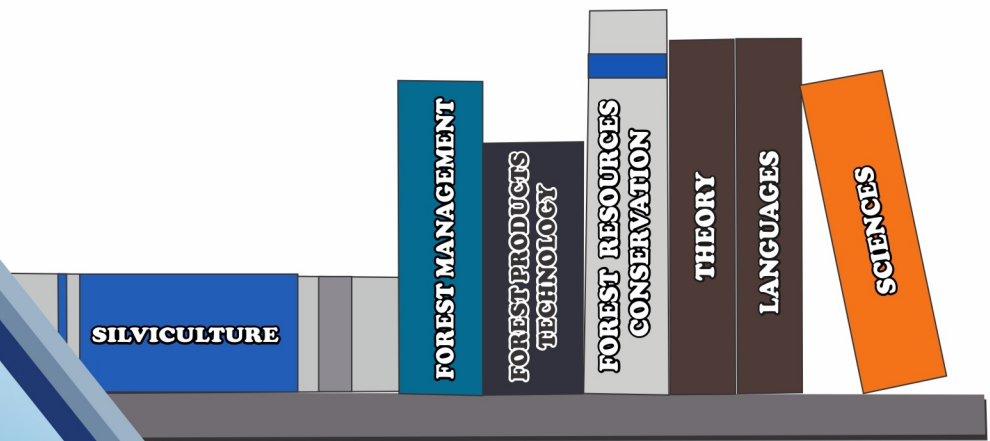




RESEARCH PROPOSAL AND THESIS WRITING GUIDELINES



MASTER IN FORESTRY SCIENCE



RESEARCH PROPOSAL AND THESIS WRITING GUIDELINES



MASTER IN FORESTRY SCIENCE
FACULTY OF FORESTRY GADJAH MADA UNIVERSITY
YOGYAKARTA
2022

RESEARCH PROPOSAL AND THESIS WRITING GUIDELINES

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MASTER OF FOREST SCIENCE STUDY PROGRAMME

FACULTY OF FORESTRY

GADJAH MADA UNIVERSITY

YOGYAKARTA

2022

PREFACE

Thesis is one of the research works that must be produced by students of the Master of Forestry Science Study Programme (PS MIK) at the end of their study period. The thesis is written in depth to express the results of research or scientific arguments of students based on writing methods that are common in the academic environment. This guidebook for writing research proposals and theses is published to provide general instructions in preparing research proposals and writing theses so that they are more directed and uniform.

This 2022 guidebook is the result of a revision of the previous guidebook written by involving the PS MIK Thesis team. As with the previous version, this guidebook refers to the guidelines prepared by the UGM Postgraduate School which have been adjusted to the specialities and knowledge of the Faculty of Forestry and standardised writing procedures. We hope that this guidebook can really be used in proposing or writing a thesis. The role of thesis supervisors is also highly expected to direct students to write a thesis according to the rules in this guidebook.

For the sake of perfection of this guidebook, the PS MIK Thesis team continues to make improvements in accordance with scientific developments and thesis writing standards. Therefore, constructive suggestions and input are highly expected for the improvement of this guidebook.

Yogyakarta, July 2022

Dean

Sigit Sunarta, S.Hut., M.P., M.Sc., Ph.D.

NIP. 19710728 199903 1 001

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I. INTRODUCTION

Thesis is a scientific paper resulting from independent research prepared to fulfil the requirements to obtain the Master of Science degree at the Master of Forestry Science Study Programme (PS MIK), Faculty of Forestry, Universitas Gadjah Mada. In addition to submitting a thesis, prospective graduates are also required to submit a report of part or all of their research in the form of a scientific publication manuscript that can be published in an accredited national scientific journal/scale or in the Journal of Forestry Science (JIK), whose writing instructions are contained in each publication. However, before conducting research, students are required to make a research proposal which must then be disseminated. After the research proposal is approved, students can then carry out the research and the results are compiled into a thesis. All of these activities need to be supported by scientific writing skills.

To obtain uniformity in writing, the existence of Guidelines for Writing Research Proposals and Theses is very necessary. This guidebook presents an outline of how to write a research proposal and thesis. In addition, it also provides writing procedures and several examples to be referred to.

The content of this manual is divided into 3, namely:

1. Research proposal;
2. Thesis;
3. Writing procedure.

Within certain limits, discretion is given to each study interest for matters that have not been listed in this guide, especially for matters that are unique to the study interest.

II. RESEARCH PROPOSAL

The research proposal for thesis consists of: Initial Section, Main Section, and Final Section with no more than 15 pages.

A. Initial Section

The Preliminary Section includes a title page and an approval page.

