

**HANDBOOK ON WRITING PROPOSALS, SKRIPSI
MANUSCRIPT, SEMINAR PAPERS, AND PUBLICATION
MANUSCRIPT**



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

**UNIVERSITAS SEBELAS MARET
SURAKARTA
2020**

PREFACE

The definition of *Skripsi* referred to in this book is a scientific paper from the results of research prepared by students in order to fulfil some of the requirements for obtaining a Bachelor's degree at the Faculty of Agriculture UNS. The mechanism for completing the research process to prepare *Skripsi* must be preceded by making a *Skripsi* proposal so that the implementation is more directed and correct. *Skripsi* and scientific publications need to be prepared based on the principles of writing scientific papers.

The Handbook for Writing Proposals, Skripsi Manuscripts, Seminar Papers and Publication Manuscripts contain only the main rules, but to get uniformity in writing, the existence of this book is very necessary. These rules also act as a guide for students, lecturers, heads of study programme, and faculties to facilitate the completion of the Skripsi.

Surakarta, September 2020
Head of Study Programme

Dr. Suminah, M.Si

FOREWORD

A handbook for writing scientific papers for students is really needed to simplify and standardise scientific work which includes Proposals, Seminar Papers, *Skripsi*, and Publication Manuscripts, considering that the guidebook at the Faculty of Agriculture UNS is still general. Writing Proposals, *Skripsi* Manuscripts, Seminar Papers, and Publication Manuscripts requires certain writing techniques, which are related to the content, structure, and format of the writing comprehensively, so that it is necessary to add and adjust the Guidelines for Writing Proposals, *Skripsi* Manuscripts, Seminar Papers, and Publication Manuscripts for the Agricultural Extension and Communication Study Programme, Faculty of Agriculture UNS. These guidelines are prepared by trying to keep abreast of developments and adhering to the rules and principles of the Scientific Writing Method. The authors of this Handbook are as follows:

NAME	POSITION	POSITION IN TEAM
1. Dr.Suminah, M.Si	Head of Study Programme	Person in Charge
2. Dr.Ir. Sugihardjo., MS	Chairman of Commission of Bachelor's Degree Programme in Agricultural Extension and Communication	Chairman
3. Eksa Rusdiyana, S.P., M.Sc	Secretary of Commission of Bachelor's Degree Programme in Agricultural Extension and Communication	Secretary
4. Dr. Joko Winarno, M.Si	Member of Commission of Bachelor's Degree Programme in Agricultural Extension and Communication	Member
5. Prof. Dr. Suwanto, M.Si	Member of Commission of Bachelor's Degree Programme in Agricultural Extension and Communication	Member
6. Dr. D. Padmaningrum, S.P., M.Si	Member of Commission of Bachelor's Degree Programme in Agricultural Extension and Communication	Member

This handbook is expected to be used as a guideline in writing scientific papers and is possible to change for the sake of perfection in writing student scientific papers, in accordance with applicable rules in the future.

Surakarta, March 2020
Head of Study Programme,

Dr.Suminah, M.Si

**HANDBOOK ON WRITING PROPOSAL, SKRIPSI, SEMINAR PAPER,
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AUTHORS

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AGRICULTURAL EXTENTION AND COMMUNICATION
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PROPOSAL



I. RESEARCH PROPOSAL

The research proposal has three sections: (A) Initial Section, (B) Main Section, and (C) Final Section. The systematics of the research proposal can be found in Appendix 1.

A. INITIAL SECTION

This section includes title page, approval page, and table of contents.

1. Title Page

The title page covers:

a. Research Title

The research title must specify the problem to be studied and/or concisely state the research's goals and objectives. It must be written in capital letters and be no more than 16 words long.

b. Proposal Objective

The *Skripsi* proposal is submitted to the Agricultural Extension and Communication Study Programme, Faculty of Agriculture, Universitas Sebelas Maret.

c. UNS Logo

UNS logo is made in an official format and has a diameter of approximately 5.5 cm.

d. Student's Name

The student's name is written in full, and the student registration number is written beneath it.

e. Institution Name

Agricultural Extension and Communication Study Programme,
Faculty of Agriculture, Universitas Sebelas Maret

f. Submission Time and Location

The research proposal must include the location (Surakarta) and the year of writing (beneath the location).

An example of a *Skripsi* proposal title page is provided in Appendix 2.

2. Approval Page

This page includes the proposal description and approval by the SUPERVISOR and Co-supervisor, as well as the signatures and date of the approval.

An example of a legitimation page is provided in Appendix 3.

B. MAIN SECTION

1. Introduction

a. Background

This section outlines what should ideally happen and the facts discovered. Researchers must explain the significance of their research by demonstrating the significance of the problems and explaining why they need to be studied. The background should also include actual issues from the broadest to the narrowest levels, relevant data, research results, policies, and statements published in the media or other references from experts or people knowledgeable in their fields. Problem identification can be obtained from reading material, expert opinion, observation, or a combination of the three. Research findings need to confirm that the problems do exist.

b. Problem Formulation

This section depicts the essence of the problem to be investigated. Problem formulation should be current and interesting, especially for those who will support and use the research findings, and it must meet the requirements for implementation as well. Furthermore, to make it easier to find the answers through research, it should be brief and specific. The problems can be formulated as questions or statements, making it easier for researchers to develop the objectives of the research.

c. Research Objectives

This section outlines the research objectives and the benefits to science and/or agricultural development.

d. Research Benefits

This section discusses the benefits of the research to the community and research institutions.

