

THE GUIDELINES OF WRITING A THESIS



**MASTER PROGRAM IN AGRIBUSINESS
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
UNIVERSITAS DIPONEGORO
2021**

PREFACE

This Guidelines book of Writing Thesis is prepared as a guide for Agribusiness Masters students in preparing Thesis, containing administrative requirements, academic requirements, format and content of Thesis Proposal and Thesis.

Thesis is a scientific work compiled by students based on research results and as an academic activity for the Master's Program.

In addition, it also describes the thesis framework from the introduction, literature guide, starting from research, results and discussion, drawing conclusions and submitting recommendations. The supervisor's role and the student's sincerity in conducting research and writing it down are the keys to success in the thesis preparation.

Thank you to various parties and the help and cooperation hence this guidelines book of writing thesis is compiled. Hopefully this guidelines book will be useful for students who are preparing their thesis.

Semarang, February 2021

Master Program in Agribusiness
Faculty of Animal and Agriculture Sciences
Universitas
Diponegoro

TABLE OF CONTENTS

PREFACE	ii
TABLE OF CONTENT	iii
I. INTRODUCTION	
1.1. General Definition of Thesis	1
1.2. Requirements.....	1
1.3. The Procedure for Submission of Thesis Guidance.....	1
1.4. The Guidance Procedure of Thesis.....	2
1.5. The Advisor of Thesis.....	2
1.6. The time of Thesis Writing.....	2
1.7. The Stages of Implementation.....	3
1.8. The Implementation of Proposal Seminar.....	3
1.9. The Implementation of Research Result Seminar.....	4
1.10. The Implementation of Thesis Examination.....	4
1.11. Penalty.....	6
II. PARTS OF THESIS	
2.1. Format	7
2.2. The Initial Part	7
2.3. The Main Part	10
2.4. The Final Part	13
III. WRITING PROCEDURES	
3.1. Material.....	15
3.2. Typing	15
3.3. Number	16
3.4. Table (Lists) and Picture.....	17
3.5. Name	17
3.6. Footnote and Quotation.....	18
3.7. Appendices	18
APPENDICES.....	20

I. INTRODUCTION

Writing a thesis is an important series of activities that must be carried out by candidates for the master's program. This program provides flexibility for candidates for master's programs in determining their fields of interest (interest) where candidates can build professional careers and is the basic foundation for starting independent publications. In addition, it also provides experience in summarizing and building and organizing various materials/information into a scientific paper that has a certain structure.

Master Program in Agribusiness aims to ensure that prospective masters programs, it have the academic and professional abilities to apply and develop science and technology, as well as have insight and experience about agribusiness as a broad system. Besides that, master's candidates are also directed to develop research abilities towards a doctoral program.

During the research period, students are encouraged to publish their thesis in separate papers. The publication of the paper provides dual benefits for candidates for the master's program, among others, as a step for professional development and providing experience in writing scientific reports.

1.1. General Definition of Thesis

- 1). Definition: Thesis is a scientific work compiled by students of the Master Program in Agribusiness based on research results and as part of the academic activities in postgraduate program.
- 2). Purpose: Writing a thesis is intended to develop students' abilities in making scientific works by conducting research.

1.2. Requirements

- 1). Academic Requirements
 1. Registered as a student in the academic year concerned.
 2. Have taken a minimum of 34 credits of the total credits.
 3. Has passed the Research Methodology course.
 4. Include the thesis in the Study Plan
 5. Have carried out field work lectures (KKL) and have TOEFL with a score of min. 450
- 2). Administration Requirements

Tuition Fee have been paid in full for the academic year concerned.

1.3. The Procedure for Submission of Thesis Guidance

- 1). Students submit proposals to the Head of the Study Program.
- 2). The Head of the Study Program directs prospective supervisors and determines prospective supervisors with the knowledge of students.
- 3). Submit a Letter of Appointment of Supervisors to each supervisor who has been determined by the Head of the Study Program accompanied by a list of thesis proposals.

1.4. The Guidance Procedure of Thesis

- 1). Students consult the topic/draft of a thesis proposal to the Supervisor I and II
- 2). If the proposal (initial idea) has been approved by supervisors I and II, students plan to present a colloquium (thesis proposal seminar) before and after the seminar on research results with their supervisors openly.
- 3). Submit an application for a proposal seminar to the head of study program and coordinate the plan for the day, date, and time of the proposal seminar.
- 4). Consulting the improvement of the proposal of the seminar results with the Advisor I and II until approved and ready to carry out the research.
- 5). If the revision of the thesis proposal seminar (colloquium) has been corrected and approved by the supervisors I and II, the students need to present the research results seminar to the head of study program for approval to carry out the research.

