

THESIS GUIDEBOOK



**Japanese Language & Culture Study Program
Faculty of Humanities
Diponegoro University
2 0 1 7**

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CHAPTER 1: INTRODUCTION

The guidelines for writing this thesis contain technical matters in the preparation of the thesis in terms of writing, arrangement of sections, and presentation of the language of the thesis, Japanese Language and Culture Study Program, Faculty of Cultural Sciences, Diponegoro University. The existence of a guideline will provide convenience for students in determining the format of their thesis or other scientific work in connection with the variety of scientific writing and thesis writing manuals on the market. With these guidelines, it is hoped that deficiencies and inconsistencies in the format and use of the language can be minimized so that a quality thesis is produced.

In addition, in the teaching-learning process, manuals are needed as a reference for teaching implementation, both for lecturers and students. With this manual, the presentation of course material and the assessment of the thesis by the examiners are based on the same reference.

In essence, the guidelines for scientific works only provide guidelines in their preparation and are not intended to limit intellectual freedom, but to support it. With these signs, students do not need to think too much about technical things. Thus, students who are writing a thesis can concentrate fully on the substance and quality of their scientific work.

Scientific writing as a result of scientific work contains three things: (1) substance, (2) format, and (3) presentation of language. This manual regulates matters related to the format and presentation of the language. The format relates to the arrangement of the parts of a scientific essay/thesis, which with this arrangement is expected to provide convenience for the preparation of theses, supervisors, examiners, and readers in general. The presentation of language in scientific essays, including theses, must at least fulfill the ABC formula in composing, namely accurate (accurate), brief (succinct), and clear (clear).

What needs to be realized is that an arrangement, for example about footnotes, sidenotes, and citations, is a writing system that makes it easy for readers. If one system is used, it must be adhered to consistently and not mixed with other systems.

CHAPTER 2: ANATOMY OF THESIS

A. Introduction

Thesis is a scientific essay based on research results written by prospective undergraduates to partially fulfill the requirements for obtaining a Bachelor's degree (Strata 1). To make it easier for prospective students, this guide outlines a large part of the following thesis chart.

The Beginning of Thesis

The initial part of the thesis consists of:

- Title page
- Statement page
- Motto and offering pages (if any)
- Approval page
- Attestation page
- Introduction
- Table of contents
- Other lists (if any)
- Abstract/digest
- Synopsis (in Japanese)

The main Section of Thesis

The main part of the thesis consists of:

Chapter I Introduction

Chapter II Literature Review and Theoretical Framework

Chapter III Presentation of Results and Discussion

Chapter IV Closing, consisting of conclusions, and suggestions (if any)

Final Part

The final part of the thesis consists of:

Bibliography

Author Biography

Attachments

B. The Beginning of Thesis

1. Title Page

Contains the following sections listed in order from top to bottom:

- a. Diponegoro University emblem, placed in the top center position
- b. The title of the thesis in Indonesian and Japanese is recommended in the form of a group of words, between 6 s.d. 10 words. Explanatory information on the title should be written in the Introduction Chapter.
- c. The purpose of writing a thesis.
- d. The full name of the student (by listing the word by on it)
- e. Student Identification Number (NIM).
- f. Name of study program, faculty and university.
- g. City name; and

h. Year of completion of thesis writing.

1. Statement Page

This page contains student statements confirming the acknowledgment that the thesis they write is based on honesty, there is no plagiarism and the contents of the entire thesis are the personal responsibility of the thesis writer. This statement is stamped (Rp. 6000,-), and the author signs it on stamp duty.

2. Motto and Offerings Page

Motto and presentation in a thesis may or may not exist. If the author includes a motto, it can be placed at the top left by clearly mentioning the source. The offerings are placed at the bottom right. It is better if the motto that is written has relevance to the contents of the thesis.

