



THESIS WRITING GUIDEBOOK  
FACULTY OF ECONOMICS AND BUSINESS



MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY  
UNIVERSITAS NEGERI PADANG  
2023

## FOREWORD

*Bismillahirrahmanirrahim*

Praise and gratitude to the presence of Allah SWT for the abundance of His mercy and hidayah, the author has successfully completed the preparation of the Thesis Writing Guidebook for the Management Study Program, Faculty of Economics, Padang State University, although it is far from perfect. Salawat and greetings may be poured out to the beloved Messenger of Allah, Prophet Muhammad SAW.

As stated in the statute of Padang State University that students as part of the academic community are responsible for efforts to maintain, develop, and disseminate science, technology, and art through research activities and the preparation of scientific papers, especially as a final project when ending their studies at certain programs and levels at UNP. On that basis, the author tries to compile this Guidebook which is expected to make it easier for students to complete the final project or thesis starting from submitting titles, preparing research proposals, research reports to the thesis examination stage.

In this case, the author expresses his gratitude to those who have contributed to the realization of this guidebook. May Allah Almighty reward him with infinite rewards. Of course, criticism and suggestions are expected from all readers so that improvements can be made to all shortcomings. The author hopes that this book can be useful for everyone who needs it.

Wassalam,

Author,

Team

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## **ATTACHMENT LIST**

# **CHAPTER I INTRODUCTION**

## **A. Rationale**

1. The Statute of Padang State University (UNP), among others, explains that the purpose of UNP is to maintain, develop, create and disseminate science, technology and art that can prosper individuals and society and support national development through various relevant academic and research activities. UNP aims to realize excellence in the field of education through efforts to develop academic and / or professional education, science and related elements, and with a commitment to respond to all educational and life problems creatively, innovatively, and equitably.
2. Padang State University has functions, among others, to carry out and develop higher education and carry out research in the context of developing science, technology, or art.
3. Students as part of the academic community are responsible for maintaining, developing, and disseminating science, technology, and art through research activities and the preparation of scientific papers, especially as a final project when ending their studies at certain programs and levels at UNP.
4. To carry out research activities and prepare scientific papers for students, there needs to be a guide for writing a final project/thesis.

## **B. Limitations and Forms of Thesis**

### **1. Limitation**

The Final Project is a student paper that shows the culmination of scientific, creative, integrative, and accordance with management disciplines that are compiled to meet the requirements for completion of studies in the Strata 1 (S1) Management program.

### **2. Forms**

- a. The final project form of the S1 Management study program students is in the form of a thesis.
- b. Thesis is a report on the results of research and development written by students and accounted for through a proposal exam and a comprehensive exam as one of the requirements to obtain a bachelor's degree.

## **C. Purpose of Thesis Writing**

1. Provide opportunities for students to be able to formulate ideas, concepts, mindsets, and creativity in accordance with their fields of knowledge which are packaged in an integrated and comprehensive manner.

2. Provide experience to students in producing scientific work.
3. Train student creativity in applying concepts and theories in management science.
4. Provide experience to students in finding solutions to solve problems related to management science scientifically.

## **CHAPTER II**

### **REQUIREMENT, LANGUAGE, AND THESIS WRITING TECHNIQUES**

#### **A. Administrative Requirement**

Students who submit a proposal for thesis preparation must meet the following requirements.

- i. Registered as an active student in semester 6.
- ii. Students who will compile a thesis are required:
  - a. Have passed a minimum of 100 credits.
  - b. Have a minimum grade point average (GPA) of 2.75, and receive a recommendation from the Head of Study Program.
  - c. Have passed the final project prerequisite course.

#### **B. Language**

##### a. Language Spoken

The thesis is prepared using standard Indonesian. The spelling and use of punctuation marks are in accordance with the Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia concerning General Guidelines for Indonesian Spelling contained in the Regulation of the Minister of Education, Culture, Research, and Technology Number 18 of 2021.

##### b. Form Sentence

Sentences are written in passive form, and should not present a first-person or second-person point of view (me, me, you, you, us, us, etc.). In the presentation of the thank you note in the preface, my word is replaced with the author.

##### c. Term

- i. Terms that use Indonesian must be in accordance with KBBI
- ii. Terms that use foreign languages, the writing is italicized, and explained the meaning

##### d. Error General Writing Thesis

- i. Improper use of punctuation.
- ii. Improper citation writing.
- iii. Errors in the writing of prepositions, which are often put in front of the subject.



- iv. Misuse of connecting words so that *and* and *while* should not be used to start sentences.
- v. Errors in the writing of foreign terms that are not slashed.
- e. Use New Term

Writing new terms that have not been standardized in Indonesian needs to be given their equivalent in a foreign language to describe the meaning of the term, made in parentheses. If in writing a thesis many new terms are used, it is necessary to make an attachment to the glossary of terms and their understanding.

### **C. Technique Writing**

Provision typing And method writing in drafting thesis must follow the rules following :

#### **1 Typing**

##### **i. Paper and Size**

The thesis manuscript is typed on A4 size paper, white in color, and not typed reciprocally. When using special paper, such as millimeter paper for charts, tracing paper for charts, and the like, it is allowed to use beyond the size limit and folded according to the manuscript paper.

##### **ii. Cover**

The outer cover uses thick cardboard and is covered with clear plastic. The cover color is pink (*pink*) in accordance with the basic color of the flag of the Faculty of Economics. The writing printed on the cover must be the same as that written on the title page.

##### **iii. Space**

The distance between two lines of thesis typing is two spaces. Especially for chapter names, table titles, and image titles that are more than one line typed with one space spacing. The referral list is typed in one space, while the distance between two referral sources is typed in two spaces.

iv. Font

The typeface used in writing the thesis is *Times New Roman*, with a font size of 12.

v. Numbers and Units

- 1) Writing numbers are typed using number, unless it is at the beginning of a sentence, then the number must be spelled. Example: "increased by 20%..."
- 2) Unit writing is expressed by official abbreviations without dots trailing them. Example: Every 100 pcs of products, the company gets a profit of 10%..."
- 3) Decimal numbers are marked with commas instead of periods.