1. Title page

The title page contains: title, purpose of the research proposal, UGM symbol, student name and number, study programme and faculty, and submission time.

- a. The research title should be short, clear, in standard language, pinpoint the problem to be investigated, and not open to multiple interpretations. The number of words in the research title is no more than 20 words.
- b. The purpose of the research proposal is to prepare a Master's thesis in the Forestry Science Study Programme, Faculty of Forestry, Universitas Gadjah Mada.
- c. The emblem of Universitas Gadjah Mada is round (not pentagon) with a diameter of about 5.5 cm.
- d. The student's name is written in full, not abbreviated and without degrees. Below the name is the student number.
- e. The intended institution is the Forestry Science Study Programme, Faculty of Forestry, Universitas Gadjah Mada, Yogyakarta.
- f. The time of submission is indicated by writing the month and year under Yogyakarta.

An example of the title page of the research proposal is shown in Appendix 1.

2. Approval page

This page contains the title of the research proposal, the name of the proposing student and the approval of the Main Supervisor, Co-Supervisor, and Study Programme Manager, complete with signatures and dates.

An example of the research proposal approval page is in Appendix 2.

B. Main Section

The main part of the research proposal contains: background, research objectives, literature review, theoretical basis or theoretical rationale, hypothesis (if any), research method, and research schedule.

1. Background.

The background contains: the formulation of the problem, the originality of the research, and the benefits that can be expected.

- a. The formulation of the problem contains an explanation of the reasons why the problem raised in the research proposal is considered interesting, important, and needs to be researched. In addition, it also outlines the position of the problem to be researched within a broader scope of problems. To strengthen the background, it is possible to include literature.
- b. The originality of the research is stated by showing that the problem at hand has not been solved by previous researchers or stated explicitly the difference between this research and those that have been carried out, which is described by referring to the literature.
- c. The benefits that can be expected are benefits for science, the development of the State and Nation, as well as related policies and or the wider community.

2. Research objectives

In this section, the objectives to be achieved are specifically mentioned. These objectives will be answered in the conclusion.

3. Literature review

- a. The literature review contains a systematic description of the results of research obtained by previous researchers and related to the research to be carried out. In this presentation, it should be shown that the problems to be studied have not been answered or have not been solved satisfactorily.
- b. The facts presented should be taken as far as possible from the original sources. All sources used must be acknowledged with the author's name and year of publication, as listed in the bibliography.
- c. An example of how to cite sources is shown in Appendix 3.

4. Theoretical foundation

The theoretical foundation is extracted from the literature review and compiled by the students themselves as a guide to solve research problems and to formulate hypotheses. The theoretical foundation can take the form of qualitative descriptions, mathematical models, or equations that are directly related to the field of science under study.

5. Hypothesis (if any)

Hypotheses contain brief statements deduced from the theoretical basis and/or literature review and are temporary answers to the problem at hand, and still have to be proven.

6. Research method

The research method contains descriptions of: research materials or materials, tools, research methods, variables, and data to be collected, and analysis of results.

- a. The research material, which may take the form of a population or sample, must be clearly stated and the characteristics or specifications must be specified.
- b. The equipment used to carry out the research should be clearly described and, if necessary, accompanied by drawings and descriptions.
- c. The research design contains a detailed description of the variables and parameters to be studied. The variables to be studied and the parameter data to be collected are clearly described, including the type of range.
- d. The research path contains a fairly detailed description of how to carry out the research and collect data.
- e. Analysis of results includes a description of the model and how to analyse results.

7. Research schedule

In the research schedule shown:

- a. The stages of the research and details of the activities at each stage;
- b. Time required to carry out each stage.

The research schedule can be presented in matrix or outline form.

C. Final Section

The final section consists of a bibliography and appendices.

1. Bibliography

The bibliography contains only the literature referred to in the research proposal and is arranged alphabetically by the last name of the first author. There are slight differences between the various fields of science in the way they are written, for example in the use of punctuation, but the general outline remains the same. Therefore, minor differences are permitted, as long as they are consistent throughout the writing and consistent from beginning to end. An example of writing a bibliography is in Appendix 4.

2. Attachment

The appendices (if any) contain information required for the research, such as questionnaires, and are complementary to the research proposal.

III. TESIS

Similar to the research proposal, the thesis also consists of three parts, namely the Initial Section, Main Section, and Final Section, but the content must be more detailed and complete.

A. Initial Section

The initial part includes the front cover page, title page, endorsement page, preface, table of contents, table of tables (list), list of figures, list of attachments, UGM symbol, digest, and abstract.

1. Thesis Front Cover Page

The front cover page of the thesis contains the title of the thesis, the purpose of the thesis, the symbol of Universitas Gadjah Mada, the name and number of the student, the intended institution, and the year of completion of the thesis.

