

HANDBOOK

WRITING ASSIGNMENTS FINAL STUDENT **THESIS**



BACHELOR OF INTERNATIONAL RELATIONS

DEPARTMENT OF INTERNATIONAL RELATIONS
FACULTY OF SOCIAL AND POLITICAL
SCIENCES HASANUDDIN UNIVERSITY

FOREWORD

Praise and gratitude for the development of the Guidelines for Writing Final Projects for Undergraduate Students (thesis). These guidelines, which refer to the Chancellor's Regulations on the implementation of Bachelor's, Master's, and Doctoral programs, have undergone considerable changes from the previous version, particularly in terms of the structure of the chapters. These changes were made in this guideline to place greater emphasis on publications as the primary element in compiling chapters (*publication-based chapters*).

This Final Project Model has been adapted to the regulations of the Minister of Education, Culture, Research, and Technology Regulation No. 53 of 2023 concerning Quality Assurance in Higher Education and has become a writing model at various renowned universities around the world, especially in developed countries. Therefore, it is hoped that this guideline can serve as a reference in thesis writing, ensuring a smooth process.

These writing guidelines have also been supplemented with the main principles of scientific writing in general, which are expected to improve the quality of students' writing.

Thank you to the team of authors who have worked hard to complete this writing guide. Although the team has referred to several writing guidelines within the scope of international relations, it is possible that these guidelines still contain shortcomings. Therefore, these guidelines need to be continually revised.

Keeping abreast of new developments and needs in the future. Hopefully, these writing guidelines can contribute to improving the quality of final assignments for students in the Department of International Relations, Faculty of Social and Political Sciences, Hasanuddin University.

Makassar, February 28, 2024

Head of the Department of International Relations

Prof

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PIG INTRODUCTION

Hasanuddin University's (Unhas) vision is to become a center of excellence in human development, science (Iptek), technology, arts, and culture based on the Indonesian Maritime Continent. This vision is not merely a slogan. The entire academic community works together to carry out the university's mission.

One of these goals is to provide high-quality education and produce graduates capable of contributing to the advancement of science and technology. To achieve this ambitious goal, strategic efforts and resources are required, including the provision of thesis writing guidelines to improve the quantity and quality of scientific work by Unhas students.

Based on the Indonesian National Qualifications Framework (KKNI), undergraduate graduates must be able to apply, study, design, and utilize science and technology to solve procedural problems. However, we also hope that, through the guidance of lecturers and integrated with existing research programs, Unhas will also encourage and commit to publishing research results at the undergraduate level in quality journals. Thus, Unhas can become a *research-oriented university* that contributes to the development of science and technology. A thesis is the final assignment that must be written by students in undergraduate programs at Unhas. This document contains a scientific description of the answers to research questions that need to be answered or innovations discovered in their field.

Scientific writing must adhere to a set of guidelines. These guidelines explain the methods, writing procedures, citations and references, and data sources used. Scientific writers must avoid fraudulent practices, such as plagiarism, fabrication, and data falsification. These guidelines are mandatory for undergraduate thesis writing in the International Relations Undergraduate Program at the Faculty of Social and Political Sciences, Hasanuddin University.

Thesis writing guidelines contain many updates compared to previous guidelines, both in substance, systematics, format and appearance. These updates are based on the demand to follow global trends (latest styles) regarding scientific work and publications and the desire of Hasanuddin University leadership that students can express their ideas or scientific findings in a concise but clear document. The Thesis Writing Guidelines are also a response to the rapid changes and dynamics that have occurred, namely the shift from final assignments that are simply documents stored neatly in a small library, to quality works that are widely published in quality journals.

1.1 Definition and meaning

A thesis is a scientific written work that contains a study of science and technology related to recommendations for alternative solutions to problems found in

research, which is directed at the level of analysis in the use of theories and perspectives in accordance with the field of International Relations.

1.2 Objectives

1. Understand the basic theories in their field during undergraduate studies in the context of applying and utilizing science and technology to solve procedural problems;
2. Have a scientific attitude in thinking, behaving and acting accordingly with a degree in International Relations;
3. Proposing alternative solutions to problems that are beneficial for related parties in fields of study related to International Relations;
4. Communicate scientific ideas and findings orally and in writing in the form of scientific articles in the field of International Relations.

RESEARCH AND WRITING ETHICS

The word ethics, equivalent to the English word *ethic*, *ethics*, or *ethical* (Webster's New Collegiate Dictionary, 2012; The Macquarie Dictionary, 2012), is defined as morals or moral principles related to how a person acts (good or bad) towards others. Research ethics and writing ethics are a moral system that applies to the design and implementation of research, and the writing of scientific papers. Ethics in research and scientific writing, especially in the current digital era, are very important issues and are receiving increasing attention. Because of their importance, ethics related to research and thesis writing must be understood and adhered to by Unhas students.

Violations of research and writing ethics are not only committed by students, but often also by supervising lecturers.

Honesty is an essential part of ethics and is the most important moral principle that researchers and authors must uphold. Dishonesty can occur during research planning and implementation, data processing, and even the writing of scientific papers. Honest researchers do not claim others' research as their own or take other people's data as their own. They do not duplicate or repeat other people's research, including their own previously published research, except to prove a flawed methodology or to compare the method used with a new one.

Dishonesty can occur unconsciously, but it's more often intentional. Intentional dishonesty includes using less than thorough research methods and refusing to accept data that shows anomalies from what is expected or known from the literature. Honest researchers must accept the data they obtain at face value, as what appears anomalous now may actually be of great value later.

