in Indonesia.

Luzikov VN. 1985. Mitochondrial biogenesis and breakdown. Galkin AV (Translator), Roodyn DB (Editor). New York (NY): consultants bureau. Translating from: Reguliatsiia Formirovaniia Mitokhondrii.

1. appendix

As an explanation of the essay proposal, for example formulas, flow charts, and drawings / schemes and calculations of statistical analysis.



III
SEMINAR PAPER
WRITING



III

SEMINAR PAPERS (PROPOSALS AND RESEARCH RESULTS)


A. Seminar Paper Format

1. The title of the paper, placed in the middle position of the paper or the same distance between the right and left edges of the paper. Titles are capitalized (appendix 12).
2. The author's name and the identity of the author, placed on the next line with a position in the middle (*Center*).
3. Attestation page, endorsed by the supervisor and knowing the chairman of the undergraduate commission of the study program (appendix 13).
4. Abstract, containing research objectives, methods, research results, and research conclusions. Although it contains complete elements, the quintessence should be kept concise (\pm 250 words). The digest is printed with a single space (*New Times Roman* font 12).
5. Introduction, providing an overview of the problem and the importance of research supported by the results of previous research. The introduction ends with a paragraph about the purpose of the research.
6. Theoretical Foundation, contains a frame of mind, hypotheses, operational definitions, and measurement of variables.
7. Research methodology, informing the steps of the study, such as the basis of the study, location determination, sample method, number of samples, data collection, and data analysis methods.
8. The results of research and discussion are arranged into one unit. The results of the study are presented clearly and informatively with complements in the form of tables and images (graphs, charts, photos, etc.). Research results In the form of tables and images, they must still be explained in a concise and clear manner. The discussion explains the results of

the research, whether the research results have answered the problem or purpose of the research and the relationship with the research hypothesis, as well as differences and similarities with the results of previous research.

9. Conclusions, including the results of the study which are packaged in clear, firm, straightforward, and concise sentences. Although the magnitude figures can be contained in the conclusion
10. Suggestions. Suggestions are maintained to this point with research purposes. If necessary, researchers submit suggestions regarding research methods.
11. Bibliography contains references to libraries that are in the text. How to write and other rules in accordance with the writing of proposals and theses.

IV
SPECIFIC
INSTRUCTIONS FOR
WRITING RESEARCH
PROPOSALS, THESES,
SEMINAR PAPERS AND
PUBLICATION
MANUSCRIPTS



CHAPTER IV
SPECIFIC INSTRUCTIONS FOR WRITING RESEARCH
PROPOSALS, THESES, SEMINAR PAPERS AND PUBLICATION
MANUSCRIPTS

Some specific instructions that must be followed in writing research proposals, theses, and publication manuscripts are as follows:

A. Material

Materials for writing essay proposals, theses, and publication manuscripts include manuscript paper and sampul paper.

1. Manuscript paper, using white HVS 70-80 grams with a size of 21.59 cm x 27.94 cm (quarto). The recommended letter uses *Times New Roman* letters with font 12. Chapter headings use letters with *Times New Roman* font size 14, while subbab and sub-subbab headings use a text-like font, i.e. font 12. All headings are in bold.
2. Cover Paper, using light blue buffalo paper material (UNS Blue). The essay is given a thick cover pressed with plastic on the outside (*hard cover*). The cover of the essay proposal is made from the same material as the essay but does not have to be bound in bold.

B. Typing

Some of the instructions in typing the essay are :

1. Typeface, using pica fonts (for example, *Times New Roman* font 12). The entire manuscript must use the same letters.
2. The borders of the edges of the manuscript, each from the top edge 4 cm, the bottom edge 3 cm, the left edge 4 cm, and the right edge 3 cm. Manuscript typing is not required to be flat

on the right edge if it will cause a violation of the standard Indonesian and English writing rules .

