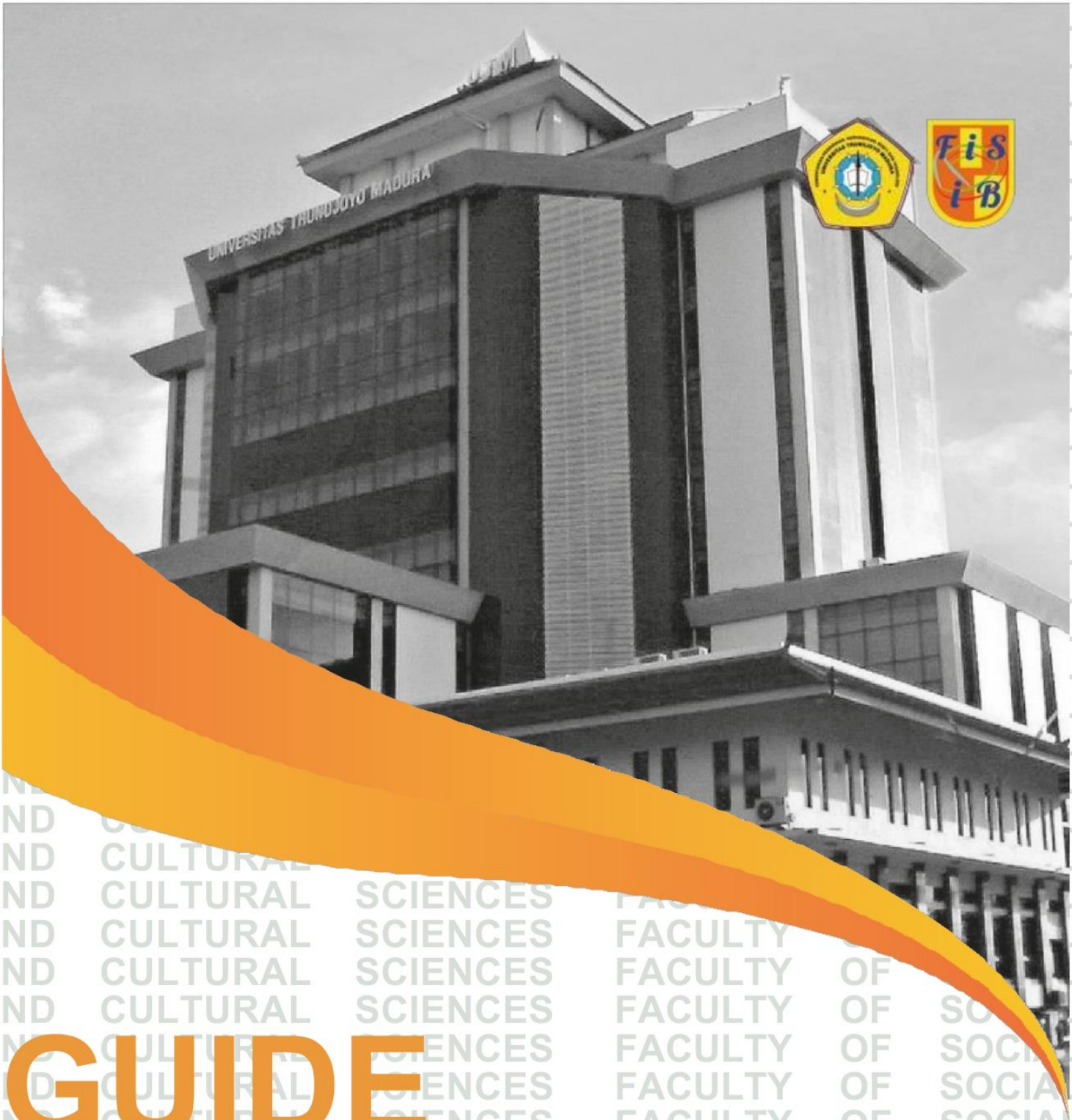


# GUIDE
# FINAL TASKS: COURSE STUDY

UNIVERSITAS TRUNOJOYO MADURA
FACULTY OF SOCIAL AND CULTURAL SCIENCES

| | | | |
|---|---|---|---|
| | **FINAL PROJECT PROCEDURE**<br>**CAREER DECISION** | No. Document<br>Effective date<br>No. Revision<br>Page | : 03<br>: August 8, 2023<br>: -<br>: 42 pages |

ENDORSEMENT SHEET

| | JOB | SIGNATURE |
|---|---|---|
| | | |
| Authored by | Penj-minan Matu Fakoltsn (TMF) | |
| | | |