3. Approval page

This page contains a statement of agreement by the supervisors I and II that the thesis in question has met the requirements to be submitted for the trial exam. At the end of this statement the full name and title of the supervising lecturer, Employee Identification Number (NIP), and signature are included. If the thesis writing is supervised by a lecturer, the full name, title, and NIP of the supervisor are written at the bottom center. If supervised by two lecturers, then the full name, title, and NIP of the supervisor I are written at the bottom left; and supervisor II at the bottom right. The full name and title of the supervising lecturer are written in lowercase

(except for the first letter of the word and the abbreviation of the title), without an underline between the name and NIP.

4. Attestation Page

This page contains a statement that the thesis has been valid as one of the graduation requirements (to achieve a Bachelor's degree) for the student concerned. At the end of the statement, the names of the exam committee are listed, which is then known by the Dean. The composition of the examination committee is: (a) the chief examiner, namely supervisor I (name, title, and NIP), (b) member I, namely supervisor II (name, title, and NIP), (c) member II, namely lecturer competent with the thesis topic. The signatures of the examiners, and the Dean indicate that the thesis has been accepted and ratified. Below it is listed the place, date, and knowing the Dean 'center'.

5. Introduction

The preface contains: thanksgiving followed by:

- a. A brief description of the background, objectives, and process of writing the thesis as well as the obstacles faced;
- b. A statement of gratitude and appreciation from the author to various parties who have helped carry out the research and preparation of the thesis; expressed in plain language;
- c. Requests for criticism and suggestions from readers, and

- d. City : Semarang, date, month, year, and the author's word.

6. Table of Contents

The table of contents page contains a detailed chart of writing in page number order, from the introduction to the appendix. On this page, the main points of discussion contained in the composition of chapters, sub-chapters, articles, and verses are listed below. This page serves as a guide to listen to the order of the contents of the thesis; or to make it easier to find parts of the thesis needed. Chapter titles are written in all capital letters; while the titles of sub-chapters, chapters, and paragraphs are written in lowercase, except for the first letter of each word other than prepositions and conjunctions. Each chapter writing, subchapter, etc. indicated by page numbers written in the right margin, which are connected by dots.

7. Other lists

In the thesis, several lists are often listed, such as:

a. List of Abbreviations

The list of abbreviations is arranged in alphabetical order. If the abbreviation comes from a foreign word/language, it is written in italics.

b. list of Figures

A list of images, including charts and maps, is created if there are more than four images.

c. List of Tables

The table list can be made on a separate page if there are more than four tables in a thesis.

d. Attachment List

An attachment list page is created if there are more than four attachments.

8. Digest and Abstract

The digest is written in Indonesian and the abstract is written in English which contains the main contents of the thesis:

- a. Reasons for the importance of a topic being researched,
- b. Problems
- c. Purpose (scope),
- d. The methods used, and
- e. Results achieved.

Some of the provisions for writing digests/abstracts that need to be considered are: using their own language, no quotations, and no thesis title. The maximum length of the digest is 1 page, typed with a single space.

9. Synopsis

Synopsis or summary is a brief description of the entire main part of the thesis (from the Introduction Chapter to the Closing/Conclusion Chapter). Terms of writing a synopsis: using Japanese language and letters, no quotes. The synopsis is approximately 3 pages long.

A. Main Section of Thesis

The main part of the thesis consists of several chapters starting from the introductory chapter to the closing chapter.

1. Chapter 1 Introduction

The Introduction Chapter is Chapter I which contains an explanation in the form of reasons why the relevant research needs to be carried out. The introduction serves to lead the reader to the main topic of the thesis. The sub-chapters in the Introduction Chapter and their numbering are:

BAB I

INTRODUCTION

1.1. Backgrounds and Problems

1.1.1. Background

1.1.2. Problems

1.2. Purpose

1.3. Scope

1.4. Research Methods

1.5. Benefit

1.6. Systematics

INFORMATION

A. Background

This background contains statements in the form of data, facts, opinions, assumptions, and objective and rational reasons that theoretically and practically the things to be researched are important and interesting.

B. Problems

A problem is a series of statements that are the relationship of one fact to another, or the gap between practical things or existing and theoretical realities.