Example:

"Bank BRI still dominates KUR distribution as much as 62.77% of all KUR distributed by other KUR distribution banks"

vi. Line Spacing

- 1) The distance between the lines in the thesis manuscript is 2 spaces.
- 2) Write a table of contents, a table of tables, a list of figures, a list of attachments, and a glossary using 1-space spacing.
- 3) The writing of direct quotes, table titles, image titles, notation, and bibliography is typed at a distance of 1 space down.

vii. Borders

The rules for typing manuscripts follow the following conditions:

- 1) Top edge : 4 cm
- 2) Bottom edge : 3 cm
- 3) Left edge : 4 cm
- 4) Right edge : 3 cm

viii. Chamber Filling

Typing the manuscript should start from the left edge border to the right edge border, so that no space is wasted, unless it starts a new paragraph, inserts subchapter titles, equations, tables, figures, or other special things. Choose justified alternatives if using software such as Microsoft Word.

ix. New Paragraph

Typing of a new paragraph begins at the sixth typing of the edge left.

x. Sentence Beginning

- 1) Sentence writing begins with a capital letter.
- 2) The writing of numbers, symbols, or formulas that start a sentence must be spelled with letters. Example: "Fifty units of production machines....."

xi. Chapter Title, Subchapter Title, and Subchapter Child Title

- 1) Chapter titles are typed in capital letters at a distance of 4 cm from the top edge. Chapter sequence numbers are written in Roman letters and written in the middle of the paper above the chapter name.
- 2) Subchapter titles and Subchapter numbers start from the left edge border. The initial letter of each word is capitalized, except for hyphens. Subchapter numbers are capitalized.
- 3) Child Subchapter headings start from the left edge border. The initial letter of each word is capitalized, except for hyphens. Subchapter child numbers are written with Arabic numerals (1,2,3...)

xii. Breakdown

Writing details on the manuscript that must be arranged down must use sequence numbers with numbers or letters according to the degree of detail. It is not allowed to use grains such as thick points (.) or connecting lines (-).

xiii. Symmetrical Location

Chapter titles, figures, tables, and equations are written symmetrically against the left and right edges of typing.

xiv. Page Numbering

- 1) The page number is placed on the top right, two spaces or 1 cm above the first line of text. Page numbers use Arabic numerals (1,2,3..), starting from the introductory chapter.
- 2) Previous pages such as title page, preface, table of contents, list of tables, list of figures use small Roman numerals (i, ii, iii...).

3) Especially for pages containing chapter titles, the page number is placed in the bottom center of the page, two spaces or 1 cm below the last line.

xv. Mathematical Numbering

If in the thesis manuscript, there are a number of mathematical equations, the numbering uses Arabic numerals (1,2,3...) written between parentheses and referred to in the text.

xvi. Italics

Italics are used for:

- 1) The title of the book, the name of the periodical, or the name of another publication; Letters used for symbols in statistics or algebra;
- 2) Vocabulary terms or sentences in regional/foreign languages that enter the text.

xvii. Presentation of Figures and Tables

1) Picture

Images include photographs, graphs, diagrams, charts, schematics, and the like. Here are the conditions for presenting the image.

- a) Writing the word picture followed by the picture number, period, and the name of the picture is placed below the picture.
- b) Image numbering uses Arabic numerals (1,2,3...), written sequentially without regard in the chapter of the name of the image presented.
- c) Each image is presented on a separate page.
- d) If the image is quoted from a source, then below the image is written the reference.
- e) If the image display is landscape or widened along the paper, the top of the image should be placed on the left side of the paper.
- f) The image size (length and width) is neither too big nor small.
- g) The image should not be cropped.
- h) The location of the image is arranged symmetrically.

## 2) Table

The table serves to present information data in the form of a matrix in a study. Here are the conditions for presenting the table.

- a) Table numbers use Arabic numerals (1,2,3...), written sequentially regardless of which chapter the table is presented in.
- b) Tables are distinguished into two types, namely tables in text and tables in attachments. The tables in the appendix use their own numbering order, not connecting table numbers in the text.
- c) The word table starts from the left edge, followed by the table number, period, and table title.
- d) Table writing, table number, and table name are placed on top of the table.
- e) Each table must be presented on the same page, although it must modify the font size.
- f) Reference sources are listed below the table if the table is quoted from a source.
- g) Table settings that are too large or wide can be resolved in the following ways:
  - The orientation of the paper can be changed to *landscape* or elongated. The top of the table is laid out on the top left and is equipped with numbers and headings.
  - If the table is more than one page long but only half a page wide, then the table can be made into two and placed next to each other on one page. The two tables are separated by a vertical line in the middle of the page so that each table still has a table head.
  - If the table consists of several continuous pages, then on each page must still be written the head of the table
  - The contents of a table can be broken into several smaller tables so that the table fits to be displayed on a single page.
  - Tables can be created and printed in their original size without having to be split or reduced. The table is folded to the size of another page and then placed inside the appendix.
  - Each column is named (inside the table heading) and the separation between one column and another should be fairly firm.
  - The table is placed symmetrically in the center.
  - Do not *copy* and *paste the* output from statistical data processing software, such as SPSS, SEM-PLS, Eviews. The output must be retyped to become a table. The abbreviated name of the variable is changed to an easy-to-read name.
  - Writing tables can be made easier by using table settings in software, such as Microsoft Word.

#### **D. Ethics Preparation Thesis**

Every higher education institution is required to produce quality student scientific work or a thesis. To achieve this, several scientific criteria, administrative requirements, and ethics of thesis writing are required. Adherence to ethical norms in the preparation of thesis manuscripts is one of the most important things. The following are ethical considerations that must be met by students as thesis writers.

##### 1. Academic Honesty

- a. The author of the thesis must clearly state all reference sources used as references and obtain permission to use them if necessary.
- b. Thesis writers must report the results of their studies in accordance with the actual thing.

##### c. Openness

Willing to accept every criticism and input for the sake of improving the quality of the results of his studies.

##### d. Not Coercive and Detrimental to the Subject

Subject participation must be voluntary, non-coercive, and detrimental to the subject if the subject of study is human. The subject must not be coerced, offended, and harmed materially and immaterially.

##### e. Maintaining the confidentiality of the subject

The name and identity of the subject under study may not be published, unless permission has been obtained from the person concerned to ensure the confidentiality and safety of the subject.