2. Theoretical Framework

a. Previous Studies

This section contains a number of previous studies that are relevant to the research topic. The studies can be derived from international

and national journals, dissertations, theses, or *Skripsi*. Research topics, variables studied, methodology and other points are presented in this section so that the differences and similarities between previous research and the current research can be seen. The findings of the previous research review are presented in the form of an explanation of the 'differences' between the research that will be conducted and the previous research. If necessary, the review's findings on the novelty of the research can be presented in tabular form.

b. Literature Review

This section contains a systematic description of the theories and concepts that serve as the foundation for developing a framework or leading to a hypothesis (if any). Theories and concepts in the literature review must refer to three things: relevance, validity, and recentness. Relevance means that the theory and concepts implemented must be relevant to the problems to be investigated. The theories stated in this section are the main theories used in the research, particularly those related to the variables or research dimensions, for example: theories about motivation, attitude, adoption, leadership, communication, participation, conflict, information, and so on. The concept refers to a variety of definitions or literature that supports research topics, such as agricultural development, rural areas, farmers, empowerment, entrepreneurship, organic farming, and so on.

The reference sources used must be valid and taken from literature that meets scientific standards and should preferably be the most recent. Research-scale publications, scientific journals, publications of other research results, proceedings of scientific meetings, and textbooks are some reference sources that meet these three requirements and are thus prioritized for use. The literature review focuses on supporting theories related to research dimensions or variables, along with the indicators, parameters, and measurement techniques as well as descriptions of the interrelationships between

variables (if needed). The minimum number of references used is 25, with at least 30% of them being English language references. The researcher must explain the theories used, the findings and methods used, and the synthesis in order to provide direction for the framework's development.

c. Framework

This section provides an overview of the interrelationships between research variables that will be studied and written by prospective researchers themselves (without citing any literature) to serve as a guide in solving research problems. The framework is designed to clarify the flow of thought when solving research problems based on existing theory. The framework also includes the research conceptual framework, which aids in the preparation of hypotheses (if necessary).

d. Hypothesis (if present)

This section contains brief statements based on literature studies. The statements are temporary solutions or conclusions to the problem being studied. The proposed temporary answers or conclusions must be verified by research data.

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

In the quantitative approach the operational definition is the defining or the establishment of a clear understanding of the variables gathered from literature and adapted to the research context. Variables are symbols to which we attach numbers or values. The operational definition serves as a guide for measuring the required data and formulating the instruments of data collection. Variable measurement can be done using a nominal, ordinal, interval, or ratio scale. As for the qualitative approach, the research concept outlines an explanation of the phenomena investigated in the study. Essentially, the concept is used to describe events, circumstances,

groups, or individuals that are the researcher's focus in an abstract manner.

3. Research Methods

This section contains the selected method for collecting and analysing the required data.

a. Research Design

Based on the research objectives, research designs are classified as exploratory research, descriptive research, inferential research, and can be further developed into evaluative research and verification research. The research approach can be classified as quantitative, qualitative, or a combination of the two.

b. Research Sites

This section describes the research location, the reasons for selecting it, and the ways for determining it.

c. Population and Sampling or Informant Selection Techniques

A quantitative approach can cover all research objects (census) or a part of the population (sample). A Sample research method includes research objects (individuals, institutions) and sample size. The sampling technique can employ the principles of random sampling (simple random sampling, systematic random sampling, cluster random sampling, stratified random sampling, and multistage random sampling) and non-random sampling (purposive, snowball). In a qualitative approach, it is necessary to describe the reasons for selecting informants.

d. Data Types

Research data can be primary (obtained from the first source) or secondary data (obtained from secondary resources, such as reports from official institutions).

e. Method of Data Collection

Data collection methods can include surveys, in-depth interviews, focus group discussions, and observations, notes, or monographs.

f. Method of Data Analysis

This section contains techniques for processing and analysing data in accordance with the research approach. This section also explains how to determine the validity and reliability of the data. Data analysis implies describing data in such a way that parts of the data or information closely related to research objectives are visible. It is necessary to mention the software used in this section. If the research proposes a hypothesis to be tested, the researcher must also specify the statistical model and the desired level of accuracy.

C. FINAL SECTION

The final section of the *Skripsi* proposal includes timetable, documentation of literature, and appendices (if any), such as formulas, flowcharts, images/schematics, and others.

1. Research Schedule

This section contains information on the estimated time required for research preparation, data collection, data processing, *skripsi* writing, seminar and *skripsi* examination. The schedule is presented as a matrix.

2. Literature Documentation

a. In-Text Literature Documentation

Basically, the source of the citation must be mentioned for all parts of the scientific paper that are not the author's personal opinion. The literature documentation only contains the literature used as a reference in the preparation of the *Skripsi* proposal using the name and year system scheme.

There are several methods to mention the citation sources:

(1) Foreign Names

For foreign names, the surname or last name is written in the text or quotation.

For example:

Bovee (2008) menyebutkan bahwa dalam komunikasi bisnis, pesan persuasif biasanya disampaikan mengikuti pendekatan tidak langsung, salah satunya menggunakan model AIDA, yakni Attention atau perhatian, Interest atau minat, Desire atau keinginan dan Action atau tindakan.

(2) Indonesian Names.

Not all Indonesian have surnames. Therefore, writing citations in the previous method is not possible for this circumstance. Several communities are accustomed to using their surnames, such as Batak, Ambon, Papua, and Manado. For citations from these communities, the surname method can be used.

For example:

Dalam sebuah penelitian, Sitompul (2003) menemukan sistem agroforestri dalam pengembangan teknologi kedelai dan jagung.

However, some other communities do not use any surnames. Indonesian names such as Hadi Sabari Yunus, Bambang Riyanto, Muh Asrori, Syaiful Anwar, Sri Setyowati and many others do not indicate any surnames in them. When citing any of those names, it is suggested writing their full names.

For example:

Hadi Sabari Yunus (2006) menjelaskan yang dimaksud dengan perkotaan adalah daerah yang dibatasi oleh batas-batas yuridis administratif dan berada dalam satu kewenangan pemerintah kota.

