



# Undergraduate Thesis Format

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. THESIS FORMAT.....</b>	<b>4</b>
2.1 FRONT MATTER.....	4
2.1.1 Front Cover Page.....	4
2.1.2 Title Page.....	4
2.1.3 Statement of Originality.....	4
2.1.4 Approval Page.....	4
2.1.5 Acknowledgements.....	5
2.1.6 Statement of Consent of Thesis Publication for Academic Interests.....	5
2.1.7 Abstract.....	5
2.1.8 Table of Contents.....	5
2.1.9 List of Table, List of Figures, and Other List.....	5
2.2 MAIN BODY.....	6
2.3 BACK MATTER.....	6
2.3.1 BIBLIOGRAPHY.....	6
2.3.2 Appendices.....	6
<b>3. THESIS PRESENTATION.....</b>	<b>7</b>
3.1 Paper.....	7
3.2 Typing.....	7
3.3 Page Numbering.....	8
3.3.1 Lower case Roman Numeral.....	8
3.3.2 Arabic Numeral.....	8
3.4 Front Cover Page.....	8
3.5 Title Page.....	9
3.6 Statement of Originality.....	9
3.7 Approval Page.....	9

3.8 Acknowledgements .....	9
3.9 Statement of Consent of Thesis Publication for Academic Interests .....	9
3.10 Abstract .....	9
3.11 Table of Contents .....	10
3.12 List of Table, List of Figures, and Other List. ....	10
3.13 Discussions.....	10
3.14 Tables and Figures.....	11
3.15 Mathematic Equations... ..	12
3.16 Numbering System.....	12
3.17 List of References.....	12
3.18 Appendices... ..	13

**APPENDICES**

Appendix 1: Sample of Front Cover Page..... 15

Appendix 2: Sample of Title Page. .... 16

Appendix 3: Sample of Statement of Originality ..... 17

Appendix 4: Sample of Approval Page ..... 18

## **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 University of Indonesia.

The work will be part of the UI Library's collections named collections of UI-ana, namely the scientific papers produced by academic community of UI, writing about the UI, and about the prominent figure of UI. In an effort to document the entire collection of UI-ana, in both printed and digital format, a Guidance of Thesis Writing that can be used for all faculty and Graduate Program without diminishing the uniqueness of each faculty / department.

The Guidance is prepared by the a Team for Drafting Guidance for Thesis Writing and a Team UI-ana Digitization coordinated by the UI Library, and published with the aim of providing guidance to the author. The Drafting team provides an opportunity for Study Program / Department of the Faculty to make additional guidance on matters not provided for in this Guidance. UI Rector has enacted this Guidance via SK Number: 628/SK/R/UI/2008 dated June 16, 2008 and UI academic community shall use them as a guide in thesis writing.

## **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. In certain faculties, such as FKG (Faculty of Dentistry), the "Approval Page" should additionally include the statement of "pass the test of research ethics" when the subject of research are living beings or inanimate objects whose human rights must be maintained or respected.

The writing of the statement follows the provisions so far applicable in the FKG.

Provisions concerning the writing of Approval Page can be found in item 3.7.

Example of Certification Page can be viewed in Appendix 4.

Note: The use of the term "board of examiners" (supervisor and examiner) and the composition or the number of members of the "board of examiners" depends on the policy of each faculty or Graduate Program.