## CHAPTER III THESIS PREPARATION

### A. Process Preparation Thesis

1. Submission Title (Determine Lecturer Advisor)
  - a. Students consult with the Academic Advisor (PA) to check the number of credits that have been taken and GPA that is in accordance with the requirements in Chapter II.A point (2) and ask for recommendations to be allowed to compile a thesis. Students consult with lecturers of research or methodology courses regarding the problems to be discussed in the thesis proposal.
  - b. Create a research topic or design.
  - c. Reference 2 reputable articles/journals (minimum Q2 Scopus, please refer to <https://www.scimagojr.com/journalrank.php> link).
  - d. Discuss the title of the proposal with the lecturer in accordance with the student's choice of concentration (to get approval).
  - e. Proof of approval/ACC Title (*cover* that has been in ACC), submitted to the Study Program Admin.
  - f. The Supervisor will be determined by the Study Program.
  - g. The Letter of Assignment for the appointment of a Supervisor will be given to students by the Study Program Admin.
  - h. Students contact the Supervisor and provide a Letter of Assignment that has been issued by the Study Program.
  - i. Every time you conduct a consultation, students are required to bring a consultation sheet/book and ask the supervisor to provide notes and sign the sheet/book as an indicator of the progress of the guidance process.
2. Submission Timetable Colloquium Proposal
  - a. Students send proof of approval/ACC Colloquium Proposal (*cover* that has been in ACC) to the Study Program Admin.
  - b. The reviewing lecturers will be determined by the Study Program and scheduled according to the schedule for the implementation of the Proposal Colloquium.
  - c. Invitations for the implementation of the Proposal Colloquium will be given to students by the Study Program Admin.
  - d. Students contact the Reviewing Lecturer and submit a proposal.
  - e. The Proposal Colloquium will be scheduled every Wednesday and Friday hours 10.00 a.m.
  - f. Each student is required to contact and coordinate the schedule of the Proposal Colloquium with the Study Program Admin.
  - g. Colloquium / Proposal Seminar was attended by 2 (two) lecturers, namely

supervisors and examiners whose expertise is in accordance with the theme of the student thesis.

- h. The Proposal Colloquium/Seminar was held for 90 minutes, with the following time details.
  1. Opening = 10 minutes
  2. Presentation by Student = 15 minutes
  3. Study from Participants = 15 minutes
  4. Review from Examiner = 40 minutes
  5. Result Reading = 10 minutes
- i. Students who are in the process of preparing a thesis proposal are required to take part in the Proposal Colloquium, at least 10 times by attaching a form as evidence.

## **B. Application and Implementation Exam Thesis**

1. Students who have finished compiling their thesis and have received approval from the Supervisors can contact the Study Program Admin to request the determination of the exam schedule by bringing the following conditions:
  - a. The last SPP payment receipt and KRS that includes the thesis.
  - b. Historical values that have been approved / ACC by PA Lecturers.
  - c. Proof of approval/ACC exam (*cover* that has been in ACC).
  - d. Thesis manuscripts that have been typed in duplicate, have not been bound, and have received approval from the thesis supervisor.
2. Thesis that has been approved by / ACC Supervisor will be tested for plagiarism by the Study Program in accordance with Rector Regulation No. 02 of 2020. (thesis maximum 30% *similarity*). Check *similarity* no later than 1 working day.
3. Proof of Journal Publication (minimum LOA from the journal manager), may be an Outside Journal, UNP Environmental Journal with the condition that it has an ISSN.
4. The Head of the Study Program proposed the composition of the Thesis Examiner Board to obtain the Dean's Decree. The Board of Examiners consists of 3 (three) people with the following structure:
  - a. Supervisor
  - b. Examiner Lecturer I
  - c. Examiner Lecturer II
5. The thesis exam schedule will be determined by the Study Program Admin.
6. Students contact the Board of Examiners to submit invitations for thesis examinations, Dean's Decrees, and thesis manuscripts that have received approval



from thesis supervisors.

7. Thesis exams are held on weekdays and hours for 120 minutes with evidence of the Minutes of Thesis Exam.
8. Implementation of Thesis Examination
  - a. Opening = 10 minutes
  - b. Presentation by student = 15 minutes
  - c. Review from tester I = 40 minutes
  - d. Review from tester II = 40 minutes
  - e. Result reading = 15 minutes

### **C. Format Thesis Evaluation**

1. Evaluation Advisor Thesis

The assessment of the thesis by the supervisor consists of:

- a. Thesis Guidance Assessment
- b. Thesis Exam Assessment
- c. Thesis Improvement Suggestions
- d. Recapitulation of Thesis Exam Scores
- e. Final Thesis Grade

The following is the format and details of the thesis assessment by the supervisor :

1) Thesis Guidance Assessment Format

No	Aspect Which rated	Weight	Score (0 – 100)	Weight x Score
<b>A SYSTEMATICS THESIS</b>				
1.	The background behind, formulation problem, objective And benefitstudy	1		
2.	The relevance of theoretical studies with problem formulation, framework conceptual and hypothesis	1		
3.	Method study	1		
4.	Results study And discussion	2		
5.	Conclusion And suggestion	1		
6	Language used	0.5		
7	Originality work write	0.5		
<b>B. PERSONALITY</b>				
1.	Creativity	1		
2.	Perseverance	1		
3.	Honesty scientific	1		
Amount		10		

Value Description:

A : 85 -100

A- : 80 - 84

B+: 75 - 79

B : 70 - 74

B- : 65 – 69

C : Fail (< 64)

2) Thesis Exam Assessment Format

No	Aspect Which rated	Weight	Score (0 – 100)	x-weight Score
<b>AN EVALUATION DOCUMENT</b>				
1.	Selection and formulation problem	1		
2.	Framework relevance theoretical / literature review (update And relevance source reference) with hypothesis (if any) with problem	1		
3.	The accuracy of the research method (technique sampling, collection data, and data analysis)	1		
4.	Results study And depth discussion, as well as conclusion And suggestion	3		
5.	Language and writing	1		
<b>B. EVALUATION EXAM ORAL</b>				
1.	Expressing ability opinion (ability presentation)	1		-----
2.	Accuracy of answers to question tester	2		
3.	Mastery material	2		
<b>C. MASTERY THEORY</b>		8		
Amount		20		

**Value Description:**

A : 85 -100

A- : 80 - 84

B+ : 75 - 79

B : 70 - 74

B- : 65 – 69

C : Fail (< 64)

$$\frac{\square B \times S}{S}$$

$$\text{Thesis Value} = \frac{\quad}{20} =$$

Padang,  
Examiners

.....

### 3) Format of Thesis Improvement Suggestions

<b>No</b>	<b>Suggestions</b>

Padang,  
Examiniers,

.....  
.....

4) Thesis Test Scope Recapitulations

No	Examiners Name	Position	Number Value
Total Final Thesis Exam Scores			

**Information :**

$$\frac{\square P1 + P2 + 3}{P} = \dots\dots\dots$$

P

3

1. Total Final Thesis Exam Scores

2. P = Examiners

3. Final Grades :

A : 85 -100

A- : 80 – 84

B+: 75 - 79

B : 70 - 74

B- : 65 – 69

C : Gagal (< 64)

Padang,  
Leader of the  
Testing Team,

.....

4. Approval Stage:

1. Pass without improvement.

2. Pass with improvements in time

..... day.

3. Not passing, repeating the exam with  
thesis improvement within .....days.

4. Did not pass and had to make a thesis  
new.

5) Thesis Final Grade Format

No	Name Tester	Weight (%)	Score (0-100)	B x S
1	Advisor	39		
2	Team Tester *	45.0		
3	colloquium	16.0		
Total Mark End Thesis				

\*Average Value

Advisor,

(.....)