Common forms of ethical violations are (1) **falsification**, manipulating or falsifying data; (2) **fabrication**, making up data that does not actually exist; (3) plagiarism by copying or plagiarizing specific/characteristic words from someone or copying a substantial number of words, sentences, ideas, work procedures without citing, using tables, images and photos without permission, including plagiarism of **one's own publication** (*self-plagiarism*); (4) **overlapping** with previous research (*duplicate/redundant publication*); (5) **conflicts of interest related** to financial, professional or personal matters; (6) authorship **misconduct**, for example, inserting or excluding names from the list of authors inappropriately, or writing the order of authorship incorrectly based on the interests of each role; (7) not including **reagent information; use of subjects**, for example, involving respondents in research or interviews without proper procedures; and (8) use of **research materials** without regard to applicable regulations. Plagiarism is the most frequently committed violation among all forms of violations.

Plagiarism can be detected through digital footprints using similarity search engines. Unhas students are required to carry out a similarity test using *Turnitin* (very useful and recommended for lecturers and students to develop writing skills) or other recognized tools, for example *Grammarly*, *Plagiarism Detector* and *Scribbr*.

Another common violation is that authors fail to fully disclose substantial assistance received during the research, such as assistance from farmers, patients, respondents, agencies/companies, substantial ideas/information from other lecturers (not supervisors), use of images/designs/data, use of tools, and scholarships. This does not mean that non-substantive assistance or things need to be disclosed, such as casual friendships among fellow students or friends. Substantive assistance is briefly disclosed in **the Acknowledgments**.

CHAPTER III
LANGUAGE

The thesis is written in good and correct Indonesian, in accordance with the latest edition of the Great Dictionary of the Indonesian Language (KBBI). The linguistic aspects of the thesis writing are discussed in more detail, including the correct use of punctuation and capitalization.

3.1 Language and Terms Used

The language used for this thesis is Indonesian, in accordance with correct Indonesian language rules, as referenced in the latest edition of the Great Dictionary of the Indonesian Language. The style used is scientific, clear (not ambiguous or multiple meanings), and concise yet clear (*concise*).

Use active sentences over passive sentences, except for specific purposes, as recommended by many reputable international journals. The reasons for using active or passive sentences are explained by Cargill and O'Connor (2013) and Gusli (2013), among others.

The terms used are Indonesian or Indonesianized. Foreign words may be used, but they must be italicized and followed by their Indonesian translation in parentheses when first mentioned. Subsequent occurrences may not include an explanation or translation.

3.2 Sentence Structure

Every sentence consists of a subject, a verb/predicate, an object, and often an adverb. Sentences must clearly identify the subject, verb/predicate, and object.

Common mistakes that we often encounter are sentences without subjects, or 'hanging' sentences, or having subjects without predicates or conversely the sentences are complete, but very long, so they are difficult to understand, not focused.

Sentences should be written correctly and effectively, not too long or wordy (*concise*), so readers can understand the author's ideas. Prioritize active sentences over passive sentences. Instructions for using punctuation in sentences will be included in the technical manual.

3.3 Paragraph Composition

A paragraph is a cohesive collection of sentences, with a single theme or main idea expressed in its topic sentence and supporting sentences. Therefore, a paragraph shouldn't consist of just one sentence. However, a paragraph shouldn't consist of too many sentences, as this will make it difficult for the reader to grasp the main idea.

The first paragraph is followed by the second paragraph, which contains the second main idea, and so on. Thus, the paragraphs written are structured and interconnected to form a section or subsection in the thesis manuscript.

3.4 Capitalization of Letters

Capitalization of letters (use of uppercase letters) is often required in writing theses, which is generally regulated as follows:

The first letter of each sentence:

The first letter of each word in book titles (e.g. *Fundamentals of Soil Science*, *Engineering Economics*, *Criminal Law*), chapter titles (Materials and Methods) and journal names (*Agronomy Journal*, *Journal of Political Economy*, *New England Journal of Medicine*, *Advances in Physics*, *Journal of Statistical Software*, *Soil and Tillage Research*), except for the words *and*, *from*, *in*, *to*, *against*, *as*, *which*, *in*, *through*, *between*, *based*, which are not located at the beginning of a sentence;

The first letter of the sub-chapter title (for example under the Methods chapter there is sub-chapter entitled Preparation of the preparation, or sub-chapter Interview techniques); Name of person (e.g. Bambang Haryono, Robert Smith, Republic of Indonesia) Indonesia is led by a president, President Jokowi Widodo); Name of language, name of ethnic group, religion, name of day and month (Bugis language, Makassar ethnic group, religion Islam, he left on the first Monday in March);

Name of institution (soil samples were analyzed in the Soil Chemistry Laboratory, Faculty of Agriculture, Hasanuddin University; students studied English in the Language Laboratory, Faculty of Letters, Hasanuddin University; students studied to attend trials at the Makassar District Court);

Title name (Prof. Ph.D. Dr. Ir. M.Sc. MSMSi.);

Names of places or regions or cities, names of rivers, except those that have become names of species (Makassar, Jakarta, New York, Sidenreng Rappang, Saddang River, Toraja city, Toraja buffalo, Balinese cattle, Ambon city, Ambon bananas);

The name of a person who follows a law or postulate or test (he measured soil dispersion using the Emerson test, Duncan test, Einstein's theory, Philip's formula);

Abbreviated names (DNA, BNT, LSD, SIG, KKN). For complete rules, read (for example) Gusli (2013).

3.5 Italization

Italic printing is done for certain purposes.

Examples: variables (e.g. x and y) in an equation ($y = ax + b$, $y = x - b$); writing foreign words to clarify the meaning of words written in Indonesian, for example "...impact " or "*sustainability*"

as a criterion for public service innovation ...". Italics are also often required by certain journals, for example for writing the journal name. For this reason, authors are required to read the journal's environment (GFA – *guide for authors*) .

