



# TECHNICAL GUIDANCE OF THESIS WRITING

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DEPARTMENT OF ACCOUNTING  
FACULTY OF ECONOMICS  
UNIVERSITAS ANDALAS



**DEPARTMENT OF ACCOUNTING  
FACULTY OF ECONOMICS  
UNIVERSITAS ANDALAS**

**THESIS WRITING GUIDELINES**

**PADANG  
2021**

## **1. INTRODUCTION**

Thesis / Final Project (TA) is scientific papers written according to rules based on the principles of science and Bahasa Indonesia, under the supervision or direction of the supervisor, to meet the quality criteria established in accordance to scientific ground respectively. Thesis/Final Project is prepared as one of the requirements for completing a course of study. Thesis/Final Project referred in this Guidance includes, but are not limited to thesis, dissertation, and the draft produced by the academic community of Accounting Program of Universitas Andalas.

## **2. FORMAT OF THESIS**

Technical Guidance of Thesis Writing is comprised of three parts: (a) introduction; (b) discussion; and (c) conclusion.

### **2.1 INTRODUCTION**

The Introduction of thesis consists of:

- a. Front Cover Page
- b. Title Page
- c. Statement of Originality
- d. Approval Page
- e. Acknowledgements (if applicable)
- f. Statement of Consent of Thesis Publication for Academic Interests
- g. Abstract (in bahasa Indonesia and English)
- h. Table of Contents
- i. List of Tables (if applicable)
- j. List of Figures (if applicable)
- k. List of Equations (if applicable)
- l. List of Notes (if applicable)
- m. Other List (if applicable)
- n. Appendices (if applicable)

#### **2.1.1 Front Cover Page**

As the front page of a scientific work is read the first, the Cover Page should be able to provide brief, clear and unambiguous information to the reader about the scientific work that include a form of title, the type of scientific papers (thesis / dissertation), the identity of the author, institution, and year of certification. Item 3.4 contains the terms of the Cover Page writing. Appendix 1 shows a sample of Cover Page.

#### **2.1.2 Title Page**

In general, the information given on the Title Page is the same as that of the Cover Page, but the Title Page includes additional information on the purpose of writing the scientific paper. Item 3.5 shows provisions on writing of the Title Page. Sample of The title page can be seen in Appendix 2.

### **2.1.3 Statement of Originality**

This page contains a written statement from the author that the final project is his/her own work by following the rules of scientific writing. Provisions on the writing of Statement of Originality can be seen in item 3.6. Sample of Statement of Originality can be found in Appendix 3.

### **2.1.4 Certification of Approval**

The Approval Page functions to ensure the validity of scientific papers or statements of acceptance, especially theses and dissertations by the author's institution. Example of Certification Page can be viewed in Appendix 4.

### **2.1.5 Preface/Acknowledgements**

Preface page contains a brief introduction to the scientific work. Acknowledgments page contains word of thanks or appreciation to those who have assisted in the preparation of the final task. Preferably, a word of thanks or appreciation also specify the assistance they provide, such as assistance in obtaining feedback, data, information resources, and assistance in completing the final task. Provisions on writing Preface / Acknowledgements can be seen in item 3.8. Sample of Acknowledgments can be seen in Appendix 5.

### **2.1.6 Statement of Consent of Thesis Publication for Academic Interests**

This page contains a statement of the students making up the final assignment that authorizes the University to save, media-transfer / format, treat, and ultimately publish the work for academic purposes. That is, the Universitas Andalas is authorized to publish a thesis / final project for the sake of scientific development, while the copyright remains with the author. Example of the Statement can be found in Appendix 6.

### **2.1.7 Abstract**

Abstract is a summary of a final project that contains issues, objectives, research methods, results, and conclusions. Abstract is made to facilitate the reader quickly understand the content of the final project to decide whether to read further or not. Provisions relating to the writing of abstracts can be seen in item 3.10. Abstract example can be found in Appendix 7.

### **2.1.8 Table of Contents**

Table of Contents includes all of the parts of the final project and their respective page numbers, which are written the same as the contents concerned. Typically, for a clear and concise table of contents, the second and third sub-sections should not be written. Provisions relating to the writing of Table of Contents can be seen in item 3.11. Example of Table of Contents can be seen in the Appendix 8.

### **2.1.9 List of Tables, List of Figures, and Other List**

List of tables, figures, and other list contains the names used for tables, figures, etc. included in the final task. The writing of names of table, figures, and so forth uses capital letters at the beginning of a word (title case). Provisions relating to the writing can be seen in item 3.14.

## **2.2 MAIN BODY**

Content of the final project is delivered in a number of chapters. The Faculty determines the division of chapters from the introduction to the conclusion as needed, or the rules contained in item 3.13.

## **2.3 BACK MATTER**

This section consists of:

- a. List of References
- b. Appendices (if any)

### **2.3.1 List of References**

List of Reference is a list of reading sources, or a reference or benchmark and the basis of the thesis. It can contain a reference list of books, articles, journals, magazines, or newspapers, interviews, and so forth. It is recommended that 70% of the list of references used is the latest edition (published at least the past 2 years) from international scientific journals.

### **2.3.2 Appendices**

Appendices are the complement or the data or processed data that support this thesis, but not included in the content of the final task, as it will disrupt the continuity of reading. Appendices that need to be included are grouped by type, such as schedules, tables, questionnaires, figures, graphs, design. Grouping of appendices conforms to the policy of the Faculty.

## **3 PRESENTATION**

Appearance is an important factor to realize the neat and uniform final project. **3.1 Paper**

Paper specifications that are used:

- Type: HVS

- Color: Plain White
- Weight: 80 grams
- Size: A4 (21.5 cm x 29.7 cm)

### 3.2 Typing

- a) The printing is done on one side of paper (single side)
- b) The position of the placement of text on the edge of the paper:
  - Left Margin: 4 cm (including 1 cm for binding) from the edge of the paper
  - Right Margin: 3 cm from the edge of the paper
  - Top Margin: 3 cm from the edge of the paper
  - Bottom Margin: 3 cm from the edge of the paper
- c) Any page of the manuscript final project, from Abstract to List of References should be given the "auto text" in the footer with the inscription of Universitas Andalas (Arial 10 point bold), written in the align right position.

*Figure: Position for Text Placing on Margin of Paper*

This image shows a full page of primary-ruled paper. It features ten sets of horizontal lines. Each set consists of a solid top line, a dashed middle line, and a dotted bottom line, providing a guide for letter height and placement. The entire page is white with no other markings or text.

Universitas Andalas

- d) Use the font Times New Roman 12 points (actual size) and type neatly (left and right - justify).
- e) Typing is done by spacing 1.5 (Line spacing = 1.5 lines).
- f) The letter printed from the printer must be in dark black and uniform.

### 3.3 Page Numbering

No affix of any kind is given in page numbering. The type of page number is of two kinds: small Roman numerals and Latin numbers.

### **3.3.1 Small Roman Numerals**

- a. Used for the early part of final project (see item 2.1), except the Cover Page
- b. The Position: the center 2.5 cm from the bottom margin of the paper
- c. Especially for the Title Page, page numbering is not written numerical but it remains counted.

### **3.3.2 Latin Numerals**

- a. Used for the content section and conclusion section of the final project
- b. The position: the upper right corner, 1.5 cm from the top margin of the paper and 3 cm from the right margin of the paper
- c. Especially for the first page of each chapter, the numbering is placed in the middle, 2.5 cm from the bottom margin of the paper.

## **3.4 Front Cover Page**

The Cover Page of the Final Project, in general, has the following characteristics:

- a. Cover Page of final project (thesis, dissertations, etc.) made of cardboard covered with brown linen paper (for the Thesis / Final Project of Master and Doctoral programs), white (for undergraduate programs).
- b. All letters are printed with yellow gold ink with a single space (line spacing = single) and the size conforms to the example in Appendix 1.

### **Provisions of the Cover Page**

- a. Symmetric typed in the middle (center).

The title must not use abbreviations, except for the name or term (e.g., P.T., U.D., and CV.) and it is not arranged in question sentence and not enclosed with any punctuation.

Universitas Andalas Logo: Logo of Universitas Andalas with a diameter of 2.5 cm and is printed in color

Faculty

Study program  
Universitas Andalas

The type or level of final project (thesis,dissertation)

Name

No BP

Location

Month & Year of the Final Project is approved and is written in numbers with four-digit format (example: January 2021)

- b. The information listed on the cover page is: type of final project, and the title of the paper. The information listed uses all capital letters, with the font of Times New Roman 12 points, and written in the middle of the cover page (center alignment).
- c. The cover page must not be iron-angled on the ends.

### **3.5 Title Page**

Title page of the Thesis / Final Project , in general, is as follows:

- a. Title Page format is the same as the Cover Page format, only that there is the additional description explaining the purpose of drawing up the Final Project.
- b. All letters are written with single spacing (line spacing = single) and the size conforms to the example in Appendix 2.