- a. The title of the thesis should be short, clear, in standard language, pinpoint the problem to be researched, and not open to multiple interpretations. The number of words in the research title is no more than 20 words.
- b. The purpose of the thesis is to fulfil part of the requirements for obtaining a Master's Degree in a particular study programme.
- c. The emblem of Universitas Gadjah Mada is round (not pentagon) with a diameter of about 5.5 cm.
- d. The name of the student submitting the thesis is written in full (no abbreviations allowed) and without degrees. The student number is written below the name.
- e. The intended institution is the Forestry Science Study Programme, Faculty of Forestry, Universitas Gadjah Mada, Yogyakarta.
- f. The year of thesis completion is the year of the last thesis examination and is placed under Yogyakarta.

An example of the front cover page of the thesis can be seen in Appendix 5.

2. Title page

The title page contains the same text as the front cover page, but typed on white paper.

3. Endorsement page

This page contains the title of the thesis, the full name of the student, the date of the examination, as well as the approval of the Supervisory Team, the Examination Team, the Study Programme Manager, and the Dean of the Faculty of Forestry complete with signatures and dates of Judicium. An example of an endorsement page is in Appendix 6.

4. Statement page

This page contains a statement that the contents of the thesis are not the result of plagiarism or the work of others. An example of the statement page is in Appendix 7.

5. Foreword

The preface contains a brief description of the purpose and brief explanation of the thesis, as well as acknowledgements. The preface does not contain scientific matters.

6. Table of contents

The table of contents is intended to provide an overall picture of the contents of the thesis and as a guide for readers who want to directly see a chapter or subchapter. The table of contents lists the order of chapter titles and subchapter titles along with their page numbers.

7. List of tables

If there are more than 3 tables in the thesis, it is necessary to have a table list that contains the order of table titles along with their page numbers.

8. List of images

If there are more than 3 figures in the thesis, there needs to be a list of figures containing the order of the title of the figure along with the page number.

9. List of attachments

If there are more than 3 appendices in the thesis, a list of appendices should be made, containing the order of the appendix titles along with their page numbers.

10. Abstract

The abstrak is written in Indonesian and the abstract is written in English. Both are brief but complete descriptions of the research objectives, methods, and results. The purpose of the research is extracted from the research objectives in the introduction, the method is extracted from the research methods, and the research results are

summarised from the conclusion. Therefore, generally, the abstract are a maximum of 3 paragraphs and no more than 1 page in length, with single-spaced typing, equipped with a maximum of 5 keywords.

B. Main Section

The main part of the thesis contains the chapters: introduction, literature review, research methods, research results and discussion, conclusions and suggestions.

1. Introduction

The introductory chapter contains the background, objectives, and benefits of the research.

- a. The background in this thesis is almost the same as that presented in the research proposal and may have been expanded. Therefore, the background of the thesis also includes the formulation of the problem, the originality of the research, and the expected benefits. To strengthen the background, it is recommended to supported by literatures.
- b. The research objectives are also the same as those presented in the research proposal.
- c. The benefits of the research are also the same as those already presented in the research proposal.

2. Literature review

The literature review contains a systematic description of the results of research obtained by previous researchers and related to the research to be carried out. In this presentation, it should be shown that the problems to be studied have not been answered or have not been solved satisfactorily.

The facts presented should be taken as far as possible from the original sources. All sources used must be cited by stating the author's name and year of publication, as listed in the bibliography. An example of how to indicate sources is shown in Appendix 3.

This literature review chapter may also contain a theoretical basis / framework of thought and hypothesis.

- a. The theoretical foundation / frame of mind is extracted from the literature review and compiled by the students themselves as a guide to solving research problems and to formulate hypotheses. The theoretical foundation can take the form of

qualitative descriptions, mathematical models, or equations that are directly related to the field of science under study. The theoretical foundation may have been expanded and refined compared to the research proposal.

- b. Hypotheses (if any) contain brief statements deduced from the theoretical basis and/or literature review and are temporary answers to the problem at hand, and still have to be proven.

3. Research method

Research methods contain descriptions of: research materials or materials, tools, research methods, variables, and data to be collected, and analysis of results.

- a. The research material, which may take the form of a population or sample, must be clearly stated and the characteristics or specifications must be specified.
- b. The equipment used to carry out the research should be clearly described and, if necessary, accompanied by drawings and descriptions.
- c. The research design contains a detailed description of the variables and parameters to be studied. The variables to be studied and the parameter data to be collected are clearly described, including the type of range.
- d. The research method contains a fairly detailed description of how to carry out the research and collect data.
- e. Analysis of results includes a description of the model and how to analyse results.