# FINAL PROJECT GUIDELINES: CURRICULUM DECISION

| | | |
|---|---|---|
| Document Code | : | MP Academic - FISIB. UTM.1- |
| Revised | : | |
| Date | : | |
| Submitted by | : | Vice Dean I<br>FISIB Universitas Trunojoyo Madura |
| Approved by | : | Dean<br>FISIB Universitas Trunojoyo Madura |
| Controlled by | : | Quality Assurance<br>FISIB Universitas Trunojoyo Madura |

**FACULTY OF SOCIAL AND CULTURAL SCIENCES UNIVERSITAS TRUNOJOYO MADURA**

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# FOREWORD

This guideline for final assignments (works) is prepared with the intention of providing information to related parties at the Faculty of Social and Cultural Sciences, Universitas Trunojoyo Madura (UTM), especially students and supervisors regarding various procedures, procedures, and provisions for writing Final Projects, especially those in the form of works.

The smoothness of writing and completing the final project (work) is often influenced by the discipline of students and supervisors in complying with the procedures and provisions set out in this guidebook. Therefore, students and supervisors are expected to make the best use of this guidebook, so that this work can be completed according to the predetermined schedule.

The issuance of this guideline is part of the Faculty's continuous efforts to improve the quality of student scientific publications that can be selected as the Final Project as a graduation requirement as an undergraduate degree (S1). Thanks to those who have oversaw the process from start to finish Dean, Vice Dean II, Vice Dean III and those who gave birth to this Procedure Manual (MP), Head of the Department of Social and Cultural Sciences Dr. Sriono, S.S., M.Hum and the Quality Assurance Team of the Faculty of Social and Cultural Sciences Dr. Rosyida Ekawati, S.S., MA, Dr. Sri Wahyuningsih, S.Sos., M.Si, Mohammad Afifuddin, S.Sos. M.A, Evi Pebri Ila Rachma, S.Pd., M.A., Nur Istiqomah, S.Psi, M.A. Suggestions and input related to this guideline are highly expected as material for evaluation and improvement in the future.

Bangkalan, August 2023
a.n Dean Vice
Dean I,

Bangun Sentosa D Haryanto, Ph.D
NIP. 197509152002121001

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# SECTION I

# GENERAL PROVISIONS

**Definition and Purpose**

1) The final project in the form of a thesis is made by students in order to complete the final project (TA) in the Sociology, Communication Science, English Literature and Psychology Study Programs of the Faculty of Social and Cultural Sciences based on innovation and creativity.
2) The purpose of the final project is as a compulsory requirement to obtain a bachelor's degree in the Faculty of Social and Cultural Sciences and is a final stage (TA) course that weighs 6 (six) credits.

**Lecturer Advisor**

1) What is meant by supervisor is a lecturer appointed by the Coordinator of the Study Program with the obligation to carry out responsible guidance for the completion of the thesis by the students he supervises.
2) In addition, in some classifications of works, if necessary, a practitioner partner will be appointed who is part of the external supervisors responsible for pre-production and production.
3) The appointment of the Supervisor as referred to in number 1 above is based on the applicable laws and regulations and is determined by the Dean's Assignment Letter.

**Team Tester**

1) The examination team is a commission whose task is to verify the final project in the form of a trial (thesis work examination).
2) The examination team consists of 1 (one) supervisor and 1 (one) lecturer appointed by the Coordinator of the Study Program and 1 (one) practitioner partner (external examiner).
3) The composition of the Examination Team is 1 (one) Chairman, 1 (secretary) and 1 (one) Member.
4) The chairperson is not a lecturer from the supervisory element.

**Production Requirements and Procedures**

1) Students must program the final project on the study plan card (KRS) or study plan change card (KPRS) registered in the semester concerned.
2) Students have taken a minimum of 130 (one hundred and thirty) credits.
   a. Grade of D or D+ maximum 2 courses. MKU grade of at least C
   b. No E value

3) Students have taken and passed the prerequisite courses:
   a. Sociology: In accordance with the provisions of the study program
   *b.* Communication Science: Media Production, *Public Relations,* Entrepreneurship, Cinematography, Photography, Journalism, *Advertising,* Graphic Design, Visual Communication Design, Communication Technology Development, Madurese Communication, *MICE (Meeting, Incentive, Conference and Exhibition).*
   c. English Literature : In accordance with the provisions of the study program
   d. Psychology: In accordance with the provisions of the study program
4) Students fill in the application form for the preparation of the final project in the form of work production by attaching the final project proposal (Classification of Works, Background, Production Design) submitted to the study program operator.
5) *A fit and proper assessment is* then conducted to assess the feasibility of the work to be produced by the review team.