1.5. The Supervisor of Thesis

- 1). In the thesis preparation process, students are guided by two supervisors (Advisors I and II) who have been appointed by head of study program.
- 2). One of the Thesis Supervisors (Supervisor I and Advisor II) must be permanent lecturers for the Masters Program in Agribusiness, Diponegoro University, Semarang and other Advisors may not be permanent.
- 3). Thesis Supervisor:
Supervisor I at least holds a Doctorate (S3) or Professor (Professor). Supervisor II at least has a Masters degree (S2) with a functional position of *Lector III C* or a Doctoral degree (S3) with a Functional Position of *Asisten Ahli III A* or equivalent to accommodate outside supervisors who are not civil servants.
- 4). The supervisor's task is to assist students in completing the thesis writing as a whole and be responsible until the student can be declared passed in the thesis exam.

1.6. The Time of Thesis Writing

- 1). The time for the preparation of the thesis can start at the beginning of the second semester and no later than the end of the fourth semester in the academic year concerned until the signing of the thesis draft.
- 2). The extension of the time study specified must be approved by Dean and head of study program at the suggestion of the Program Chair.
- 3). The preparation of the thesis is declared to have been completed if the supervisors has approved and signed the thesis draft.

1.7. Stages of Implementation

- 1). The implementation of the thesis preparation passes through the following stages:
 1. Preparation of Thesis Proposal, end of Semester II.
 2. Thesis Proposal Seminar (Advisors and Students), Semester III.
 3. Implementation of Research and Preparation of Thesis, can be started in Semester III.
 4. Research Results Seminar (Supervisors, Examiners and Students).
- 2). The thesis is declared complete if the results can be presented in the fourth semester and tested in front of the board of examiners. The results of the thesis are declared passed and valid if they have been approved and signed by all members of the examiner board and the head of the study program.
- 3). Students are obliged to improve the thesis on corrections and suggestions from the board of examiners. The results of the improvement are consulted to each member of the examiner board.

1.8. The Proposal Seminar

The Proposal Seminar / Research Proposal is held openly between students, supervisors, and general participants (students) on the campus of the UNDIP Postgraduate Program Semarang.

- 1). The Requirements:
 1. Has met the academic and administrative requirements (according to the Proposal/Thesis writing guidebook), the Proposal has been approved by Supervisors I and I
 2. Time availability of examiner board
 3. Minimum 5 participants (students) attend proposal seminar
 4. Availability of a photocopy of a summary of the thesis proposal.
- 2). Time and Arrangement
 1. Time = 1,5-2 hours, open to all attendants
 2. Seminar arrangement :
 - The opening by the Chairperson of the Session is carried out by the Supervisor I
 - Presentation of Student Presenters: 25 minutes (max)
 - Discussion
 - Conclusion of the Advisory Team
- 3). Notes :
 1. Both Supervisor I and Supervisor II provide written notes to improve student proposals
 2. The head of the Advisory Team is obliged to lead the proposal seminar and together with the supervisor II sign the Minutes of the Seminar.

1.9. The Seminar of Research Result

The Research Results Seminar was held openly between students, supervisors, examiners and general participants (students)

1). The Implementation Requirements:

1. Has fulfilled the academic and administrative requirements
2. Time availability of examiner board
3. Minimum 5 participants (students) attend proposal seminar
4. Availability of a photocopy of a summary of the results of the thesis research.

2). The time

Seminar time = 1.5-2 hours

3). Seminar arrangement:

- The opening by the Chairperson is carried out by the Supervisor I
- Presentation of Student Presenters: 25 minutes (max)
- Discussion
- Conclusion of the Advisory Team

3). Notes:

1. Both Supervisor I and Supervisor II provide written notes to improve student proposals
2. The head of the Advisory Team is obliged to lead the proposal seminar and together with the supervisor II sign the Minutes of the Seminar.

1.10. The Thesis Examination

1). Thesis exam is the stage of completing the final task in the Master's Program that must be carried out by every student Universitas Diponegoro with a weight of 6 credits.

2). Thesis Examination can be held at any time in accordance with the required conditions.