C. Purpose

The purpose of this study contains exposure to the targets to be achieved. The formulation of the purpose is expressed in declarative and explicit sentences. Objectives must be operational, meaning that they can be explored through analysis with measurable measures of achievement results quantitatively and qualitatively.

D. Scope

The scope may be implicitly implied in the title. Whether or not it is implied in the title, the scope needs to be clearly stated. This scope is in the form of a statement to what extent the discussion of the research object will be carried out. For example, research on "conjunctions", it is implicitly known that conjunctions are generally connecting clauses, so they are in the scope of sentences (compound). However, conjunctions can also be used to connect sentences. Therefore, in "conjunction" research, it is

necessary to emphasize whether the discussion is within the scope of the sentence (syntax) only, or whether it is up to between sentences (discourse).

E. Research Methods

Subbabs of research methods contain a concise and clear description of how it works, which include:

- (1) Data provisioning method. Data can be obtained by seeding techniques, interviews, questionnaires. Acquisition techniques and procedures should be clearly presented. The data source should be mentioned explicitly, as well as the basis for determining the data source. It should be noted with respect to research data, for example researching about "Universal Cultural Elements in Rurouni Kenshin Films", then *Rurouni Kenshin Film* is only a 'raw material of data' or data candidates. Researchers can be said to have provided data, if from the raw material, the researcher has listened and then taken the cultural elements contained in the film, then recorded in the data card, and ended up classifying the data systematically.
- (2) Data Analysis Methods. Data classification is the final stage of data provision as well as the beginning of the analysis stage. The order of analysis is based on the order of classification. The methods and techniques used for data

analysis should be presented implicitly in accordance with the field of science.

- (3) The method of presenting the results of analysis / research is carried out informally, namely the description with words. However, for the field of linguistics it is possible to be accompanied by formal presentation, namely using rules, such as caged rules to summarize.

F. Benefit

The benefits of research (scientific) have benefits or uses for the development of the science concerned. In this case it can be in the form of applying a theory, then proving (with new data) the truth of the theory, or with new data it criticizes the theory with the aim of perfecting it.

Another benefit of scientific research is for practical purposes, or it can be called a contribution. Here it is presented, "What is the contribution of the results of the research to society?" The understanding of society here is a group of people who are relevant and competent with the field of science concerned. The results of research on "Japanese Language and Literature", for example, are relevant to the teaching of Japanese so that it can be formulated what the benefits of the research results are for Japanese teachers and learners.

G. Systematics

In this systematics is presented the stages of analysis / discussion until the formulation of the conclusion. In other words, systematics describes the order of discussion, and not the sequence of chapters as in the Table of Contents.

2. Chapter II Review of Library and Theoretical Framework

A. Library Review

Library review is recommended in the form of a critical review of the results of research that is up-to-date and relevant to the object being studied. For this reason, it should be utilized as much as possible, the materials available on the internet, and scientific journals. The existence of a comprehensive library review will allow researchers to avoid duplication, which at the same time shows the originality of the research conducted.

B. Theory Framework

The Theoretical Framework can also be used the term Foundation theory. What needs to be presented here are the basic concepts with respect to the object of research. If the object of his research is about the "task word", 'function word', of course, the goods that need to be presented are the concept of the word and especially the specification of the word task. If the object of his research is about 'figures and characterization', of course, the goods that need to be presented are the basic concepts of character and characterization. The basic concepts that have been

recognized for truth can be called theory. In relation to methods, theory as 'work procedure', while method as 'working way'. Thus, it is the theory that will guide the researcher in refraction until the conclusion is drawn. Theory is usually developed by an expert in his field, which is then used and followed by other experts /researchers. In writing a thesis, the theory used should be quoted from the first source. Theory cannot be taken from textbooks, websites that do not go through editing processes such as blogs and Wikipedia.

3. Chapter III Presentation of Results and Discussion

By using the right methods and techniques and guided by reliable theories as described in the previous chapter will be obtained research results. For example, in research on 'student GPA' based on data that has been collected by tabulation produced the following table:

Table 1.