### **3.6 Statement of Originality**

The page of Originality Statement written with double spacing (line spacing = double), using font type of Times New Roman 12 point with a position in the middle of the page (center alignment) in accordance with the example in Appendix 3.

### **3.7 Approval Page**

Approval Page of the Thesis / Final Project is written by a single space (line spacing = single), font type of Times New Roman 12 points in accordance with the example in Appendix 4.



### **3.8 Preface / Acknowledgements**

The page of Preface or Acknowledgments of the Thesis / Final Project, in general, is as follows:

- a. All letters are written with the type of Times New Roman 12 point, 1.5 spacing (line spacing = 1.5 lines) and size according to the example in Appendix 5.
- b. Title of Preface or Acknowledgments are written with the type of Times New Roman 12 point, bold and uppercase.
- c. The order of the parties receiving a word of thanks starts from the outsiders, then the family or friends.
- d. The distance between Title and contents of Preface / Acknowledgements is 2 x 2 spaces.

### **3.9 Statement of Consent of Thesis Publication for Academic Interests**

The page of the Statement, in general, is as follows:

- a. All letters are written with the type of Times New Roman 12 point with 1.5 spacing (line spacing = 1.5 lines) and size according to the example in Appendix 6.
- b. Especially for the title of Statement of Consent of Thesis Publication for Academic Interests, it is written with the type of Times New Roman 12 point, bold and uppercase (capital) with a single space (line spacing = single)

### **3.10 Abstract**

Abstract writing provisions are as follows:

- a. Abstract is a summary or overview of the core of the Final Project.
- b. A minimum of 75 words and a maximum of 100 words in one paragraph, typed in Times New Roman font type 12 points, single spacing (line spacing = single).
- c. Abstracts are arranged in two languages, namely Indonesian and English. Each language version follows the provisions of point b.10
- d. Where possible, typing for Indonesian and English abstracts is put in one page.
- e. Student's name (without No BP) and Study Programs are written in the abstract with

additional information such as Title of Thesis / Final Project

- f. Written at the bottom of Abstract is the Keyword. For the Abstract in Bahasa Indonesian, the Keywords given are in Bahasa Indonesian. For the Abstract in English, the Keywords are in English (equivalent words).
- g. All foreign terms, except proper names, are in italics. Example of Abstract examples can be found in Appendix 7.
- h. The abstract should be determined by each discipline.

### **3.11 Table of Contents**

The page of Table of Contents of the Final Project in general is as follows:

- a. All letters are written with the type of Times New Roman 12 point with single spacing (line spacing = single).
- b. Especially for the title of each chapter, it is written in Times New Roman 12 point, bold and upper case (capital). Example of Table of Contents can be viewed in Appendix 8.
- c. The distance between the content of Contents title is three spaces.

### **3.12 List of Tables, List of Figures, and Other List**

The provisions for writing List of Figures of the Final Project in general are as follows:

- a. All letters are written with the type of Times New Roman 12 points in a single space (line spacing = single) according to the example in Appendix 9.
- b. Especially for the title of List of Figures, it is written with font type of Times New Roman 12point, bold and upper case (capital).

### **3.13 Section of Content**

The main the body/subject of the thesis / Final Project includes a description / explanation / analysis conducted by the author. Elaboration includes a literature review, research methods, and results and discussion. The use of the term or title of each chapter and subsection, as well as the addition of subsection conforms to the policy of each faculty. For example, "Review of Books"

or "Literature Review", "Discussion" or "Analysis". Likewise, the systematic structures generally used in writing of the final project are as follows:

## **1. INTRODUCTION**

### **1.1 Subsection of First Level**

#### **1.1.1 Subsection of Second Level, First Point**

#### **1.1.2 Subsection of Second Level, Second Point**

##### **1.1.2.1 Subsection of Third Level, First Point**

Subsection Leveling can be done up to the maximum of three levels.

### **Provisions for the writing of each chapter**

- a. Each chapter begins on a new page.
- b. Chapter title is typed entirely in capital letters, symmetrically in the middle (center), bold (bold), with no under-line, does not end in a point, and one symmetric space center (center), if they are more than one line.
- c. Chapter headings - always begin writing of the word 'Chapter' and the Arabic numbers showing the relevant chapters and they are written with capital letters, Times New Roman type, 12 points, and the bold (bold).

### **Sample of writing the chapters:**

## **CHAPTER 2**

### **LITERATURE REVIEW**

- d. In inter-chapter transitions, it does not need to be given a special page inserts. One that is not a subordinate of the title of the paper should be written with the following code.

Bullet or the letter: if it will not be referred in other parts of the final project, free in form, provided a basic shape (round, square, minus sign), and consistent in the overall final project.

The letter: if it will be referred in other parts of the final project, the letter should be used to avoid confusion with the use of numbers for chapters and sections.

The form is free, as long as it is consistent in the overall final project, for example: a. or a) or (a).

This is the last level, in the sense of not having a sub-detail in it. Examples of prohibited use of sub-detail are as follows.

The types of computer operating systems include:

DOS

Windows

Windows 3.xx

Windows 95/98

Windows NT

UNIX

Linux

### **3.14 Tables and Figures**

Classified figures are pictures, graphs, and diagrams. Provisions of making tables and figures are as follows.

- a. Figures, graphs, and diagrams are named
- b. Writing the names of table, figures, and other uses capital letter at the beginning of a word (title case)
- c. Table and figures are placed between the text of the most widely discussed. Tables and figures must be made in such a way that it can stand alone, to be understood by the reader without reading the caption in the text.
- d. If the table is written in the landscape position, the upper side of the table is the part to be bound
- e. Tables and figures are always symmetric in the middle (center) of the page.
- f. Number of tables and figures should include the chapter number's tables and figures are located. For example, table 1.1 means the first table in chapter 1. If in a final project there is only 1 (one) table or a figure, it does not need to be numbered.
- g. List of notations and abbreviations is written with the original letters (capital or lowercase is not made) and arranged alphabetically. The writing is sorted from lowercase letters, uppercase letters, and symbols (example: a, B,?)

h. Writing the title of tables and figures

Tables: Heading is written on the table, align text left or symmetrical in the middle (center) is 1.5 spaces to the table in question. Table headings are written immediately following the table number.

Picture: Heading is written under the figure with 1.5 spaced, symmetrical (center) of the figure in question. Figure Headings are written immediately following the figure number.

i. Writing the source of figures and tables.

- ☐ The table: source of table (if not processed by oneself) is written at the bottom of the table with a 1.5 spacing of tables, font type Times New Roman upright 10 points. Sources that are processed further need to be noted "has been reprocessed."

- Figure: the source of figure (if not processed by oneself) should be written at the bottom of the title of the figure with 1.5 spaces from the figure, font type of Times New Roman upright 10 points .. Sources that are processed further need to be noted "has been reprocessed."
- j. Tables or figures are placed three spaces after the text. There is a distance of 1.5 spaces from the last line of the title picture when writing the text after the table or figure.
- k. If the title of a figure or a table exceeds one line, it is written in the symmetrical center and typed with single spacing.
- l. If tables and figures are too long, it may be broken and continued by typing the number and description of the "continuation" in parentheses.
- m. The provisions when table and the figure are too wide are as follows:
  - They are placed lengthwise on a separate page;
  - They are placed on wider paper and then folded so that the width does not exceed the paper format;
  - The size is reduced to conform to the Final Project format, but the size of the letters contained in it should not be smaller than 10 points (actual size).

### 3.15 Mathematical Equations

Mathematical equations are better written in the common form in mathematics, even if it is one line. All mathematical equations are written with tabulators 1.5 cm from the left and should have numbers written next to them and placed align to the right against the right border of the typing.

Example:

M Q 209 43, 530 + = (5.1)

Description: 5 means the equation is written in chapter 5, while 1 means that the equation is the first mathematical equation numbered in that chapter.

### 3.16 Numbers

Writing numbers follows the same rule as that on Improved Spelling Guidance of new edition.

### 3.17 List of References

Growing types of media have made it possible for authors to search for sources of information from various types of media. The development is followed by the development of various formats of writing citations and reference list. Each faculty / department has the right to determine its own format of writing a citation to use.

Appendix 11 only gives an example of writing citations based on APA and MLA format. The Faculty is free to adopt other formats of writing a list of references.

### 3.18 Appendices

Provision on writing appendices is as follows.

- a. number and title of appendix are written on the top right corner of the page (right aligned) with an upright font type of Times New Roman 12 points.
- b. title of appendix is typed on one line using a capital letter at the beginning of the word (title case).
- c. Appendix of more than one page, on the next page it is marked as "continuation" in parentheses at the top right corner of the page (right aligned).
- d. The content and order of the appendices classification conform to the faculty policy.