CHAPTER IV
THESIS STRUCTURE

4.1 Beginning

The initial part of the thesis starts from the outer cover which is arranged as follows:

1. Front Cover Page
2. Inside Cover Page
3. Submission Page
4. Approval Page
5. Declaration of Authenticity Page
6. Thank You
7. Abstract (In Indonesian)
8. Abstract (In English)
9. Table of Contents
10. Table of Contents
11. List of Images
12. List of Attachments
13. Glossary of Terms, Abbreviations and Symbols

4.1.1 Front cover page

The basic color of the thesis cover is red (uniform for all faculties) so that the basic color of the cover contrasts with the color of the illustration of the research topic. The thesis is printed on B5 paper 176 mm x 250 mm (book format). The front cover reads:

- a. The title of the thesis is written in Indonesian with center alignment *with* a margin of 22.5 mm from the top edge and 22.5 mm from the bottom edge. The distance between the left and right edges is arranged symmetrically and proportionally to the text;
- b. Under the title, write the author's full name along with the Author's Registration Number. Student (NIM);
- c. For theses, the Hasanuddin University symbol (4 cm wide and 6 cm high) is placed under the author's full name;
- d. Under the Unhas logo, it is written:

**BACHELOR OF INTERNATIONAL RELATIONS
STUDY PROGRAM
DEPARTMENT OF INTERNATIONAL RELATIONS
FACULTY OF SOCIAL AND POLITICAL SCIENCE HASANUDDIN
UNIVERSITY
Year of passing the exam**

The words in the title on the front cover are printed in capital letters at the beginning of the word, except for conjunctions such as *and*, *with*, *which*, *from*, and other words as regulated in the KBBI. The text on this page is placed in the middle of the writing space, symmetrical left and right. An example of the front cover page is shown in Appendix 1.

4.1.2 Inside Cover Page

The inside pages contain the same text as the front cover, but are printed on white paper. The title should be concise (ideally no more than 15 words), compelling, highlight the strengths of the findings, clear, and free from abbreviations, except for standard abbreviations such as NPM, NPS, DOI, and URL. If necessary, the title can consist of a main title and a subheading (separated by a colon, for example), but should remain concise and clear.

Avoid using repetitive words and non-resonant words placed as the first word of the title, such as "The Influence of ...", "Study ...", "Study ...", "Relationship ...". Examples in Appendix 2a are for the Indonesian cover page and Appendix 2b for the foreign language.

4.1.3 Approval page

This page contains:

- a. **THESIS** Writing
- b. Thesis title
- c. Article **prepared and submitted by**
- d. Name of student without bachelor's degree
- e. Student ID number
- f. The writing "**has been defended before the undergraduate examination committee... on date**
- g. **Written and declared to have met the graduation requirements**
- h. The names and signature space for the approval of the Supervisory Team, the approval page is signed by the final project supervisor on the left, and the Head of the Study Program on the right. The signature of the Dean of the Faculty is placed on the right and the Head of the Study Program on the left.
- i. This page is made of special white paper with a colored background of the Hasanuddin University logo measuring 7 cm x 9 cm.

This approval page is numbered iii, without a page number listed but counted. An example of an approval page is provided in Appendix 3 for the thesis.

4.1.4 Declaration of authenticity page

On this sheet, the thesis writer must state and sign a statement that the research and thesis manuscript are original, and all

The cited sources have been mentioned, and all principal assistance or collaboration has been stated. The author also declares that if it turns out that part of this thesis is proven to be not original and is found to be plagiarized, then the thesis is declared null and void and the person concerned is willing to accept sanctions in accordance with applicable rules and regulations. This statement sheet is dated and signed on a stamp by the student concerned, numbered on page iv. An example of a statement of authenticity sheet is provided in Appendix 4.

4.1.5 Acknowledgements

Acknowledgments in a thesis must not exceed two pages. Acknowledgments are personal expressions from the author, but must be written in formal, ethical language in a logical order, starting with academic matters (supervision and institution), research implementation, and finally personal matters. This page begins with a lowercase Roman numeral (e.g., v, vi, corresponding to the previous page number). An example of an acknowledgment is provided in Appendix 5.

4.1.6 Abstract (in Indonesian)

An abstract is a mini (but complete) structure of a thesis, consisting of the elements of background, objectives, methods, results and conclusions. A thesis only has one abstract, which is written at the beginning (front). In the first part, the author's name is written without a title (written in capital letters), the title of the thesis is written in bold, followed by the words "supervised by" followed by the names of the supervisory team without titles in brackets.

The second section is a summary of the research presented on this page, with a maximum length of 250 words. The abstract is written in one paragraph and consists of the background, objectives, methods, results, and conclusions of the research. The third section contains keywords, a maximum of six words, each followed by a semicolon, except for the last keyword. To increase digital searchability, the keywords chosen should not be the same as those in the title. Avoid using common words that won't help browsers *find* your article, such as production, economy, improvement, government, and so on. If you want to use words from the title as keywords, use equivalents or words with similar meanings.

An example of an abstract page is provided in Appendix 6a. Further details regarding the abstract's contents are provided in sub-chapter 4.2.2. After the abstract, a list of terms, abbreviations, and symbols (if any) can be written. An example of a list of abbreviations and symbols is provided in Appendix 11.

4.1.7 Abstract (in English)

The English abstract requirements are the same as those for Indonesian abstracts. An example of an English *abstract* is provided in Appendix 6b.

4.1.8 Table of contents

The table of contents is arranged in an orderly manner according to page numbers and contains the following:

the following and their page numbers:

- a. Thank You
- b. Abstract
- c. Abstract
- d. Table of Contents
- e. Table of Contents
- f. list of Figures
- g. List of Attachments
- h. List of terms/abbreviations/symbols
- i. Chapters (e.g. Chapter I, etc.), sub-chapters and sub-sub-chapters of each
each chapter of all parts of the thesis
Bibliography
- jk Attachment

The **TABLE OF CONTENTS** text is typed in capital letters, without a period, placed exactly on the top edge, symmetrical from the left and right edges. The **page** text is typed close to the right edge, two spaces below the **TABLE OF CONTENTS** text. The table of contents and its pages are created automatically using the "Table of Contents" facility available in word processing applications, for example *MS-Word*.