3. Writing chapter headings, subtitles, and sub-subtitles.
 - a. Chapter titles, capitalized and centered or arranged to be symmetrical between the left and right edges. This title is only for chapter heads and is written on a new page. Chapter titles do not end with a period.
 - b. Subtitles, starting from the left edge border and not followed by sentences or periods. All words in a subtitle must begin with an uppercase letter (only the first letter), except for conjunctions or prepositions such as in, to, from, on, in, and, or, with , against.
 - c. Child sub-heading, typed starting from the 5th beat of the left edge border of the paper and given an underline. In subtitles, only the first letter of the first word is typed in uppercase and does not end with a period.
4. Writing of emblems or special signs, writing can be handwritten using black ink
5. The distance between lines in the essay text uses a space of 1.5. Table headings and captions, image or graphic titles and captions, and bibliography are typed in single spaces. The distance between the text of the essay and the image or table uses double spacing, while the distance between the table or image with the caption uses a space of 1.5.
6. Page numbers and chapter numbers, placed on the top right with a jar 3 cm from the top edge of the paper and 3 cm from the right edge of the paper. The nomor page in the main part to the end of the essay uses ordinary letters (Arabic), while at the beginning of the essay with small Roman letters placed on the border of the lower right edge of the paper. Page numbers on. The page containing the chapter title is written in the middle on the border of the bottom edge of the paper. The chapter number on the main

part of the essay is written in large roman numerals ending with a period and placed in front of the first word of the chapter title. The word Chapter itself does not need to be written.

7. Table numbers, figures and appendixes, including table numbers followed by periods and table headings, are placed on top of the table and written with Arabic numerals. The image number (chart, graph, photo) is also followed by a figure title and caption (if any), placed below the image. Numbers and headings are placed on top of tables or images, so that from titles to captions are a single entity that should not be separated. The first letters of table headings, images, and graphics are capitalized (except hyphens), and at the bottom are written the source and year the data was processed/obtained. Overly wide tables and drawings (images, graphs, photos) can be loaded in a longitudinal position and then folded. In the appendix section, previously written first the appendix writing on a separate paper with placement in the middle of the page. An example of the table presentation format in appendix 18.
8. The writing of numbers, in sentences (not in tables) is arranged as follows: When the number is less than ten, written with letters or spelled, it is excluded if the number is part of a series of numbers (a series of numbers). Bilangan in front of abbreviated units, e.g. km,m,cm,kg,g is still written with arabic numerals. Stand-alone fractions are still spelled with letters, but when they are joined by an integer or in front of an abbreviated unit, they are still written with Arabic numerals.
9. The writing of units of length, weight, area, content, and others is written in standard abbreviations and is not followed by a period, for example km, cm, m, kg, g, km/dt, ppm.
10. The scientific names of plants and animals in the text are written differently, for example in italics, unless the **Author** remains written the same as the text. Especially on the quintessence and abstract, the scientific name is printed upright to distinguish it from the text printed with italics huruf. The

first letter of the genus name is written in uppercase, while the specific and sub-specific names (if any) are written in all lowercase letters. The first mention of a scientific name must be written in full with the author's abbreviated name, e.g. (Burm.) Presl. and *Nilaparvata*

C. Libraries

1. Library Documentation

a. Documenting libraries in text

Basically the source of the citation should be mentioned for all parts of the scientific paper that are not the personal opinion of the author. In documenting the library, it only contains libraries that are used as a reference in the preparation of essay proposals using the *name and year system* scheme.

There are several ways of mentioning the source of a quote:

(1) Foreign Names

For foreigners' names the writing on texts or quotations is written with a surname or last name.

Example :

Bovee (2008) mentioned that in business communication, persuasive messages are usually conveyed following an indirect approach, one of which uses the AIDA model, namely *Attention* or attention, *Interest* or interest, *Desire* or desire and *Action* or action.

(2) Indonesian Name

Not all Indonesians have surnames. Thus, the writing of citations is impossible to follow the above method. Some community groups are used to using surnames, for example Batak, Ambon, Papua, Manado. For quotes from the community group, it can be used as a way of surnames.

Example :

In a study, Sitompul (2003) discovered agroforestry systems in the development of soybean and corn technology.

However, other community groups do not use surnames. Names like Hadi Sabari Yunus, Bambang Riyanto, Muh Asrori, Syaiful Anwar, Sri Setyowati and so on, do not indicate surnames. In quoting such names, it is advisable to write down the full names.

Example :

Hadi Sabari Yunus (2006) explained that what is meant by urban is an area that is bounded by administrative juridical boundaries and is within the authority of the city government.

(3) Secondary Sources

Some of the examples above are for citations or direct sources. In various cases, sometimes authors have trouble finding primary sources and are forced to use secondary sources. In this case, what should be mentioned is a directly read source.

Example :

According to Granovetter in Eriyanto (2014) there are four indicators to measure the strength of a communication network bond.

(4) More than one name or karya

Excerpts of the works of two to five people are written in full on the first mention, but on subsequent mentions it is enough to write the first name only, followed by et al.