(3) Secondary Sources

Names in the previous examples apply for citations or direct sources. In various cases, writers occasionally have difficulties finding the primary sources and have to use the secondary sources. In this case, the year that should be mentioned is from the source that is directly read.

For example:

Menurut Granovetter dalam Eriyanto (2014) terdapat empat indikator untuk mengukur kekuatan suatu ikatan jaringan komunikasi.

(4) Multiple names or works

Names in the citations from the work of two up to five writers are all written down only in the first citation, while in the following

ones only the name of the first writer is mentioned, followed with *dkk.*(*et.al*).

For example:

Komunikasi Antar-budaya lahir dari kemunculan Amerika serikat pasca Perang Dunia kedua sebagai negara dunia (Berger, Roloff, Ewoldsen, 2014)

Seperti diuraikan oleh Berger *dkk* (2014).....

If what is cited is the work of more than five writers, it is only the first writer's name that is mentioned, followed by *dkk./et.al.*, except if the writer works on more than one scientific paper with a different team.

For examples:

Menurut Wiersa, Hinkle dkk (1979), ada empat tingkat pengukuran yaitu nominal, ordinal, interval, dan rasio.

Wiersa, Jurs dkk (1985) mengidentifikasikan dua jenis penelitian menurut tujuannya, yaitu penelitian dasar dan penelitian terapan.

Citations from several sources, either from the same writer of different sources are mentioned in the following example.

Penelitian terdahulu yang dilakukan oleh Johnson dan Maruyama (1978), Slavin (1967,1971,1974) menunjukkan dampak positif pembelajaran kooperatif terhadap kemampuan akademik dan sosial siswa.

b. Literature Documentation in the Reference

All literature/references cited (with the year of publication) must appear in the reference. The arrangement is based on the alphabetical order of the writer's name so that it is not necessary to be numbered.

The inclusion of the writer's name in the reference refers to the APA (American Psychological Association) system, namely the last name or surname separated by a comma (reversed). If the writer is more than one person, then the second and so on are not reversed, but only the initial of their first name is written down followed by a full stop, except for the last word of the name which is written in full.

c. The Order of Literature Documentation Method in the Reference

1) Research periodicals or scientific journals

Scientific Journals (including research periodicals) mention the writer's name, year of publication, article title, journal name, volume (number): pages where the article appears. Scientific journal names are abbreviated and not italicised.

(a) Journal articles written by one writer:

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

(b) Magazines/scientific journals written by less than or equal to 3 writers:

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) Magazines/scientific journals written by more than 3 writers:

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/scientific 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) Magazines/scientific journals 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 in the scientific conferences

They are arranged in the order of the writer's name, year of writing/organising, essay title, meeting forms, place, date, and year of organising:

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

3) Scientific papers in proceedings

They are arranged in the order of the writer's name, year of writing, essay title, proceeding title, pages where the essay is published (pp: particular pages), editor, city of publication, and publishing company. The proceeding title is printed differently, for example in italics or underlining.

a) Seminar proceedings with less than or equal to 3 editors:

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) Seminar proceedings 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)

They are arranged in the order of the writer's name, year of writing, report title, report identity (Skripsi, thesis, dissertation, other research reports) attached with a statement that the report was not published and the name of the institution where the report was made. The report title is printed differently, for example in italics or underlining.

Sartono.2003. *Motivasi 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

They are arranged in the order of the writer's name, year of publication, book title, volume of publication, city of publication, and publishing company. The book title is printed differently, for example in italics or underlining.

(a) Textbook with less than or equal to 3 authors:

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.

(b) Textbook with more than three authors:

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

(c) Textbook with two authors:

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

(d) Textbook with editor:

Rifai MA & Ermiami (edt).1993. *Glosarium Biologi.* Jakarta: Pusa Pembinaan dan Pengembangan Bahasa.

(e) Textbook chapter with editor:

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 essays (Anthology)

They are arranged in the order of the writer's name, year of writing, essay title, editor's name, book title, pages where the essay is published (pp: particular pages), city of publication, the writer's name. The book title is printed differently, for example in italics or underlining.

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). Below-ground interactions in tropical agroecosystems. Cambridge (MA): CAB International. p17-39

7) Books with publishers as the authors

They are arranged in the order of the publisher and or the writer's name, year of publication, book title, city of publication.

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

8) Magazine articles

The order of writing is the article title, year and month of publication, magazine name, and pages where the article appears. (pp: particular pages).

For example:

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

9) Newspaper articles

The order of writing is the writer's name, the date month and year of publication, article title, newspaper name, and pages where the article appears.

For example:

Babus Surur-Iyunk. 2003, 19 Desember. Prospek Urban Farming di Kota Solo. *Suara Merdeka*. pp.6,9.

10) Research Report

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) Writers from an 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 per-tembakauan 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 writer's name which is the same as the previous writer's 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) which are not scientific journals, books, and proceedings can be cited as long as they are written by an 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) Translated materials should be avoided if those in the original are available. However, in the absence of such materials or language barrier since they are not in English (for example in Dutch or Germany), the reference is presented as follows.

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

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

3. Appendices

Appendices, such as formulas, flowcharts, and images/schematics, help to clarify thesis proposals.

II

SKRIPSI

I. SKRIPSI

The outline of the *skripsi* content is grouped into three major parts: the initial section, the main section, the final section.

An example of a systematic *skripsi* is shown in Appendix 4.

A. INITIAL SECTION

The initial section of the *skripsi* includes a front cover page, title page, legitimacy page, abstract, preface, table of contents, table of glossary terms and acronyms, list of tables, list of figures, and list of appendices.

