

GUIDELINES FOR WRITING A THESIS



MASTER OF MANAGEMENT PROGRAM

**FACULTY OF ECONOMICS
UNIVERSITAS ANDALAS
2021**

INTRODUCTION

To complete the Master of Management Program in the Faculty of Economics, Universitas Andalas (MM FEUA), a student needs to write a thesis. A thesis is a scientific work produced by independent research to fulfill part of the requirements for obtaining a Masters's degree (Master of Management) in the MM FEUA Program. The preparation of the thesis is divided into two stages, the first stage is making a proposal, and the second stage is writing a thesis.

The MM coordinator will appoint the supervisors at the proposal stage based on the research topic. Furthermore, the student will consult the supervisors appointed by the program coordinator until the results of this thesis are presented in a seminar and are ready to be submitted to the department in hardcopy and softcopy form as a requirement for the Master of Management degree and graduation.

The student who has completed a thesis is required to present in front of a team of examiners appointed by the Program Coordinator. This thesis exam is the final test that determines whether a student pass or not from the MMFEUA Study Program.

THESIS WRITING GUIDELINES

A thesis in general is divided into three parts, namely the Introduction, body and conclusion parts. The following is an explanation for each section.

1. Initial Section

The initial section consists of the front cover page, title page, endorsement page, foreword, table of contents, list of tables, list of images, list of attachments, and abstract.

1.1 Front Cover

This page contains the title, the purpose of writing the thesis, the Universitas Andalas logo, the name and number of the student's main book, and the Magister Management Program.

1.2 Title Page

The title page is the same as the front cover.

1.3 Thesis Endorsement Page

This page contains the title, title of the thesis, the author's identity, a description of the place and time of the test, the identity, and the signatures of the thesis supervisor.

1.4 Exam Minutes Page

This page contains the examination validation, the title of the thesis, the identity of the author, the description of the place and time of the examination, the identity and place of signature of the examiner team and the Head of the MM FEUA.

1.5 Foreword

The foreword contains a brief description of the purpose of writing the thesis, an explanation of the obstacles/lack of limitations, and thanks to Allah SWT for the completion of the thesis and thanks to various parties who have played a role in completing the thesis. The preface should not contain negative words.

1.6 Table of Contents

The table of contents is intended to provide a comprehensive overview of the thesis contents and provide instructions for readers who want to see the chapters or sub-headings directly. The table of contents lists the order of titles, subtitles, sub-headings, and page numbers.

1.7 List of Tables

If there are more than two tables in the thesis, it is necessary to make a list of tables containing the table titles and page numbers. The table title must be the same as the table title contained in the text. Table titles that require more than one line are single-spaced. Between the title of the table with one another is spaced two spaces.

1.8 List of Images

The list of images contains the order of the image titles and their page numbers. Similar to the list of tables, a list of figures is required if there are more than two pictures in the thesis.

1.9 List of Attachments

The list of attachments is made if the thesis has a number of attachments.

1.10 Abstract

It is a brief description of the research, mainly containing the problems, objectives, research methods, results, and conclusions. No more than one page in length (range 200 to 250 words) and single-spaced. Abstracts are made to make it easier for readers to quickly understand the contents of the thesis to decide whether to read further or not.

2. Main Part

The main part consists of Introduction, Literature Review, Research Methods, Research Results, Discussion and Closing Part which consists of conclusions, implications, limitations and suggestions for further research.

2.1 Chapter I: Introduction

The introductory chapter is the first chapter of the thesis, which serves to lead the reader to find out what was researched and how and why the research was carried out. Based on the research approach, it can be divided into qualitative research and quantitative research. In each type and model, the research demands a different outline so that the detailed composition of the contents in the introductory chapter varies greatly, according to the type of research used in compiling the thesis. Therefore, students need to understand the differences in the composition of the thesis content of the qualitative and the quantitative approaches.