Example:

Intercultural Communication was born out of the emergence of the United States after the second World War as a world country (Berger, Roloff, Ewoldsen, 2014)

As outlined by Berger et al (2014).....

If what is cited is the work of more than five people, from the

beginning it is enough to write the first person only, followed by et al, it is only possible if the first person produces more than one written work with different teams.

Example:

According to Wiersa, Hinkle et al (1979), there are four levels of measurement, namely nominal, ordinal, interval, and ratio.

Wiersa, Jurs et al (1985) identified two types of research according to their objectives, namely basic research and applied research.

Excerpts of multiple sources, either by the same author or different sources are mentioned as following examples.

Example:

Previous research conducted by Johnson and Maruyama (1978), Slavin (1967,1971,1974) showed the positive impact of cooperative learning on students' academic and social abilities.

b. Documenting Libraries in Bibliography

All tipping names (with the year of issuer) must appear in the bibliography. The arrangement is based on the alphabetical order of the author's name, so there is no need to be numbered in order. The inclusion of the author's name in the bibliography refers to the APA (*American Psychological Association*) system, which is a final name or surname separated by a comma (inverted). If the author is more than one person, then the second and so on are not reversed, but the initials are written only followed by a period except for the word of the full written final name.

c. Order of How to Document Libraries in Bibliography

1) Periodical research or scientific journals

Mentions the author's name, year of publication, title of the essay. The name of the research periodical or journal is printed differently (for example, in italics or underscore), journal edition, volume, issue number, and pages.

(a) *Journal articles with one author*

Totok Mardikanto (2002). Redefinisi *Penyuluhan*. *Jurnal Sosial Ekonomi Pertanian*, 8(2), 150-160.

(b) *Journal articles with multiple authors*

Becker, L.J. & C. Seligman (1981). Welcome to the Energy crisis. *Journal of Social Issue*, 37(2), 1-7.

2) **Papers presented at scientific meetings**

Arranged in order of author name, year of writing or organization, title of the essay, form of meeting, place, date, and year of implementation.

Luhur, Wijayanto (2002). Pengembangan Software Untuk Administrasi Terpadu Perguruan Tinggi. Makalah disajikan dalam Seminar Pengelolaan Perguruan Tinggi, Surakarta. 25 November 2003.

3) **Scientific papers on proceedings**

Arranged in order of author name, year of writing, essay title, proceedings title, page where the essay was published (*pp: particular pages*), editor or editor, publisher place and publisher name. Proceedings titles are printed differently e.g. in italics or underscores.

Haryo, Sungkono (2002). Peningkatan Gizi Masyarakat Melalui Budidaya Ternak Pada Lahan Kering. *Proseding Seminar Hasil Penelitian Hibah Bersaing* (pp. 19-21). Jakarta : Ditbinlitabmas Ditjen Dikti.

4) **Research report (unpublished)**

Arranged in the order of the author's name, year of writing, title of the report, identity of the report (essay, thesis, dissertation, or other research report) a description that the report is not published and the name of the report the institution where the report is made. Heading essays are printed differently, for example with

oblique or underlined hutufs.

Sartono (2003). *Motivasi Petani Padi Melakukan Usahatani Alternatif di Kecamatan Sukoharjo*. Skripsi tidak diterbitkan, Universitas Sebelas Maret Surakarta.

5) Textbooks

Arranged in order of author name, year of publication, book copy, volume of publication to how many, name of city published, and name of publisher. The titles of printed books are different, for example in italics or underscores.

(a) Books with one author

Noeng Muhadjir (1992). *Metodologi Penelitian Kualitatif*. Yogyakarta: Rake Sarasih.

(b) Books with two authors

Hatch, E. & A. Lazaraton (1991). *The Research Manual : Design and Statistics for Applied Linguistics*. New York: Newbury House.

6) Books containing several essays (sunga potpourri)

Arranged in order of author name, year of writing, and title of the essay, name of the editor (editor), title of the book, page where the essay is published (pp : *particular pages*), name of the city where the publisher is, and name of the author. Book titles are printed differently, for example in italics or underlined.

(a) Books with editors

Rifai MA & Ermiaati (edt). (1993). *Glossary of Biology*. Jakarta: Pusa Language Development and Development.

(b) Part of the book with editors

Clark, C.M. (1986). The Carrol Model. Dalam M.J. Dunkin (edt), *The International Encyclopedia of Teaching and Teacher Education* (pp.36-40). Oxford: Pergamon.