1. Front cover page

The front cover page of the *skripsi* contains the title of the *skripsi*, the purpose of the *skripsi*, the logo of Universitas Sebelas Maret, student names and numbers, study programme/departments/faculties, places, and year of legitimacy.

- a. The research title is written in capital letters with a size proportional to the size of the paper and the standard font (*Times New Roman*).
- b. The purpose of the study is to fulfil some of the requirements to achieve a bachelor of agriculture degree in the Agricultural Extension and Communication Study Programme at the Faculty of Agriculture, Universitas Sebelas Maret.
- c. The UNS logo is made in light blue and has a diameter of approximately 5.5 cm.
- d. The student's name is written in full, and the student's number is written beneath it.
- e. The target institution is the Agricultural Extension and Communication Study Programme of the Faculty of Agriculture, Universitas Sebelas Maret.
- f. Submission Location and time are indicated by stating the location (Surakarta) and the year of *skripsi* writing is written beneath it.

A sample cover page of the *skripsi* is shown in Appendix 5.

2. Title Page

The contents of the title page are the same as those of the front cover page and are printed on white paper. The title page contains: the title of the study, the logo of Universitas Sebelas Maret, the student's name and student number, the target institution, and the year of legitimacy. An example of a title page is shown in Appendix 5.

3. Approval Page

The approval page contains the approval of the board of examiners, consisting of the chairman, examiner one, examiner two, and the exam date.

An example of an approval page is shown in Appendix 6.

4. Preface

The preface contains a brief description of the purpose of the *skripsi*, other explanations considered necessary, and an acknowledgment.

5. Table of Contents

The table of contents aims to provide a comprehensive overview of the contents of the *skripsi*. An example of a table of contents is shown in Appendix 7.

6. Table of Glossary Terms and Acronyms

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

7. List of Tables

The list of tables is needed if the *skripsi* contains many tables. The list of tables contains the number, the table title, and the page where the table is placed. The list of tables is not created if the *skripsi* contains only a few tables. An example of the list of tables is shown in Appendix 8.

8. List of Figures

The format and terms for writing a list of figures are the same as those for writing a list of tables. An example of a list of figures is shown in Appendix 9.

9. List of Appendices

The format and terms for writing a list of appendices are the same as those for writing a list of figures. An example of a list of appendices is shown in Appendix 10.

10. Abstract

An abstract contains a thorough yet concise description of the research title, researcher name, research background, research objectives, research methods, research results, discussion, and research conclusions. Therefore, the abstract is the overall content of the skripsi in miniature. The abstract is written with one space in Indonesian. The research title is written in capital letters and placed in the same position between the distance of the left margin and the right margin.

11. Summary

The content and format of the summary are the same as those of the abstract. The research title and abstract are composed in English.

B. THE MAIN SECTION

The main section of the *skripsi* proposal includes:

1. Introduction

a. Background

In the background, the author shows what should happen and what is actually discovered, containing a description of the significance of the research problem and explaining why the problem needs to be investigated. The significance of the problem can be in the form of actual issues, from the broadest to the narrowest scope, which can contain data, policies, or statements from experts or people knowledgeable in their fields. The problems can be obtained from reading materials, expert opinions, observations, or a combination of the three, and supported by the facts found in the research results to confirm that the problems exist. Integrate ideas into existing tests as necessary.

b. Problem Formulation

The author gives an indication of the core problem to be investigated. Problem formulation should be actual and fascinating,

particularly for those who will support and make use of the research findings but also need to satisfy the requirements of implementation. The formulation of the problem is presented briefly and specifically, and thus the answers are easily found through research. The problem formulation can be assembled in the form of questions or statements, making it easier for researchers to formulate research objectives.

c. *Research Objectives and Benefits*

The author mentions the research objectives to be achieved and the benefits for science and/or agricultural development.

2. Theoretical Framework

a. *Previous Research*

It includes a number of earlier studies pertinent to the topic of the research. Various research can come from an international or national journal, a dissertation, a thesis, or a *skripsi*. In this sub-chapter, the researcher suggests and outlines the points in the form of research topics, variables examined, methodology, and so on. Thus, the researcher can point out the differences and similarities between the previous research and the research to be conducted. The results of the review of previous research are in the form of exposure to the "novelty" of research to be done in comparison to the earlier research. The results can then be further summarized in the form of tables, if necessary, after reviewing the study's novelty.

b. *Literature Review*

It includes a systematic description of the theory that serves as the foundation for composing a framework. This leads to a hypothesis of theories from the literature contained in the literature review that should refer to three things: relevance, validity, and novelty. Relevance means that the theory and the results of research must be relevant to the problem being studied. The reference source must be authentic and cited from literature that meets scientific standards. The theory and research results are also taken from the latest sources. Reference sources meeting these three requirements that are preferred to be used are: research-scale publications, scientific

journals, publications of other research results, proceedings of scientific conferences, and textbooks. A review of the research methods can be done here. Therefore, the literature review focuses on supporting theories related to research variables, indicators, parameters, and measurement techniques, previous findings, and a description of the relationship between variables and research methods. The researcher needs to compare theories, findings, related methods, and synthesis to guide the preparation of the framework.

c. *Framework*

A framework is a description of the interrelationship between the research variables to be studied and is constructed by prospective researchers (without citing any literature) based on the library review as a guide to solving the research problems. The framework aims to clarify the flow of thinking in solving research problems based on existing theories. To aid in the preparation of hypotheses, if necessary, the framework also contains the conceptual research framework for research.

d. *Hypothesis (if any)*

A hypothesis contains a brief statement based on the literature review and is an interim answer or conclusion to the problem. The submitted interim answers or conclusions must be verified using research data.

e. *Operational Definition and Variable Measurement*

Defining or giving a clear understanding of the variables is very crucial because it guides the measurement, the data, and the formulation of data collection instruments. In determining the measurement variables, two approaches can be taken: an “*ethic*” approach developed by researchers from the concept or viewpoint outside the research object and an “*emic*” perspective developed from the research object or according to the measurement agreed upon by the research object. Variable measurement can be undertaken using nominal, ordinal, interval, and ratio scales.