#### **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 of Indonesia to save, media-transfer / format, treat, and ultimately publish the work for academic purposes. That is, the University of Indonesia 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)

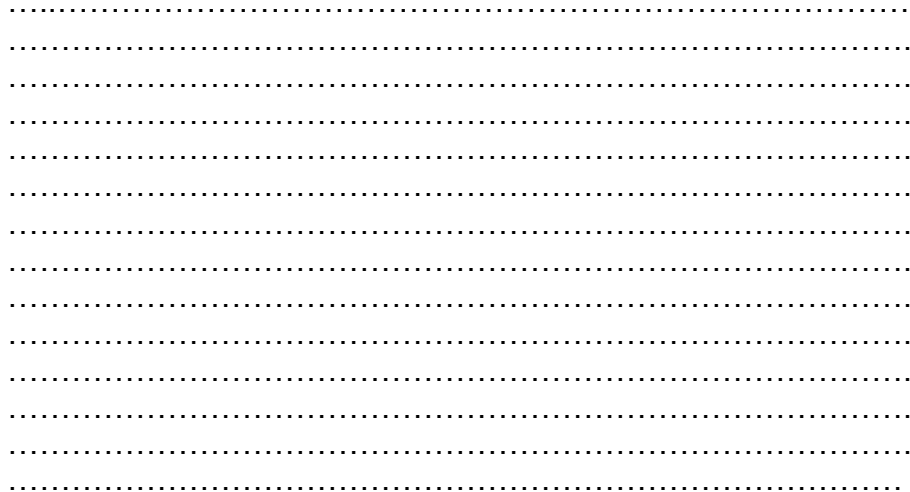
### **3.2 Typing**

- 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 Indonesia (Arial 10 point bold), written in the align right position.

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



Universitas Indonesia

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.

UI Logo: Logo of University of Indonesia with a diameter of 2.5 cm and is printed in gold color

University of Indonesia

Title

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

Name

NPM

Faculty

Study program

Location

Month & Year of the Final Project is approved and is written in numbers with four-digit format (example: January 2006)

- 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 2x2 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 NPM) 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 12 point, 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 number 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 10points .. 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.

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

**Appendix 1: Sample of Cover Page**

**UNIVERSITAS INDONESIA**

**TITLE**

**(size: 14 Times New Roman)**

**THESIS / DISSERTATION**

**(size: 14 Times New Roman)**

**NAME**

**NPM**

**FACULTY .....**

**STUDY PROGRAM .....**

**PLACE**

**MONTH & YEAR**

**Appendix 2: Sample of Title Page**

UNIVERSITAS INDONESIA

TITLE

(size: 14 Times New Roman)

THESIS / DISSERTATION

(size: 14 Times New Roman)

A thesis submitted in partial fulfillment of the requirements for the degree of .....

NAME

NPM

FACULTY .....

STUDY PROGRAM.....

SPECIALITY .....

PLACE

MONTH & YEAR

**Appendix 3: Sample Statement of Originality page**

**STATEMENT of Originality**

**I hereby declare that this Thesis/Dissertation is my own work, and all sources either cited or referred have been properly acknowledged.**

**Name: .....**

**NPM : .....**

**Signature: .....**

**Date : .....**

**Appendix 4: Sample Approval Page (S1)**

**CERTIFICATION OF APPROVAL**

This thesis is submitted by:

Name:

NPM:

Study Program:

Thesis Title:

Has successfully defended in the presence of Board of Examiners and accepted in partial fulfillment of the requirements for the degree of.....

..... at the Study Program.....,

Faculty ..... , Universitas Indonesia

**Board of Examiners**

Advisor: ..... (Signed ..... )

Advisor: ..... (Signed ..... )

Examiner: ..... (Signed. .... )

Examiner: ..... (Signed ..... )

Defined at/in (Place): .....

Date: .....

**CERTIFICATION OF APPROVAL**

The thesis is submitted by:

Name:

NPM:

Study Program:

Thesis Title:

Have been successfully defended in the presence of Board of Examiners and accepted in partial fulfillment of the requirements for the Master's degree. .... at the Study Program ..... ,Faculty ....., Universitas Indonesia.

Board of Examiners

Advisor: ..... (Signed ..... )

Advisor: ..... (Signed ..... )

Examiner: ..... (Signed ..... )

Examiner: ..... (Signed ..... )

Defined at (place): .....

Date:.....

Example Page of Approval (S2)