7) Books with publisher as author

Arranged in the order of the publisher of the author's fund, the year of the book, the title of the book, the name of the city where the publisher is located.

Ministry of National Education (2002). *Indonesia : Education Statistics in Brief: 2001/2002*. Jakarta: Author.

8) Magazine articles

The title of the article, year, and month of the magazine are published. The name of the magazine and the page on which the article is articulated (pp: *particular pages*).

Example:

Janji Untung Stroberi. (2003, Juni). Trubus. PP.11-14..

9) Newspaper articles

It is written in the order of the author's name, the date of the month and year of the publisher, the title of the article, the name of the newspaper, and the page where the article is published.

Example:

Babrus Surur-Iyunk (2003, 19 Desember). Bergesernya Keislaman Muhammadadiyah. *Suara Merdeka*. Pp.6,9.

10) Research reports

Sianturi, R. & F. Tambunan (2001). *Lifestyle of Cataract Sufferers in North Sumatra*. (DPP Research Report, box no 14/DPP/USU/2001). Research Institute of the University of North Sumatra.

1. appendixs

As an explanation of the si script proposal, for example formulas, flow charts, and drawings / schemes and calculations of statistical analysis.

D. Special Instructions

1. The number of pages of the essay (including appendixs) is sought to be

proportional between the number of pages in the introduction, materials, and methods, results and discussions, conclusions and suggestions, and appendixs. The appendix only contains supporting data that is not contained in the research results chapter but still has a contribution to the research results.

2. Degrees of scholarship or academic degrees are not listed, either in the designation of reference sources in the text of the essay or in the bibliography.
3. The suggested description is also listed on the side (back of the cover)
4. The essay proposal is made in triplicate, with details of each for the main supervisor, accompanying supervisor, and the student concerned.
5. The essay and publication manuscript are each made in duplicate, with details of each for the main supervisor, accompanying supervisor, guest lecturer, library, and student concerned.

appendixS

appendix 1. Systematics of writing a essay proposal

I. INTRODUCTION

- A. Background
- B. Problem Formulation
- C. Research Objectives and Benefits

II. THEORETICAL FOUNDATIONS

- A. Bibliography Review
- B. Thinking Framework
- C. Hypothesis
- D. Definition of Operation and Variable Measurement

III. RESEARCH METHODS

- A. Research Design
- B. Location Determination Method
- C. Determination Method and Method of Sampling
- D. Data Sources
- E. Data Collection Techniques
- F. Data Analysis Methods

IV. SCHEDULE OF ACTIVITIES

BIBLIOGRAPHY appendixS

appendix 2. Essay proposal title page

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANG REGENCY**

Essay Proposal
Submitted to:

Agricultural Extension and Communication Study Program



By:

**Muhammad
Hafidh Ardhiansyah H0414030**

**FACULTY OF AGRICULTURE,
SEBELAS MARET UNIVERSITY,
SURAKARTA**

2018

appendix 3. Essay proposal attestation page

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANG REGENCY**
Essay Proposal

By:

**Muhammad
Hafidh Ardhiyansyah
H0414030**

Approved

Main Supervisor

dated.....

Full name and title

signature

.....
..... NIP

.....

Companion Guide

dates.....

Full name and title

signature

.....
..... NIP

.....

Certifying,
Head of Study Program
Agricultural Extension and Communication

Full name and title

.....

NIP.....

appendix 4. Systematics of Essay Writing

TITLE PAGE

ATTESTATION PAGE

PREFACE TABLE OF CONTENTS

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IMAGES LIST OF

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ABSTRACT

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B. Problem Formulation

C. Research Objectives and Benefits

II. THEORETICAL FOUNDATIONS

A. Bibliography Review

B. Thinking Framework

C. Hypothesis

D. Operational Definition and Variable Measurement

III. RESEARCH METHODS

A. Research Design

B. Location Determination Method

C. Determination Method and Method of Sampling

D. Data Sources

E. Data Collection Techniques

F. Research Methods

G. Constraints in Research Implementation

IV. GENERAL STATE OF THE RESEARCH AREA

V. RESULTS OF RESEARCH AND DISCUSSION

VI. CONCLUSIONS AND

SUGGESTIONS THE BIBLIOGRAPHY

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appendix 5. Front cover page of the essay

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANG REGENCY**

Essay

To fulfill some requirements to
obtain a Bachelor of Agriculture degree at
The Faculty of Agriculture
Eleven March University