**Work Production Criteria**

The type of work, classification of work, indicators and output of work production are in accordance with the work instruction guidelines of each study program.

**Process Mentoring**

1) Guidance for the final project in the form of work production is carried out in the ongoing semester.
2) During the mentoring period, students must carry a final project mentoring card (KPS).
3) The final project mentoring period is at least 1 (one) semester with a minimum of 8 (eight) mentoring schedules. Students can conduct pre-production, production and post-production guidance.
4) The supervisor is determined after the final project is approved by the Final Project Team (adjusting the implementation in each study program).
5) The mentorship starts from the time the classification of the proposed work is received and is deemed feasible after passing the *fit and proper assessment* test.
6) If the provisions in number 1 above are not met, then students must reprogram in the following semester with the same title.
7) If the provisions in number 5 above are not met, then students can program the final project with another classification of work or an update after evaluation.

**Work Production Seminar Procedure**

1. The production draft of the work has been approved by the supervisor and known by Korprodi.
2. Guidance on the production of works is carried out at least 3 (three) consultations before being submitted to the work production seminar.
3. Students fill out the seminar registration form and submit it to the Faculty admin.**(FORM B)**

4. The Seminar is attended by students totaling at least 10 (ten) people.
5. The production seminar is attended and reviewed by reviewers and supervisors.
6. The results of the work production seminar are consulted with the reviewers and supervisors.
7. The feasibility of the work production draft to be continued as a work is indicated by the approval form for the revision of the work production proposal.
8. In the event that the results of the work production seminar are declared inappropriate, students are required to repeat the work production seminar and consult with the supervisor.

**Work Production Exam Requirements**

The final stage of the production of this work is a work production exam, with several requirements that must be met by students, namely:

1) Fill out the application form for the work production examination submitted to the Deputy Dean for Academic Affairs attached:
   a. Approval of the supervisor.
   b. Thesis Guidance Card (KPS).
   c. Production script of the work.
   d. Minutes of Seminar on the production of works.
   e. Temporary transcripts have **passed a minimum of 138** (one hundred thirty-eight) credits with a minimum thesis prerequisite course grade of C and a maximum of 2 (two) D / D + grades.
2) During his/her time as a UTM student, he/she has taken the equivalent of TOEFL English exam with a minimum score of :
   a. Sociology 450
   b. Communication Sciences450
   c. English Literature 500
   d. Psychology 450

**Work Production Exam Procedure**

The Production Exam is conducted under the following conditions:

**A. Work Production Exam**

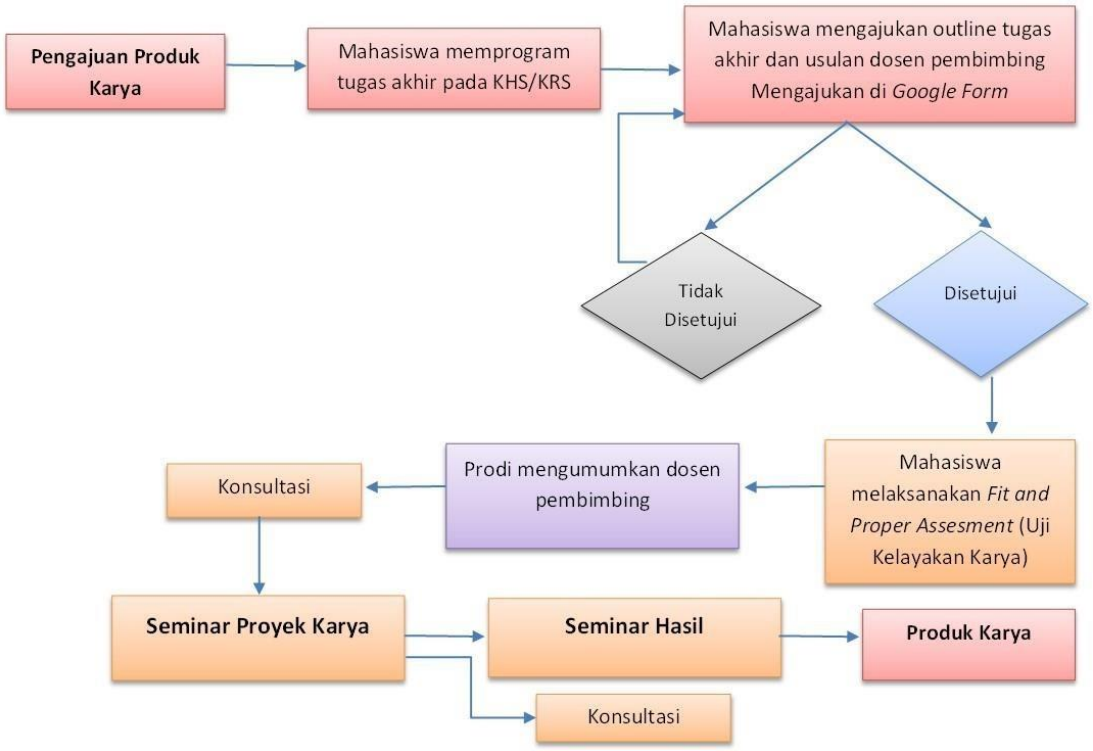
1) The Examiner Team is determined by the Coordinator of each Study Program and known to the Head of the Department.
2) The Examiner Team is determined by the Dean's Assignment Letter.
3) Determination of the examination schedule is carried out by the Thesis / Final Project bureau and approved by the Study Program Coordinator.
4) The work production test is conducted in a test forum, not individually with members of the Examination Team.
5) The work production examination can be carried out if all members of the examination team are present. In certain circumstances one of the examiners is not present, the examination is still carried out according to the schedule with a replacement examiner appointed by Korprodi.
6) If two examiners are absent, the exam will be rescheduled.