Some important things that should be included in the introduction are as follows:

- a. Background of the problem
- b. Research question
- c. Research purposes
- d. Benefits of research
- e. Scope of Discussion

f. Writing format

All of the above items have been discussed in the proposal. There is no difference between all of the items in the proposal and in the thesis. Even if there is, perhaps the discussion in the thesis more focused. Additional to this chapter is the scope of discussion and systematic writing. The scope explains the limitations of the variables used in the research and the setting/context of the research. The systematics of writing contains details of the chapters and sub-chapters in the thesis, making it easier for the reader to know in general the parts in the thesis.

2.2 Chapter II: Literature Review

- a. The literature review is almost the same as the theoretical basis contained in the proposal, the difference is that the thesis needs to be more intensive and there may be additional reading that is encountered during the course of the research. Materials for compiling a literature review can be taken from various sources, such as journals, theses, dissertations, research reports, textbooks, encyclopedias, magazines, and so on. The selection of literature review materials should consider two main criteria, namely: the principle of recency and the principle of relevance to the focus or research topic.
- b. The research framework (if any), is also the same as the one in the proposal, the difference is that the thesis needs to be clearer and more concise.
- c. The hypothesis is a tentative answer to the research problem derived from the research framework as well as the one stated in the proposal. Research hypotheses are only needed in quantitative research.

2.3 Chapter III: Research Methods

This chapter is almost the same as the research methods section in the proposal, the difference is that in this section the elements discussed are more detailed and clear. For example, the amount and sampling technique has been stated with certainty and the importance of explaining the operational definition of research variables which contains definitions of the variables used in research along with the sources of definitions. In the research proposal, the research method section uses more future tense sentences, while in the thesis it uses more past tense sentences.

2.4 Chapter IV: Research Results and Discussion

This section describes the characteristics of the research sample (respondents) which can be presented with the help of tables and graphs. This section also contains a descriptive analysis of the research variables. Then also presented the results of hypothesis testing using analytical

tools that have been determined previously, the results can be displayed in the form of tables and graphs. Then interpretation or discussion of the results obtained, in the form of theoretical explanations both quantitatively and qualitatively. The research results obtained are also compared with the results of previous similar studies. Discussion of research results, in the form of theoretical explanations, either quantitatively, qualitatively, or statistically or also research results can be compared with the results of previous similar studies. If there are research results that are somewhat different from previous research, a discussion or logical justification should be made as to why this can happen.

2.5 CHAPTER V: *Final part*

The final part consists of conclusions, implications, limitations and suggestions. Conclusions, implications, limitations and suggestions for further research are contained in the last chapter of the thesis section.

a. Conclusion

Based on the conclusions made, the researcher can make references to several previous studies whether the results of these studies support or reject the research results. It can also be in the form of a brief proof of the weakness of the hypothesis (if any). The conclusion is the summary of the research findings.

b. Implication

The research implications are related to how to take advantage of research results. It can be in the form of how the research findings benefit the management of a corporation.

c. Research Limitations

It is part of the concluding chapter that presents the weaknesses that the researcher is aware of that may affect the study results. This research limitation is also related to several constraints faced by the researchers.

d. Further Research Suggestions

In connection with the limitations of research experienced by researchers, several suggestions can be made to improve future researchers both in terms of research methods and the theory or research model used. Furthermore, subsequent studies can investigate some aspects that are not included in the present research.

3. Final part of Thesis

The final part consists of a list of references and appendices

3.1 List of references

The list of references is included as a reference source so that readers can find out all the reference sources used in scientific research. Readers who want to find and or identify the original reference sources can use the list of references. References that are not cited in the essay should not be included in the list of references. In general, the writing format (citation style) is divided into two types based on the class of science, namely the humanities style and the scientific style. APA is an example of the scientific style, and MLA is an example of the humanities style. For writing the MM thesis, it is recommended to use the APA style in writing citations and list of references.

3.2 General Provisions for Writing List of references

1. Sources cited in the description/text must be written in full in the List of references. On the other hand, sources listed in the list of references must be cited in the text as citations.
2. The author's name is written with the surname/last name first, except for the Chinese, Japanese, Korean names, because the surname is already at the beginning.