## 4. LIST OF REFERENCE

Bekerian, D.A. (1973). In search of the typical Eyewitness. *American Psychologist*, 48, 574-576.

Bjork, R.A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H.L.Roediger III & F.I.M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Cone, J.D., & Foster, S.L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U. S. Government Printing Office.

New Drug Appears to sharply cut risk of death from heart failure. (1993, July 15). The Washington Post, p.A12.

Rheingold, H. (1993). The virtual community. August 17, 1996.

<http://www.wellcom/user/vcbook/>

Strunk, W. (1995, May). The elements of style (online). January 5, 1999.

Bartleby Library. <http://www.columbia.edu/acis/bartleby/strunk/>

University of Indonesia (2004). Introduction to scientific writing (to be added with Thesis Writing Guide used by the Faculties in the UI)



## APPENDIX

## Lampiran

## Appendix 1. Cover



JURUSAN AKUNTANSI  
FAKULTAS EKONOMI  
UNIVERSITAS ANDALAS

SKRIPSI

PENGARUH PENGUNGKAPAN *CORPORATE SOCIAL RESPONSIBILITY*  
TERHADAP PROFITABILITAS PERUSAHAAN  
(Studi Empiris Pada Perusahaan Pertambangan yang Terdaftar di Bursa Efek  
Indonesia Tahun 2016-2020)

Oleh :

FITRIANI ANISA

1710531023

Dosen Pembimbing :

Dr. Yulia Hendri Yeni, SE, MT, CA, Ak

*Disajikan untuk Memenuhi Sebagian dari Syarat-syarat Guna Memperoleh  
Gelar Sarjana Akuntansi*

PADANG

2021

Catatan: halaman judul proposal tidak diberi nomor halaman dan isi proposal dimulai dengan halaman 1. Maksud penulisan proposal karya ilmiah disesuaikan dengan jenjang pendidikan penulis: Proposal Skripsi (*untuk mahasiswa S1*), Proposal Tesis (*untuk mahasiswa S2*), dan Proposal Disertasi (*untuk mahasiswa S3*).

## Appendix 2. Cover



JURUSAN AKUNTANSI  
FAKULTAS EKONOMI  
UNIVERSITAS ANDALAS

SKRIPSI

PENGARUH PENGUNGKAPAN *CORPORATE SOCIAL RESPONSIBILITY*  
TERHADAP PROFITABILITAS PERUSAHAAN

*(Studi Empiris Pada Perusahaan Pertambangan yang Terdaftar di Bursa Efek  
Indonesia Tahun 2016-2020)*

Oleh :

FITRIANI ANISA

1710531023

Dosen Pembimbing :

Dr. Yulia Hendri Yuni, SE, MT, CA, Ak

*Disajikan untuk Memenuhi Sebagian dari Syarat-syarat Guna Memperoleh  
Gelar Sarjana Akuntansi*

PADANG

2021

Catatan: sampul depan dan halaman judul tidak diberi nomor halaman. Halaman judul dihitung sebagai halaman i. Jenis karya ilmiah dan maksud penulisannya disesuaikan dengan jenjang pendidikan penulis: *Skripsi untuk memperoleh derajat Sarjana S1* (untuk mahasiswa S1), *Tesis untuk memperoleh derajat Sarjana S2* (untuk mahasiswa S2), dan *Disertasi untuk memperoleh derajat Doktor* (untuk mahasiswa S3).

### Appendix 3. Approval Page

JURUSAN AKUNTANSI  
FAKULTAS EKONOMI  
UNIVERSITAS ANDALAS

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#### LEMBAR PENGESAHAN SKRIPSI

Dengan ini menyatakan bahwa:

Nama : AMI SAPUTRI

No. BP : 1710631027

Program Studi : Strata Satu (S-1)

Jurusan : Akuntansi


Judul : Pengaruh Penerapan *Good Corporate Governance* Terhadap Nilai Perusahaan dengan Kinerja Keuangan Sebagai Variabel Mediasi (Studi Empiris Pada Perusahaan yang Terdaftar di *Jakarta Islamic Index (JII)* Tahun 2008-2019)


Telah disajikan dan disetujui skripsi ini melalui seminar hasil yang diadakan pada tanggal 18 Agustus 2021 sesuai dengan prosedur, ketentuan, dan kelaziman yang berlaku.

Padang, 23 September 2021

Kepala Program Studi Akuntansi

Pembimbing Skripsi

  
Dian Yuni Anggraeni, S.E.I, M.S.Ak  
NIP. 199206122018032001

  
Dian Yuni Anggraeni, S.E.I, M.S.Ak  
NIP. 199206122018032001

#### Appendix 4. Statement of Originality

##### Pernyataan Keaslian Karya Tulis Tesis

Dengan ini saya menyatakan bahwa tesis saya yang berjudul:

##### **EVALUASI DAN STRATEGI PENINGKATAN PELAKSANAAN PENGADAAN BARANG/JASA STUDI PADA KANTOR WILAYAH KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA DAERAH ISTIMEWA YOGYAKARTA**

tidak pernah diajukan untuk memperoleh gelar kesarjanaan di suatu perguruan tinggi lain dan tidak terdapat keseluruhan atau sebagian tulisan orang lain yang saya akui seolah-olah sebagai tulisan saya sendiri tanpa memberikan pengakuan pada penulis aslinya. Apabila di kemudian hari saya terbukti melakukan tindakan menyalin atau meniru tulisan orang lain seolah-olah hasil pemikiran saya sendiri, gelar dan ijasah yang telah diberikan oleh universitas batal saya terima.

Yogyakarta, 18 Juni 2015  
Yang memberi pernyataan,

Madyaningsih

## Appendix 5. List of Contents

### Daftar Isi

Halaman Judul.....	i
Halaman Pengesahan .....	ii
Pernyataan Keaslian Karya Tulis .....	iii
Kata Pengantar .....	iv
Daftar Isi.....	v
Daftar Tabel .....	viii
Daftar Gambar .....	ix
Daftar Lampiran.....	x
Daftar Istilah.....	xi
Intisari .....	xii
<i>Abstract</i> .....	xiii
<b>BAB I. PENDAHULUAN.....</b>	<b>1</b>
1.1 Latar Belakang.....	1
1.2 Rumusan Masalah .....	7
1.3 Pertanyaan Penelitian .....	8
1.4 Tujuan Penelitian.....	8
1.5 Motivasi Penelitian.....	8
1.6 Manfaat Penelitian.....	9
1.7 Kontribusi Penelitian.....	9
1.8 Ruang Lingkup dan Batasan Penelitian.....	10
1.9 Sistematika Penulisan.....	10
<b>BAB II. TINJAUAN PUSTAKA.....</b>	<b>12</b>
2.1 Anggaran .....	12
2.2 Pengadaan Barang/Jasa .....	13
2.3 Evaluasi dan Strategi .....	20
2.4 Penelitian-Penelitian Sebelumnya .....	23
2.5 Kerangka Berpikir .....	32
<b>BAB III. METODE PENELITIAN .....</b>	<b>41</b>
3.1 Desain Penelitian.....	42
3.2 Definisi Operasional Variabel .....	43

3.3 Populasi dan Sampel.....	45
3.4 Instrumen Penelitian.....	46
3.5 Teknik Pengumpulan Data .....	48
3.6 Teknik Analisis Data .....	52
<b>BAB IV. HASIL PENELITIAN DAN PEMBAHASAN.....</b>	<b>53</b>
4.1 Evaluasi Kegiatan Pengadaan Barang/Jasa di ULP Kanwil Kemenkumham.....	53
4.1.1 Data.....	53
4.1.2 Analisis Data .....	62
4.1.3 Hasil / Simpulan.....	66
4.2 Penyebab Gagal Lelang dan Lalai/Cidera Janji (wanprestasi) Pengadaan Barang/Jasa .....	69
4.2.1 Data.....	69
4.2.2 Analisis Data .....	75
4.2.3 Hasil/Simpulan .....	80
4.3 Hal-Hal yang Telah Dilakukan untuk Mengatasi Permasalahan Gagal Lelang dan Lalai/Cidera Janji (wanprestasi).....	83
4.3.1 Data.....	83
4.3.2 Analisis Data .....	88
4.3.3 Hasil/Simpulan .....	92
4.4 Strategi Peningkatan yang perlu Dilakukan untuk Mengatasi Permasalahan Gagal Lelang dan Lalai/Cidera Janji (wanprestasi).....	94
4.4.1 Data.....	94
4.4.2 Analisis Data .....	96
4.4.3 Hasil/Simpulan .....	99
<b>BAB V. SIMPULAN .....</b>	<b>103</b>
5.1 Simpulan.....	103
5.2 Keterbatasan .....	103
5.3 Implikasi .....	106
<b>Daftar Pustaka .....</b>	<b>110</b>

Catatan: pengaturan jarak spasi untuk daftar isi adalah 1. Jarak antara butir bagian di *Bagian Awal*, *Bagian Akhir*, dan jarak antar bab di *Bagian Utama* diberi jeda satu baris kosong. Jarak judul *Daftar Isi* dengan butir pertama yang ditulis adalah 2 baris kosong.