**Final Grades :**

A : 85 -100

A- : 80 – 84

B+: 75 – 79

B : 70 – 74

B- : 65 – 69

C : Fail (< 64)



2. Thesis Examination Assessment by Examiners

The assessment of the thesis examination by the examiner consists of:

- a. Thesis Exam Assessment
- b. Thesis Improvement Suggestions

The following is the format and details of the thesis assessment by the examiner:

1) Thesis Exam Assessment Format

No	Aspect being assessed	Weight	Score (0 – 100)	Weight Score
<b>AN EVALUATION DOCUMENT</b>				
1.	Election And formulation problem	1		
2.	Relevance theoretical framework/literature review (currentness and relevance of sources reference) with the hypothesis (if any)with problem	1		
3.	The accuracy of the research method (technique sampling, collection data, And analysis data)	1		
4.	Research results and depthdiscussion, as well as conclusion And suggestion	3		
5.	Language And system write	1		
<b>B. EVALUATION EXAM ORAL</b>				
1.	Ability to express opinions (ability presentation)	1		
2.	Accuracy answer to question tester	2		
3.	Mastery material	2		
<b>C. MASTERY THEORY</b>		8		
Amou		20		

nt			
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**Value Description:**

A : 85 -100

A- : 80 - 84

B+: 75 - 79

B : 70 - 74

B- : 65 – 69

C : Fail(< 64)

□ B x S

$$\text{Nilai Skripsi} = \frac{\quad}{20} =$$

Padang,  
Examiner,

.....

1. Format of Thesis Improvement Suggestions

<b>No</b>	<b>Suggestion</b>

Padang,  
Examiner,

.....

#### **D. Graduation**

1. The results of the thesis examination are announced by the Chairman of the Board of Examiners to students immediately after the examination and the session of the board of Examiners to determine the results of the exam.
2. The exam results are categorized as follows:
  - a. Pass without improvement
  - b. Pass with repairs
  - c. Not passing, repeating the exam with thesis improvement
  - d. Did not pass and had to make a new thesis
3. Minimum passing thesis score "B"

#### **E. Thesis Improvement**

1. The thesis improvement period for the graduation category with improvements is given a maximum of 30 days, if you cannot complete the improvement within the specified time, a re-examination will be carried out.
2. The thesis improvement period for the category of not passing, students are required to re-examine with a maximum repair period of 60 days. If you cannot complete it within the specified time, then students are required to compile a new thesis.

## CHAPTER IV SYSTEMATIC OF THESIS PREPARATION

### A. Initial Section

a. Cover

The thesis cover contains the title, purpose of writing, UNP emblem, student name and parent number, study program name, faculty name, university name, and year of completion.

b. Intermediary Page

The intermediate page is a blank white page as an intermediate page between the thesis cover and the title page.

c. Title Page

The title page is the same as the content of the cover page, printed on white A4 paper.

d. Consent Page

This page contains proof of administrative and academic approval from the supervisor and approved by the head of the study program.

e. Endorsements Page

This page contains proof of administrative and academic attestation by the head of study program and the examination team. The elements on this page are the author's name, the endorsement statement of the examiner team and the head of the study program.

f. Statement Page

This page contains a statement that the thesis manuscript is indeed his own work and has never been used to obtain a bachelor's degree elsewhere.

g. Abstract

Abstracts are arranged in order: ABSTRACT words, author name, thesis title, abstract content, and *keywords*. The content of the abstract is written one space in three paragraphs with a maximum length of 200 words. The first paragraph contains a brief description of the problem and research objectives. The second paragraph contains research methods or approaches.

h. Foreword

The preface contains information in the outline about the purpose of writing the thesis and thanking the parties who have contributed in writing the thesis.

i. Table of Contents

The table of contents contains abstracts, prefaces, table of contents, list of tables, list of figures, a list of appendices, chapter and subchapter headings, and list of references.

j. Table

The table contains the sequence number of the table, the title of the table, and the page number of the table.

k. Image List

The list of images contains the sequence number, the title of the image, along with the page number on which the image is presented.

l. Attachment List

The list of attachments contains the sequence number, the name of the attachment, along with the page number of the attachment presented.

m. List of Meanings of Emblems and Abbreviations

This section contains a list specific to the meaning of the emblem and the meaning of abbreviations.

**B. Part of Content**

**1) Chapter I introduction**

i. Background of the Problem

The background of the problem explains some theories, experiences, and personal observations related to the subject matter under study. Explanation of the subject matter that occurs because of the gap between conditions that are expected or should occur and conditions that actually occur.

ii. Identify the Problem

Problem identification contains the study of various problems that are relevant to the scope and depth of the problem and variables to be studied that are not made in the question sentence.

iii. Issue Limitation

The limitation of the problem must be made on scientific grounds in accordance with the scope of the research to be carried out by considering methodological aspects, feasibility in the field, and limitations that exist in the author without compromising the meaning, concept, or title studied.

iv. Problem Formulation

The formulation of the problem is expressed in question sentences or straightforward and clear statements.

v. Research Objectives

The purpose of the study states the target to be achieved by the author which is a solution to the problem posed. The purpose of this study is stated in a statement sentence.

vi. Research Benefits

Research merits explain the benefits of research findings, both theoretically and practically.

vii. Research Contribution

Research contributions show how research results can provide benefits for the development of science and policy-making processes for the benefit of the wider community.

## 2) Chapter II Framework Theory or Study References

i. Theoretical Studies

Theoretical studies are concepts / *grand theories* related to the formulation of the problem under study. The author must present an in-depth study of the theories related to the research.

ii. Relevant Research

Relevant research shows that the thesis written is related to the results of previous research.

iii. Conceptual Framework

The conceptual framework contains a description of the pattern of relationships between variables (dependent variables and independent variables) or a conceptual framework that will be used to explain the problem under study, prepared based on theoretical studies.

iv. Research Hypothesis

The research hypothesis is a temporary conjecture of the formulation of the problem proposed and supported by a literature review, formulated briefly, straightforwardly, and clearly stated in a statement sentence. This is so that the hypothesis can be tested according to predetermined analytical techniques.

## 3) Chapter III Research Methodology

i. Types of Research

Research design is a direction used to relate research statements to research methods. The research design contains a brief explanation of the method taken to answer the research question.

ii. Operational Definition and Research Variables

This section describes the operational definition of research variables.

iii. Population and Research Sample

A population is a set of objects of study that have similar characteristics. The sample is a small part of the population. This section describes the study population, determination of the number of samples, and sampling techniques.

iv. Instrumentation and Data Collection Techniques

This section describes all the measuring instruments used, techniques, processes, and data collection times.

v. Data Analysis Techniques

This section explains the chosen analysis technique along with the rationale or reason why using the data analysis technique. The selection of data analysis techniques is determined based on research needs and research objectives.