3. Research Methods

It represents the method chosen for collecting the required data and the analysis carried out.

a. Research Design

Research design can be selected in terms of research objectives, namely explorative research, descriptive research, and inferential research, and can be further developed into evaluative research and verifiable research. In terms of its nature, research is classified into quantitative research and qualitative research, or a combination of both (*mixed*).

b. Research Sites

This section describes the research location, the reasons for selecting it, and the ways for determining it.

c. Determining and Conducting Sampling Method

The research may involve the entire research object (census) or a portion of the population (sample). A sample research method includes research objects (individuals, institutions) and sample size. Sample size is determined by quota or by being proportional to the population. Sampling 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 Source

Data sources can be primary and secondary data.

e. Data Collection Techniques

Data collection techniques include surveys, in-depth interviews, and focus group discussions; they can also be supported by observations, notes, or monographs.

f. Data Analysis Method

It includes techniques for data preparation, processing, analysis, and interpretation. The concept of data analysis means elaborating the

data to make parts of the data or information visible, which is closely related to the objective of the study. This section should include any software used. The researcher mentions statistical models and the intended level of accuracy.

g. Constraints in conducting the research (if any)

Examples of constraints include respondents who refuse to participate in interviews, interruptions during interviews that prevent analysis, and questionnaires that are misplaced in storage. The researcher then presents strategies for overcoming these challenges, including how to replace respondents.

4. General State of the Research Area

It contains information related to research. To avoid giving the perception that the author's exposure is outside the scope of the research, less pertinent information should be avoided. Thus, the research on a particular project should pinpoint more project-related things.

5. Research Results and Discussion

The research results contain the findings and analysis of data collected in the field (if data collection is required in the thesis). The previous sections should not be categorized as not being the result of research. The research background written in the first chapter is also the result of research. An analysis concept refers to the activity of presenting data, starting from aggregated statistics that are gradually analyzed into the parts composing the statistics. The essence of the discussion is to compare findings with hypotheses, aligning research findings with theories and previous findings.

Since visual representation can convey information more clearly than written words, research results are typically presented in tables or figures (such as graphs, photographs, schemes, charts, and so forth). Nevertheless, sufficient explanation of the meaning in presenting the tables and figures is still required to resolve research problems. It should also be noted that data presentation in the form of tables can provide more thorough information than graphs, but graphs are easier to

understand than tables; therefore, their use depends on needs. The results of the data analysis, along with the hypothesis testing (if any), are presented in this chapter because they are crucial to the discussion in order to solve the same problem. However, if not required, it should be placed in the appendix. Similarly, supporting data in any form must be placed in the appendix.

6. Conclusion and Suggestion

Conclusion and suggestion help the reader understand the direction of the study, and thus the objective of the study becomes the introduction to the conclusion. Following that, the researcher presents the research findings. The relationship between the suggestions and the objective of the study must be well-maintained. If necessary, the researcher proposes suggestions regarding research methods.

C. FINAL SECTION

1. Literature Documentation

a. In-Text Literature Documentation

Basically, all parts of scientific writing that are not the author's personal opinion should mention the sources of quotations. The literature documentation only contains the literature used as a reference in preparing *skripsi* proposals using the name and year system scheme. There are several ways to cite the source of a quote:

(1) Foreign Names

For foreign names, the surname or last name is written in the text or quotation.

For example:

Bovee (2008) menyebutkan bahwa dalam komunikasi bisnis, pesan persuasif biasanya disampaikan mengikuti pendekatan tidak langsung, salah satunya menggunakan model AIDA, yakni Attention atau perhatian, Interest atau minat, Desire atau keinginan dan Action atau tindakan.

(2) Indonesian Names

Not all Indonesian have surnames. Therefore, writing citations in the previous method is not possible for this circumstance. Several communities are accustomed to using their surnames, such as Batak, Ambon, Papua, and Manado. For citations from these communities, the surname method can be used.

For example:

Dalam sebuah penelitian, Sitompul (2003) menemukan sistem agroforestri dalam pengembangan teknologi kedelai dan jagung.

However, some other communities do not use any surnames. Indonesian names such as Hadi Sabari Yunus, Bambang Riyanto, Muh Asrori, Syaiful Anwar, Sri Setyowati and many others do not indicate any surnames in them. When citing any of those names, it is suggested writing their full names.

For example:

Hadi Sabari Yunus (2006) menjelaskan yang dimaksud dengan perkotaan adalah daerah yang dibatasi oleh batas-batas yuridis administratif dan berada dalam satu kewenangan pemerintah kota.

(3) Secondary Sources

Names in the previous examples apply for citations or direct sources. In various cases, writers occasionally have difficulties finding the primary sources and have to use the secondary sources. In this case, the year that should be mentioned is from the source that is directly read.

For example:

Menurut Granovetter dalam Eriyanto (2014) terdapat empat indikator untuk mengukur kekuatan suatu ikatan jaringan komunikasi.

(4) Multiple names or works

Names in the citations from the work of two up to five writers are all written down only in the first citation, while in the following ones only the name of the first writer is mentioned, followed by dkk. (*et.al.*).

For example:

Komunikasi Antar-budaya lahir dari kemunculan Amerika Serikat pasca Perang Dunia kedua sebagai negara dunia (Berger, Roloff, Ewoldsen, 2014)

Seperti diuraikan oleh Berger dkk (2014).....

If what is cited is the work of more than five writers, it is only the first writer's name that is mentioned, followed by et.al., except if the writer works on more than one scientific paper with a different team.