The requirements for taking the thesis exam are as follows: Administrative requirements:

1. Have paid tuition fee
2. Does not have library and other administrative responsibilities.

The academic requirements:

1. Registered as a student
2. Have taken and passed all the courses
3. Grade Point Average is greater than or equal to 2.75
4. Thesis has been approved and signed by the Supervisors
5. Have passed the TOEFL with a minimum score of 450 from SEU UNDIP, or Institutional TOEFL from other organizers approved by UNDIP.
6. Has written scientific articles in the Accredited National Scientific Journal or presented thesis papers at seminars/internationals or evidenced by scientific papers that have been accepted and will be published/seminarized.
7. Submit scientific articles and summaries of thesis and document theses

3). Thesis exams are held closed (the exam is only attended by the student and the examiner team)

4). Examiner team

1. There are 4 (four) examiners in the Thesis Exam, consisting of:
 - Two (2) Supervisors who have met the requirements as Examiners
 - Two (2) non-supervisors examiners who have met the requirements as examiners appointed and assigned by the head of the Study Program.
2. The exam will lead by Advisor I
3. Secretary of Examiner is head of study program.

5). Thesis Exam and Arrangement

- Opening by the Examiner Team Leader 5 minutes
- Presentation of the thesis by students is approximately 25 minutes
- The discussion of each Examiner including student answers is approximately 80 minutes
- Advisor I is also in charge of managing the process of the Thesis Exam
- The discussion to decide whether the student pass final or not is approximately 10 minutes
- When the Examiner Team make discussion, the students are welcome to leave the exam room.

6). Evaluation

Items	Proportion
Topic understanding, theoretical framework	20%
Research method	30%
Critical perspective on the work	40%
Systematics of writing & presentation	10%

7). Grade for thesis final examination

1. The summary of the assessment from each examiner is the result of the final exam
2. The grade will be converted as follows:

Grade	Number	Value
A	>80	4
B	71 – 80	3
C	61 – 70	2
D	< 61	1

3. The head of study program announces the results of the exam to the student, while the thesis grade will be announced after the thesis revision.
4. Students are declared successful in the thesis exam if they get a minimum score of B.
5. For students who have not obtained a passing grade, they are required to take the thesis exam again a maximum of 2 times, with the obligation to pay the fee for the re-thesis exam
6. Writing revisions suggested by the Examining Team must be carried out by students, in consultation with the Advisory.

1.11. Penalty

A student may be subject to sanctions for canceling the title of the topic and thesis as well as being expelled for academic considerations if proven:

- 1). Taking actions that are seen from the point of view of academic ethics is not justified. The head of study program after hearing the considerations and suggestions of the supervisor can propose to the Dean of the Faculty of Animal and Agricultural Sciences for the possible sanctions imposed.
- 2). Unable to complete the thesis preparation within the specified time limit.

II. PARTS OF THESIS

2.1. Format

Thesis has the following parts:

- A. The Initial Part (Opening), consists of:
 1. Cover page
 2. Title Page1
 3. Title Page2
 4. Authentication
 5. Statement
 6. Summary
 7. Preface
 8. Table of Contents
 9. List of Tables
 10. List of Illustrations
 11. List of Appendices
- B. The main part (The Body), consists of :
 - I. Introduction
 - II. Literature review
 - III. Research methodology
 - IV. Results and Discussion
 - V. Conclusions and Suggestions
- C. The Final Part (Closing), consists of:

References

Appendices:

 - Questionnaire
 - Results of data processing
 - Administrative Area Map
 - Photo documentation
 - Certificate of completion of research, if any
 - Curriculum Vitae

2.2. The Initial Part

2.2.1. Cover Page

The front cover page (hard cover) is light brown (earth color)

Written with the gold ink:

1. The title of the thesis, located proportionally in the middle of the page.
2. The word THESIS with an up and down line
3. The name of the student writing the thesis, written in full without abbreviations and without a bachelor's degree.
4. The symbol of Diponegoro University with a size of 4 x 3.5 cm
5. The writing; The study program taken is the " MASTER STUDY PROGRAM"
6. The name of educational institution,

"MASTER PROGRAM IN AGRIBUSINESS"

"FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES"

"DIPONEGORO UNIVERSITY"

"SEMARANG"

"The year of thesis examination"

On the outer edge of the bound section, it is italicized from top to bottom in gold ink:

1. The author's last name while the first name is abbreviated, written in capital letters, for example, T. INDRAYANTI (from Temy Indrayanti)
2. The writing : MASTER PROGRAM IN AGRIBUSINESS
3. The year of thesis examination:

The example of a cover page can be seen in appendix 3.