#### **4) Chapter IV Results Study and Discussion**

i. Data Description

Data descriptions can be presented in descriptive statistics, frequency distributions accompanied by graphs or histograms, mean values, and so on.

ii. Hypothesis Testing

Hypothesis testing is presented briefly and concisely explaining the development, testing, and results of hypotheses.

iii. Discussion

This section contains answers to the problems posed, explains why and how the results of the research occurred, and describes whether the results of hypothesis tests are supported or not supported by theories and scientific evidence accompanied by logical reasoning

#### **5) Chapter V Conclusion and Suggestion**

i. Conclusion

The conclusion contains a summary of research results that are explained briefly, precisely, and related to the formulation of the problem and research objectives.

ii. Limitations

This section explains the limitations of the research conducted by the authors.



Research limitations are things that cannot be done by the author in conducting research and must be explained about the positive benefits that may occur if the author can do this.

iii. Implication

The implications of research explain the contribution of research results to the development of science, to the wider community, or to the government.

iv. Suggestion

This section contains recommendations or input obtained by the author based on the results of the study. Suggestions are specific, concise, and clear and no longer than 200 words.

### **C. Final**

1. Bibliography

This section contains a list of all types of literature that are references and references for the author in conducting research.

2. Attachment

This section contains data, documents, or other information that serves to complete the description presented in the thesis manuscript. Attachments can be images, photos, text, graphics, or other forms according to research needs.

## **CHAPTER V**

### **WRITING SCIENTIFIC ARTICLES FROM THE THESIS**

#### **A. Definition of Scientific Articles**

Scientific articles are articles written based on the results of thesis research of S1 students of the Management Study Program. The scientific article must be examined and approved by the supervisor and examiner before being submitted to the head of the study program.

#### **B. Flow of Scientific Article Submission**

The flow of submission of scientific articles in the Management Department

1. Create articles in accordance with the rules of article writing which will be explained in point 5.3.
2. Check the plagiarism level with a maximum limit of 20% and make sure the article created has received approval or ACC from the supervisor.
3. Submit articles to the Journal Division *to get advice and direction on which journal sites match the articles made.*
4. *Submit* articles to journal sites suggested by the *Journal Division manager.*
5. Get a *Letter of Acceptance (LOA)* as a requirement to carry out a comprehensive exam or final thesis session

#### **C. Parts of Scientific Article**

The sections of scientific articles are written based on the results of thesis research, which includes the following sections.

##### *1. Article Title*

The title section is written in English. Only the initial word of the title is capitalized.

##### *2. Author*

This section contains the name of the thesis writer as the first author and supervisor I as the second author. The author's name is written without an academic degree, accompanied by the name of the institution (affiliation: State University Padang, Padang, Indonesia), and must include an email address (only the corresponding author's email address is displayed).

##### *3. Abstract*

This section consists of one paragraph with a maximum number of 150 words in English and Indonesian, which explains the objectives, methods, and results of the study.

##### *4. Keywords*

This section contains 4-5 words that reflect the concepts contained in the article.

##### *5. Introduction*

This section describes the problems to be studied, which are processed from Chapter I of the thesis.

6. Literature Review

This section contains an explanation of the theory processed from Chapter II of the thesis, the contents explain *the grand theory* and the relationship between variables.

7. Research Methods

This section describes research methods that are explained concisely and concisely, which contains explanations related to the type of research, population, samples, data analysis tools and prerequisites.

8. Result and Discussion

This section contains an explanation of the processed data taken from Chapter IV of the thesis and an explanation of the relationship between the processed data and theory.

9. Conclusion

This section contains the conclusions of the study.

10. Reference List

This section contains referenced sources, consisting of at least 30 recent sources (last 5-10 years). Writing references is recommended using the Mendeley or Endnote applications.

11. Compensation

This section contains an explanation that the article is processed from the thesis ... with the title ... and a word of thanks to the supervisor 1 ... Tester 1 ... and tester 2 ....

#### D. Scientific Article Format

Writing scientific articles is adjusted to the writing format of the journal site intended by students after getting advice and direction from the Journal Division, as for the journal sites as follows.

1. Marketing Management Studies (MMS UNP)  
<https://jkmp.ppj.unp.ac.id/index.php/mms>
2. Operation Management and Information System Studies (OMISS UNP)  
<https://jkmosi.ppj.unp.ac.id/index.php/omiss>
3. Financial Management Studies (FMS UNP)  
<https://jkmk.ppj.unp.ac.id/index.php/fms>
4. Human Resource Management Studies (HRMS UNP)  
<https://jkmsdm.ppj.unp.ac.id/index.php/hrms>
5. Journal of Entrepreneurial Management (JEM UNP)  
<https://jem.ppj.unp.ac.id/index.php/jem>
6. Strategic Management Studies (SMS UNP)  
<https://sms.ppj.unp.ac.id/index.php/sms>

7. Journal Small Medium Enterprise (JSME UNP)  
<https://jsme.ppj.unp.ac.id/index.php/jsme>
8. Journal Kajian Manajemen dan Wirausaha (JKMW)  
<http://ejournal.unp.ac.id/students/index.php/mnj/index>

**E. Example of Article/Journal Cover**

ARTICLE TITLE

Symbol UNP

NAME OF THESIS AUTHOR

MANAGEMENT STUDY PROGRAM,  
FACULTY OF ECONOMICS, PADANG STATE  
UNIVERSITY  
Graduation Period.....20....

**F. Example of Article/Journal Page**

SUPERVISOR CONSENT

Article Title

Name of Thesis Author

This article is prepared based on thesis ..... For graduation period requirements... 20.. and has been revised and approved by the supervisor.

Padang,..... 20..

Supervisor

.....

## G. Abstract Examples

### Abstract

Even though studies on work-life balance and family-supportive supervisor behaviors are prevalent, there are few studies in the SME setting, and the implications are yet unexplained. Thus, the study examines the effect of work-life balance on the performance of the employees in SMEs, along with the mediating role of job satisfaction and the moderating role of family-supportive supervisor behaviors. We have developed a conceptually mediated-moderated model the nexus of work- life balance job performance. We collected data from SMEs and employed SEM-PLS to test the research hypothesis and model. Empirical results demonstrate that work-life balance positively influences job satisfaction and performance. Our empirical findings also revealed that job satisfaction partially mediates the relationship between work-life balance and job performance. We also found that when FSBB interacts with work-life balance and job satisfaction, it moderates the relationship between work-life balance and job performance and job satisfaction and job performance. Hence, our findings provide exciting and valuable insights for research and practice. **Keyword :** Indonesia; family-supportive supervisor behaviors, job performance; job satisfaction; work-life balance.