For examples:

Menurut Wiersa, Hinkle dkk (1979), ada empat tingkat pengukuran yaitu nominal, ordinal, interval, dan rasio.

Wiersa, Jurs dkk (1985) mengidentifikasikan dua jenis penelitian menurut tujuannya, yaitu penelitian dasar dan penelitian terapan.

Citations from several sources, either from the same writer of different sources are mentioned in the following examples.

For example:

Penelitian terdahulu yang dilakukan oleh Johnson dan Maruyama (1978), Slavin (1967,1971,1974) menunjukkan dampak positif pembelajaran kooperatif terhadap kemampuan akademik dan sosial siswa.

b. Literature Documentation in the Reference

All literatures/references cited (with the year of publication) must appear in the reference. The arrangement is based on the alphabetical order of the writer's name so that it is not necessary to be numbered. The inclusion of the writer's name in the reference refers to the APA (American Psychological Association) system, namely the last name or surname separated by a comma (reversed). If the writer is more than one person, then the second and so on are

not reversed, but only the initial of their first name is written down followed by a full stop, except for the last word of the name which is written in full.

c. *The Order of Literature Documentation Method in the Reference*

1) Research periodicals or scientific journals

Scientific Journals (including research periodicals) mention the writer's name, year of publication, article title, journal name, volume (number): pages where the article appears. Scientific journal names are abbreviated and not italicised.

(a) Journal articles written by one writer:

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

(b) Magazines/scientific journals written by less than or equal to 3 writers:

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) Magazines/scientific journals written by more than 3 writers:

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/scientific 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

Magazines/scientific journals with web address, Uniform Resource Locater (URL)

2) Papers presented in the scientific conferences

They are arranged in the order of the writer's name, year of writing/organising, essay title, meeting forms, place, date, and year of organising.

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

3) Scientific papers in proceedings

They are arranged in the order of the writer's name, year of writing, essay title, proceeding title, pages where the essay is published (*pp: particular pages*), editor, city of publication, and publishing company. The proceeding title is printed differently, for example in italics or underlining.

a) Seminar proceedings with less than or equal to 3 editors:

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.

b) Seminar proceedings 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)

They are arranged in the order of the writer's name, year of writing, report title, report identity (Skripsi, thesis, dissertation, other research reports) attached with a statement that the report was not published and the name of the institution where the report was made. The report title is printed differently, for example in italics or underlining.

Sartono.2003. *Motivasi 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

They are arranged in the order of the writer's name, year of writing, book title, volume of publication, city of publication,

and publishing company. The book title is printed differently, for example in italics or underlining.

(a) Books written by less than or equal 3 writers:

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.

(b) Textbooks written by more than 3 writers:

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

(c) Books written by 2 writers:

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

(d) Books with editor:

Rifai MA & Ermiati (edt).1993. *Glosarium Biologi.* Jakarta: Pusa Pembinaan dan Pengembangan Bahasa.

(e) Book chapter with editor:

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 essays (Anthology)

They are arranged in the order of the writer's name, year of writing, essay title, editor's name, book title, pages where the essay is published (pp: *particular pages*), city of publication, the writer's name. the book title is printed differently, for example in italics or underlining.

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). Below-ground interactions in tropical agroecosystems. Cambridge (MA): CAB International. p17-39

7) Books with publishers as the authors

They are arranged in the order of the publisher and or the writer's name, year of publication, book title, city of publication.

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

8) Magazine articles

The order of writing is the article title, year of writing, month when the magazine is published, magazine name, and pages where the article appears. (pp: particular pages).

For example:

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

9) Newspaper articles

The order of writing is the writer's name, date month and year of publication, article title, newspaper name, and pages where the article appears.

For example:

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

10) Research Report

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) Writers from an 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 per-tembakauan 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 writer's name which is the same as the previous writer's 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) which are not scientific journals, books, and proceedings can be cited as long as they are written by an 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) Translated materials should be avoided if those in the original are available. However, in the absence of such materials or language barrier since they are not in English (for example in Dutch or Germany), the reference is presented as follows.

Kalshoven LGE. 1981. Pests of crops in Indonesia. Laan PA van der (Translator). Jakarta (ID): Ichtar 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. Appendices

Appendices serve as explanatory parts of the *skripsi* proposal, i.e. formulas, flowcharts, pictures/schemes, and statistical analysis calculations.



III
WRITING SEMINAR
PAPERS



III

SEMINAR PAPERS (PROPOSALS and RESEARCH RESULTS)

A. Seminar Paper Format

1. The paper title is placed in the centre of the paper or the same distance between the right and left edges of the paper. The title is written in capital letters_(Appendix12).
2. The writer's name and identity are placed on the next line in the centre position (*Centre*).
3. Approval page is legalised by the supervisor lecturers and acknowledged by the chairman of Bachelor's Commission of the study programme (Appendix 13).
4. Abstract contains objectives, research methods, research results, and research conclusions. Although it contains complete elements, the essence should be concise (\pm 250 words). It is printed with single spacing (*New Times Roman* font 12).
5. Introduction provides an overview of the problem and the significance of the research supported by the results of previous research. The introduction ends with a paragraph on the objectives of the research.
6. Literature Review consists of framework, hypotheses, operational definitions, and variable measurements.
7. Research Methodology informs the research procedures, such as the research basis, location determination, sample method, sample size, data collection, and data analysis methods.
8. Research results and discussion are organised into one unit comprehensively. Research results are presented clearly and informatively with complementary tables and figures (graphs, charts, photos, etc.). The research results in the form of tables and figures must still be given a concise and clear explanation. Discussion explains the research results, whether the research results have answered the problems or research objectives and the relationship with the research hypotheses, as well as differences and similarities with the results of previous research.