The table of contents begins **two spaces** below the **page text**. The spacing between titles and subtitles is one point five spaces. If the title and subtitle do not fit on one line, the second and subsequent lines are written with a single line spacing and indented **five times** from the first letter of the first line. Chapters, subchapters, and sub-subchapters are written in the same font as the text without bolding. An example of a table of contents is provided in the Appendix.

7. Details of the table of contents (e.g. sections of the Introduction chapter, Methods chapter, and Results and Discussion chapter) are adapted to the needs of each field of science and research topic.

4.1.9 List of tables

The list of tables is arranged sequentially according to the table number and page number, the ordering and creation of the list of tables is done automatically using the "References" menu facility in the "Table of Figures" section available in word processing applications (for example *MS Word*), then the title is changed to a List of Tables automatically.

The text **LIST OF TABLES** is typed in capital letters without a period and is placed exactly on the top border in the middle of the writing space, symmetrical from the left and right border. The **number** text is typed starting from the left border and

The text **on the page** is typed close to the right edge with a distance of two and a half spaces below the text **LIST OF TABLES**.

Table titles are typed with a capital letter at the beginning of the first word, starting three beats after the period that follows the table number and ending one beat before the letter **h** of the word **page**. The spacing between table titles is one point five spaces. If a title requires two or more lines, then the spacing between the lines is one space and the first letter of the second line and so on are typed with an indentation of five beats from the first letter of the first line.

An example of a table of contents is given in Appendix 8. Take advantage of *MS-Word's table of contents creation feature*.

4.1.10 List of images

Figures include charts, curves, diagrams, maps, photographs, sketches, and schematics. The list of figures is placed after the list of tables, listing the figure titles and page numbers. The list of figures is formatted in the same manner as the list of tables. An example of a list of figures is provided in Appendix 9.

Take advantage of MS-Word's image list creation feature .

4.1.11 List of attachments

The list of appendices is placed after the list of figures and lists the appendices' titles and page numbers. The list of appendices is formatted in the same manner as the list of tables and figures. An example of a list of appendices is shown in Appendix 10. Take advantage of *MS Word's attachment list creation feature*.

4.1.12 List of terms, abbreviations and symbols

For research that uses symbols , such as mathematical, chemical, physical, and statistical symbols, as well as a large number of abbreviations (more than 10 symbols and abbreviations), the thesis writer must include their meanings and abbreviations in a list of symbols and abbreviations, placed after the abstract. This list is necessary to help readers quickly understand the terms, abbreviations, and symbols. This list is made in the same format as a table consisting of two columns, namely the first column containing the abbreviations and/or symbols, and the second column containing the meaning of the abbreviations or symbols. An example of a list of terms, abbreviations, and symbols is provided in Appendix 12.

4.2 Main Section

CHAPTER I INTRODUCTION

In a thesis, there is only one introductory chapter, placed as Chapter I, immediately after the abstract. Because theses at Unhas do not have a literature review chapter, the Introduction Chapter in the thesis also functions as a literature study written in subchapter **1.1 Background**. If the review is long enough (more than one page), another subchapter after the Background can be added with a title adjusted to the needs, for example **1.2 Theory**, or **1.3 Objectives and Benefits**.

1.1 Background

Adequate background (justification, urgency, and previous research findings) with up-to-date supporting references (preferably within the last two years, but older literature may also be used if chronology or changes are desired). Describe gaps *in* previous research and state research questions or hypotheses based on these *gaps*. In the background, the author also outlines a problem statement that can serve as a basis for formulating the research problem.

1.2 Theoretical Review

This section contains the academic rationale for selecting the most recent theory to be studied. This section then discusses the understanding of the theory. Research related to this theory, thus providing the rationale for its use, is presented. This section also includes a research model/framework (if necessary).

1.3 Objectives and Benefits

Research objectives describe the formulation/design of the results to be achieved in the research as a solution to the problem. Meanwhile, research benefits contain alternative solutions based on the findings obtained through the research.

CHAPTER II RESEARCH METHOD

The Methods chapter describes the research approach, design, and procedures. The content of the Methods chapter can vary, but it is important to note that the information provided in the methods chapter should be sufficient to enable readers to understand and critically assess how the research was conducted, the types of data collected, and its analysis. Data analysis techniques should be supported by valid literature and appropriate to the design used, as well as listed in the bibliography. The details of the Research Methods chapter are as follows:

2.1 Approach

Qualitative or Quantitative.

2.2 Qualitative

Design:

Case Study

Phenomenology

Ethnography

Interpretive

Ground-Theory

Content Analysis

Quantitative:

Survey

Experimental Design
Quasi-Experimental Design
Expost-Facto (before-after)

2.3 Procedure

Qualitative:

Determination of Informants

Data Collection Techniques, which can include: Observation, Interviews, *Focus-Group Discussions (FGD)*, and Document Reviews.

Data Analysis Techniques

Data Validity and Reliability

Quantitative:

Determination of Population and Sample

Operationalization of Variables

Preparation of Research Instruments

Validity and Reliability of Instruments

Data Collection (Depending on Research Design)

Data Analysis (Depending on Research Design)

CHAPTER III RESULTS AND DISCUSSION

Results and Discussion explains and discusses the description of the results study.

CHAPTER IV CONCLUSIONS AND SUGGESTIONS

4.1 Conclusion

The conclusion is a concise narrative summary of the research findings (quantitative research) or the research questions (qualitative research) presented, or the objectives outlined in the Introduction. Avoid writing the conclusion in bullet points, but instead write it in concise, flowing paragraphs, except in cases where these points need to be stated.

4.2 Suggestions

This section contains recommendations in the form of alternative solutions based on research results.