## Appendix 6. List of Table

Daftar Tabel	
4.1	Tabel pengumpulan data menurut pertanyaan penelitian .....48
5.1	Komponen, aspek, dan standar/kriteria evaluasi pelaksanaan pengadaan barang/jasa.....58
5.2	Daftar narasumber penelitian .....61
5.3	Reduksi data pertanyaan penelitian nomor 1 .....63
5.4	Penyajian data pertanyaan penelitian nomor 1.....65
5.5	Paket lelang pengadaan barang/jasa tahun 2013.....70
5.6	Paket lelang pengadaan barang tahun 2013 .....71
5.7	Paket lelang pengadaan jasa tahun 2013.....71
5.8	Reduksi data pertanyaan penelitian nomor 2 .....76
5.9	Penyajian data pertanyaan penelitian nomor 2.....78
5.10	Reduksi data pertanyaan penelitian nomor 3 .....88
5.11	Penyajian data pertanyaan penelitian nomor 3.....91
5.12	Reduksi data pertanyaan penelitian nomor 4 .....97
5.13	Penyajian data pertanyaan penelitian nomor 4.....98

viii

Catatan: pengaturan jarak spasi untuk daftar tabel adalah 1, tetapi jarak antara butir bagian diberi jeda satu baris kosong. Jarak judul *Daftar Tabel* dengan butir pertama yang ditulis adalah 2 baris kosong.

## Appendix 7. List of Figure

### Daftar Gambar

1.1	Proses penelitian.....	10
2.1	Tahapan persiapan pengadaan barang/jasa.....	15
2.2	Kerangka berpikir.....	33
4.1	Konsep dasar penelitian evaluasi/evaluasi program .....	43
4.2	Komponen-komponen analisis data model alir.....	50
4.3	Komponen analisis data model interaktif.....	52
5.1	Gambar penelitian evaluasi kegiatan pengadaan barang/jasa .....	54

Catatan: pengaturan jarak spasi untuk daftar gambar adalah 1, tetapi jarak antara butir bagian diberi jeda satu baris kosong. Jarak judul *Daftar Gambar* dengan butir pertama yang ditulis adalah 2 baris kosong.



## Appendix 8. List of Appendix

### Daftar Lampiran

- 1 Protokol Wawancara
- 2 Contoh Pertanyaan Wawancara Berdasarkan Pertanyaan Penelitian
- 3 Struktur Organisasi Kantor Wilayah Kemenkumham DIY
- 4 Transkrip Hasil Wawancara Narasumber I
- 5 Transkrip Hasil Wawancara Narasumber II
- 6 Transkrip Hasil Wawancara Narasumber III
- 7 Proses Reduksi Data

Catatan: pengaturan jarak spasi untuk daftar Appendix adalah 1, tetapi jarak antara butir bagian diberi jeda satu baris kosong. Jarak judul Daftar Appendix dengan butir pertama yang ditulis adalah 2 baris kosong.

## Appendix 9. Abbreviation

### Daftar Singkatan

APBN	Anggaran Pendapatan dan Belanja Negara
HPS	Harga Perkiraan Sendiri
KPA	Kuasa Pengguna Anggaran
LKPP	Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah
PA	Pengguna Anggaran
PPK	Pejabat Pembuat Komitmen
ULP	Unit Layanan Pengadaan

Catatan: pengaturan jarak spasi adalah 1, tetapi jarak antara butir bagian diberi jeda satu baris kosong. Jarak judul *Daftar Arti Lambang/Singkatan/Istilah* dengan butir pertama yang ditulis adalah 2 baris kosong. Arti lambang/istilah/singkatan diurutkan berdasarkan abjad.

## Appendix 10. Chapter

### BAB I PENDAHULUAN

Bab ini menguraikan latar belakang, rumusan masalah, pertanyaan penelitian, tujuan penelitian, manfaat penelitian, proses penelitian, dan sistematika penulisan.

#### 1.1 Latar Belakang

Dalam rapat bersama Dewan Perwakilan Rakyat (DPR) untuk membahas Rencana Anggaran Pendapatan dan Belanja Negara (RAPBN) tahun 2015 pada tanggal 21 Agustus 2014 di Gedung Dewan Perwakilan Rakyat, Menteri Keuangan M. Chatib Basri mengatakan bahwa penyerapan anggaran di tahun 2015 harus dilakukan seoptimal mungkin agar dapat memberikan dampak *multiplier* yang tinggi bagi perekonomian Indonesia. Menteri Keuangan mengakui bahwa penyerapan anggaran saat ini masih belum optimal dan pola penyerapannya cenderung tinggi di akhir tahun. Untuk mengatasi hal tersebut, maka kebijakan ekonomi telah ditetapkan bersifat ekspansif. Kebijakan yang ekspansif dalam pelaksanaan anggaran ini diikuti dengan optimalisasi penyerapan anggaran.

Sejak tahun 2012, realisasi penyerapan anggaran belanja pemerintah pusat relatif berfluktuasi antara 95% hingga 97,3% terhadap Pagu Anggaran Pendapatan dan Belanja Negara-Perubahan, yang seluruhnya baru tercapai ketika mendekati akhir tahun. Berdasarkan data tersebut pemerintah telah mengambil langkah strategis melalui berbagai pendekatan fleksibilitas maupun mengurangi jalur birokrasi untuk mengoptimalkan tingkat realisasi penyerapan anggaran pada kementerian/lembaga.

#### 4.4 Sumber Data

Sumber data adalah asal atau tempat didapatkannya data yang diinginkan untuk menjawab pertanyaan penelitian. Sumber data dalam penelitian ini dibagi menjadi dua yaitu data primer dan data sekunder.

##### 4.4.1 Data primer

Data primer adalah data yang diperoleh secara langsung dari tangan pertama, misalnya, data hasil wawancara dengan narasumber, kuesioner, diskusi kelompok fokus, dan sebagainya. Penelitian ini menggunakan data berupa hasil wawancara dengan narasumber yang memiliki kompetensi dan menangani langsung kegiatan pengadaan barang/jasa di Unit Layanan Pengadaan Kanwil Kemenkumham DIY.

##### 4.4.2 Data sekunder

Data sekunder adalah data yang diperoleh dari sumber tidak langsung, misalnya, dokumen, catatan, laporan, data dari majalah, buku, koran, dan sebagainya. Penelitian ini menggunakan data pengadaan barang/jasa di Kanwil Kemenkumham DIY tahun 2013. Fokus penelitian adalah pengadaan barang/jasa dengan menggunakan metode pemilihan penyedia barang/jasa yaitu lelang tahun 2013 dimana pada tahun tersebut terdapat permasalahan gagal lelang dan wanprestasi.

#### 4.5 Teknik Pengumpulan Data

Teknik pengumpulan data adalah cara yang dilakukan untuk mendapatkan data yang diperlukan untuk penelitian. Setelah sumber data ditentukan, langkah selanjutnya adalah melakukan pengumpulan data. Untuk menjawab pertanyaan penelitian nomor 1, 2, 3 dan 4 di atas dilakukan dengan menggunakan cara sebagai berikut.

## Appendix 11. Title and Table

53

**5.1.1.2 Hasil wawancara.** Selain data dokumen tersebut di atas, penulis juga mengumpulkan data dalam bentuk wawancara dengan sejumlah narasumber yang menangani langsung kegiatan pengadaan barang/jasa di Kanwil Kemenkumham DIY. Narasumber yang berhasil diwawancarai oleh penulis disajikan dalam tabel berikut.

Tabel 5.2 Daftar narasumber penelitian

Narasumber	ID	Waktu Wawancara	Lama Wawancara
Narasumber 1	N1	28 Maret 2015	1 Jam 45 Menit
		20 April 2015	17 Menit
Narasumber 2	N2	3 April 2015	55 Menit
Narasumber 3	N3	6 April 2015	16 Menit

Wawancara terhadap narasumber yang menjabat sebagai panitia/pejabat pengadaan barang/jasa di Kanwil Kemenkumham DIY tersebut selain dilaksanakan dalam instansi terkait juga dilaksanakan di tempat lain. Selama proses wawancara berlangsung, penulis merekam hasil wawancara dengan menggunakan alat perekam dan membuat catatan-catatan. Setelah direkam, hasil wawancara tersebut ditranskripsi. Berikut ini adalah pertanyaan wawancara untuk pertanyaan penelitian nomor 1. Pertanyaan wawancara ini berkembang selama wawancara berlangsung.