7) The production script of the work that has been approved by the supervisor is submitted no later than 1 (one) week before the date of the examination.
8) The work production test can beheld at least1 (one) week from the date of registration.

**B. Work Production Test by Participating in Festivals/Competitions**

Works are included in festivals/competitions and receive awards according to the provisions of the work instructions of each study program.

Flow of Work Production Implementation



# PART II
# SYSTEMATIZATION OF
# WORK PRODUCTION
# REPORT

## 1. FORMAT

The guidelines for writing this journal article are divided into three parts: (a) beginning, (b) content; and (c) end.

### 1.1 PART BEGINNING

The initial part of the Final Project production work consists of:

a. Cover Page
b. Title Page
c. Originality Statement Page
d. Endorsement Page
e. Foreword/Thank you
f. Statement of Approval for Publication of Works for Academic Purposes page.
g. Abstract (in Indonesian and English)
h. Table of Contents
i. List of Tables (if required)
j. List of Images (if required)
k. List of Formulas (if needed)
l. Notation list (if needed)
m. Other List (if needed)
n. List of attachments (if required)

#### 1.1.1 Page Cover

As the first page to be read from a scientific work. The cover page must be able to provide brief, clear and unambiguous information to the reader about the scientific work in the form of title, type of work, author's identity, institution and year of approval.

Cover Page Requirements

a. The cover page of the final project is made of thick cardboard covered with white linen.
b. Typed symmetrically in the middle (center). Titles are not allowed to use abbreviations except for names or terms (for example: PT, UD, CV) and are not arranged in question sentences and do not need to be closed with any punctuation marks.

Title
UTM Logo: Universitas Trunojoyo Madura logo with a diameter of 2.5 cm and printed in gold color.
Type or Level of Final Project (Thesis)
Submitted by
Name
NIM
Study Program
Faculty Place
The year the Final Project was approved and written in numbers with a 4-digit format (for example: January 2014)

c. The information included on the back of the cover page is: the type of final project, and the title of the final project. The information included is all capitalized, with a 12-point Time New roman font, and written in the middle of the back of the cover page (*center alignment*).
d. The cover page should not have metal elbows on the edges.
e. All letters are printed in yellow gold ink with single *line spacing* and size according to the example in **Appendix 1**.

### 1.1.2 Page Title

In general, the information provided on the Title Page is the same as the Cover Page but on the Title Page, additional information is included, namely for what purpose and in what order the scientific work was made. An example of a Title Page can be seen in **Appendix 2**.

### 1.1.3 Statement Page Originality

This page contains a written statement from the author that the final project produced is his/her own work. The Originality Statement page is written with *double spacing* (*line spacing = double*), *Times New Roman* 12 point type with a position in the middle of the page (*center alignment*). Provisions regarding the writing of the Originality Statement Page can be seen in **Appendix 3**.