2.2.2. The Title Page

The title page contains the same things as the cover page. The example of a title page can be seen in Appendix 3.

2.2.3. The Page/Explanation Sheet

Pages/Explanation Sheets contain the following items:

1. The title of the thesis, located proportionally in the middle of the page.
2. The name of the student who is writing the thesis, written in full without abbreviations and without a bachelor's degree.
3. Student Identification Number (NIM)
4. Write an explanation of the thesis purpose under it, "As One of the Requirements for Obtaining a Master of Science Degree in the Master Program in Agribusiness, Faculty of Animal and Agricultural Sciences, Diponegoro University"
5. The writing; The study program taken is "MASTER PROGRAM IN AGRIBUSINESS"
6. The name of educational institution:
"MASTER PROGRAM IN AGRIBUSINESS"
"FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES"
"DIPONEGORO UNIVERSITY"
"SEMARANG".
7. The year of thesis examination.

The example of an explanation sheet can be seen in Appendix 4.

2.2.4. The Authentication Page

The Authentication Page contains :

1. The Thesis Title.
2. Student Name.
3. Student Identification Number.
4. The sentence: "Has been examined in front of the examiner team and declared passed on the date (date of the exam)".
5. Name of Supervisor and Head of Study Program, Head of Department and Dean.

The example of authentication sheet can be seen in Appendix 5.

2.2.5. The Statement Page

The statement page contains a written statement about the originality of the thesis. The example of a statement page can be seen in Appendix 6.

2.2.6. Summary

The summary is a complete brief summary of the entire thesis content, namely background, literature review, theoretical basis, methods and research results. A summary is broader than an abstract/digest.

The summary is written in 2 languages, namely Indonesian and English. This paper is the opening of the thesis and generally no more than 500 words. Max 1 page contains:

1. Title, student name, nick name, name of supervisor without a degree,
2. Main objectives and scope of study,
3. A brief (short) explanation of the method used,
4. A factual summary of research results,
5. Main conclusions

2.2.7. Preface

The preface should contain a brief explanation of the reasons background why the author chooses the main problem in the research, the benefits of the research for science and technology and the practical benefits of the research results. In addition, it also includes thanks to all parties (individuals and institutions) who have assisted in the research from the preparation to the writing of the thesis in detail as a description of the author's intellectual maturity. In the preface, avoid scientific matters as much as possible.

2.2.8. Table of Contents

The table of contents contains a comprehensive description of the contents of the thesis which can guide the reader if he wants to see a chapter firsthand. The table of contents contains the order of titles, subtitles and sub-subtitles along with the page number.

The example of a table of contents can be seen in Appendix 8.

2.2.9. List of Tables

The list of table contains the order of table titles and their page numbers. The example of a table can be seen in Appendix 10.

2.2.10. List of Images

The list of images contains the order of attachment titles along with their page numbers.

The example of a list of images can be seen in Appendix 12.

2.2.11. List of Appendices

The list of attachments contains the order of the titles of the attachments and their page numbers.

The example of a list of attachments can be seen in Appendix 13.

2.2.12. Curriculum Vitae / Biography of the Author

This page contains a curriculum vitae, especially in terms of formal education that has been undertaken as well as parents, family (husband/wife, children) and religion

The examples of Curriculum Vitae/Biodata of the Author can be seen in Appendix 7.

2.3. The Body

2.3.1. Introduction

The introduction should state the reasons background why the chosen problem is important to be researched. Problems should be put into context or text by identifying relevant studies in the field they are engaged in and an outline how the master candidate answers the problems found. It was also stated that this problem had never been solved by previous researchers. It is expressly stated that the difference between this research and the one that has been carried out. The introduction also includes objectives and hypotheses which are often as separate sub-chapters in the introduction. The main thing that most often happens and needs to be avoided in making an introduction, is the author's tendency to make the introduction become a very long review and include too much literature.

2.3.2. Literature Review

This chapter consists of Literature Review.

2.3.2.1. Literature Review

Literature review should be a theoretical basis and a critical systematic description (critical review) of the results of previous research in the literature used in the preparation of the thesis. The facts that are reviewed or stated as far as possible are taken from the original source. Writing should be selective so there is a red line between the title, framework, research methods and results. The literature review is presented systematically and chronologically. The size / breadth of the scope and the number of literature reviews should be discussed properly with the supervisors and examiner committee. Do not include all the literature related to the research subject, it is enough to list the literature that is truly relevant but selective and the literature review should be the last 10-15 years and come from the last 3-5 years journal.