1. Bagaimana pelaksanaan kegiatan pengadaan barang/jasa di instansi Anda?
2. Apakah Anda dan unit layanan pengadaan di instansi Anda telah melaksanakan kegiatan pengadaan barang/jasa sesuai dengan perencanaan? Apakah semua tujuan bisa/terlaksana tercapai?
3. Apakah ada kendala-kendala yang muncul selama kegiatan pengadaan barang/jasa tersebut berlangsung? Jika ada, jelaskan kendala yang

Tabel 3.1 Inflasi Indonesia menurut kelompok pengeluaran 2015-2016

Tahun/Bulan	Bahan Makanan	Makanan Jadi, Minuman, Rokok, dan Tembakau	Perumahan, Air, Listrik, Gas, dan Bahan Bakar	Saudang	Kesehatan	Pendidikan, Rekreasi, dan Olahraga	Transpor, Komunikasi, dan Jasa Keuangan	Umum
2016	1,34	1,86	-0,13	1,69	1,24	0,26	-3,05	0,16
April	-0,94	0,35	-0,13	0,22	0,31	0,03	-1,60	-0,45
Mei	0,69	0,36	-0,07	0,55	0,30	0,03	-0,22	0,19
Februari	-0,58	0,63	-0,45	0,64	0,26	0,06	-0,15	-0,09
Januari	2,20	0,51	0,53	0,26	0,36	0,15	-1,11	0,51
2015	4,93	6,42	3,34	3,43	5,32	3,97	-1,53	3,35
Desember	3,20	0,50	0,40	0,09	0,24	0,06	0,45	0,96
November	0,33	0,47	0,15	-0,23	0,44	0,05	0,06	0,21
Oktober	-1,06	0,40	0,09	0,25	0,29	0,16	0,02	-0,08
September	-1,07	0,39	0,20	0,83	0,44	0,89	-0,40	-0,05
Agustus	0,91	0,71	0,16	0,01	0,70	1,72	-0,58	0,39
Juli	2,02	0,51	0,13	0,39	0,36	0,34	1,74	0,93
Juni	1,60	0,55	0,23	0,28	0,32	0,07	0,11	0,54
Mei	1,39	0,50	0,20	0,23	0,34	0,06	0,20	0,50
April	-0,79	0,50	0,22	0,24	0,38	0,05	1,80	0,36
Mei	-0,73	0,61	0,29	-0,08	0,64	0,10	0,77	0,17
Februari	-1,47	0,45	0,41	0,52	0,39	0,14	-1,53	-0,36
Januari	0,60	0,65	0,80	0,85	0,66	0,26	-4,04	-0,24

Sumber: Berita Resmi Statistik (Badan Pusat Statistik 2016)

Catatan: alternatif peletakan tabel besar dengan kertas memanjang (*landscape*).

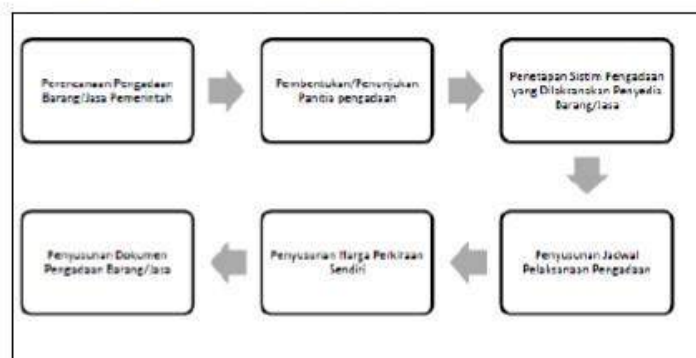


## Appendix 12. Title and Figure

15

### 2.2.1 Tahapan pengadaan barang/jasa

Terdapat dua tahapan yang harus dilalui dalam kegiatan pengadaan barang/jasa, yaitu tahap persiapan dan tahap pelaksanaan. Tahap persiapan pengadaan barang/jasa dapat digambarkan sebagai berikut.



Gambar 2.1 Bagan alir tahapan persiapan pengadaan barang/jasa (Asliana 2014)

Tahap pelaksanaan kegiatan pengadaan barang/jasa dilakukan melalui dua cara, yaitu swakelola dan pemilihan penyedia barang/jasa. Pemilihan penyedia barang/jasa dapat dilakukan dengan pelelangan umum, pelelangan terbatas, pelelangan sederhana, penunjukan langsung, pengadaan langsung, atau kontes.

### 2.2.2 Susunan organisasi pengadaan barang/jasa

Susunan organisasi pengadaan barang/jasa untuk pengadaan melalui pemilihan penyedia barang/jasa menurut Perpres 54/2010 adalah:

1. PA/KPA,
2. PPK,
3. ULP/Pejabat Pengadaan, dan
4. Panitia/Pejabat Penerima Hasil Pekerjaan.

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150

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## Appendix 10: Writing Citation

One important part of a process of research is the study of literature (reading from various sources) according to the topics studied to generate new ideas / analysis presented in a study. Ideas or other people's research results should be written as a citation. Detailed information about the source of a citation written in a list called List of References or Bibliography. The format must be the same citation format used in writing a list of references. For example, when writing a citation using the format of the American Psychological Association (APA), writing a reference list must also use the APA format.

### TYPE OF QUOTATIONS

#### 1. Indirect quotation

Indirect quotation is the idea / concept of others cited by using the words of the author / researcher herself / himself

#### 2. Direct quotation

Direct quotation is the idea / concept of other people copied in accordance with the original.

### I. Quotation using American Psychological Association (APA) Format

#### 1. Indirect Quotation

In the APA format, indirect quotation is made in sentence/text by including author's name and date of publication, without mentioning the page from which work is quoted.

##### **Author's name is mentioned in the sentence**

Jones (1998) compared student performance ... In

1998, Jones compared student performance ...

##### **Author's name is not mentioned in the sentence**

In a recent study of student performance (Jones, 1998), ...

## 2. Direct Quotation

Direct quotation in APA format is written by mentioning author's name, date of publication, and the page from which the sentence/text is quoted. There are two kinds of direct quotations, namely short direct quotation and long direct quotation.

### Short direct quotation

Short direct quotation is sentence that is quoted is less than or equal to 40 words. Short direct quotation is written in text by using quotation mark at the beginning and ending of the quotation.

#### Author's name is not mentioned in the sentence

She stated, "Students often had difficulty using APA style," (Jones, 1998, p. 199), but she did not offer an explanation as to why.

#### Author's name is mentioned in the sentence

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

### Long Direct Quotation

Long direct quotation is a sentence that is quoted is more than 40 words. Long direct quotation is written in a separate paragraph, with 5 spaces from left margin and remains in a distance of 5 spaces (like in a text).

#### Author's name is not mentioned in the sentence

She stated: Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (Jones, 1993, p. 199).

### **Author's name is mentioned in the sentence**

Jones's 1993 study found the following: Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help (p. 199).

### **SAMPLE OF QUOTATION**

#### **Work by 2 to 6 authors**

Family name or last name of the author is all mentioned.

Richards, Jones and Moore (1998) maintain that college students who actively participate in extracurricular activities achieve greater academic excellence because they learn how to manage their time more effectively.

*or*

The authors maintain that college students who actively participate in extracurricular activities achieve greater academic excellence because they learn how to manage their time more effectively (Richards, Jones, & Moore, 1998).

#### **Work by more than 6 authors**

If the work being quoted is written by more than 6 authors, the first writers' family name / last name is written, by mentioning et al.

Massachusetts state and municipal governments have initiated several programs to improve public safety, including community policing and after school activities (Smith et al., 1997).

#### **More than One Work by the same author.**

All publication dates must all be mentioned.

Smith (1972) in his study of the effects of alcohol on the ability to drive, Smith (1991) showed that the reaction times of participating drivers were adversely affected by as little as a twelve ounces can of beer.

**Quoting from several works of different authors and years of publishing in one sentence (quotation taken from different sources)**

Studies of precautionary saving in response to earnings risk include Cantor (1985), Skinner (1988), Kimbal (1990a, 1990b) and Caballero (1991), among others... *or*

The hemispheric division of the human brain has been studied from many different perspectives; however, not all researchers agree on the exact functions of each hemisphere (Ellison, 1973; Jaynes, 1979; Mick, 1978).

**Works by the same author's last name**

*when quoting from the works by the same author's surname with the previous quotation, the first name of the author should be included in the next quotation.* At least 66.665 lions were killed between 1907 and 1978 in Canada and the United States (Kevin Hansen, 1980).

*When it is in one quotation*

D. M. Smith (1994) and P. W. Smith (1995) both reached the same conclusion about parenting styles and child development.

**Citing the formula, the results of research / exact quotation**

*it should state the page number.*

In his study on the effects of alcohol on drivers, Smith (1991, p. 104) Stated that "twelve of participants WHO Drank ounces of beer with a 3.5% alcohol content reacted, on average, 1.2 seconds more SLOWLY to an emergency braking situation than They did when They had not ingested alcohol. "

**Quoting from excerpts**

*when quoting from sources that cite, the original author's name is imprinted on the sentence, and the name of the author that quotes is included at the end of the quotation sentence.*

Behavior is affected by situation. As Wallace (1972) postulated in Individual and Group Behavior, a person acts a Certain Way WHO may act independently in an entirely different manner while the member of a group (Barkin, 1992, p. 478).