### 1.1.4 Page Endorsement

The Attestation Page serves to guarantee the validity of the work. The Final Project Attestation Page is written with *single spacing* (*line spacing = single)*, *Times New Roman* 12 point type. Provisions regarding the writing of the Ratification Page **Appendix 4.**

### 1.1.5 Acknowledgments

The Acknowledgments page contains a brief introduction to the scientific work and thanks or appreciation to various parties who have helped in the preparation of the final project. Preferably, the thanks or appreciation should also include the assistance they provided, such as assistance in obtaining input, data, information sources, and assistance in completing the final project. Final Project Acknowledgements, in general, are as follows:

a. All fonts are written in *Times New Roman* 12-point type, with a minimum of 1.5 *line spacing* and size according to the example in Appendix 5.
b. The title of the Foreword or Acknowledgments is written in *Times New Roman* 12-point type, bolded and capitalized.
c. The order of those thanked starts with outsiders, then family or friends.
d. The distance between the title and the content of the Foreword / Acknowledgments is 2x2 spaces.

An example of Acknowledgments can be seen in **Appendix 5.**

### 1.1.6 Statement of Approval for Publication of Works for Academic Purposes page.

This page contains a statement from the student who compiled the final project authorizing Universitas Trunojoyo Madura to store, convert media formats, maintain and publish his final project for academic purposes. This means that UTM is authorized to publish a final project only for the purpose of developing knowledge, while the copyright remains with the author. The statement page, in general, is as follows:

a. All fonts are written in *Times New Roman* 12-point type with a minimum of 1.5 *lines spacing*.
*b.* Especially for the title of the Statement of Approval for Publication of Production of Works for Academic Purposes, it is written in *Times New Roman* 12 points type, bolded and capitalized with single *spacing (line spacing = single).*

An example of the Statement Sheet can be seen in **Appendix 6**.

### 1.1.7 Abstract

Abstract is an overview of a final project that contains problems, objectives, research methods, results and conclusions. Abstracts are made to make it easier for readers to quickly understand the contents of the final project to decide whether to read further or not. Abstract writing provisions are as follows:

a. Abstract is a summary or core overview of the Final Project.

b. Typed in *Times New Roman* 12-point type, single *spacing* (*line spacing = single*) and word count in accordance with the abstract in the journal article.
c. Abstracts are prepared in two languages, Indonesian and English.
d. If possible, the Indonesian and English abstracts should be typed on the same page.
e. The name of the student (with NIM) and the study program are written above the abstract with additional information in the form of the Final Project Title.
f. At the bottom of the Abstract, keywords are written according to the article in the journal. For Indonesian abstracts, the keywords are given in Indonesian and for English abstracts, the keywords are given in English (look for the word combination).

**g.** All foreign terms, except names, are *italicized*. An example of an abstract can be seen in **Appendix 7.**

### 1.1.8 Register Contents

The table of contents contains all parts of the writing along with their respective attachment numbers which are written the same as the contents concerned. The Table of Contents page of the Final Project is generally as follows:

a. All fonts are written in Times New Roman 12-point type with *line spacing = single*.
b. The distance between the title and the contents of the table of contents is 3 spaces.

### 1.1.9 List of Tables, Figures, Formulas, Notations, Other

The list of tables, figures and other lists is used to load the names of tables, figures and so on in the final project. Writing the names of tables, figures, and so on uses capital letters at the beginning of the word (title case). The provisions for writing the Final Project Image List in general are as follows:

*a.* All letters are written in *Times New Roman* 12-point type in single *spacing* (*line spacing = single*).
b. Especially for the title of the List of Figures, it is written in Times New Roman 12-point type, bolded and capitalized.

The provisions concerning writing can be seen in **appendix 9**.

## 1.3 PART FINAL

### 1.3.1 Reference List/Library

References adjust to the references in the production of the work

### 1.3.2 Attachment

Appendices that need to be included that are related to the production of the work.