## CHAPTER VI REFERENCES OR CITATIONS

### A. References or Citation

Writing references or citations aims to:

1. Avoid plagiarism and maintain academic integrity.
2. Give awards or appreciation to authors whose scientific work is a source of reference or citation.
3. Make it easy for readers to find the source of information we use.
4. Show readers the research traditions that support or influence the work.
5. Allow readers to follow up or develop on the research.

### B. When to Include References or Citations

The author must include references or citations in his scientific work when:

1. Take a quote directly from a source.
2. Using sentences or phrases from other authors.
3. Using concepts or ideas and data or methods taken from specific sources.
4. Using the scientific work of other authors as a reference for related research.
5. Phrase an idea or writing from a source.

### C. Information in Reference or Citation Writing

Writing references or citations must contain the following information:

1. *Author* : Full name of the author, editor, translator, and referenced scientific work.
2. *Title* : Title of scientific paper
3. *Journal Title* : The full name of the journal for scientific papers. Avoid writing the name of a scientific paper in abbreviation mode.
4. *Publisher* : Collection or series in which the scientific work appears.
5. *Volume* : Volume number and edition number.
6. *Issue* : Information about the number of times the scientific work is published in one year.
7. *Pages* : Information about the page of text referenced appears and other detailed information about where the text is referenced.
8. *Year* : Year of publication of scientific papers.
9. *URL (or database name) or DOI* : Access address of scientific papers.



## D. Types of Citations

The citation writing style used refers to the APA (*American Psychological Association*) format and MLA (*Modern Language Association*) format.

## E. Writing a List of References or Citations in Text and Bibliography

1. General Provisions for Writing a Reference List or Citation (applicable to APA and MLA formats)
  - 1) The source cited in the manuscript or text must be written in full.
  - 2) Academic, nobility, and religious titles do not need to be written.
  - 3) If the author's name is not listed, the title of the scientific paper is written as the main theme.
  - 4) The list of references or citations is arranged alphabetically according to the author's surname or last name, using 1.5 lines spacing.
  - 5) The second line of each source is written at a distance of 1 cm from the left margin of the first line.
  - 6) Date writing (date, month, and year) is in English and applies to all reference lists of works in Indonesian, English, and other foreign languages.
  - 7) The author's name is written with the family name or last name first, except for Korean, Japanese, and Chinese names, because the family name is already listed at the beginning.

Example of writing a name:

No	Name	Author
1	Phillip Kotler	Kotler, Phillip.
2	Elisabeth Yansye Metekohy	Metekohy, Elisabeth Yansye.
3	Benajmin Campbell	Campbell, Benjamin.
4	Moon Jihyo	Moon Jihyo
5	Wang Cheng Lu	Wang Cheng Lu
6	Arthur George Rust, Jr	Rust, A.G., Jr.
7	John D Rockfeller IV	Rockfeller, J.D., IV

### 2. Terms of Writing References Using the APA Format

1. The writing of the name of the first author and so on is the family name (last name), followed by the first name and middle name (if any).
2. Only the first letter of the title of the scientific paper or additional titles is written using capital letters.

3. Date writing is written in English and applies to reference lists from Indonesian and other foreign languages.
4. The writing format for punctuation, terms, abbreviations, forms and writing models used applies to all reference lists from works in Indonesian, English, and other foreign languages.

Here is an example of writing abbreviations of terms and their meanings:

Abbreviation of Terms	Limbs
p.(pp.)	Page (Pages)
3 <sup>rd</sup> ed.	Third Edition
Ed. (Eds.)	Editor (Editors)
Rev.ed.	Revised Edition
ed.	Edition
chap	Chapter
n.d.	No Date
No	Number
Vol.5	Volume (as in vol.4)
Pt.	Part

### 3. Basic Format Using (American Psychological Association)

1. Book  
Author, A.A., Author, B.B. (Year). *Title of Article*. Published city/location : Publisher.
2. Article/Journal  
Author, A.A. & Author B.B. (Year). Title of Article (chapter). In A. Editor, B. Editor, & C. Editor (Eds). Judul Work (p/pp.). Rising city : Publisher.
3. Online Articles/Journals  
Author, A.A., Author, B.B., & Author, C.C. (Year). Title of Article. Name Periodicals, vol (no.), p/pp. Retrieved monthday, year from source.
4. Online Documents  
Author, A.A. (Year). *Title of work*. Retrieved month day, year, from source.

### 4. Terms of Writing References Using MLA Format (*Modern Language Association*)

1. The writing of the author's name is the last name (surname) followed by the first name and tengah name (if any).
  2. The writing of the name of the second, third, and so on author is written according to the order of the actual name (the surname is not written first).
  3. In MLA format, capital letters are written at the beginning of every word of the work title (except clothing).
  4. The punctuation writing format, terms, abbreviations, forms, and writing models, etc. used apply to all reference lists of works in Indonesian, English, and other foreign languages.
5. Basic Format Using MLA Format (*Modern Language Association*)
1. Book  
Author. *Title of work*. City/location : Publisher, Year published.
  2. Article/Journal  
Author. "Article title." *Serial Name* vol : no (Year). Thing.
  3. Article/Online Journal  
Author. "Article title." *Serial Name* vol : no (Year) : p/pp.
  4. Online Document  
Author. Year. "Document Title." Website Title. Year of copyright.  
Website Publisher
6. APA Format Reference Writing Example
1. Book
    1. References from Books with a Single Author  
Tjiptono, Fandy. (2019). *Strategi pemasaran & penerapan*. Edisi 1.  
Yogyakarta. Andy
    2. References from Books with Two or Three Authors  
A. Hitt, Michael. R. Duane Ireland & Robert.E.Hoskisson. (2016). 8<sup>th</sup> Edition.  
*Strategic management competitiveness & globalization concepts and cases*. USA  
: Cengage Learning.
    3. References from Book with Four or More Authors  
Mulyono, Sri. dkk. (2020). *Manajemen strategis*. Jawa Barat : Media Sains  
Indonesia.
    4. References from Books Not the First Edition

Cooper, D.R., & Schindler, P.S. (2011). *Business research methods*. (8<sup>th</sup> ed). New York : McGraw-Hill Irwin.

5. References from Books with Authors in the Form of Teams or Institutions

BI dan LPPI. (2015). *Profil bisnis usaha mikro kecil dan menengah(UMKM)*. Bank Indonesia dan LPPI : 16-19. Jakarta.