4. Research results and discussion

This chapter contains research results and discussion that are integrated and not divided into separate subchapters. Research results should be presented in the form of lists (tables), graphs, photos/images, or other forms, and placed as close as possible to the discussion, so that readers can more easily follow the description. In the first paragraph of this chapter, it should be stated that the research results can be found in the lists and figures whose numbers are mentioned. The discussion, about the results obtained, is in the form of theoretical explanations, either qualitatively, quantitatively, or statistically. In addition, the results of the study should be compared with the results of previous similar studies.

5. Conclusion

Conclusions and suggestions should be stated separately.

- a. Conclusion is a brief and precise statement described from the results of research and discussion to prove the truth of the hypothesis.
- b. Suggestions are made based on the author's experience and judgement, addressed to researchers in similar fields, who wish to continue, or develop the completed research. Suggestions are not mandatory.

C. Final Section

The final section contains a bibliography and appendices.

1. Bibliography

The bibliography is organised as in the research proposal.

2. Attachment

Appendices are used to place data or other information that serves to complement the description that has been presented in the Main Part of the thesis.

IV. WRITING PROCEDURES

Writing procedures include: Paper Material and Size, Typing, Numbering, Tables and Figures, Language, Writing Names and Bottom Notes.

A. Paper Material and Size

Paper materials and sizes include: manuscript, cover, cover colour, and paper size.

1. Manuscript

Manuscripts are made on 70 gr HVS paper and do not go back and forth.

2. Cover

The cover is made of Bufalo paper or similar, and wherever possible is reinforced with cardboard and covered with plastic for the thesis. The text printed on the cover is the same as that on the title page and an example is provided in Appendix 5.

3. Cover Colour

Light green cover colour for research and thesis proposals.

4. Paper Size

The paper size is 21 cm x 29.7 cm (A4).

B. Typing

In typing, the following are presented: font, numbers and units, line spacing, margins, filling in space, new paragraphs, beginning of sentences, headings and subheadings, detailing downwards, and symmetry.

1. Font

- a. Manuscripts should be typed in Times New Roman font size 12, and the same font should be used throughout. The use of italics or square fonts is not permitted.
- b. The use of italics can be used for specific purposes such as foreign terms and botanical names.

- c. Any symbols, Greek letters, or signs that cannot be typed (not in the software) should be neatly written in black ink.

2. Numbers and units

- a. Numbers are typed with numbers, except at the beginning of a sentence, e.g. 10 g of material.
- b. Decimal numbers are marked with commas instead of periods, e.g. the weight of an egg is 50.5g.
- c. Units are expressed with their official abbreviations without a full stop, for example: m, g, kg and cal.

3. Line spacing

The distance between 2 lines is 1.5 spaces, except for digests, direct quotations, table and figure titles that are more than 1 line, and bibliographies are 1 space.

4. Edge boundary

The typing boundaries, in terms of the edges of the paper, are set as follows:

- a. Top edge : 4 cm
- b. Bottom edge : 3 cm
- c. Left edge : 4 cm, and
- d. Right edge : 3 cm.

5. Room filling

The space contained on the manuscript page must be filled in completely, meaning that typing must be from the left margin to the right margin and no space should be wasted, except when starting a new paragraph, list equations, figures, subtitles, or special matters.

6. New paragraph

A new paragraph starts at the 6th typing from the left margin or can use the indentation facility in the writing software.

7. Sentence starters

Numbers, symbols or chemical formulas that begin a sentence should be spelt out, for example: Ten tree trunks.

8. Titles, subtitles, subtitles, etc.

- a. Chapters should be written in all capital letters and arranged symmetrically, 4 cm from the top edge without ending with a full stop.
- b. Subchapters are written symmetrically in the centre. All words begin with capital letters, except for conjunctions and prepositions, and all are underlined, without ending with a period. The first sentence after the subheading begins with a new paragraph.
- c. Subsections are typed starting from the left margin and underlined, but only the first letter is capitalised, without ending with a period. The first sentence after a subheading begins with a new paragraph.
- d. A sub-chapter starting from the 6th tab is followed by a full stop and underlined. The first sentence that follows is typed all the way back in one line of the sub-chapter. Except for that, sub-chapters can also be written directly in the form of sentences, but those that function as subtitles are placed at the front and underlined. Examples of titles, subtitles, and writing procedures are provided in Appendices 8 and 9.

9. Downward arrangement

If there are details in the text that must be arranged downwards, use sequential numbers with numbers or letters according to the degree of detail. The use of a connecting line (-) placed in front of the details is not allowed.