Bibliography

The literature used must primarily be primary literature that is relevant to the research topic, preferably new (the last five years or the most recent related to the topic discussed) and derived from research results published by reputable scientific journals (prioritize publications of research results conducted by Lecturers of the Department of International Relations, Faculty of Social and Political Sciences, Hasanuddin University). Writing a Bibliography (*reference list*, not *bibliography*)

refers to

APA (American Psychological Association) format. The Bibliography *contains* all sources cited in the thesis, arranged alphabetically by surname; while the Bibliography *also* contains sources from consultations that are not cited in the text or notes from interpretations, arranged chronologically or by subject. The Harvard system is written with the pattern Author Name – followed by Year (*Author – Date*). The author's surname (e.g., Adam for an author named Sulastry **Adam**, Karim for Abdul **Karim**, Lestari for Sri S. **Lestari**, Rambulangi for John **Rambulangi**, Smith for Janeth **Smith**, etc.) is arranged alphabetically (A to Z), followed by the year of publication. Journal names are abbreviated, but use the agreed-upon abbreviations for each journal (see valid references; Gusli, 2013). Write the URL (*universal resource locator*) or DOI (*digital object identifier*) of each article cited. Examples of writing URLs and DOIs are given in the bibliography writing template. For correct writing, pay attention to the use of punctuation [comma (,) period (.) colon (:), or semicolon (;)], capital or lower case letters, the presence or absence of spaces, the use of small brackets or large brackets, and long hyphens (–) or short hyphens (-) [*m or n deshes*] in the examples and templates given in these guidelines.

The choice of reference writing *style* should be adapted to the style commonly used in the relevant field. This selection can be done automatically using reference managers such as Mendeley, Zotero, and EndNote. For citations and bibliography, one of these reference managers is required.

CHAPTER V
PROCEDURES FOR WRITING A MANUSCRIPT

5.1 Manuscript Material and Size

5.1.1 Paper, font type and size

Thesis manuscripts are printed on *glossy* or *dove* paper measuring B5 176 mm x 250 mm (book format). The font used for the thesis is Arial throughout, with 11 pt bold for the title and 10 pt for the text. If necessary, important words, sentences, or terms in the text can be printed in bold to draw special attention.

5.1.2 Margin

The typing margins from the edge of the paper are set with a top margin of 2.25 cm, a bottom margin of 2.25 cm, a left margin of 2.25 cm, and a right margin of 2.25 cm, or adjusted to the appearance of the book text. Page numbers are printed at the top right outside the border. Page numbers are not printed on the first page (beginning) of each chapter, but are still taken into account in the page numbering.

5.1.3 Filling the writing space

The writing space is filled in full from the left margin to the right margin (*justified*, left and right margins). Exceptions to this apply when starting a new paragraph (requires indentation), the position of mathematical equations, lists of details downwards, the position of images, or special things that require the placement of objects (e.g. maps, design images or other objects) in the middle of the left margin and right margin (*centered*), or placement in the right margin (*aligned right*) or left margin (*aligned left*).

5.1.4 Printing

Thesis manuscripts are printed on B5 paper (176 mm x 250 mm) (book format), in white with black ink. If necessary, drawings, diagrams, photographs, and maps can be printed in color, using contrasting and clear colors.

5.1.5 Cover

The thesis cover is made of glossy cardboard, book format with cover red. The ink color for the thesis cover is black.

5.1.6 Distance and spacing

The thesis text should be written using 1.15 spacing and adjusted to the book size. Single spacing is used only for the abstract, direct quotations, title, figure captions, table captions, table of contents, list of tables, list of figures, list of appendices, and bibliography.

5.2 Writing Titles, Subtitles, Sub-subtitles, and so on

The title is used for the chapter heading which is written on a new page. The **CHAPTER** title and chapter number (e.g. **CHAPTER II**) are written in capital letters.

and bold, placed in the center of the page, right on the top edge. The text of the title is also written in full in bold capital letters and placed in the center of page two under the **CHAPTER text**. The first sentence after the title begins with a new paragraph, two spaces below the last line of the title. The chapter and its text are written in bold *Arial 11 font*. Subtitles (e.g. **2.2 Materials and Methods**) are written aligned to the left edge, two spaces below the previous line, all words begin with a capital letter, except conjunctions and prepositions, all words are bold. Subtitles do not end with a period. Use *Arial 10 font*. The first sentence after the subtitle begins with a new paragraph, one point five spaces below the subtitle, without indentation. Indentation is done in the following new paragraphs.

Sub-subtitles (e.g. **2.2.1 Research Design**) are written starting from the left margin two spaces below the previous line with capital letters only on the first letter of the first word, each word is bolded without ending with a period. The first sentence after the sub-subtitle begins with a new paragraph, 2 spaces below the sub-subtitle, without indentation. Sub-sub-subtitles (e.g. **Variables in Collaborative Governance.**) are written starting from the 6th stroke from the left margin, each word is bolded and ends with a period. The first sentence that follows is typed continuously backwards on the same line as the sub-sub-subtitle, so that it forms one paragraph, as with the other paragraphs that follow, aligned on the left and right margins (*justified*).

It is not recommended to have sections smaller than sub-sub-subheadings. When necessary (e.g., due to the structure of the discussion), these can follow the rules for sub-sub-subheadings, but in italics, not bold (e.g., *Face-to-Face Dialogue in Collaborative Governance*).

5.3 Writing Numbers and Units

Clear and standard rules for writing numbers, units, and equations that must not be violated in writing scientific papers. Thesis writing refers to guidelines provided by, among others, The Chicago Manual of Styles (2010), American Society of Agronomy (2012), and Gusli (2013). Specifically, writers need to pay attention to the writing of numbers (for example, single-digit numbers must be spelled out, but numbers with two or more digits are written as numerals), writing numbers in text (for example, at the beginning of a sentence), writing large/too large numbers and small/too small numbers, the use of punctuation to separate thousandths; as well as writing standard equations.

5.4 Illustrations: Tables and Figures

A thesis contains data obtained from research. Data is an integral part, even central to the thesis. The data obtained is presented and illustrated in the form of tables, figures, maps, images, photographs, diagrams, etc., so that it can be quickly, clearly, and accurately understood by the reader. However, it is important to understand that data presented in the form of illustrations still needs to be clarified with text that refers to the figures or tables in question. Tables and figures cannot replace the function of text, and conversely, text cannot replace the function of text.