Distribution of S1 Japanese Literature Smt IV Student Value

No	Value	Number of Students	
		L	P
1	A	4	6
2	B	6	15
3	C	10	15
4	D	0	0
5	And	0	0
		20	36

Furthermore, based on the results in the form of tables it needs to be discussed, for example the percentage of students (L + P) who get A (4 + 6 out of 56), followed by those who get grades B, C, and D; The percentage of students (L) compared to students (P) who get A grades, why the number of students with a grade of C (25) is almost half of the number of students (56). The discussion may consist of several *subbabs*, so it needs to be arranged logically and systematically.

The title of Chapter III adjusts to the formulation of the problem so that the Presentation of Results and Discussions can consist of two chapters.

4. Chapter IV Closing

a. Conclusion

The term conclusion is synonymous with conclusion which is the result of deductive thinking, while generalization is the result of inductive thinking. In fact, conclusions are used for the end of discussions in the form of conclusions or generalizations.

In the writing of conclusions should be in the form of exposure in paragraphs so as to reflect one roundness / wholeness of the mind, and not in the form of fragmentary thoughts. In the conclusion it is not justified there are quotations, footnotes ; the conclusion is no more than 1.5 (one and a half) pages.

b. Advice (if any)

Advice in the form of advice to certain parties to follow up on existing findings. It can also be an advice to further research certain aspects of the research, but outside the scope of the research.

5. End Section

- a. Bibliography contains details of written, oral materials; print, electronically quoted in the thesis. The materials included in the bibliography are only the materials referenced in the thesis.
- b. The Author's biodata contains information about the thesis author, including name, NIM, year of entry, year of completion, address of parents / Guardians, and educational history.
- c. Attachments, such as achievements obtained during the study period (if any).

CHAPTER 3: THESIS SLATE

A. Thesis Typing Field

Some of the main provisions that need to be considered in writing a thesis include the format of the thesis, the use of letters, writing numbers, writing references, writing quotes, writing bibliography, writing attachments, making tables

1. Paper Size

The thesis is typed with a computer on 80 grams of HVS paper, a quarto size of A4 (21x28cm). Left margin 4 cm, right 3 cm, top 4 cm, bottom 3 cm. cover format is the same as the format of the title page, cover with *hardcover*, light blue cover color.

2. Letter Usage

a. Typeface

The typeface used in thesis writing is Times New Roman.

b. Font size

The title of the thesis on the cover and the title page is written in the capital letters Times New Roman 16 bold, *center*.

The title of the chapter uses the capital letter *Times New Roman* 14, bold, *center*.

Sub-chapter titles use capital letters at the beginning of each word, except for the task word, Times New

Roman 12, bold, left margin. In addition to those mentioned above, the entire text of the thesis uses the letters Times New Roman 12.

- c. Letter spacing
The distance of the letters in the main description of the thesis is 10 (ten) letters every inch.

3. Space

- a. The typing distance for the main description is 2 (two) spaces.
- b. The typing of the line begins from the sixth beat.
- c. Typing the first paragraph, under the *subbab* starts from the left margin.
- d. The title of the new chapter is written on the new page.
- e. The distance between the chapter number and the chapter title and the first *subbab* are 4 spaces; the distance between the *subbab* title and the first sentence below it is 2 spaces.
- f. Distance between lines in Digest/Abstract 1 space.

4. Number Writing

- a. Writing page numbers at the beginning, thesis using small Roman numerals (i, ii, iii, iv, and so on) written at the bottom of *the center*. On the title page, approval page, endorsement page, motto page, offering page, page number is not written, but still counted as the initial page of the thesis.
- b. The writing of page numbers in the content section and Chapter I Introduction up to the attachments using arabic numerals (1, 2, 3, and so on) is written at

the upper right right corner 3 cm from the right margin and 1.5 cm from the upper edge. On the page containing the new chapter the page number is written in the middle lower position.

- c. Writing table numbers, graphs, drawings, maps written with arabic numerals (1, 2, 3, and so on) followed by table/graph/picture/map titles, and placed on the edge (beginning) above for the table; and the bottom (initial) edges for graphs, images, and maps.
- d. The writing of the attachment number is placed on the top left using capital letters. Attachment pages are also numbered arabic numerals following the previous page number (after bibliography). It is intended to make it easier to find and find certain attachments that are needed.