9. Conclusions consist of the essence of the research results that are written in clear, firm, straightforward, and concise sentences although magnitude numbers can be included in the conclusion.
10. Recommendations are kept for relevance to the research objectives. If necessary, the researcher makes recommendations regarding research methods
11. Reference contains references to literature (literature reviews) in the text. The writing method and other rules are in accordance with the writing of the Proposal and *Skripsi*.

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IV

SPECIFIC GUIDELINES

ON WRITING

RESEARCH PROPOSAL,

SKRIPSI, SEMINAR

PAPER, AND

PUBLICATION

MANUSCRIPT



CHAPTER IV

SPECIFIC GUIDELINES ON WRITING RESEARCH PROPOSAL, SKRIPSI, SEMINAR PAPER, AND PUBLICATION MANUSCRIPT

The following are some specific guidelines that must be followed in writing research proposals, *skripsi*, and publication manuscripts:

A. Material

The materials for writing a *skripsi* proposal, *skripsi*, and publication manuscript include script paper and cover paper.

1. Manuscript paper should use white HVS paper with a weight of 70-80 grams and a size of 21.59 cm x 27.94 cm (quarto). The recommended font for the text is Times New Roman size 12. Chapter titles use Times New Roman font size 14, while sub-chapter and sub-sub-chapter titles use a text-like font. All titles are in bold.
2. Cover paper should use light blue buffalo paper (Blue UNS). The *skripsi* is given a thick cover that is pressed with plastic on the outside (hard cover). The *skripsi* proposal cover is made of the same material as the *skripsi*, but it does not have to be in hardcover.

B. Typing

Some instructions in typing *skripsi* are:

1. Font face uses pica font (for example, Times New Roman font 12). The entire text must use the same font.
2. Paper margins: 4 cm on the top edge, 3 cm on the bottom, 4 cm on the left, and 3 cm on the right. The manuscript need not be typed with the right edge aligned if this would violate the standards for writing in both Indonesian and English.
3. Writing chapter titles, subtitles, and sub-subtitles.
 - a. Chapter title is written in all capital letters. Justify or position it in order to be symmetrical between the left and right margins. This title is only for the chapter heading and is printed on a new page. The chapter titles do not end with a full stop.

- b. Subtitles begin from the left edge and are not followed by a sentence or end with a full stop. All words in subtitles must begin with a capital letter (first letter only), except for conjunctions or prepositions such as in, to, from, on, in, and, or, with, and against.
 - c. Sub-subtitles begin from the fifth tick from the left margin of the paper and is underlined. In sub-subtitles, only the first letter of the first word is capitalized and they do not end with a full stop.
4. Symbols or special characters can be manually written using black ink.
5. Lines in the text are set with 1.5 spacing line. Table titles and descriptions, figure or graphic titles and descriptions, and a reference are all in single spacing. The spacing between the text and the picture or table is double, whereas the spacing between the table or picture and its description is 1.5.
6. Page numbers and chapter numbers are positioned 3 cm from the top edge of the paper and 3 cm from the right edge of the paper at the top right corner. Page numbers are written in regular letters (Arabic) from the main body to the end of the *skripsi*. At the beginning, they are written in small Roman letters that are placed on the lower right corner of the paper. The chapter number in the main part of the *skripsi* is written in uppercase Roman numerals and ends with a full stop, followed by the first word of the chapter title. It is not necessary to write the term "Chapter" in its whole.
7. The number of the tables, figures, and appendices is written in Arabic numerals above the table and is followed by a full stop and the table title. The figure number (chart, graph, or photo) is placed below the image, along with the image's title and any accompanying text, if any. Numbers and titles are positioned above tables or figures so that they form a single, cohesive unit from the title to the description. Except for conjunctions, the title for every table, figure, and graph begins with a capital letter, and the source and the year that the data was processed or gathered are written at the bottom. Tables and figures (graphics, graphs, images) that are excessively wide can be written in the landscape orientation and subsequently folded. The title "Appendices" is included on a separate piece of paper in the middle of the page prior to the appendices section. In Appendix 18, there is a sample table presentation format.

8. In sentences (not in tables), whole numbers less than ten are written in letters or spelled out (number sequence) unless when the number is a part of a series of numbers. Arabic numerals are still used to write the numbers in front of abbreviated units such as km, m, cm, kg, and g. Stand-alone fractions are still expressed in letters but when they are paired with whole numbers or placed in front of abbreviated units, Arabic numerals are used.
9. Units of length, weight, area, volume, and others should be written in standard abbreviations without full stop, for example: km, cm, m, kg, g, km/hr, ppm.
10. In the text, scientific names of plants and animals are written differently, such as in italics. Author's name is written the same as the text. In the abstract and summary, scientific names are written in an upright font to set them apart from the italicized text. The first letter of the genus name is capitalized whereas the specific and sub specific names (if any) are written in lowercase. The scientific name on the first occurrence should be written completely followed by the abbreviated author name. For instance (Burm.) Presl. and Nilaparvata.

C. Literature

1. Literature Documentation

a. In-Text Literature Documentation

Basically, the source of the citation must be mentioned for all parts of the scientific paper that are not the author's personal opinion. The literature documentation only contains the literature used as a reference in the preparation of the Skripsi proposal using the name and year system scheme.

There are several methods to mention the citation sources:

(1) Foreign Name

For foreign names, the surname or last name is written in the text or quotation.

For example:

Bovee (2008) menyebutkan bahwa dalam komunikasi bisnis, pesan persuasif biasanya disampaikan mengikuti pendekatan

tidak langsung, salah satunya menggunakan model AIDA, yakni Attention atau perhatian, Interest atau minat, Desire atau keinginan dan Action atau tindakan.

(2) Indonesian Name

Not all Indonesian have surnames. Therefore, writing citations in the previous method is not possible for this circumstance. Several communities are accustomed to using their surnames, such as Batak, Ambon, Papua, and Manado. For citations from these communities, the surname method can be used.