2.3.2.2. Research / Previous study

2.3.2.3. Framework

2.3.3. Research Methodology

1. Research Methodology / Research Approach

This section describes the research method or experimental design that will be used, including the research approach to be carried out.

2. Scope of Research / Research Focus

Briefly describe the limitations of the breadth and depth of research coverage

3. Research location

Describes the place, organization, unit or the institution that becomes the target of the research and the reasons.

4. Research Variable / Observed Phenomenon

Includes classification (variable); the conceptual and operational definitions to be studied according to the researcher. The operational definition (variable) contains an operational explanation (variable) according to the researcher along with its measurement (variable measurement indicator). Phenomenon: an underlying phenomenon or an event, an event about observed behaviors, or a

process of interrelated actions or interactions.

5. Type and Source of Data

Describes the types of data used in data analysis and from where the data are obtained.

6. Research Instruments

This section contains an explanation of the specifications of the tools used in data collection (eg: questionnaires). If necessary, it is accompanied by the reliability and validity of the measuring instruments used.

7. Population and Sampling Techniques

Explaining the research object, population, sample and sampling technique used in research and unit of analysis

8. Data collection technique

This section describes the data collection methods and procedures in detail. If data collection is carried out by other people, it is necessary to explain the steps taken by the researcher in ensuring the reliability and validity of the data obtained.

9. Data analysis technique

Put forward the technique or method to be used in data analysis along with justification or reasons for using the method of analysis, including the use of methods and procedures used in hypothesis testing or other techniques to analyze research data.

10. Research schedule (for proposal)

Explain the time plan that will be needed to complete the research that can be done, including preliminary research, data collection, data processing and thesis preparation (proposal).

Types of research are generally grouped as follows:

- 1) historical research
- 2) descriptive research
- 3) developmental research
- 4) case research and field research
- 5) correlational research
- 6) comparative causal research
- 7) real experimental research
- 8) quasi-experimental research
- 9) action research

The things that need attention is the order of writing research methods as follows:

1. Research materials or materials: The specifications should be explained fully. For example, for research in the laboratory should be explained the details of the origin, the preparation method and physio-chemical properties are explained which are needed for other researchers who want to re-examine this research.
2. The used tools: It explained as detail as possible
3. Research flow: fully explained the stages of the research along with details of the research implementation at each stage. Included here are research design, experimental design, data sampling program (laboratory procedures) and data analysis methods.

2.3.3.1. Hipotesis

Starting the writing of hypotheses as far as possible is given a theoretical basis which is abstracted from the Literature Review Chapter. The basis of this theory can be in the form of qualitative descriptions and or mathematical models that are directly related to the field of science being studied in order to formulate hypotheses. A hypothesis is a statement as a temporary answer to a problem encountered in research that still has to be tested for truth.

2.3.3.2. Alliances, Limits of Understanding and Measurement

2.3.3.3. Research Flow

2.3.4. Results and Discussion

There are several options which can be adopted in writing the results and discussion

1. Separate the results of research and discussion in their own sub-headings.
2. Create several sub-chapters that contain the Research Results and discussions which are integrated and then given one sub-chapter which contains a general discussion and overall research results.

The author should consult further with his supervisor about the appearance of the Results and Discussion Chapter.

2.3.4.1. Research Results

The results are usually written sequentially which is also the order of division or stages of research activities. Research results should be arranged interrelated to keep the thesis readable in a coherent, integrated and unified document. As far as possible the results are presented in the form of tables (lists), graphs, photos and placed as close to the relevant text as possible to make it easier for readers to follow the description.

2.3.4.2. Discussion

Many postgraduate candidates find this section the most difficult to write. The discussion section is part of the study where the master's candidate actually gets more freedom / freedom to express himself. The main mistake that often

occurs, the discussion is written too simple and only a summary of the results. Discussion is a place to explore the interests / reality of work / research and synthesize study results. To begin it, the findings can be compiled/listed first, then the most important findings are discussed first. In certain cases, it is not necessary for every result to be discussed and those discussed do not have to be in the same order as in the Research Results. The discussion is better not longer than 1/3 of the entire text in the thesis.

If the discussion is too long, it is better to re-examine the research results carefully, so they are sure that the author is not just repeating the results. In concluding the discussion, it is useful to conclude with a summary of the main findings and an indication of the agenda for future research in the same field.