ROMAN	NUMERALS→	Bab..... 1
CAPITAL	LETTERS→	Subbab..... 1.1
ARABIC	→	pasal
NUMBERS.....		1.1.1
LOWERCASE	→	ayat.....
1.1.1.1		

B. Citation

In scientific writing, the use of citations is common, but the citation must clearly state the source. By including the source, the quoter avoids plagiarism. Quotations can be used as a theoretical basis, an explanation of a fact, or to strengthen the opinion of the quoter.

1. Types of quotes

There are two types of quotes:

- a. Direct quotes
- b. Indirect collection

Direct quotes are quotations that are unchanged, both spelling, punctuation marks, words, and the arrangement of sentences. Which should be quoted as the original, for example: formulas, regulations, laws, foundations of thought / theory, definitions, scientific statements, proverbs, scriptures. As for indirect quotations are the re-disclosure of the opinions of others with words, sentences of peepers; Indirect quotes are the same as paraphrases.

2. Reference Writing in Quotations

Reference writing involves mentioning the source of the quotation in the thesis. The referral system used in this guide is a side-reference, sidenote. The side-reference elements and their punctuation marks are (author's name, year: page). There is more than one technique of writing a reference source in a citation.

Example:

One use of the term transformation is to refer to the concept of rules used to change structures, from structures of one type to structures of another type (Sudaryanto, 1986: 14).

If the author's name has been mentioned at the beginning of the quote, the writing of the reference is sufficient with the year of publication and the number of pages and is placed in parentheses at the end of the reference sentence, before the punctuation point.

Example :

Sudaryanto said that one of the uses of the term transformation is to refer to the concept of rules used to change structures, from structures of one type to structures of another type (1986: 14)

Or

Sudaryanto said, "One of the uses of the term transformation is to refer to the concept of rules used to change structures, from one type of structure to another type structure" (1986: 14)

As shown in the example above, quotes equal to or less than three lines are typed at a distance of 2 spaces, and directly connect with the text before and after. If it is more than three lines, the quote is typed at a distance of 1 space and separated from the text before and after, for example

There have been many boundaries raised regarding the affixation, among which Kridalaksana stated,

"Affixation is a process that converts a lexeme into a complex word. In this process, the lexeme (2) changes its form, (2) becomes a certain category, so that it has word status (or if it has changed category status), (3) its meaning changes more or less. What should be noted in the formation of complex words in Indonesian is that the affixes form a system, so that the occurrence of words in Indonesian is a series of related processes." (1989: 28)

Based on the above understanding, category changes as a result of the affixation process will be analyzed.....

The examples above are direct quotes. As for the writing of references in indirect quotations is no different from in direct quotations. What needs to be noted in indirect quotations is that the existence of phrases that mark the quotation is a summary of the original longer form. For example, expressions such as:

Bharata's view of the Japanese language can be interpreted as follows.

Broadly speaking Bharata argues that Japanese...

Example :

Broadly speaking, the types of affixes in Indonesian are (a) prefix, (b) infix, (c) Suffix, (d) symulfics, (e) confection, (f) a combination of affixes (Kridalaksana, 1989: 28-31)

From the example it is known that the quote is a summary from pages 28 to 31, Kridalaksana's book of 1989. As for the writing of references to quotations sourced from potpourri is somewhat different, for example

Regarding the function of bahasa has been formulated by linguists. But it should also be noted how the views of other scholars are related to this,

" "The main thing is, conceptual thinking is expressed in language, between thought and language there is a reciprocal influence. If thought is expressed in language, [then] it can be investigated whether there is congruence between thought and language or not. This research provides the possibility to improve his thinking or language, if his mind is still blurry, then his language will also be blurred. If the mind is bright, then the language will be clear too" (Santosa in Suriasumantri (Ed.), 1983: 227).