10. Symmetrical location

Figures, tables (lists), equations, titles, and subtitles are written symmetrically to the left and right edges of typing.

C. Numbering

This section is divided into page numbering, tables (lists), figures, and equations.

1. Page

- a. The beginning of the research/thesis proposal, starting from the title page to the abstract, is numbered with small Roman numerals.
- b. The main and final sections, from the introduction (Chapter I) to the last page, use Arabic numerals as page numbers.
- c. Page numbers are placed at the top right, unless there is a title or chapter at the top of the page. For such pages, the number is written at the bottom right.

- d. Page numbers are typed at a distance of 3 cm from the right edge and 1.5 cm from the top or bottom edge.

2. Table (list

Tables (lists) are numbered sequentially with Arabic numerals without following the Chapter number.

3. Image

Figures are numbered with Arabic numerals without following the Chapter number.

4. Equation

Sequence numbers of equations in the form of mathematical formulae, chemical reactions, etc. are written with Arabic numerals in brackets and placed near the right margin.



D. Tables and Figures

1. Table

- a. The title of the table begins with the table number and is written with an uppercase prefix, placed symmetrically above the table, with one space, without ending with a period.
- b. Tables should be displayed symmetrically and should not be broken unless they are so long that they cannot be typed on one page. On the continuation page of a table, include the table number and the word continuation, without a title.
- c. The columns are named and kept fairly well separated from each other.
- d. If the table is wider than the width of the paper, so it must be made to extend the paper, the top of the table should be placed on the left side of the paper.
- e. Borders are placed above and below the table to separate it from the main body of the paper.
- f. Tables that are more than 2 pages or that need to be folded are placed in the appendix.

2. Image

- a. The title of the figure begins with the figure number and is written with an uppercase prefix, placed symmetrically below the figure, single-spaced, without ending with a period.
- b. Charts, graphs, maps and photographs are all called pictures (not differentiated).
- c. The figure number followed by its title is placed symmetrically below the figure without ending with a period.
- d. Images should not be cut off, they should be on one page including the title of the image.
- e. Figure captions are written in the empty places in the figure or on the title of the figure and not on other pages.
- f. If there are two or more images in one title, the images are arranged in order and clearly coded in the title of the image.
- g. The image size (width and height) should be as reasonable, consistent and clear as possible.
- h. The scale on the graph should be made to allow for easy interpolation or extrapolation.
- i. Charts and graphs are clearly drawn in black or coloured ink.
- j. The position of the image is organised so that it is symmetrical.
- k. Location of landscape images. When the image is displayed in landscape formation, the top of the image should be placed on the left side of the paper.
- l. Image quality should be clear at a minimum of 300 dpi.

E. Language

1. Language used

The language used is standard Indonesian (there is a subject and predicate, and to make it more perfect, an adverbial object is added). With the permission of PSIK-S2, the thesis can be written in English.

2. Sentence form

Sentences should not be in the first and second person (I, me, we, you, etc.), but in the passive voice. In the presentation of acknowledgements in the preface, I am replaced by the author.

3. Term

- a. The terms used are Indonesian or Indonesianised terms.
- b. If you must use a foreign term, underline it, or italicise it when typed on a computer.

4. Spelling

Spelling is in accordance with the Enhanced Spelling (EYD).

5. Frequent mistakes

- a. Connecting words, such as "so", "and", and "whereas", should not be used to start a sentence.
- b. Prepositions, such as "at", are often used out of place, for example placed in front of the subject (breaking the sentence structure).
- c. The words where and of are often used incorrectly, "and" is treated exactly like the words "where" and "of" in English.
- d. The prefixes ke and di should be distinguished from the prepositions to and at.
- e. Punctuation must be used appropriately.

F. Name Writing

1. Author name referenced

Name writing includes the author's name referred to in the description, bibliography, more than one hyphenated name, names followed by abbreviations, and degrees.

Authors whose writings are referred to in the description are mentioned only by their last names, and if more than 2 people, only the last name of the first author is listed followed by et al. For English-language literature sources with more than one author, the conjunction used is "and" not "and". An example of such writing can be seen for example:

- a. According to Calvin (1978)
- b. Pyrolysis of bagasse (Othmer and Fermstrom, 1943) produces
- c. Petrol can be made from methanol (Meisel et al., 1976)

There are four people who wrote the text in example (c), namely Meisel S.L., McCollough, J.P., Leckthaler, C.H., and Weisz, P.B.

2. Author's name in bibliography

In the bibliography, all authors must be listed by name, not just the first author plus et al or et al.

Example:

Meisel S.L., Mc Collough, J.P., Leckthaler, C.H., and Weisz, P.B. 1976.