Appendix 1: Sample Cover Page

TITLE OF THESIS WORK
(SIZE: 14 Times New Roman)

COPYRIGHT MATERIALS
(Size: 16 Times New Roman)

SUBMITTED BY: NAME
NIM
(Size 12 *Times New Roman)*

STUDY PROGRAM .....
DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES
FACULTY OF SOCIAL AND CULTURAL SCIENCES
UNIVERSITAS TRUNOJOYO MADURA
YEAR
(Size 14 *Times New Roman*)

Appendix 2: Example of Title Page

# TITLE OF THESIS WORK

(SIZE: 14 Times New Roman)

## COPYRIGHT MATERIALS

(Size: 16 Times New Roman)

To Fulfill Part of the Requirements to
Achieve the Degree of Bachelor S-1 (Size
12 *Times New Roman)*

**SUBMITTED BY:**
**NAME**
**NIM**
(Size 12 *Times New Roman)*

**STUDY PROGRAM .....**
**DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES FACULTY OF SOCIAL AND CULTURAL SCIENCES UNIVERSITAS TRUNOJOYO MADURA**
**YEAR**
(Size 14 *Times New Roman*)

Example of Originality Statement Page

**STATEMENT OF THE ORIGINALITY OF SCIENTIFIC WORK**

I ....(author name)..... hereby declare that the final thesis / scientific article / production work entitled..... (specify title) is my own work and this scientific work has never been submitted as a fulfillment of the requirements for obtaining an undergraduate degree (S1) from Universitas Trunojoyo Madura or other universities, and has never been published in any scientific journal.

All information contained in this scientific work that comes from other authors, whether published or not, has been given credit by citing the author's source name correctly and all contents of the final thesis / scientific article / production work are my responsibility as the author.

Bangkalan, .....

Author,

Stamp

(Author Name) NIM.....

Appendix 4: Example of Ratification Page

**ENDORSEMENT PAGE**

This thesis is submitted by:
Name :
NIM :
Study Program :
Title of work production:

Has been successfully defended before the Examiners and accepted as part of the requirements needed to obtain a Bachelor's degree ..... in the Study Program....., Department of Social Sciences and Sciences
Culture, Faculty of Social and Cultural Sciences, Universitas Trunojoyo Madura.

**TEST TEAM**

Chief Examiner : ..... (. signature. )

Member of Examiner: ..... (. signature. )

Member of Examiner: ..... (. signature. )

Set at : .....

Date : .....

Knowing:

Dean

Head of Department,

.....
NIP.

.....
NIP.

Appendix 5: Example of Foreword / Acknowledgments

## ACKNOWLEDGMENTS

Praise the author's gratitude to God Almighty, because for His blessings and grace the author can complete the final production of this work. The work with the title Production of this work is carried out in order to fulfill
one of the requirements to achieve a bachelor's degree Study Program at Department of Social and Cultural Sciences, Faculty of Social and Cultural Sciences, Universitas Trunojoyo Madura. The author realizes that, without the help and guidance of various parties, from the lecture period to the preparation of this thesis, it is very difficult for the author to complete this thesis. Therefore, the author would like to thank:

(1) Prof. A. as a supervisor who has provided time, energy, and thoughts to direct the author in the preparation of this thesis;
(2) B Company, which has been very helpful in obtaining the data I needed;
(3) The author's parents and family who have provided material and moral support that the author needs and;
(4) Friends who have helped the author a lot in completing this thesis.
(5) Kemenristekdikti or other institutions that have provided scholarships.....

Finally, the author hopes that God Almighty will be pleased to repay all the kindness of all those who have helped. Hopefully this thesis will bring benefits to the development of science.

Bangkalan, .....
Author,

**Appendix 6: Example of Approval Page for Scientific Publication for Academic Purposes**

## FINAL PROJECT PUBLICATION APPROVAL PAGE FOR ACADEMIC PURPOSES

As an academic community member of Universitas Trunojoyo Madura, I am the undersigned;

Name : .....
NIM ;..... Study
Program : ..... Faculty
: .....
Type of Work : Thesis / Thesis / Dissertation / Scientific Article / Production Works

For the sake of the interests and development of Science, agree to grant Universitas Trunojoyo Madura Free Publication Rights for Thesis / Thesis / Dissertation / Scientific Articles / Production Works with the title:

.....
..... This statement is

made to be used as intended.

Created at : .....
On Date: .....
Which states,

(Name)
NIM.

Appendix 7 Sample Abstract

Abstrac

t Name. NIM.Study Program. Thesis Title. Paragraph 1 contains the research objectives. Paragraph 2 contains research methods. Paragraph 3 contains the research results.
Keywords: .....

Fulanah. 10.00.000.00001. Study Program. ..... Communication Patterns of Santri in Pesantren X.

The purpose of this research is to find out the communication patterns of students in Pesantren X. Communication patterns are divided into three main studies, namely the communication process, communication behavior and communication context. The subjects of this research are students with certain characteristics that have been determined.

Data collection methods used observation and interviews as well as documentation. Informants were selected using *purposive sampling* method. Data analysis used the Miles and Huberman technique. The data validity checking technique uses source and method triangulation.