2.3.5. Conclusions and suggestions

This chapter consists of a Conclusion sub-chapter and a Suggestion sub-chapter which are stated separately.

2.3.5.1. Conclusions

The conclusion is a brief statement and the results of the elaboration of the results of research and discussion to prove the truth of the hypothesis. Here the conclusions are drawn sequentially depending on the weight of the conclusions. Conclusions which are the answer to the main research problem should be placed at the top.

2.3.5.2. Suggestions

Suggestions are made based on the author's considerations and experiences and addressed to other researchers in similar fields who wish to continue developing the research that has been done. It also includes the author's views on matters that need further research in the future.

2.4. The Final Part

2.4.1. Bibliography

This section lists all the literature used in the thesis. References that come from personal communications do not need to be included. The bibliography begins with the author's name in alphabetical order. The example of writing a bibliography can be seen in Appendix 15.

2.4.2. Appendices

An appendix contains supplementary material that is not an essential part of the text itself but which may be helpful in providing a more comprehensive understanding of the research problem and/or is information which is too cumbersome to be included in the body of the paper.

1. Each appendix begins on a new page.
2. The heading should be "Appendix," followed by a letter or number [e.g., "Appendix A" or "Appendix 1"].
3. Appendices must be listed in the table of contents.
4. The page number(s) of the appendix/appendices will continue on with the numbering from the last page of the text.

III. THE WRITING PROCEDURES

3.1. Materials

1). Script

The manuscript is made on 80 gram HVS paper with a size of 21 cm x 28 cm (= A4).

2). Cover

The cover page is made of paper or similar with a customized Light Brown (Earth Color) color printed.

3.2. The Typing

1). Kind of letter:

1. The font typed for the manuscript is Times New Roman 12
2. Italics are only allowed for certain purposes (eg species names, foreign words)
3. Symbols, Greek letters or other signs that cannot be typed must be written neatly using black ink.

2). Numbers and Units

1. Numbers are typed with digits, except at the beginning of sentences
2. Decimal numbers are marked with commas: for example, rice production is 11,2 tons
3. Units are stated with official abbreviations without dots behind them, for example: m, g, kg, ha, cal.

3). Line Spacing

The distance between the lines is 2 spaces, except for abstracts/digest, direct quotations, titles of lists (tables) and pictures and bibliography is 1 space. The distance of the title to the subtitle or text is 3 spaces, from the text to the subtitle 3 spaces, from the text to the sub-subtitle 3 spaces.

4). The Borders

The borders of the paper are:

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

5). The Use of Space

Typing space should be full and try not to waste anything, except when starting a new paragraph, list, image, subtitle or other special thing.

6). The New Paragraph

The new paragraph starts at a distance of 1 cm from the left edge.

7). The beginning of the sentence

The beginning of the sentence must be a word, number, symbol or chemical formula must be spelled, for example: Eight heads of families

8). Title, Subtitle, Sub-Sub-Title

1. The title is typed in bold capital letters, size 12 pt, arranged symmetrically in the middle with a distance of 4 cm from the top edge without ending with a dot.
2. The sub-title is placed on the left margin, typed in bold, without ending with a period.
3. Sub-subtitles are placed on the left margin of all words typed in bold (bold)
4. Sub-sub-titles, starting at the 6th type, are typed as well as subtitles ending with a period. The first sentence is typed immediately after the period.

9). Placement

Pictures, tables, equations, formulas, titles, subtitles are all placed symmetrically to the left and right edges of typing.

3.3. Number

1). Page

1. The initial part of the thesis, the Preface, Table of Contents, List of Tables, List of Illustrations, and List of Appendices, are numbered pages with lowercase Roman numerals (i, ii, iii, vi). The page number is placed on the bottom center, 1.5 cm from the bottom (edge of the paper). The pages that precede (before) the Preface, are not given a page number, but the number order is taken into account.
2. The main and the final part of the thesis, starting from the Introduction page to the last page of Curriculum Vitae, are numbered with Arabic numerals, starting 1, 2, 3 and so on, which are placed on the top right, 3 cm from the right and 1.5 cm from above.
3. Pages containing chapter titles are not given page numbers.

2). Table (list)

Table numbering uses sequential numbers with Arabic numerals.

3). Picture

Images are numbered sequentially with Arabic numerals.