Or

As a philosopher, Slamet Imam Santosa has a view on the functions of the following Languages,

"The main thing is, conceptual thinking is expressed in bahasa, between thought and language there is a reciprocal influence. If thought is expressed in language, [then] it can be researched whether between thought and language there is a correlation or not. This research provides the possibility to improve his thinking or language, if his mind is still blurred, then the language will be blurred as well. If the thought is light, then the language will be bright too" (Santosa in Suriasumantri (Ed.), 1983: 227).

From the reference it is known that the quote was sourced from Santosa's writings contained in a collection of bouquets or potpourri edited by Suriasumantri, in 1983.

C. Bibliography

In academic scientific writings, such as thesis, all side references to the citation are fully listed in the Bibliography. Similarly, the names and scientific works contained in the Bibliography are actually quoted or twisted in the thesis in question. Based on the bibliography, the thesis reader can find out what sources he uses. For readers who are truly experts in

their field, through a bibliography can predict the quality of scientific work money concerned.

1. Bibliography Writing

Provisions in the writing of a bibliography:

- (1) Bibliography without sequence numbers.
- (2) The author's name is arranged alphabetically (vertically and horizontally) after being reversed.
- (3) Academic degrees are not written.
- (4) The bibliography is laid out after the closing chapter (conclusions and suggestions).
- (5) The distance between the lines in one library is 2 spaces.
- (6) The distance between one library and the next library is 2 spaces.
- (7) The first letter of the first line of a library is typed from the left margin (without inference).

a. Name Writing

(1) Author Name

The name of the author / author consisting of two elements or three elements, the arrangement is reversed. Consisting of two elements, the second element is moved forward, followed by a comma (,) and then followed by the first element; consisting of three elements, the third element is moved forward, followed by a comma (,) then followed by the first and second elements.

Example

Amran Halim written Halim, Amran

Hiroko Kumai ditulis Kumai , Hiroko

Henry Guntur Tarigan ditulis Tarigan, Henry Thunder

Sapardji Djoko Darmono → Darmono, Sapardji Djoko

The name of the author of the first element is an abbreviation, as well as a non-academic degree, the arrangement is also reversed.

Example:

M.F. Baradja written by Baradja, M.F.

M.S. Hutagalung written by Hutagalung, M.S.

R.A. Kartini written by Kartini, R.A.

The name of the author whose last element is an abbreviation, the arrangement is not reversed.

Example:

Yudiono K.S. written by Yudiono K.S.

Darmanto Yt. written by Darmanto Yt.

The author of a book consisting of two people, three people, the name of the first author alone is behind the arrangement, then followed by a comma, the name of the second author (not reversed), the name of the third author (not reversed).

Example :

Sabarti Akhadiah

Maidar G. Arsyad = Maidar G. Arsyad, and

Sakura H. Rldwan

The author of a book or other scientific work consisting of four or more people, the name of the first author is only listed, and followed by a comma and abbreviations *et al.* (with friends), or *et. al.*

Example :

Sitti Shamsiar
M. Yunus R.
M. Daoed Kadir
Rukmini

The writing of the name must be exactly what is stated in the cited written work, as seen in the example above, the spelling is not changed.

b. Names of Books, Magazines, Newspapers

The name or title of a book, research report, academic scientific work, journal, newspaper is written in capital letters on the first letter of each word except the task word, and the whole With Italic letters.

The title of the article in the journal is written in capital letters on the first letter of each word except the task word, and the whole is written in ordinary letters (regular), while the name of the magazine is written. With *Italic* letters.

The title of the article in potpourri is written in capital letters on the first letter of each word except the word task, and the whole is written in ordinary letters (regular), followed by the word 'in' + the editor's name, and the title of the potpourri written in Italic letters.

Examples of book titles:

Muhammad. 2011. *Language Research Methods*. Yogyakarta : Ar-Ruzz Media.

Dianika, Yoana. 2012. *Soba ni Iru Yo*. Yogyakarta: Bentang Belia.

Examples of writing article titles in magazines and newspapers :

Hutagalung, M.S. 1975. Poetry Lessons in High School. in *The Teaching of Languages and Literature*, Th.I, No.2. 1975. Jakarta : P3B.