The results showed that from the findings on the communication process, communication behavior and communication context, a typical pesantren communication pattern was obtained. Research shows that the communication process occurs typically. Communication behavior also takes place typically and the context contributes to the pattern obtained.

**Key words**: communication patterns, santri, communication process, communication behavior, communication context.

## Abstract

Name. NIM. Department. Title of thesis.
1st paragraph about the purposes of the study.
2nd paragraph about research methods.
3rd paragraph about results/conclusion.
Key words:

Fulanah. 10.00.000.00001. Communication Department. Santri's Communication Patterns in Boarding X.

The purpose of this study was to determine the patterns of santri's communication in boarding X. Communication Patterns are divided into three main studies such as; the communication process, communication behavior and communication context. The subjects of this research are the santri with certain characteristics that have been defined.

Methods of data collection using observation, interviews and documentation. Informants were selected using purposive sampling method. Analysis of data using Miles and Huberman techniques. Data validity checking techniques using triangulation of sources and methods.

The results showed on the findings of the communication process, communication behavior and communication contexts acquired distinctive communication patterns in boarding X. Research shows typical communication process occurs with. Communication behavior and communication context also takes place with typical and participate contribute to the pattern obtained.



Key words: communication patterns, students, communication process, communication behavior, communication context.

**Lampiran 8. Contoh Daftar Isi**

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Appendix 10. Example of Bibliography/Reference Writing

A bibliography/reference list is a collection of sources of information used in a writing, organized alphabetically. The sources included in the list are those cited in the description/text and those that support or are used as references. Information about the sources used must be written correctly, completely and consistently using a certain format/standard. In general, the *citation style can be* divided into two types based on the class of science, namely *humanities style* and *scientific style.* APA is an example of the *scientific style*, and MLA is an example of the *humanities style.*

**General provisions for writing the reference list**

a. Sources cited in the description/text must be listed in full in the "Reference List". Conversely, sources listed in the Reference List should be written in the text as citations.
b. The author's name is written by surname/last name first, except for Chinese, Japanese, Korean names, because the surname is already at the beginning.
   Example:

| | |
|---|---|
| Name: Kwik Kian Gie. | Author: Kwik Kian Gie. |
| Name: Heribertus Andi Mattalata. | Author: Mattalata, Heribertus Andi. |
| Name: Joyce Elliot-Spencer. | Author: Elliot-Spencer, Joyce. |
| Name : Anthony T. Boyle, PhD.Writing | : Boyle, Anthony T. Name : |
| Sir Philip Sidney | : Sidney, Philip. |
| Name: Arthur George Rust Jr. | Author: Rust, Arthur George, Jr. |
| Name: John D. Rockfeller IV. | Authorship: Rockfeller, John. D., IV |

c. Noble, academic and religious titles do not need to be written.
d. If there is no author name, the title of the work is written as the main theme.
e. In APA format, the first letter of the title of the work or additional title is capitalized. In MLA format, capital letters are used at the beginning of each word of the title (except for the article).
f. The second line of each source is written 5 taps/spaces from the left *margin of the* first line with 1.5 spaces between lines.
g. The list is sorted alphabetically by surname/last name with 1.5 spaces.

**FORMAT**
**APA I. BOOK**
**Single author**
Baxter, C. (1997). *Race equality in health care and education.* Philadelphia: Balliere Tindall.

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

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

**Not the first edition**
Mitchell, T.R., & Larson, J.R. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

**The author is a team or organization**
American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

***Serial/multi-volume* book (editor as author)**
Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1-6). New York: McGraw-Hill.

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

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

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

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**Journal Article**

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.

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

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

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

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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).

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Lodewijkx, 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

**Agency 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

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

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

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

**CD-ROM**

Ziegler, H. (1992). Aldehyde. *The Software Toolworks multimedia encyclopedia.* (CD-ROM 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).

**MLA FORMAT**

**I. BOOKS**

**Sole Author**

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

**Books with the same author**

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

**With two or three authors**

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

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

**More than three authors**

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

**No author name**

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

**Editor as writer**

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

**Writer and editor**

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

**The author is a team or organization**

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

**Multi-volume works/series books**

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

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Foucault, Michel. *The Archaeology of Knowledge*. Trans. A. M. Sheridan Smith. London: Tavistock Publications, 1972. Trans. of *L'Archéologie du savoir*, 1969.

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"Ginsburg, Ruth Bader." *Who's Who in America*. 52nd ed. 1998. "Noon." *The Oxford English Dictionary*. 2nd ed. 1989.