### **No author's name**

*If there is no author's name, write down 1 or 2 the first word of the title of a book / web page. If quoting from a book or website, the title is written in italics. If quoting from the journal article / magazine / newspaper, the title is written in straight capital letters with quotation mark at the beginning and end of quotation.*

Massachusetts state and municipal Governments have initiated programs to improve Several public safeties, Including community policing and after-school activities (Innovations, 1997).

### **Article without the author's name and date of publication**

In another study of students and research decisions, it was Discovered That students succeededwith tutoring ("Tutoring and APA," nd).

Note: n.d. = No date

### **Institution as author**

The standard performance measures were used in Evaluating the system. (United States Department of Transportation, Federal Aviation Administration, 1997)30

### **Communication via email**

This information was verified a few days later (JS Phinney, personal communication, June 5,1999).

... It can be concluded that the Department of Mechanical Engineering are less attractive tofemale students (interview with Juliana Anggono, January 5, 1999).

### **Quoting from the Website**

*Quoting from the website or electronic sources is equal to cite from printed sources. If quoting from the website or electronic media, what need to be included are the name of the author, date of publication, page number (for direct quotation), or if there are no page numbers, specify the chapter number, number of figures, tables or paragraphs. Website address (URL) and other information are written on the Reference List.*

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

## **II. Writing Quotes by Modern Language Association (MLA) Format**

### **1. Writing Quotes Indirect**

In the MLA format, indirect quotation is written in the sentence / text by stating the name of the author and page number of the source.

#### **The author's name is mentioned in the sentence**

Pope was clear to point out that, although many of his ideas were idealistic, Rousseau held ambivalent feelings toward women (138).

#### **The author's name is not mentioned in the sentence**

During World War I, British and American women could, for the first time, earn first-class pay for first-class work (Gilbert 236-7).

### **2. Writing Direct Quotations**

The form of writing sources in a direct quotation is similar to the form of writing sources in an indirect quotation. The difference is the writing of sentence of quotation.

#### **Short direct quotation**

If the sentence quoted is equal to or less than 3 lines, the quotation is written enclosed in quotation marks.

### **The author's name is mentioned in the sentence**

In fact, Rumelhart (33) Suggests That schemata "truly are the building blocks of cognition".

In fact, Rumelhart Suggests That schemata "truly are the building blocks of cognition." (33)

### **The author's name is not mentioned in the sentence**

Past attempts to deal with organizational conflict problems have led "to the development of integrative and mixed structures Such as committees, task forces and matrix structures" (Dawson, 97).

### **Long direct quotations**

Citing more than 3 lines, quotation is written on a separate paragraph, with a distance of 1 inch or less than 10 beats / spaces from the left margin, with a between-line distance of 1.5 spaces. In fact, Rumelhart suggests that: schemata truly are the building blocks of cognition. They are the fundamental elements upon which all information processing depends. Schemata are employed in the process of interpreting sensory data (both linguistic and non linguistic), in retrieving information from memory, in organizing actions, in determining goals and sub-goals, in allocating resources, and Generally, in guiding the flow of processing in the system (33-34).

### **SAMPLE OF WRITING QUOTATION**

#### **More than one work by the same author**

*Citing two or more works by the same author, mention one word from the title of the work followed by page numbers. If it is the work of the book, the title is italicized; if the work in the form of articles, the title is given quotation marks.*

When calculating the number of homeless animals in the United States, the author comically Stated that "Maybe man would not overrun the planet, but his pet poodles and Siamese cats Might" (Westin, Pethood 6). She then further Stated That there are 50 million homeless animalsin the country (Westin, "Planning" 10).

### **Authors with the same last name**

*citing the work of the author with the same last name as the previous quotation, the author's first name should be included in the next quotation.*

At least 66,665 lions were killed Between 1907 and 1978 in Canada and the United States (Kevin Hansen 58).

### **Quoting from several works**

The dangers of mountain lions to Humans have been well documented (Rychnovsky 40; Seidensticker 114; Williams 30).

### **Works without page numbers**

*If citing works without page numbers (usually quoting from the website), paragraph or screen number is written as a replacement for the page number ..... (Smith, Para. 4).*

### **Works with two or three authors**

Richards, Jones, and Moore maintain WHO That college students in extracurricular activities Participate actively Achieve Greater academic excellence of Because They learn how to Effectively Manage Their time more (185).  
or

The authors maintain WHO That college students in extracurricular activities Participate actively Achieve Greater academic excellence of Because They learn how to manage time more Effectively Their (Richards, Jones, and Moore 185).

### **Works with four or more authors**

Chazon et al. Argued That ethnic groups are culturally based social Organizations in which members have multiple identities (105-6).

*or*

The authors Argued That ethnic groups are culturally based social Organizations in which members have multiple identities (Chazon et al. 105-6).



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*If quoting from the article with no author's name, the first 1 or 2 words from the title of the article is written as a resource to be given without the quotation at the beginning and at the end of the title.*

In California, fish and game That Officials estimate since 1972 lion numbers have Increased from 2.400 to at least 6.000 ("Lion" A21).

### **Book**

If quoting from a book with no author's name, title of the book is written as a source and written in italics.

Already Several new security holes have been outlined in detail Discovered and (NewHacker's Guide 18).

### **The work consisting of several volumes**

Between 1762 and 1796, the economy of imperial Russia experienced profound changes under Empress Catherine II (Spielvolgel, vol. 3).

### **Quoting from the paper-bound work**

According to Flint, Japanese women of the Tokugawa period had key roles and functions in the home (5: 139).

### **Citing from two different works**

Recent research confirms this effect (Catano 412-13; Mulderig from 1198 to 1234).

### **Institution as author**

The standard performance measures of the United States Department of Transportation's Federal Aviation Administration (123-97) were used in Evaluating the system.

The standard performance measures (United States Department of Transportation, Federal Aviation Administration 123-97) were used in Evaluating the system.

### **Personal communication**

A. P. That French noted the clarity of Rutherford's prose style is not often imitated in the writing of most contemporary physicists (personal conversation, 18 April 1994).

### **If there is a word / sentence on direct quotation omitted**

If the direct quotes are part of the sentence is removed, place the removed parts marked with ellipsis.

In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes, "Medical thinking ... stressed water as the communicator of disease, ignoring sanitation or visible carriers" (101-02).

### **Novel**

If quoting the novel, the title is mentioned in italics, name of the author, page numbers are also mentioned and followed by a chapter number.

Fitzgerald's narrator Captures Gatsby in a moment of isolation: "A sudden emptiness seemed to flow now from the windows and the great doors, endowing with complete isolation the figure of the host" (56: ch. 3).

### **Drama**

If quoting a conversation between two or more players, quotation of the conversations is written in separate paragraphs, with a range of 10 beats / spaces from the left margin. Character's name is written in capital letters. Quotations of the conversation by the

same actors in the second row and so on are written with a distance of 3 beats / spacing of the first line. At the end of the quotation, write the numbers of "act, scene" and the line number in parentheses.

Marguerite Duras's screenplay for *Hiroshima mon amour* suggests at the outset the profound difference Between observation and experience: HE. You saw nothing in Hiroshima. Nothing.

SHE. I saw everything. Everything. [...] The hospital, for instance, I Saw it. I'm sure I did. There is a hospital in Hiroshima. How Could I Help seeing it? (2505-06)

### **Poetry**

*If quoting poetry, it needs to state the part number (if any), then the line number.* When Homer's Odysseus comes to the hall of Circe, he finds his men "mild / in her soft spell, fed on her drug of evil" (10209-11).

### **Holy book**

*quoting Holy book verses, the name of the book is written followed by chapter and verse cited.* Consider the words of Solomon: "If your enemy is hungry, give him bread to eat; and if he is Thirsty, give him water to drink" (Prov. 25.21).

*If needed, the version of the Holy book can be stated.*

Consider the words of Solomon: "If your enemy is hungry, give him bread to eat; and if he is Thirsty, give him water to drink" (Prov. 25.21. RSV).

### **Quoting from the website or electronic sources**

*When quoting from the website is the same as quoting from printed materials. If the source has an author and page number, state as printed on the source. And if there is no page number, specify the paragraph number, or specify the sequence number of display.*

Using Historical Writings about leprosy as an example, Demaitre argues that "the difference Between curability and treatability is not a modern invention" (29).

### **Quoting from the website without the author**

When quoting from the website with unknown author's name, complete title of the website can be written in sentences, or one or more words, from the beginning of the website title in quotation marks in the final sentence quoted (as citing article).