Department / Study Program of
Agricultural Extension and Communication



By:

**Muhammad
Hafidh Ardhiansyah H0414030**

To

**FACULTY OF AGRICULTURE,
SEBELAS MARET UNIVERSITY,
SURAKARTA
2018**

appendix 6. Essay Title Page

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANG REGENCY**

Essay

To fulfill some requirements to
obtain a Bachelor of Agriculture degree at
The Faculty of Agriculture
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By:

**Muhammad
Hafidh Ardhiansyah H0414030**

To

**FACULTY OF AGRICULTURE,
SEBELAS MARET UNIVERSITY,
SURAKARTA
2018**

appendix 8. Table of contents writing

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appendix 12. Seminar paper title page

Research Results Seminar Paper ¹⁾

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANG REGENCY ²⁾**

Department/Study Program of
Agricultural Extension and Communication



By:

**Muhammad
Hafidh Ardhiansyah H0414030**

**FACULTY OF AGRICULTURE,
SEBELAS MARET UNIVERSITY,
SURAKARTA**

2018

- 1) The paper was disseminated in the Department / Program of Agricultural Extension and Communication Studio on July 23, 2018*
- 2) The results of the essay research under the guidance of Prof. Ir. Djiwandi and Dr. Ir. Totok Mardikanto, M.S.*

appendix 13. Seminar paper attestation page

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANG REGENCY**

Research Results Semi-nar Papers

By:

**Muhammad
Hafidh Ardhiansyah H0414030**

Approved

On the date.....

Main Supervisor

Full name and title

signature

.....
..... NIP

.....

Companion Mentor

Full name and title

signature

.....
..... NIP

.....

appendix 14. Systematics of writing seminar papers from research results

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- ATTESTATION PAGE
- TITLE PAGE
- I. INTRODUCTION
 - A. Background
 - B. Problem Formulation
 - C. Research Objectives and Benefits
- II. THEORETICAL FOUNDATIONS
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 - B. Thinking Framework
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 - D. Operational Definition and Variable Measurement
- III. RESEARCH METHODS
 - A. Research Design
 - B. Location Determination Method
 - C. Methods of Determination and How to Pulln Samples
 - D. Data Sources
 - E. Data Collection Techniques
 - F. Research Methods
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- V. RESULTS OF RESEARCH AND DISCUSSION
- VI. CONCLUSIONS AND SUGGESTIONS
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appendix 15. Systematics of publication scriptwriting

ABSTRACT

ATTESTATION PAGE

TITLE PAGE

ABSTRAT

INTRODUCTION (Contains background, problem formulation, and research objectives)

RESULTS OF RESEARCH AND DISCUSSION (Contains research results, statistical analysis , and languagen research)

CONCLUSIONS AND SUGGESTIONS

THANK YOU (Hany ajika addressed to funders or agencies that support the implementation of research)

BIBLIOGRAPHY

appendix 16. Writing the title page of the publication manuscript

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANGREGENCY ²⁾**

Department / Study Program of
Agricultural Extension and Communication



By:

**Muhammad
Hafidh Ardhiansyah ¹⁾**

Djiwandi ²⁾

Totok Mardikanto

²⁾

**FACULTY OF AGRICULTURE,
SEBELAS MARET UNIVERSITY,
SURAKARTA**

2018

- 1) Students of the Agricultural Extension and Communication Department/Study Program, Faculty of Agriculture, Sebelas Maret University, Surakarta.
- 2) Lecturer of Agricultural Extension and Communication Department/Study

Program, Faculty of Agriculture, Sebelas Maret University, Surakarta.

appendix 17. Writing of publication manuscript attestation page

**FARMERS' ATTITUDES TOWARDS FOOD SECURITY
DEVELOPMENT PROJECTS IN SEMARANG REGENCY**

Manuscript of Research Publication

By:

**Muhammad
Hafidh Ardhiansyah Djiwandi
Totok Mardikanto**

Approved

On the date.....

Main Supervisor

Full name and title

signature

.....
..... NIP

.....

Companion Mentor

Full name and title

signature

.....
..... NIP

.....

appendix 18. Table writing

Table 1. Analysis of the relationship between attitude-forming factors and agricultural attitudes towards food security development projects

Correlation	rs	Z-count	Conclusion
Age	-0.255	-1.606	Ns
Formal Education	0.059	0.371	Ns
Income	0.422	2.658	S

Source : Primary Data

Analysis $Z_{tab} (0.05) = 1.96$