Example:

Name: Kwik Kian Gie. Writing: Gie, Kwik Kian.

Name: Heribertus Andi Mattalata. Writing: Mattalata, Heribertus Andi.

Name: Joyce Elliot-Spencer. Author: Elliot-Spencer, Joyce.

Name: Anthony T. Boyle, PhD. Writing: Boyle, Anthony T.

Name: Sir Philip Sydney. Writing: Sydney, Philip.

Name: Arthur George Rust Jr. Writing: Rust, Arthur George, Jr.

Name: John D Rockfeller IV. Writing: Rockfeller, John. D., IV

3. Noble, academic, and religious titles need not be written.
4. If there is no author's name, the title of the work is written as the main theme.
5. In the APA format (this format is in Microsoft Word), the first letter of the title of the work or additional titles is written in capital letters.
6. The second line of each source is written with a distance of 7 taps spaces from the left margin of the first line with 1.5 spaces between lines.
7. The list is sorted alphabetically by surnam or last name with 1.5 spaces.

APA STYLE FORMAT

1. BOOK

a. Single author

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

b. More than two authors

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

c. No author's name

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

d. Not the first edition

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

e. The author is a team or institution

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

f. Series/multi-volume books (editor as author)

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

g. Translation

- Kotler, Philip. (1997). Marketing management: Analysis, planning, implementation (Hendra Teguh & Ronny Antonius Rusli, Translators). Jakarta: Prenhallindo.

h. Article or chapter in an edited book

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

i. Articles/terms in reference books

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

j. Seminar papers, and conference proceedings

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

2. SERIAL

a. Journal Articles

- Almudhaf, F. (2017). Speculative bubbles and irrational exuberance in African stock markets. *Journal of Behavioral and Experimental Finance*, 13, 28–32. <https://doi.org/10.1016/j.jbef.2016.11.002>
- Clark, L.A., Kochanska, G., & Ready, R. (2000). Mothers' personality and its interaction with child temperament as predictors of parenting behavior. *Journal of Personality and Social Psychology*, 79, 274-285.
- Jagannathan, M., & Pritchard, A. C. (2017). Do Delaware CEOs get fired? *Journal of Banking and Finance*, 74, 85–101. <https://doi.org/10.1016/j.jbankfin.2016.10.008>
- Peck, F., Jackson, K., & Mulvey, G. (2018). Regulation and growth-oriented small businesses in North-West England. *Journal of Small Business and Enterprise Development*, 25(2), 294–312. <https://doi.org/10.1108/JSBED-07-2017-0232>

b. Magazine Articles

- Greenberg, G. (2001, August 13). As good as dead: Is there really such a thing as brain death? *New Yorkers*, 36-41.

c. Newspaper articles

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

d. Newspaper article, no author

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

e. Book reviews in journals

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

f. Film reviews in journals

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

3. INTERVIEW

- White, Donna. (1992, December 25). Personal interviews.

4. OTHER WORKS AND NON-PRINT WORKS

a. Television show

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

b. Videotape/VCD

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

c. Audio Cassette

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

d. Computer Software

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

5. ELECTRONIC PUBLICATION

a. Complete Work

- McNeese, M.N. (2001). Using technology in educational settings. October 13, 2001. University of Southern Mississippi, Educational Leadership and Research. <http://www.dept.usm.edu/~eda/>

b. Articles from online database

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

c. Journal articles on the website

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

d. Institutional documents

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

e. Institutional documents, without page numbers, without information on the year of publication

- Greater Hattiesburg Civic Awareness Group, Task Force on Sheltered Programs. (n.d.). Fund-raising efforts. November 10, 2001. <http://www.hattiesburgcag.org>

f. Author and publication time information unknown

- Gvu's 8th WWW user survey. (n.d.). September 13, 2001. http://www.gvu.gatech.edu/user_surveys/survey-1997-10/

g. E-mail

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

h. CD-ROM

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