The position of the table, but complement each other. It should be noted that the text narrative should not repeat what is already revealed in the tables and figures. Data presented in the form of tables and figures complement the content of the text. Tables and figures help readers understand data that is often difficult or too complex to explain in text. Authors can refer to the rules, creation techniques, requirements for selecting tables or figures, choosing the type of figure, choosing symbols, presentation techniques, and examples of tables and figures, including those provided by Gusli (2013) and the American Society of Agronomy (2012), or other credible sources.

One thing that authors must adhere to is that each table and figure must be able to stand alone or be self *-explanatory*. This means that the information conveyed through the table/figure must be understandable to the reader without having to read other parts of the thesis.

Through all elements of the table/figure, the reader must be able to understand the information conveyed, there must be no symbols or abbreviations that are not understood, incomplete units, unclear or incomplete titles, unclear legends, axes without names or whose names are only mentioned in the figure title, etc. (see Gusli, 2013).

5.4.1 Table

A table is a summary containing data or information related to the topic being discussed. Presenting a table makes it easier for readers to understand a statement in a specific context.

Table titles are written in Arial 10 pt font, single-spaced, starting with the word "**Table**" followed by **the sequential number** in the order of appearance, written in Arabic numerals. For theses with a single research, the sequential number given continues from serial number 1 to the last number according to the number of tables in the entire thesis, for example **Table 4, followed by the table title**. Only the first letter of the first word of the table title is written in capital letters, unless the table title contains the name of a city, species, etc. (following the sentence format). The end of the table title is not ended with a period. The entire title is placed close to the left edge above the table and if it is more than 1 line then the 2nd line and so on are written starting right below the first letter of the title name with a distance of 1 space. Units (e.g. cm, g, kg) should not be included in the table title. The text in the table title should be concise but informative, such that the table title and all parts of the table are *stand-alone* or *self-explanatory*.

Tables must be complete and must not be interrupted by page breaks. If the table is longer than one page, the beginning of the table begins on the first line of the page. The following page should include the words "**Continued Table**" followed by the table number, without the title. However, the table column names should be rewritten. If possible, break large tables into smaller ones so they can fit on a single page.

Each column is given a title that begins with a capital letter, followed by the unit (if any) in parentheses or after a comma. For example: **Length (mm)** or **Weight (g)**. Use SI units (see Gusli, 2013). Arrange the columns so that they are clearly separated from each other. The spacing between rows is

1 space, whereas if the column is not enough to be written in 1 row in the relevant column, then the distance between rows in one column is 1 space.

If the table is wider than B5 paper, it should be oriented in landscape orientation . The top of the table should be placed on the left side of the paper or on the binding side. Tables cited from other sources should be identified by citing the source at the end of the table title, similar to how bibliographic references are cited in the text. If necessary, additional information can be placed below the table.

Tables are typed using a word processing program (e.g., MS Word), not a spreadsheet program like MS Excel. Tables are positioned symmetrically to the left and right margins and to the text above and below them, with a single space between each line.

The text in tables should be concise but informative, such that the table title and the entire table are self - *explanatory* , without requiring further reading from the rest of the thesis. An example of a table is provided in Appendix 13.

5.4.2 Image

An image is a visualization of data or information from a part of a research object that can be presented. Images include curves, diagrams, charts, graphs, maps, photographs, configurations, or *frameworks*.

Images are part of the information that is inseparable from the description in the text.

The selection and creation of images for a scientific work, including a thesis, should not be arbitrary. Image creation techniques and examples can be found in Gusli (2013) and in various articles from reputable journals in their respective fields. Theories related to the selection of illustrations in the form of tables or images, as well as the importance of creating images for publication purposes, are also provided, for example, by Gusli (2013).

The image consists of a title in the form of a concise but informative text that explains what the image is presented, the data presented in the form of curves or diagrams, or in the form of photographs or maps with their scales, and the source (if not your own data – for data generated by yourself, there is no need to mention the source). If the data displayed in the image is not your own data, the data source can be written at the end of the title text. Images can be black and white or color, adjusted to the needs and purpose of the presentation.

The image title is written in 10 pt Arial font, single spacing, starting with the word **Image** followed by **the serial number** in the order of its appearance, written in Arabic numerals. For theses that only have one research topic, the serial number of the image given continues from 1 to the last number according to the number of images, for example, **Image 3. followed by the image title**. Only the first letter of the first word of the image title is written in capital letters, unless there are words in the form of city names, certain names, etc. (sentence format).

The image caption does not end with a period. The entire caption is placed directly below the image, typed in a word processing application (e.g., MS Word), is not part of the image/PDF/JPEG file, and is *justified*. Units (e.g., cm, g, kg) are not permitted.

included in the figure title, but on the x, y or z axis title. Figures quoted from other sources must have their source stated, stated at the end of the text of the figure title. Examples of figures are given in Appendix 14.

Images in the form of maps must be equipped with a scale, preferably in the form of a line scale, so that it does not change if the map is enlarged or reduced. Legends and other text on maps should be clearly legible. Photographs should be sharp, with good contrast, and focused on the information being conveyed.

The image and its title are placed symmetrically to the left/right margins and to the text above and below it with a distance of two spaces each. The image and its title are placed symmetrically to the left/right margins and to the text above and below it with a distance of two spaces each.

Images should not be cropped. If the image size is larger than one B5 (*landscape*) page, use B4 paper and fold it neatly. If the image orientation is lengthwise across the manuscript page (*landscape*), then the top of the image is placed on the side of the binding.

5.5 Citations and Bibliography

5.5.1 References

References from books or articles come from reputable national or international journals, or official documents from official institutions (such as FAO, WHO, BMKG, etc.). It is recommended to use the most recent research results (from the last five years) related to the scientific field or topic being studied.