For example:

Dalam sebuah penelitian, Sitompul (2003) menemukan sistem agroforestri dalam pengembangan teknologi kedelai dan jagung.

However, some other communities do not use any surnames. Indonesian names such as Hadi Sabari Yunus, Bambang Riyanto, Muh Asrori, Syaiful Anwar, Sri Setyowati and many others do not indicate any surnames in them. When citing any of those names, it is suggested writing their full names.

For example:

Hadi Sabari Yunus (2006) menjelaskan yang dimaksud dengan perkotaan adalah daerah yang dibatasi oleh batas-batas yuridis administratif dan berada dalam satu kewenangan pemerintah kota.

(3) Secondary Source

Names in the previous examples apply for citations or direct sources. In various cases, writers occasionally have difficulties finding the primary sources and have to use the secondary sources. In this case, the year that should be mentioned is from the source that is directly read.

For example:

Menurut Granovetter dalam Eriyanto (2014) terdapat empat indikator untuk mengukur kekuatan suatu ikatan jaringan komunikasi.

(4) Multiple names or works

Names in the citations from the work of two up to five writers are all written down only in the first citation, while in the following ones only the name of the first writer is mentioned, followed by dkk. (et al.).

For example:

Komunikasi Antar-budaya lahir dari kemunculan Amerika Serikat pasca Perang Dunia kedua sebagai negara dunia (Berger, Roloff, Ewoldsen, 2014)

Seperti diuraikan oleh Berger dkk (2014).....

If what is cited is the work of more than five writers, it is only the first writer's name that is mentioned, followed by et.al., except if the writer works on more than one scientific paper with a different team.

For example:

Menurut Wiersa, Hinkle dkk (1979), ada empat tingkat pengukuran yaitu nominal, ordinal, interval, dan rasio.

Wiersa, Jurs dkk (1985) mengidentifikasi dua jenis penelitian menurut tujuannya, yaitu penelitian dasar dan penelitian terapan.

Citations from several sources, either from the same writer of different sources are mentioned in the following examples.

For example:

Penelitian terdahulu yang dilakukan oleh Johnson dan Maruyama (1978), Slavin (1967,1971,1974) menunjukkan dampak positif pembelajaran kooperatif terhadap kemampuan akademik dan sosial siswa.

b. Literature Documentation in the Reference

All literatures/references cited (with the year of publication) must appear in the reference. The arrangement is based on the alphabetical order of the writer's name so that it is not necessary to be numbered. The inclusion of the writer's name in the reference refers to the APA

(American Psychological Association) system, namely the last name or surname separated by a comma (reversed). If the writer is more than one person, then the second and so on are not reversed, but only the initial of their first name is written down followed by a full stop, except for the last word of the name which is written in full.

c. *The Order of Literature Documentation Method in the Reference*

1) Research periodicals or scientific journals

Scientific Journals (including research periodicals) mention the writer's name, year of publication, article title, journal volume, issue number, and pages where the article appears. Research periodicals or scientific journals is printed differently, (for example in italics or underlining), journal edition, volume, publication number, and page

(a) Journal article with one author:

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

(b) Journal article with several authors

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

2) Papers presented in the scientific conferences

They are arranged in the order of the writer's name, year of writing/organising, essay title, meeting forms, place, date, and year of organising.

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

3) Scientific papers in proceedings

They are arranged in the order of the writer's name, year of writing, essay title, proceeding title, pages where the essay is published (pp: particular pages), editor, city of publication, and publishing

company. The proceeding title is printed differently, for example in italics or underlining.

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

They are arranged in the order of the writer's name, year of writing, report title, report identity (Skripsi, thesis, dissertation, other research reports) attached with a statement that the report was not published and the name of the institution where the report was made. The report title is printed differently, for example in italics or underlining.

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

5) Textbooks

They are arranged in the order of the writer's name, year of writing, book title, volume of publication, city of publication, and publishing company. The book title is printed differently, for example in italics or underlining

(a) Book written by one author:

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

(b) Book written by 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 (Anthology)

They are arranged in the order of the writer's name, year of writing, book title, volume of publication, city of publication, and publishing company. The book title is printed differently, for example in italics or underlining.

(a) *Book with editor*

Rifai MA & Ermiaati (edt). (1993). *Glosarium Biologi*. Jakarta : Pusa Pembinaan dan Pengembangan Bahasa.

(b) *Book chapter with editor:*

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 publishers as authors

They are arranged in the order of publisher and/or author, year when the book is published, book title, city of publication.

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

8) Magazine articles

The order of writing is the article title, year of writing, month when the magazine is published, magazine name, and pages where the article appears. (pp: particular pages).

For example:

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

9) Newspaper articles

The order of writing is the writer's name, date month and year of publication, article title, newspaper name, and pages where the article appears.

For example:

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

10) Research Report

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.

1. Appendices

Appendices serve as explanatory parts of the *skripsi* proposal, i.e. formulas, flowcharts, pictures/schemes, and statistical analysis calculations.

D. Specific Guidelines

1. It is recommended that the total number of pages in a *skripsi* (including the appendices) be proportional to the overall number of pages in the introduction, methods, results and discussion, conclusion and recommendation sections. Only supporting information that is not presented in the research's results section yet still contributes in the research outcome is provided in the appendices.
2. Neither the academic title nor degree is given in the citation sources or the reference list.
3. It is also recommended to include the *skripsi* title on spine of the cover.
4. The *skripsi* proposal is made in three copies and each copy is extended to SUPERVISOR, Co-supervisor, and the student concerned.
5. The publication manuscript is made in five copies. Each copy is extended to the SUPERVISOR, Co-supervisor, guest examiner, library, and the student concerned.