4). The Formula

Each equation is numbered in brackets with Arabic numerals placed behind the equation near the right edge (3 cm from the right edge).

$$\text{Example: } LQ = \frac{Si/Ni}{S/N} \quad \frac{Si/S}{Ni/N} \quad (1)$$

3.4. Tables (Lists) and Pictures

1). Table

1. The title of the table is placed symmetrically left-right above the table. The distance of the table title to the table is 2 spaces, while the text distance is 1 space.
2. The table can be placed between the text, but can also be placed on a separate page. Distance of text to table title to text: 3 spaces.
3. Avoid truncation of the table

2). Picture

1. Images include charts, graphs, photo maps.
2. Images can be placed between text, but can also be placed on a separate page. Images are made as clear and symmetrical as possible.
3. The title of the image is placed symmetrically below the image and the description is typed in the image not on another page.

3.5. Citation

1). Author's name is referred to in the manuscript/text

The author's name referred is written only the last name (surname) without a degree. If there are more than 2 names, it is sufficient to write the name of the first author followed by et al., or et al. (for writers whose scripts are in foreign languages) writing examples:

1. Brown (1998) found.....
2. Increased income from the informal sector (Danis, 1994), resulting in adequate living welfare in rural areas.
3. Some pathogenic fungi can grow on imperfectly packaged products (Bagito and Achmad, 1991).
4. The thickness of the film on the glass is generally about 0.1 mm (Senna et al., 1997)

2). Author's name in the bibliography

All authors must be listed in the bibliography not only include etc or et al. All cited sources must be listed in the Bibliography in alphabetical order in the following way:

a. Scientific Journals

Salma, I.A., dan I. Susilowati. 2004. Analisis Permintaan Objek Wisata Alam Curug Sewu, Kabupaten Kendal dengan Pendekatan Travel Cost. *Dinamika Pembangunan*. 1 (2): 153-165.

Carpio, C.E., M.K. Wohlgenant, dan T. Boonsaeng. 2008. The Demand of Agritourism in The United States. *Journal of Agricultural and Resource Economics*. 33(2): 254-269.

Windia, W., M. Wirartha, K. Suamba, dan M. Sarjana. 2007. Model Pengembangan Agrowisata di Bali. *SOCA*. 7 (1): 89-94.

b. Proceedings

Sularno dan I.G. Cempaka. 2013. Peluang Usahatani Melalui Pemanfaatan Pekarangan dalam Mendukung Perekonomian Rumah Tangga. Prosiding Seminar Nasional 2012 Optimalisasi Lahan Pekarangan untuk Peningkatan Perekonomian Masyarakat dan Pengembangan Agribisnis. UPT Undip Press, Semarang. Halaman 159-163.

Guenter, W and J.S. Sim. 1998. Production of special and modified eggs. Proceedings, Symposium Series 2. The 8th World Conference on Animal Production, Seoul National University, Seoul, Korea, June 28-July 4, 1998. P. 361-370.

c. Thesis or Dissertation

Indrayanti, T. 2012. Strategi Pengembangan Agrowisata di Plantera Fruit Paradise Kabupaten Kendal. Tesis S2. Universitas Diponegoro. Semarang. Tidak dipublikasikan.

Sitio, R.P. 2011. Formulasi Strategi Pengembangan Agrowisata Gunung Mas yang Berkelanjutan dengan Menggunakan Pemetaan Rantai Nilai. Tesis S2. Institut Pertanian Bogor. Bogor. Tidak dipublikasikan.

d. Book

Rangkuti, F. 2006. Analisis SWOT Teknik- Membedah Kasus Bisnis- Reorientasi Konsep Perencanaan Strategis untuk Menghadapi Abad 21. PT. Gramedia Pustaka Utama. Jakarta.

Steel, R.G.D. and J.H. Torrie. 1980. Principles and Procedures of Statistics. McGraw-Hill Book Co. Inc. New York.

d. Website

Mariana, D. dan C. Paskarina. 2005. Peningkatan alokasi APBD – Membiayai Sektor Pendidikan. <http://www.pikiran-rakyat.com>. Downloaded 10 November 2010.

Thompson, A. (1998). The Adult and the Curriculum. [Online]. at: <http://www.ed.uiuc.edu/EPS/PES-Yearbook/998/thompson>. Html [diakses tanggal 30 maret 2000].