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*East Java*. Surabaya: East Java Tourism Office, 1999.

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Mann, Jill. "Chaucher and the "Woman Question." *This Noble Craft: Proceedings of the Tenth Research Symposium of the Dutch and Belgian University Teachers of Old and Middle English and Historical Linguistics, Utrect, January 19-10, 1989*. Ed. Erik Kooper. Amsterdam: Radopi, 1991.173-88.

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

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Poussaint, Alfin F. Telephone interview. Dec. 10, 1990.
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**IV. OTHER WORKS AND NONCOPYRIGHT WORKS**

**Film**

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

**Television or radio program**

"Voyage to the Galapagos." *Scientific American Frontiers*. Host Alan Alda. PBS. Oct. 5. 1999.

Safer, Morley, writ. "Busted by the FBI!" *Sixty Minutes.* CBS. WFSB, Hartford. Feb. 14. 2000. Transcript.

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

**Performances (plays, operas, and the like).**

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

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

**Paintings, photographs, sculptures, and the like.**

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

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

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

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Air Canada. Advertisement. CNN. May 15, 1998.

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**V. ELECTRONIC PUBLICATION**

**Online Books**

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

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Calabrese, Michael. "Between Despair and Ecstacy: Marco Polo's Life of the Buddha." *Exemplaria* 9.1 (1997). June 22, 1998 <http://web.english.ufl.edu/english/exemplaria/calax.htm>

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Reid, T.R. "Druids Return to Stonehenge." *Washington Post* June 22, 1998. June 22, 1998 <http://www.washintonpost.com/wp-srv/Wplate/1998-06/22/ 045I-062298-idx.html>.

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"Fresco." *Britannica Online*. Vers. 97.1.1. Mar. 1997. Encyclopedia Britannica. Mar. 29. 1997 <http://www.eb.com:180>.

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

**Discussion forum on the web**

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

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Holland, Norman. "Re: Colorless Green Ideas". Online posting. May 30, 1999. Psyart. June 1, 1999 <http://web.clas.ufl.edu/ipsa/ psyart.htm>.

Parente, Victor. "On Expectations of Class Participation". Online posting May 27, 1996. May 29, 1996 <philosed@sued.syr.edu>.

**Telnet, FTP, and gopher**

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

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

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

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Angier, Natalie "Chemists Learn Why Vegetables are Good for You." *New York Times* Apr. 13. 1993, late ed.: C1. *New York Times On disc*. CD-ROM. UMIProquest. Oct. 1993.

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

| | THESIS GUIDANCE SHEET | Revision date: |
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**A. Student Identity**

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**RESULTS: .....**

**Declared PASS / PASS WITH REVISION / NOT PASS**

Bangkalan, .....

Signature

1. Advisor : NIP.
2. Discussant : NIP.

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**C. Student Identity**

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Have attended the following thesis proposal seminar sessions:

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| | **SUBMISSION FORM**<br>**THESIS PROPOSAL TITLE/TOPIC** | Revision date:<br>Effective Date:<br>Document Code |

**A** **FACULTY OF SOCIAL AND CULTURAL SCIENCES UNIVERSITAS TRUNOJOYO MADURA**

**~~STUDENT BIODATA~~**

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| Student name | : |
| NIM | : |
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**RESEARCH PROFILE (TITLE/TOPIC OPTION)**

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***Nb*** ***Submission of Thesis Title/Topic Submission Form, also attach the Research Topic Description Format (General description of the research topic)***

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| B | **SEMINAR SUBMISSION FORM PROPOSAL** | Revision date:<br>Effective Date:<br>Document Code |

**FACULTY OF SOCIAL AND CULTURAL SCIENCES**

**A. Applicant Identity (filled in by the student)**

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| Semester | : | |
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| Address in Bangkalan | : | |
| Phone/Phone No. | : | |

Hereby **register** to **register for a thesis proposal seminar**. For your consideration, Mr / Mrs Head of the Study Program, herewith I include the complete requirements (attached)

**B. Completeness of Requirements (filled in by the study program operator)**

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| 1. | Thesis Proposal that has been approved by the supervisor and known by the Coordinator of the Study Program. | |
| 2. | Transcript with a statement of having taken the prerequisite MK (from the study program admin) | |
| 3. | Photocopy of KRS for the current semester known by the supervisor academic | |
| 4. | Thesis Guidance Card | |

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**D. Student Identity**

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**E. Minutes of Thesis Manuscript Guidance**

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