The journal name must be written in full as it appears in the publication. The writing *style* follows the conventions of *the American Psychological Association* (APA).

5.5.2 Citations

In theses, citations (quoting or referencing literature) are always used to validate what other people (scientists) have done or discovered. Through citations, authors connect their research to previous studies, present a roadmap or continuity of knowledge learned from existing publications related to a particular aspect, and simultaneously serve as a way to avoid plagiarism.

Correct citation is part of the ethics of writing and scientific honesty that scientists must uphold.

There are three citation options. First, take the idea or message but change the language. This method is called paraphrasing. Second, quote the message directly, as it was originally written, using opening quotation marks (") and closing quotation marks ("). This can only be done to a limited extent for certain purposes, such as writing definitions and reported speech ; and third, through acknowledgment/comparison of the quoted content.

In the thesis writing guidelines, references are made using brackets (bracketed references), not with footnotes or end notes . In bracketed referencing, the source of the information (for example the author's name) and the year in parentheses are placed in brackets.

5.6 Assigning Page Numbers and Sequential Numbers

5.6.1 Page numbers

The initial part of the thesis, starting from the acknowledgements to the end of the list, is numbered using small Roman numerals (i, ii, iii, iv, v, vi, etc.).

Starting from Chapter I Introduction to the Appendix, the pages are numbered using Arabic numerals (1, 2, 3, 4, etc.). The page numbers are placed at the top right of the page.

5.6.2 Table

Tables are numbered sequentially with Arabic numerals in the order in which they appear. The source of the table and other necessary information, such as abbreviations, statistical probabilities, and so on, can be listed below the table. However, generally, all this additional information can be included in the table caption (see subheading 5.4.1 Table).

5.6.3 Image

Included in the figure are curves, diagrams, charts, schemes, maps, sketches, and photographs. Figures are numbered sequentially with Arabic numerals according to the order in which they appear at the bottom and followed by the figure title and the source of the figure if the figure is taken from another source, not your own data). In general, all of this additional information can be written in the figure title (see sub-subheading 5.4.2 Figures).

LIST OF REFERENCES

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ATTACHMENT

Appendix 1a. Example of the front cover page of a thesis

INDONESIAN LANGUAGE TITLE

Student Name

Student Identification Number (NIM)



**BACHELOR OF INTERNATIONAL RELATIONS
STUDY PROGRAM
DEPARTMENT OF INTERNATIONAL RELATIONS
FACULTY OF SOCIAL AND POLITICAL SCIENCE HASANUDDIN
UNIVERSITY**

Year of passing the exam

Appendix 1b. Example title

- *COLLABORATIVE GOVERNANCE* IN PROGRAM INNOVATION
TOURIST CORRIDGE IN KASSI-KASSI SUB-DISTRICT, MAKASSAR CITY
- EFFECTIVENESS OF SMART INDONESIA PROGRAM (PIP) IN HIGH SCHOOL
STATE 15 MAKASSAR
- EFFECTIVENESS OF ELECTRONIC-BASED ABSENCE IN
SUPPORTING CIVIL SERVANTS' WORK DISCIPLINE (STUDY
CASE OF CITY OCCUPATIONAL SAFETY AND HEALTH CENTER
MAKASSAR)
- *HIERARCHICAL SERVICE QUALITY MODEL* IN SERVICE MALLS
PUBLIC OF BARRU REGENCY
- HUMAN RESOURCE CAPACITY DEVELOPMENT IN
MAROS REGIONAL DRINKING WATER COMPANY (PDAM)
- *IMPLEMENTATION OF STRATEGIC CONCEPT* IN THE POWER SERVICE
EMPLOYMENT AND TRANSMIGRATION OF SOUTH SULAWESI PROVINCE
TO IMPROVE THE QUALITY OF LOCAL WORKFORCE
- *COLLABORATIVE PROCESS* IN PROTECTION PROGRAM
CHILDREN IN BONE DISTRICT

Appendix 2a. Example of a cover page in a thesis

INDONESIAN LANGUAGE TITLE

Student Name

Student Identification Number (NIM)



**BACHELOR OF INTERNATIONAL RELATIONS
STUDY PROGRAM
DEPARTMENT OF INTERNATIONAL RELATIONS
FACULTY OF SOCIAL AND POLITICAL SCIENCE HASANUDDIN
UNIVERSITY**

Year of passing the exam

Appendix 2b. Example of a cover page in a foreign language

TITLE

STUDENT NAME

Student Identification Number



**BACHELOR OF INTERNATIONAL RELATIONS
STUDY PROGRAM
DEPARTMENT OF INTERNATIONAL RELATIONS
FACULTY OF SOCIAL AND POLITICAL SCIENCE HASANUDDIN
UNIVERSITY**

Year of passing the exam

Appendix 3. Example of thesis approval page

THESIS TITLE
NAME (WITHOUT TITLE)

StudentID Number

Thesis,

has been defended before the Undergraduate Examination Committee..... on the date of the month
year

and declared to have fulfilled the graduation requirements

on



Confirm:
Final project supervisor,

Know:
Head of the study program,

(Title) Xxxxxx Xxxxxxx (Title)
NIP Xxxxxxxx

(Title) Xxxxxxx (Title)
NIP Xxxxxxxx

**STATEMENT OF AUTHENTICITY OF THESIS
AND COPYRIGHT ASSIGNMENT**

I hereby declare that the thesis entitled "Xxxx" is my true work with the guidance of my supervisor (Full Name and title as Supervisor and Full Name and title as Supervisor).

This scientific work has not been submitted and is not being submitted in any form to any university. Sources of information originating from or quoted from published and unpublished works by other authors have been mentioned in the text and included in the Bibliography of this thesis. If it is later proven or can be proven that part or all of this thesis is the work of another person, then I am willing to accept sanctions for such actions based on applicable regulations.