If, the above article is published in *Suara Merdeka*, the writing in the Bibliography is as follows:

Hutagalung, M.S. 1975. Poetry Lessons in High School. *The Voice of Independence*. 17-1-175.

Examples of writing article titles in potpourri:

Alisjahbana, S. Destiny. 1981. Politics Indonesian and Language Development. in Amran Halim (Ed.). *National Language Politics*. Jakarta : PN Balai Pustaka.

c. **Publisher Name**

The name of the publisher should be written in full, including the name of the business entity.

1. Library Elements

The author's name, the title of the book or essay, the name of the journal, and the name of the publisher are elements of a library. Between the type of library one and another type of library found a difference.

a. Book

The elements of a book's library and punctuation are

**Author's name. Year of Publication. Book Title.
Place of Publication: Publisher.**

Example :

Alisjahbana, Sutan Destiny. 1955. *New Grammar Indonesian*. Volume 1. Cet.V. Jakarta : Dian Rakyat.

_____. 1975. *New Poet*. Jakarta : Balai Pustaka.

Keraf, Gorys. 1980. *Composition*. Ende : Nusa Indah.

Siregar, Merari. 1920. *Doom and Passion*. Weltevreden : Library Hall.

Note

As seen in the example above,

- (a) alphabetical arrangement is after the name of the author behind the arrangement,
- (b) the author whose two books are quoted in the thesis, the author's name is written only in the first library, in the second library (and so on) is replaced by the bottom line along the name written in the early (see Alisjahbana example above)
- (c) parak/space between the lines in one library: 1 space (see the first example of Alisjahbana); the distance between one library and the next library is 2 spaces.
- (d) Additional information about the book in question, such as several volumes, prints of some can be written after the title.

b. Academic Scientific Works

Thesis, thesis, and dissertation are included in academic scientific work. Thesis authors need to know the academic scientific work in advance so that there is no publication.

The elements of the library of an academic scientific work along with punctuation marks are

Author's name. Year. Title of Scientific Work. Types of Scientific Works and Strata. City: Name of institution.

Example :

Sintawati, R.Aj. 2015. *Active Sentences and Passive Sentences in High School Japanese Teaching Books*. Thesis, S1. Semarang : FIB Undip.

c. Magazines / Journals

The elements of the library of an article in a magazine / journal along with punctuation marks are

The name of the writing year of the title of the article. Magazine name. Magazine number. tp published: publisher.

Example :

Sadtono, E. 1976. Written Indonesian Language Educated Group (Bachelor) in Indonesia. in *Language and Literature*. Th. I No. 5, 1976. Jakarta : P3B.

d. Research Report (unpublished)

The elements of a research report's library and punctuation marks are

Author's name. Year. Research Report Title. City: Name of institution.

Example :

Widiartanti, Amita Rachma. 2007. *Effect of Glycerol Concentration Comparison on KiteFish Quality during Cold Storage*. Semarang : LPPM Undip.

e. Newspapers

If the source quoted in the form of articles writing elements of the library is the same as the magazine / journal.

Example:

Muhammad, Wahyudi Akmaliah. See Yogyakarta from Nitripayan. *Compass*. Dec. 7. 2009.

Which is not an article, the elements of the library are Newspaper name. [place of publication]. Date Published

Example:

Compass. [Jakarta]. December 10, 2009

The Voice of Independence. [Semarang]. July 10, 2009

f. Internet

Writing an internet-sourced bibliography is basically the same as a print source. What is different is only the writing of the publication data, and the addition when accessed / downloaded. Internet publication data is a website/web site. elements of the internet library

Author's name. Year. Heading. Website/website. Download time.

Example :

Brualdi, Amy. 1999. *Implementing Performance Assessment in the Classroom*.

<http://edresearch.org/pare/getvn> (accessed on September 27, 2003).

Moskal, Barbara. 2003. *What Is Contextual Teaching and Learning?, When, and How?*. <http://www.cew.wisc.edu/teach>. (accessed on September 27, 2003).