6. References from Books with One Editor or Translator (instead of author)

Gandapraja, Permadi (ed). (2004). *Dasar dan Prinsip Pengawasan Bank*. Jakarta : PT. Gramedia Pusaka Utama.

7. References from Translated Books

Kotler, P., & Keller, K.L.(2009). *Manajemen pemasaran*. Edisi ketiga belas. Jilid 1. (Bob Sabran, MM., Penerjemah). Jakarta : Erlangga.

8. References from Seminar, Conference, and Similar Papers

Nofal Sari Aji, Dwi., & Wijijayanti, Trisetia. (2019). *Pengaruh modal kerja dan struktur modal terhadap kinerja keuangan UMKM budidaya jamur tiram*. Paper disajikan dalam Seminar Nasional Manajemen dan Pendidikan Bisnis(SNMPB 1), Universitas Negeri Malang, 05 September 2022

2. Publications

1. References from journals with one author

Arifudin, O. (2019). Pengaruh kompensasi terhadap kinerja karyawan di PT. Global Media. *Jurnal Ilmiah Mea (Manajemen, Ekonomi, & Akuntansi)*, 3(2), 184-190.

2. References from Journal with Two or Three Authors

Afandi, A., & Bahri, S. (2020). Pengaruh kepemimpinan motivasi dan disiplin kerja terhadap kinerja karyawan. *Maneggio :Jurnal Ilmiah Magister Manajemen*, 3(2), 235-246.

3. References from Journals with Four or More Authors

Godwin, A. et al. (2017). Application of the henry fayol principles of management in startup organizations. *Journal of Business and Management*, 19 (10), 78-85.

4. References from Journals in Seminars, Conferences, and Others

Metekohy, Elisabeth Yansye, dkk. (2021). Peran selebriti endorse terhadap kepercayaan konsumen menengah atas pada produk UKM. Artikel disajikan dalam *Symposium Nasional Akuntansi Vokasi (SNAV) ke-9*, Politeknik Negeri Ambon.

5. References from journal on the Website

Aisyah, R., & Tuti, M. (2022). Pengaruh kualitas produk, kualitas pelayanan dan

persepsi harga dengan kepuasan pelanggan di restoran Joe's Grill Swis Bell-Hotel Mangga Besar. *ESENSI : Jurnal Manajemen Bisnis*, 25(2), 168-179. <https://doi.org/10.55886/esensi.v25i2.481>

#### 6. Reference from Magazine Articles

Burns, S, (2020, Maret 20), 3 Reasons out online isn't selling and how to fix them. Retrieved from Forbes : <https://www.forbes.com/sites/stephanieburns/2020/03/20/3-reasons-your-online-course-isnt-selling-and-how-to-fix-them/?sh=779412e91bba>

#### 7. References from Newspaper Articles

Alexander, H.B. (2020). Masuk 5 Besar, ritel Indonesia diprediksistabil. Jakarta : *Kompas.com*.

8. Reference from Research Report, Thesis, or Dissertation Setyawan, Muhammad Abdu. 2021. "Strategi Kopi Kenangan dalam Membangun Loyalitas Pelanggan." *Skripsi*. Universitas Islam Negeri Syarif Hidayatullah Jakarta.

#### 9. Referrals from Blogs

Meyer, S. (2020). Understanding the covid-19 effect on onlineshopping behavior. *The BigCommerce Blog*. Diakses pada 12 Februari 2021, <https://www.bigcommerce.com/blog/covid-19-ecommerce/#covid-ecommerce-trends>

#### 10. References from Institutional Publications

BPS. (2019). *Pertumbuhan produksi industry manufaktur triwulanII 2019*. Diakses pada Maret 2020, dari Badan Pusat Statistik:<https://www.bps.go.id/pressrelease/2019/08/01/1625/pertumbuhanproduksi-ibs-triwulan-ii--2019-naik-3-62-persen.html>

### 7. Exmple of Writing References Using MLA Format

#### a. Book

##### 1) Book with a Single Author

Robbins, Stephen P. *Organizational Behavior*. New Jersey : Pearzon Education, Inc., Upper Saddle River, 2015.

##### 2) Books with two or three authors

Palmatier, Robert W., & Sridhar, Shrihari. *Marketing Strategy : Based on First Principles and Data Analytics*. London : Palgrave Macmillan, 2017.

##### 3) Books with Four or Morw Authors

Armstrong, G, et.al. *Principles of Marketing 7e*. Melbourne : Pearson Australia, 2018.

4) References from Books Not the First Edition

David, Fres R. *Strategic Management Manajemen Strategi Konsep*. 12<sup>th</sup> ed. Jakarta : Salemba Empat, 2011.

5) References from Books with Authors in the form of Teams or Institutions

Lembaga KUP. *Buku Saku Pengadaan Pajak*. Jakarta : LKUP, 2012.

6) References from Books with One Editor or Translator (instead of author)

Gandapraja, Permadi (ed). *Dasar dan Prinsip Pengawasan Bank*. Jakarta : PT Gramedia Pusaka Utama.2004.

7) References from Translated Books

Robbins and Judge. *Perilaku Organisasi*. Terjemahan. D.Angelica.R Cahyani dan Arosyid. Edisi 12. Jakarta : Salemba Empat, 2008.

8) References from Papers, Seminars, Conferences, and the Like Subaida,

Ida., & Kartikasari, Rini. *Pengaruh Intellectual Capital terhadap Kinerja Usaha Mikro yang Dimediasi oleh Perilaku Kerja Inovatif*. Paper disajikan dalam Seminar Nasional Manajemen dan Pendidikan Bisnis (SNMPB 1), Universitas Negeri Malang, 05 September 2019.

b.Publication

1) References from Journals with One Author

Mundakir, Z. “Pengaruh Kompensasi dan Motivasi terhadap Kinerja Pegawai Negeri Sipil dengan Kepuasan Kerja sebagai Variabel Intervening.” *Business Management Analysis Journal* 2:1 (2018) : 37-48.

2) References from Journals with Two or Three Authors

Septiani, R., Handayani, P.W., & Azzahro, F. “Factors that Affecting Behavioral Intention in Online Transportation Service : Case Study of Gojek.” *Procedia Computer Science* 124 (2017) : 504-512.

3) References from Journals with Four or More Authors

Frans Firsta, et al. “Penerapan Sistem Penilaian Kinerja Dengan Intervening Motivasi Dan Kepuasan Kerja Terhadap Kinerja Karyawan.” *Jurnal Manajemen & Kewirausahaan* Vol.6 No.1 (2018) : 45-50.