It can't just be

Meisel, S.L. et al or Meisel, S.L. et al.

3. Name of more than one author

If the author's name consists of 2 or more words, the method of writing is the last name followed by a comma, abbreviated first name, middle name and so on, all of which are given a period, or the last name followed by the syllables of the first name, middle name, and so on. However, this method of writing must be consistent.

Example:

- a. Sultan Takdir Alisyahbana is written: Alisyahbana, S.T. or Alisyahbana, Sutan Takdir.
- b. Donald Fitzgerald Othmer written: Othmer, D.F.

4. Degree of honours

Degrees of honours should not be included.

G. Underlining, New Terms and Citations

1. Foot Notes

It is best (if not absolutely necessary) to avoid the use of underlining except for certain subject areas, especially Social Sciences, which are single-spaced.

2. New term

New terms that have not been standardised in Indonesian may be used as long as they are consistent. The first time they are used, the foreign equivalent should be given (in brackets). If a lot of new terms are used, a glossary should be provided at the back.

3. Excerpt

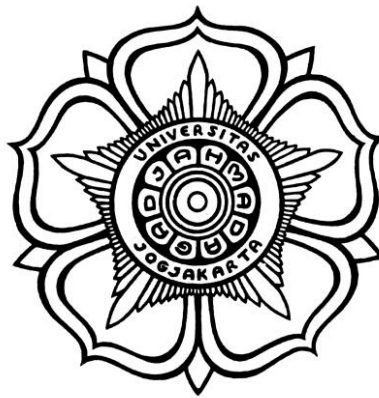
Quotations are written in the original language, if more than three lines, single-spaced, and if less than 3 lines, double-spaced, indented, not translated, but may be discussed in the author's words. Foreign language quotations are italicised.

APPENDICES

Appendix 1. Example of Research Proposal title page

YOUTH POTENTIAL AND GENETIC DIVERSITY OF SENDANA (*Santalum album*) POPULATIONS IN VILLAGE PETIR, KECAMATAN RONGKOP, GUNUNGKIDUL DISTRICT

Research Proposal for Master's Thesis



Submitted by

Idwan Sugih Wirakarsa

12/342523/PKT/01107

To

MASTER OF FOREST SCIENCE STUDY PROGRAMME

FACULTY OF FORESTRY

GADJAH MADA UNIVERSITY

YOGYAKARTA

Appendix 2. Example of approval page

Research Proposal

**Youth Potential and Genetic Diversity
Sandalwood (*Santalum Album*) Population
in Petir Village, Rongkop Sub-district, Gunungkidul Regency**

Submitted by

Idwan Sugih Wirakarsa

12/342523/PKT/01107

Approved by :

Principal Supervisor

Co-supervisor

Dr Sapto Indrioko, S.Hut., MP

Date:.....

Dr Ir Eny Faridah, M. Sc

Date:.....

Knowing,

Chairperson of the Master of Forestry Science Study Programme

Ir. Tomy Listyanto, S.Hut., M.Env.Sc., Ph.D.

Date:

Appendix 3. Example of how to cite sources

Citing literature sources in sentences can be done as follows:

1. Author's name at the beginning of the sentence:

"**Bowyer et al.** (2003) state that water in wood consists of two forms, namely bound water and free water."

2. Author's name in the middle of the sentence

"The microwave pretreatment developed by **Torgovnikov and Vinden (2009)** was able to increase the drying speed significantly."

3. Author's name at the end of the sentence

"To increase the chances of successful forest development, appropriate tree genetic selection must be considered (**McRae, 2004**)".

4. 2 writers

If there are two authors, both should be mentioned. "**Torgovnikov and Vinden (2009)**

state that the application of microwave to wood can increase its permeability."

5. More than 2 authors

If there are more than two authors, only the first author followed by *et al.*

"Incising pretreatment and drying with hot steam injection will be able to increase the drying speed of sugi wood by 4-5 times compared to the control (**Listyanto et al., 2013**)".

6. Referenced more than 2 sources

a) If the author's name is included in the description, all sources are mentioned: "According to **Bowyer et al. (2003)**, **Torgovnikov and Vinden (2009)**, and **Listyanto et al. (2013)**, pre-treatment with microwave before drying will help to increase the drying speed of wood significantly".

b) If the author is not included in the description, a semicolon is placed between the sources: "Microwave pretreatment before drying helps to significantly increase the drying speed of wood (**Bowyer et al., 2003**; **Torgovnikov and Vinden, 2009**; and **Listyanto et al., 2013**).