I hereby assign the copyright (economic rights) of my written work in the form of this thesis to Hasanuddin University.

Makassar, Date-Month-Year
Stamp and signature
NAME Xxx Xxxx
NIM X1234567890

Appendix 5. Example of a thank you note

Thank-you note

The research that I conducted was carried out successfully and this thesis was completed thanks to the guidance, discussion and direction of Prof. Xxxx Xxxx as supervisor, Prof. Yyyy Yyyy as Examiner 1, and Prof. Zzzz Zzzz as Examiner 2. I express my deepest thanks to them. I also express my high appreciation to Mr. Xxxx for allowing us to carry out research in the field, and to Xxxx for the opportunity to collect data to enrich my research results.

To Xxxx, I would like to express my gratitude for the Xxxx scholarship awarded (No. Xxxx) during my undergraduate education program. I also express my gratitude to the leadership of Hasanuddin University, the Dean and Vice Dean of the Faculty of Social and Political Sciences, UNHAS; and all the lecturers in the Department of International Relations without exception who have facilitated me to pursue my undergraduate program with colleagues in the research team.

Finally, I extend my deepest gratitude and worship to my beloved parents for their prayers, sacrifices, and encouragement throughout my education. I also extend my deepest appreciation to my beloved wife and entire family (brothers/sisters, uncles, and...) for their invaluable motivation and support.

Writer,

Xxxxx Xxxxx

Appendix 6a. Example of an abstract page

Abstract

Student Name. Public Health Service Innovation: A Case Study of Local Government in Indonesia (Supervised by "Name of Supervisor")

This study aims to investigate the innovation and success of the integrated 112 Call Center service in Parepare City, Indonesia, specifically in providing health services to the community. This study aims to understand the impact of the 112 Call Center service, the assimilation of the service by the community, and the barriers encountered during its implementation. This study uses a qualitative methodology to explain the nature of the service innovation and its impact on the community. This analysis assesses the comparative benefits, appropriateness, level of difficulty, and feasibility of implementing the 112 Call Center service.

Furthermore, this study also examines the barriers faced by local governments in implementing service innovations and improving service quality. The study findings indicate that the public has responded positively to the 112 Call Center service, which has demonstrated encouraging patterns in assisting patients, particularly during the COVID-19 pandemic. The service has demonstrated comparative advantages, compatibility, trialability, and observability, which have contributed to its success in providing prompt healthcare services to residents of Parepare City. However, the study also highlights challenges associated with public awareness and understanding of the program. This study advances the academic discourse on service innovation in international relations by offering valuable insights into the impacts and challenges associated with implementing the 112 Call Center service in the healthcare sector. The findings have practical implications for local governments and public health institutions, highlighting the importance of public visibility and acceptance in effectively implementing healthcare advancements.

Keywords: Innovation, Health Services, Call Center 112.

Appendix 6b. Example of an English *abstract*

Abstract

Student Name. Public Health Service Innovation: Case Study of Local Government in Indonesia (Supervised by "Name of Supervisor")

This study aims to investigate the innovation and success of the integrated Call Center 112 service in Parepare City, Indonesia, specifically in providing health services to the community. The study aims to understand the impact of the 112 Call Center service, the assimilation of the service by the community, and the barriers faced during its implementation. The study used a qualitative methodology to explain the nature of the service innovation and its impact on the community. The analysis assessed the comparative benefits, suitability, difficulty, and feasibility of implementing the Call Center 112 service. In addition, the study also examined the barriers faced by local governments in implementing service innovations and improving service quality. The study findings show that the public has responded favorably to the 112 Call Center service, which has shown an encouraging pattern of helping patients, especially during the COVID-19 pandemic. The service has demonstrated comparative advantage, compatibility, piloting, and observability, which have contributed to its success in providing prompt health services to the residents of Parepare City. Nevertheless, it also underscores the difficulties associated with community awareness and understanding of the program. This research enhances the academic discourse on service innovation in public administration by offering valuable insights into the impacts and difficulties associated with the implementation of Call Center 112 services in the health sector. The results of this study have practical consequences for local governments and public health agencies, highlighting the importance of visibility and community acceptance in effectively implementing health service advancements.

Keywords: Innovation, Health Services, Call Center 112.

Appendix 7. Example of a thesis table of contents

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Appendix 11. Example of a list of terms

Term	Meaning and Explanation
Affiliation	The relationship between a person or legal entity with one or more other people or legal entities, in such a way that one of them can influence the management or policies of another person or legal entity, or vice versa by taking advantage of the existence of togetherness share ownership or joint management of the company
Acquisition	Takeover of ownership of a bank. (Source: Law No. 10 of 1998 concerning Amendments to Law No. 7 1992 concerning Banking)
Accountability is	one of the ten principles of Good Governance which means increasing the accountability of decision makers in government, the private sector and community organizations in all fields to public.

Appendix 12. Example of curriculum vitae format attachment

CURRICULUM VITAE FORMAT

A. Personal Data 1.

Name: XXXXXXXX XXXXXXXX 2. Place,

date of birth: XXXXXXXX, August 10, 19xx 3. Address: XXXXXXXX

4. Citizenship: Indonesian

citizen

B. Educational History 1.

Graduated from high school in 20xx at SMAN 1 XXXXXXXX 2.

Bachelor's degree (S1) in 20xx at Hasanuddin University

C. Work and Internship Experience • Type of work/

internship: XXXXXXXX • NIK: 73XXXXXXXXXXXXXX

D. Scientific works that have been published (for example in journals):

E. Papers at National and International Scientific Seminars/Conferences

Appendix 13. Example of writing a bibliography

Bibliography

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Appendix 14. Example of a Research Logbook

RESEARCH LOGBOOK
(Notes of activities during research)

No.	Date/month/year of activity	Name of activity	Results

Information:

The Research Logbook (research activity record) contains all forms and activities undertaken during the research. It should be filled out sequentially according to the time period (date/month/year of activity).