According to a Web page sponsored by the Children's Defense Fund, fourteen American children die from gunfire each day ("Child").

**List of Reference** is a collection of source of information used in a writing, which is arranged alphabetically. Sources of information included in the list are the ones cited in the description / text and supporting or used as a reference. The information about the sources used must be written accurately, completely and consistently by using certain format / standards. In general, the format (citation style) is divided into two types based on science branches, namely the humanities style and scientific style. APA is an example of the scientific style, and MLA is an example of the humanities style.

#### **General rule of writing a list of references**

- a. Sources cited in the description / text should be written fully in the "Reference List".  
On the other hand, the source listed in the List of References should be written in the text as a quotation.
- b. The author's name is written by stating the family name / last name first, except name of China, Japan, Korea, because the family name is already stated at the beginning.

Example:

Name: Kwik Kian Gie. Written as: Kwik Kian Gie.

Name: Heribertus Mattalata. Written as: Mattalata, Heribertus

Andi. Name: Joyce Elliot-Spencer. Written as: Elliot-Spencer, Joyce.

Name: Anthony T. Boyle, PhD. Written as: Boyle,

Anthony T. Name: Sir Philip Sidney. Written as: Sidney, Philip.

Name: Arthur George Rust Jr.. Written as: Rust, Arthur

George, Jr. Name: John D. Rockefeller IV. Written as:

Rockefeller, John. D., IV

- c. Titles of nobility, academy, and religion do not need to be stated.
- d. If there is no author's name, title of the work is written as the main theme.
- e. In the APA format, the first letter of the title of the work or the additional title is written in capital letters. In the MLA format, capital letters are used at the beginning of each word from the title of the work (except for the article).
- f. The second line of each source is written with a distance of 5 beats / spaces from the left margin of the first line with a distance of 1.5 spaces between lines.
- g. The list is alphabetically sorted list of the family name / last name with a distance of 1.5 spaces.

## Appendix 11: Example of Writing Reference List

### APA FORMAT

#### I. BO

#### O.K.S

#### Singl

e

auth

or

Baxter, C. (1997). *Race equality in health care and education*. Philadelphia: Balliere Tindall.

#### Two or three authors

Cone, J.D., & Foster, S.L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

#### No author's name

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

#### Not the First Edition

Mitchell, T.R., & Larson, J.R. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

#### Authors of Team or Institution

American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

#### Books of multi volume (editor as author)

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York: McGraw-Hill.

### **Work of Translations**

Kotler, Philip. (1997). *Manajemen pemasaran : Analisis, perencanaan, implementasi* (HendraTeguh & Ronny Antonius Rusli, Penerjemah.). Jakarta: Prenhallindo.

### **Articles or Chapter in an Edited Book**

Eiser, S., Redpath, A., & Rogers, N. (1987). Outcomes of early parenting: Knowns and unknowns. In A. P. Kern & L. S. Maze (Ed.). *Logical thinking in children* (pp. 58-87). New York: Springer.

### **Articles/terms in Reference Books**

Schneider, I. (1989). Bandicoots. In *Grzimek's encyclopedia of mammals* (vol.1, pp. 300-304). New York: McGraw-Hill.

### **Papers of Seminars, Conferences, and the like**

Crespo, C.J. (1998, March). *Update on national data on asthma*. Paper presented at the meeting of the National Asthma Education and Prevention Program, Leesburg, VA.

## **II.SER**

## **IAL**

## **Journa**

## **l**

## **Article**

## **s**

Clark, L.A., Kochanska, G., & Ready, R. (2000). Mothers' personality and its interaction with child temperament as predictors of parenting behavior. *Journal of Personality and Social Psychology*, 79, 274-285.

### **Magazine Articles**

Greenberg, G. (2001, August 13). As good as dead: Is there really such a thing as brain death?

*New Yorker*, 36-41.

### **Newspaper Articles**

Crossette, Barbara. (1990, January 23). India lodges first charges in arms Scandal. *New York Times*, A4.

### **News Articles, no author**

Understanding early years as a prerequisite to development. (1986, May 4). *The Wall Street Journal*, p. 8.

### **Book Reviews in Journal**

Grabill, C. M., & Kaslow, N. J. (1999). Anounce of prevention: Improving children's mental health for the 21st century [Review of the book *Handbook of prevention and treatment with children and adolescents*]. *Journal of Clinical Child Psychology*, 28, 115-116.

### **Film Reviews in Journal**

Lane, A. (2000, December 11). Come fly with me [Review of the motion picture *Crouching tiger, hidden dragon*]. *The New Yorker*, 129-131

## **III.INTERVIEWS**

White, Donna. (1992, December 25). Personal interview.

## **IV.OTHER WORKS AND NON- PRINT WORKS**

### **Television Programs**

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour*. [Televisionbroadcast]. New York and Washington, DC: Public Broadcasting Service.



### **Video Tapes/VCD**

National Geographic Society (Producer). (1987). *In the shadow of Vesuvius* . [Videotape]. Washington, DC: National Geographic Society.

### **Audio Cassettes**

McFerrin, Bobby (Vocalist). (1990). *Medicine music* [Audio Recording]. Hollywood, CA: EMI-USA.

### **Computer Software**

Arend, Dominic N. (1993). *Choices* (Version 4.0) [Computer software]. Champaign, IL: U.S. ArmyCorps of Engineers Research Laboratory. (CERL Report No.CH7- 22510)

## **V.ELECTRONIC**

### **PUBLICATION**

#### **Complete Works**

McNeese, M.N. (2001). *Using technology in educational settings*. October 13, 2001.

University of Southern Mississippi, Educational Leadership  
and Research.<http://www.dept.usm.edu/~eda/>

#### **Articles from online database**

Senior, B. (1997, September). Team roles and team performance: Is there really a link? *Journal of Occupational and Organizational Psychology*, 70, 241-258. June 6, 2001. ABI/INFORM Global (Proquest) database.

#### **Journal Articles on website**

Lodewijkx, H. F. M. (2001, May 23). Individual- group continuity in cooperation and competition undervarying communication conditions. *Current Issues in Social Psychology*, 6 (12), 166-182. September 14, 2001. <http://www.uiowa.edu/~grpproc/crisp/crisp.6.12.htm>

### **Institutional Documents**

NAACP (1999, February 25). *NAACP calls for Presidential order to halt police brutality crisis*. June 3, 2001. [http://www.naacp.org/president/releases/police\\_brutality.htm](http://www.naacp.org/president/releases/police_brutality.htm)

**Institutional Documents, without page numbers, without information on date of publication**  
 Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs. (n.d.). *Fund- raising efforts*. November 10, 2001.  
<http://www.hattiesburgcag.org>

**Author and information on date of publication are unknown**

*GVU's 8th WWW user survey*. (n.d.). September 13, 2001.  
[http://www.gvu.gatech.edu/user\\_surveys/survey-1997-10/](http://www.gvu.gatech.edu/user_surveys/survey-1997-10/)

**Email**

Wilson, R.W. (1999, March 24). Pennsylvania reporting data. Child Maltreatment Research. March 30, 1999. *CHILD-MALTREATMENT-R-L@cornell.edu*

**CD-ROM**

Ziegler, H. (1992). Aldehyde. *The Software Toolworks multimedia encyclopedia* (CDROM version 1.5). Boston: Grolier. Januari 19, 1999. Software Toolworks.  
 Nickell, Stephen J. (August 1996). Competition and corporate performance. *The Journal of Political Economy*, 104(4), 724-747. December 15, 2003. Proquest Database (CD-ROM).

**MLA FORMAT**

**I. BOOKS**

**Single author**

Frye, Northrop. *Anatomy of Criticism: Four Essays*. Princeton: Princeton UP, 1957.

**Books with the same author**

-----, *The Secular Scripture*. Cambridge: Harvard UP, 1976.

### **Books with two or three authors**

Howe, Russell Warren, and Sarah Hays Trott. *The Power Peddlers*. Garden City: Doubleday, 1977.

Marquart, James W., Sheldon Ekland Olson, and Jonathan R. Sorensen. *The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990*. Austin: Univ. Of Texas, 1994.

### **Books with more than three authors**

Edens, Walter, et al., ed. *Teaching Shakespeare*. Princeton: Princeton UP, 1977.

**No author's name** *Merriam-Webster's collegiate dictionary* (10th ed.). Springfield, MA: Merriam-Webster, 1993.

### **Editor as author**

Harari, Josue, ed. *Textual Strategies*. Ithaca: Cornell UP, 1979.

### **Author cum Editor**

Malory, Thomas. *King Arthur and his Knights*. Ed. Eugene Vinaver. London: Oxford UP, 1956.

### **Authors of Team or Institution**

National Institute for Dispute Resolution. *Dispute Resolution Resource Directory*. Washington, D.C.: Natl. Inst. for Dispute Res., 1984.