7. Quoting from a second source

It is best to avoid quoting from secondary sources. However, if necessary, citations from secondary sources should mention the name of the original author and the name of the author of the book or magazine read, for example: "Similar results were shown by Hildebrand (Bowyer et al., 2003)". In this case, only Bowyer et al. (2003) is included in the bibliography.

Appendix 4. Example of Bibliography page example

LITERATURE

- Bowyer, J.L., R. Shmulsky, and J.G. Haygreen. 2003. *Forests Products and Wood Science: An Introduction*. Iowa State, Iowa. 554 p.
- Hidayat, S. Y. 2014. *Local Wisdom of Kampung Naga Indigenous Community in Forest Resources Management*. Master Thesis (Unpublished). Faculty of Forestry, Gadjah Mada University, Yogyakarta.
- Langrish, T., and J.C.F. Walker. 2006. Drying of Timber. In *Wood Primary Processing*, Walker, J.C.F. (ed.). pp 251-293. Springer, Dordrecht.
- Listyanto, T., K. Ando, H. Yamauchi, and N. Hattori. 2013. Microwave and steam injection drying of CO₂ laser incised Sugi Lumber. *Journal of Wood Science* 59(4):282-289.
- McRae, T. 2004. Growing Trees with the Best Genetics. *Proceedings in Australian Forest Growers Biennial Conference*, Race, D. (ed.), Ballarat, Victoria. P. 68-71.
- Torgovnikov, G., and P. Vinden. 2009. High-intensity microwave wood modification for increasing permeability. *Forest Products Journal* 59(4):84-92.

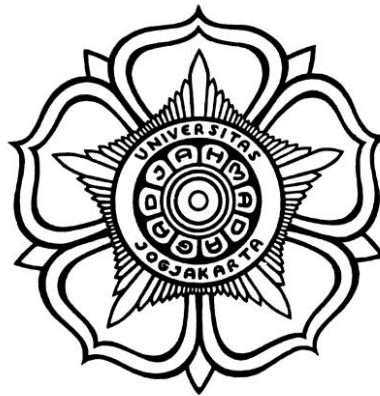
Appendix 5. Example of Thesis front cover page

**LOCAL WISDOM OF KAMPUNG NAGA INDIGENOUS
PEOPLE IN FOREST RESOURCE MANAGEMENT**

Thesis

To Fulfil Some Requirements

Achieving a Master's Degree



Submitted by

Susi Yuliani Hidayat

12/342337PKT/01104

To

**MASTER OF FOREST SCIENCE STUDY PROGRAMME FACULTY
OF FORESTRY
GADJAH MADA UNIVERSITY
YOGYAKARTA**

2014

Appendix 6. Example of Endorsement Page

THESIS

LOCAL WISDOM OF KAMPUNG NAGA INDIGENOUS PEOPLE IN FOREST RESOURCE MANAGEMENT

Prepared and compiled by
Susi Yuliani Hidayat
12/342337PKT/01104

has been defended in front of the Board of Examiners on June 2014

Composition of the Board of Examiners

Principal Supervisor

Examiner 1

.....

Co-supervisor

.....

Examiner 2

.....

.....

This thesis has been accepted as one of the requirements

To obtain the degree of Master of Science (M.Sc.)

Date.....

Dean of the Faculty of Forestry

Head of Master's Study Programme

.....

NIP:

.....

NIP:

Appendix 7. Example of Statement Page

STATEMENT

I hereby declare that in this thesis there is no work that has been submitted to obtain a degree in a university, and to the best of my knowledge there is also no work or opinion that has been written or published by other people, except those that are written referred to in this manuscript and mentioned in the bibliography.

Yogyakarta,

.....

Signature and full name

Appendix 8. Example of Writing Title, Sub Title, etc.

CHAPTER II. LITERATURE REVIEW

(chapter titles are written in 14 pt font in the centre at the top margin)

(The distance between the Chapter title and the next sentence is double-spaced 1.5)

Most wood is dried naturally either intentionally to wind-dry moisture content or as a preparation before being put into a drying kiln. Natural drying is a very simple drying method and can be done by anyone. It is therefore very important to know the basic principles of natural drying so that the process can be carried out as efficiently as possible.

A. Concept of natural drying (indentation is 12pt before and after subchapters)

Natural drying is the drying of wood from fresh to wind-dried moisture content in an open field or in an open room. Importantly, natural drying is dependent on natural forces in the drying process such as solar energy, clouds, rain and wind. These natural forces will of course change over a period of 2 months or more. It is therefore very difficult to control these forces.

1. Drainage

Drainage of the site is very important because the soil for the piling site must be flat and dry and if there is rain, the water drains quickly so that the soil does not become damp for too long. This is so that the air passing through the wood is actually dry air and not moist air due to wet soil due to poor drainage. The site should also be clear of grass and other undergrowth. The application of direction and ash either on the ground or the road around it should be avoided because its carbon dioxide content allows wood destroying fungi to develop better.