Note : *accessed on*, 'downloaded on'.

Opinions expressed orally must also be mentioned in the reference, e.g.

Singodimedja (Budayawan). *Structured Interview*, Nov. 15. 2012. Patra Semarang.

CHAPTER 4: THESIS LANGUAGE

A. Introduction

Thesis is one type of scientific writing. The language used in scientific writing reflects scientific characteristics. Therefore, the language style used is a variety of scientific language. In general, scientific characteristics are: rational, empirical, and systematic. Rational means that the thoughts in the thesis are expressed with reasonable words and sentence arrangements so that they are affordable to human reasoning. Empiricism means anything expressed based on reality so that it can be observed with the senses of the author as well as the reader. Systematic means the language used reflects an orderly mindset that makes it easy to understand.

B. Variety of Languages in Scientific Writing

Scientific writing in general is indeed a variety of scientific papers. But scientific communication is more dominant in the form of writing so that the variety used is also a variety of writings. In addition, scientific communication is included in the official situation so that the language pattern used is a variety of official languages and a variety of standard languages. So, the variety of scientific languages is also a variety of written, official, and standard languages. Authenticity is characterized by the completeness and harmony of its elements, for example *but, if, father*, not *but, if, sir*; Filial piety is characterized by consistent application of

EYD which applies language rules consistently as well. If the truth is in principle: *schedule, receipt, s.d., analysis, percent, consume, mesmerizing, translate, craftsmanship, destruction, release*, those forms are used, and are not affected by the use in the "*misguided*" society.

C. Characteristics of Scientific Language

From the description above it has been known that the variety of scientific languages reflects scientific attitudes, obeying EYD and language rules. Scientific writing is often also called scientific essays so that the language of scientific writing does not escape the application of general principles that apply in corals making up, yes the principle of ABC, accurate means precise, careful; brief means tingkas, solid; clear means clear, not vague, convoluted sword, unambiguous.

In addition, the language of scientific writing is also characterized by straightforward and moderate. Straightforward means that it is what it is, only about the basics, and not flowery. Moderate means avoiding extreme disclosure, tending to take the middle of the line. Despite telling the truth, scientific diversity does not force it to be accepted or followed by the reader. Scientific bodies tend to discourage readers from choosing to believe or reject the truth.

In traditional scientific writings, terms are defined clearly and strictly according to their field of science. The term used in a particular field of science with certain limitations is also called a technical term. In addition to being marked by technical terms, scientific writings are

characterized by scientific statements, that is, statements containing truth, but not definitions. In order to understand the content of the scientific writing, the reader must follow predetermined boundaries. Likewise, if the reader will criticize, must first understand the limits.

The general pattern of the form of essays used in scientific writing is exposition or exposure. In the form of exposition essays, the author describes the facts found in the research, just as journalists expose the news. Therefore, the author must be objective and honest in presenting the facts. Subjective attitudes should be avoided; The author must also not add, subtract, manipulate facts and truths. Plagiarism is an inexorable taboo for the learned.

CHAPTER 5: COVER

It has become a necessity for lecturers and students to always follow the development of scientific writing. It should be realized that scientific writing is mostly applicable internationally, so the authors of scientific works need to keep abreast of developments in the international world. For example, by listening to the writing of books or scientific works published internationally such as *English 'textbooks'*.

Writing (including the application of writing) is a skill. A skill can only be mastered by practicing, practicing, and practicing. This is the obstacle for some students who are preparing a thesis; They do not have adequate writing experience.

Writing (let alone scientific) means reading; Without reading, it is impossible to produce scientific papers. This is the second obstacle, as part of the Indonesian educated people they also suffer from diseases of "lack of books" and "low reading appetite".

Writing is a process that demands a struggle and must be passed as soon as possible from planning, data procurement, data analysis, writing, editing to television. Therefore, writing requires patience and perseverance.

Wasana said, provision for a writer is earnest and diligent. The Javanese say, "*Say hello to the one who will be your tine, and say hello who diligently will meet*".