### **Books of multi-volume/serial books**

Freedberg, S. J. *Andrea del Sarto*. 2 jil. Cambridge: Harvard UP, 1963.

### **Work of Translation**

Foucault, Michel. *The Archaeology of Knowledge*. Trans. A. M. Sheridan

Smith. London: Tavistock Publications, 1972. Trans. of *L'Archéologie du savoir*, 1969.

### **Article or Chapter in a Book**

Magny, Claude-Edmonde. "Faulkner or Theological Inversion." *Faulkner: A Collection of Critical Essays*. Ed. Robert Penn Warren. Englewood Cliffs: Prentice-Hall, 1966. 66-78.

### **Article/Terms in a Reference Books**

Foster, John S., Jr. "Nuclear War." *Encyclopedia Americana*. Intl. ed. 1998. "Ginsburg, Ruth Bader." *Who's Who in America*. 52nd ed. 1998. "Noon." *The Oxford English Dictionary*. 2nd ed. 1989.

### **Brochure, Pamphlet, and the like**

*Jawa Timur*. Surabaya: Dinas Pariwisata Jawa Timur, 1999.

### **Papers of Seminars, Conferences and the like**

Mann, Jill. "Chaucer and the 'Woman Question.'" *This Noble Craft: Proceedings of the Tenth Research Symposium of the Dutch and Belgian University Teachers of Old and Middle English and Historical Linguistics, Utrecht, 19-10 January 1989*. Ed. Erik Kooper. Amsterdam: Radopi, 1991. 173--88.

## **II. SERIAL**

### **Journals**

#### **Articles**

#### **1**

#### **Articles**

#### **s**

Dabundo, Laura. "The Voice of the Mute: Wordsworth and the Ideology of Romantic Silences."

*Christianity and Literature* 43:1(1995): 21-35.

### **Magazine Articles**

Alpern, David M. "Has Moscow Violated SALT?." *Newsweek* 22 Oct. 1984: 32.

### **Newspaper Articles**

Crossette, Barbara. "India Lodges First Charges in Arms Scandal." *New York Times* 23 Jan. 1990, natl. ed.: A4.

### **Newspaper Articles with no Author**

"Dubious Venture." *Time* 3 Jan. 1994: 64-65.

"Staging your Own Photo Exhibition." *Better Photography* July-Sept. 2000: 24-26.

## **III. INTERVIEWS**

Poussaint, Alfin F. Telephone interview. 10 Dec. 1990.

Clinton, Bill. Interview with Ted Koppel. *Nightline*, ABC. WTNH, New Haven. 14 Nov. 1996.

## **IV. OTHER WORKS AND NON-**

### **PRINTED WORKS**

Lee, Spike, dir. and prod. *Do the Right Thing*. Forty Acres and a Mule Filmworks, 1989.

### **Programs of Televisions or Radio**

"Voyage to the Galapagos." *Scientific American Frontiers*. Host Alan Alda. PBS. 5 Oct. 1999. Safer, Morley, writ. "Busted by the FBI!" *Sixty Minutes*. CBS. WFSB, Hartford. 14 Feb. 2000. Transcript.

Schneider, Pamela. Interview. *Seniors: What Keeps Us Going*. With Linda Storrow. Natl. PublicRadio. WNYC, New York. 11 July 1988.

### **Performances (drama, opera, and the like)**

*Hamlet*. By William Shakespeare. Dir. John Gielgud. Perf. Richard Burton. Shubert Theatre, Boston. 4 Mar. 1964.

*The River*. Chor. Alvin Ailey. Dance Theater of Harlem. New York State Theater, New York. 15 Mar. 1994.

### **Paintings, Photographs, Sculpture, and the like**

Bearden, Romare. *The Train*. Carole and Alex Rosenberg Collection, New York.

Cassatt, Mary. *Mother and Child*. Wichita Art Museum. *American Painting: 1950-1913*. By John Pearce. New York: McGraw Hill, 1964. Slide 22.

### **Cartoon**

Trudeau, Garry. "Donesbury." Cartoon. *Star-Ledger* 17 June 1998: 23

### **Advertisement**

Air Canada. Advertisement. CNN. 15 May 1998.

The Fitness Fragrance by Ralph Lauren. Advertisement. *Cosmopolitan* Apr. 1997: 111-12.

## **V. ELECTRONIC**

### **PUBLICATIONS**

#### **Online books**

Austen, Jane. *Pride and Prejudice*. Ed. Henry Churchyard. 1996. 10 Sept. 1998  
<<http://www.pemberley.com/janeinfo/prideprej.html>>.

Hawthorne, Nathaniel. "Dr. Heidegger's Experiment." *Twice-Told Tales*. Ed. George Parsons Lathrop. Boston: Houghton, 1883. 1 Mar. 1998  
<<http://eldred.ne.mediaone.net/nh/dhe.html>>

#### **Online Journal Articles**

Calabrese, Michael. "Between Despair and Ecstasy: Marco Polo's Life of the Buddha."

*Exemplaria* 9.1 (1997). 22 June 1998

<<http://web.english.ufl.edu/english/exemplaria/calax.htm>>

### **Online Newspaper/Magazine Articles:**

Reid, T.R. "Druids Return to Stonehenge." *Washington Post* 22 June 1998. 22 June 1998

<<http://www.washingtonpost.com/wp-srv/Wplate/1998-06/22/0451-062298-idx.html>>.

### **Articles in Online database**

Smith, Martin. "World Domination for Dummies." *Journal of Despotry* Feb. 2000: 66-72. *Expanded Academic ASAP*. Gale Group Databases. Purdue University Libraries, West Lafayette, IN. 19 February 2003. <<http://www.infotrac.galegroup.com>>.

Fox, Justin. "What in the World Happened to Economics?" *Fortune* 15 Mar. 1999: 90-102. *ABI/INFORM Global*. Proquest Direct. Perpustakaan Universitas Indonesia, Depok. 23 January 2004. <<http://www.proquest.com/pqdauto>>.

### **Articles on website**

"Using Modern Language Association (MLA) Format." *Purdue Online Writing Lab*. 2003. Purdue University. 6 Feb. 2003. <[http://owl.english.purdue.edu/handouts/research/r\\_mla.html](http://owl.english.purdue.edu/handouts/research/r_mla.html)>.

### **Publication of Institution**

United States. Dept. of Justice. Natl. Inst. Of Justice. *Prosecuting Gangs: A National Assessment*. By Claire Johnson, Barbara Webster, and Edward Connors. Feb 1996. 29 June 1998

<<http://www.ncjrs.org/txtfiles/pgang.txt>>.

### **Article / term in the reference collection online**

"Fresco." *Britannica Online*. Vers. 97.1.1. Mar. 1997. Encyclopedia Britannica. 29 Mar. 1997

<<http://www.eb.com:180>>.

### **E-mail**

Kleppinger, Eugene. "How to Cite Information from the Web". E-mail to Andrew Harnack. 10Jan. 1999.

### **Discussion Forums on the web**

Marcy, Bob. "Think They'll Find Any Evidence of Mallory & Irvine?" Online posting. 30 Apr. 1999.Mt. Everest >99 Forum. 28 May 1999.  
<<http://everest.mountainzone.com/99/forum>>.

### **Discussion in listserve/newsgroup**

Holland, Norman. "Re: Colorless Green Ideas". Online posting. 30 May 1999. Psyart. 1 June 1999

<<http://web.clas.ufl.edu/ipsa/psyart.htm>>.

Parente, Victor. "On Expectations of Class Participation". Online posting 27 May 1996. 29 May 1996 <[philosed@sued.syr.edu](mailto:philosed@sued.syr.edu)>.

### **Telnet, FTP, and gopher**

Sowers, Henry, Miram Fields, and Jane Gurney. Online collaborative conference. 29 May 1999.Lingua MOO. 29 May 1999. <<telnet://lingua.utdallas.edu:8888>>.

Mathews, J. Preface. *Numerical Methods for Mathematics, Science, and Engineering*. 2nd ed.N.p.: Prentice Hall, 1992. 8 June 1999.  
<<ftp://ftp.ntua.gr/pub/netlib/textbook/index.html>>.

### **Articles / data in CD-ROM**

"U.S. Population by Age: Urban and Urbanized Areas." *1990 U.S. Census of Population and Housing*. CD-ROM. US Bureau of the Census. 1990.

### **Journal Articles on CD-ROM database**

Angier, Natalie "Chemists Learn Why Vegetables are Good for You." *New York*



*Times* 13 Apr. 1993, late ed.: C1. *New York Times On disc*. CD-ROM. UMIProquest. Oct. 1993.

**Articles/Terms in reference collection in a CD-ROM**

“Albratoss.” *The Oxford English Dictionary*. 2nd ed. CD-ROM. Oxford: Oxford UP, 1992.