Appendix 9. Examples of writing procedures

1. Semicolon

Semicolons can be used to separate equivalent sentences within a compound sentence in place of a conjunction, for example:

"There are many uses of mahogany plants, namely its crown is suitable for shading and retaining surface flow rates; its fruit can be used as medicine and crafts; its wood trunk can be used as firewood, furniture, and construction."

Actually, the details above also use commas, but if commas are used, the difference between the details of the equivalent compound sentence and the details of the elements in the smaller sentence is not clearly visible. Another thing to note is that if a semicolon is used, there is no need to use the word "and" before the last detail.

In addition to equivalent compound sentences, semicolons can also be used in downward details whose elements are long groups of words or sentences. In this case, the words and are not needed before the final detail.

Try comparing the two uses below.

Wrong shape

A timber businessman had to suffer a 20-day jail sentence because.

- a) Does not have a business licence;
- b) Not having a complete timber transport letter; and
- c) Transporting protected wood species

The final punctuation of the details as above may use a semicolon. However, "and" should not be used before the last detail.

Correct form

A timber businessman had to suffer a 20-day jail sentence because.

- a) does not have a business licence;
- b) did not have complete timber transport documents;
- c) transporting protected timber species.

2. Colon (:)

Colons are often used incorrectly, especially in sentences that contain details. This will not happen if writers pay attention to the correct writing rules. Colons are used in complete sentences followed by details in the form of words or phrases, for example:

Invasive alien plants have the following characteristics:

- a) fast growth;
- b) fast breeding;
- c) produce a large number of seeds/fruits;
- d) does not require a growth medium;
- e) have different phenologies;
- f) has allelopathic substances;
- g) pest and predator free.

The statement before a detail is a complete sentence. If the complete sentence is to be followed by a detail in the form of a word or phrase, a colon is placed before the detail. In this case, the colon means "namely or namely". The details are marked with a semicolon. If a comma is used, the word "and" must precede the final detail. If a semicolon is used, the word "and" is not required before the final detail.

If the sentence is written as below, then this is an example of incorrect writing. Invasive alien plants have the following characteristics:

- a. Fast growth.
- b. Fast breeding.
- c. Produces a large number of seeds/fruits.
- d. Does not require a growth medium.
- e. Have different phenologies.
- f. Has allelopathic substances.
- g. Free of pests and predators.

3. Comma (,)

- a. A comma is used between elements in a detail or a number. For example:

Forest governance refers to processes, mechanisms, rules and institutions. Teak wood, mahogany wood, or meranti wood are hardwoods.

One, two, three...three!

- b. A comma is used to separate one equivalent sentence from the next equivalent sentence preceded by a word such as but or but.

For example:

Monoculture cropping will reduce biodiversity, but make it easier to manage Pine wood is not a hardwood, but a softwood.

- c. A comma is used to separate a subordinate clause from the parent clause if the subordinate clause is not in the sentence. the sentence precedes its parent sentence.

For example:

If managed well, the forest will be sustainable.

Due to poor management, forests can become degraded.

- c.2 A comma is not used to separate a subordinate clause from a parent sentence if the subordinate clause follows the parent sentence.

For example:

Forests will be sustainable if they are well managed. Forests can be damaged by poor management.

- d. Commas are used behind words or expressions that connect sentences. is found at the beginning of a sentence. These include therefore, so, again, even so, and however.
- e. Commas are used to separate words such as o, yes, wah, ouch, pity from other words in the sentence.

For example:

O, is that so?

Wow, what a beautiful view of Mangunan Forest! Be careful, don't do the wrong test!

- f. A comma is used to separate a direct quote from the rest of the sentence. For example:

Says Oldfield, "I think the population of *Aquilaria* spp. in Indonesia is approaching extinction."

"I think the population of *Aquilaria* spp. in Indonesia is getting closer to extinction," said Mr Hassan.

Oldfield, "because I'm finding it harder and harder to find in its natural habitat."

- g. A comma is used to break up the part of the name that is reversed in the bibliography.

For example:

Langenheim, J.H. 2003. *Plant Resins*. Portland, Cambridge: Timber Press. 586 p.

- h. A comma is used between a personal name and the academic degree that follows it to distinguish it from an abbreviation of a personal, family or clan name.

For example:

B. Pramudya, S.Hut. Mrs Pratiwi, M.P.

- i. A comma is used in front of tenths or between rupiahs and cents expressed as numbers.

For example:

12,5 m

IDR 12.50



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