- 4) References from Journals in Seminars, Conferences, and the Like  
 Suryati, Gita. “Analisis Kinerja Pemasaran Usaha Kecil Menengah Batik di Provinsi Jawa Tengah.” Artikel disajikan dalam *Seminar Nasional Multidisiplin Ilmu & Call for Paper* Universitas Stikubank, Semarang. 2016.
- 5) References from Journals on the Website  
 Sarmigi, Elex. Dkk. “Pengaruh Service Quality dan Relationship Terhadap Minat Masyarakat Menjadi Nasabah PT. Pegadaian (Persero) UPC Kota Sungai Penuh”. *Jurnal Ilmiah Manajemen dan Bisnis*, 7 (1). (2022).  
<https://journal.undiknas.ac.id/index.php/manajemen>.
- 6) References from Magazine Articles  
 Burns,S. “3 Reasons Your Online Course Isn’t Selling And HowTo Fix Them”. Retrieved from *Forbes*, (2020).  
<https://www.forbes.com/sites/stephanieburns/2020/03/20/3-reasons-your-online-course-isnt-selling-and-how-to-fix-them/?sh=514b878c1bba>.
- 7) References from Newspaper Articles  
 Grover, Ronald. “Selling by Storytelling.” *BussinesWeek* 25 May,(2009).
- 8) References from Research Report, Thesis, Thesis, or Dissertation  
 Astuti, Tugi. “Pengaruh Kinerja Keuangan Terhadap Return Saham Pada Perusahaan Sektor Property dan Real Estate yang Terdaftar di Bursa Efek Indonesia Periode 2015-2020.” *Tesis*. Universiras Mercu Buana Jakarta. (2022).
- 9) References from Blogs  
 Hartman, Reed. “Holiday Marketing Campaign Ideas and Tips toDelight Your Customers.” The BigCommerce Blog.  
<https://www.bigcommerce.com/blog/holiday-marketing-campaigns/#holiday-marketing-strategies-to-consider>. (2021).
- 10) References from Institutional Publications  
 BI dan LPPI. “Profil Bisnis Usaha Mikro, Kecil, dan Menengah(UMKM). *Bank Indonesia dan LPPI*. Jakarta. (2015).

## APPENDIX

### Appendix 1. Cover Page

HEADING

(size: 14 Times New Roman)

CAMPUS EMBLEM

THESIS

(size: 14 Times New Roman)

NIM  
NAME

DEPARTMENT OF MANAGEMENT STUDIES,  
FACULTY OF ECONOMICS,  
PADANG STATE UNIVERSITY  
YEAR



**Appendix 2. Title Page**

PADANG STATE UNIVERSITY

HEADING

(size: 14 Times New Roman)

CAMPUS EMBLEM

THESIS

(size: 14 Times New Roman)

*Submitted as one of the requirements to obtain a Bachelor of Economics S1 degree*

*(Strata One) In the Management Study Program*

By:

NIM  
NAME

DEPARTMENT OF MANAGEMENT,  
FACULTY OF ECONOMICS,  
PADANG STATE UNIVERSITY  
YEAR

**Appendix 3. Thesis Approval Page**

**APPROVAL OF THESIS  
SUPERVISOR**

Title :  
Name :  
NIM :  
Study Program : Management  
Faculty : Economics

Padang , (date, month, year)

Approved by:

Supervisor

NIP Supervisor  
Name

Known by:

Head of Management Department

Name of Head of NIP  
Department

#### Appendix 4. Attestation Page for Passing Thesis Exam

Declared Passed After Being Defended in Front of the Thesis Examiner  
Team of the Management Study Program, Faculty of Economics, Padang  
State University

##### HEADING

Name :  
TM/NIM :  
Study Program :  
Faculty :

Field

##### Testing Team

Position	Number	Signature Name
1. Chairman :		1. _____
2. Members :		2. _____
3. Aggota :		3. _____

## Appendix 5. Scientific Paper Statement Page

### STATEMENT LETTER

I am the undersigned:

Name :  
TM/NIM :  
Place/Date of Birth:  
Study Program :  
Expertise :  
Faculty :  
Address :  
Phone:  
Thesis Title :

I hereby declare that:

1. My paper (thesis) is original and has never been submitted for an academic degree (bachelor), either at the Faculty of Economics, Padang State University or at other universities.
2. This paper is purely my own ideas, formulations, and research, without the help of other parties, except for the direction of the supervisor.
3. In this paper, there are no works or opinions that have been written or published by others, unless in writing clearly stated as a reference in the manuscript by mentioning the author and including in the bibliography.
4. This paper is **valid** if it has been signed **by** the supervisor, examiner, and Head of Study Program.

Padang, (date, month, and year)

Who made the statement

Materai Rp  
10.000.-

NIM  
NAME

## Appendix 6. Statement of Originality

### ORIGINALITY STATEMENT PAGE

This thesis is his own work,  
and all sources, both cited and referenced, have been  
correctly stated by me.

Name : .....

NIM : .....

Signature : .....

Date : .....

## **Appendix 7. Preface and Acknowledgments**

### **FOREWORD/ACKNOWLEDGMENTS**

Thank God Almighty, because, with His blessings and mercy, I was able to complete this thesis. This writing is carried out in order to meet one of the requirements to achieve a Bachelor of Economics degree majoring in Management at the Faculty of Economics, University of Indonesia. I realized that, without the help and guidance of various parties, from the lecture period to the preparation of this thesis, it was very difficult for me to complete this thesis. Therefore, I would like to thank :

1. Dr. A, as a supervisor who has given time, energy, and thought to direct me in the preparation of this thesis;
2. X Company who has helped a lot in trying to get the data I need;
3. My parents and family who have provided material and moral support assistance; and
4. Friends who have helped me a lot in completing this thesis.

Finally, I hope that God Almighty will be pleased to repay all those who have helped. Hopefully this thesis will bring benefits to the development of science.

Padang, (date, month, year)

Author

**Appendix 8. Statement of Approval for Publication of Scientific Papers for Academic Purposes**

**STATEMENT OF APPROVAL PAGE FOR  
PUBLICATION OF FINAL PROJECT FOR  
ACADEMIC INTEREST**

---

As an academic community of Padang State University, I am the undersigned:

Name :

NIM :

Courses:

Faculty:

Type of Work :

For the sake of the development of existing science, agree to grant to the University of Indonesia **Non-exclusive Royalty Free Right** for my scientific work entitled:

**HEADING...**

Along with existing devices (if needed). With this Non-executive Royalty Free Right, Padang State University has the right to store, transfer media / format, manage in the form of a database (*database*), maintain, and publish my final project as long as I still include my name as the author / creator and as the copyright owner. Thus I actually make this statement.

Created in :

On :

On :

Which states

(.....)

**APPENDIX 9. List of Contents**

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