Supriadi, D. (1999). Restructuring the Schoolbook Provision system in Indonesia: Some Recent Initiatives. Dalam Educational Policy Analysis Archives [Online], vol 7 (7), 12 halaman. Tersedia: <http://epaa.asu.edu/epaa/v7n7.html> [diakses tanggal 17 maret 2001].

3.6. Appendices

The title of the appendix is placed symmetrically starting with the words: appendix and the number of appendices.

Appendix 1. Sample Cover and Title Sheet of Research Proposal for Thesis

.....
.....
(All capital letters except for Latin names, 1 space)

THESIS PROPOSAL**By****TEMY INDRAYANTI****4 cm****3,5 cm**

**MASTER PROGRAM IN AGRIBUSINESS
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DIPONEGORO UNIVERSITY**

2021*(Capital letter, 1 space)*

Appendix 2. Sample of Research Proposal Approval sheet

.....

.....

*(All capital letters except for Latin names, 1 space)***By****TEMY INDRAYANTI****STUDENT NUMBER : 23010310400019****Approved by :****Registration number:**

.....

.....

Main Advisor

.....

Member Advisor

.....

The Head of Agribusiness Study Program

Appendix 3. Sample of Cover and Thesis Title S2

.....
.....
(All capital letters except for Latin names, 1 space)

THESIS

(Capital Letter)

By

TEMY INDRAYANTI

(Capital Letter)

4 cm



3,5 cm

**MASTER PROGRAM IN AGRIBUSINESS
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DIPONEGORO UNIVERSITY**

2 0 2 1

(Capital letter, 1 space)

Appendix 4. *Sample of Explanation Sheet of Thesis*

.....
.....
(All capital letters except for Latin names, 1 space)

By

TEMY INDRAYANTI

Student Number : 23010310400019

**As One of the Requirements for Obtaining an Agricultural master's degree
in Master Program in Agribusiness
Faculty of Animal and Agricultural Sciences Diponegoro University**
(Not entirely capital, 1 space)

**MASTER PROGRAM IN AGRIBUSINESS
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DIPONEGORO UNIVERSITY
2021**
(Capital letter, 1 space)

Appendix 5. *Sample of Approval Sheet of Thesis S2 (from the Advisor, Head of Study Program, and the Dean of the Faculty)*

Thesis Title :

(All capital letters except for Latin names, 1 space)

Name of Student : **TEMY INDRAYANTI**

Student ID Number : **23010310400019**

Study Program : **MASTER PROGRAM IN AGRIBUSINESS**

**Has been examined in front of the Examiner Team
 and declared passed on**

3 space

Main Advisor

Member Advisor

4 space

.....

.....

3 space

**The Head of
 Master Program in Agribusiness**

The Head of Department

4 space

.....

.....

3 space

**The Dean of
 Faculty of Animal and Agricultural
 Sciences**

*4
 space*

.....

Appendix 6. Sample of Statement Sheet

STATEMENT

I declare truthfully that the thesis I have compiled as a requirement for obtaining a Master's degree from the Master Program in Agribusiness is entirely my own work and has never been submitted as a fulfillment of the requirements for obtaining a Master's degree from Universitas Diponegoro or other universities.

As for certain parts of the thesis writing that I quoted from the work of others, the source has been clearly written in accordance with the norms, rules and ethics of scientific writing.

Hereby declare as follows:

1. Titled Thesis :
2. I also admit that this final project can be completed because of the full guidance and support of my supervisor, they are :

If in the future it is found that all or part of this thesis is not my own work or there is plagiarism in certain parts, I am willing to accept the revocation of my academic degree and other sanctions in accordance with the applicable laws and regulations.

Semarang,.....

Stamp Rp. 10.000

Student Name
NIM

Appendix 7. Author Biography

Color
Photo
(scan) 3x3

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Appendix 8. Sample of Table of Content.

TABLE OF CONTENT

	Page
PREFACE	iv
ABSTRACT	v
SUMMARY	vi
TABLE OF CONTENT	vii
LIST OF TABLE	ix
LIST OF PICTURE	xi
LIST OF APPENDICES	xiii
CHAPTER I INTRODUCTION.....	
1.1. Background of Study.....	1
1.2. Formulation of The Problem	3
1.3. Purpose	4
1.4. Research Benefits	4
CHAPTER II LITERATURE REVIEW	
2.1. Definition of Agrotourism.....	5
2.2. Strategic Management.....	11
2.3. Agrotourism Development Strategy.....	24
2.4. Hypothesis	28
CHAPTER III RESEARCH METHODOLOGY	
3.1. Research methods.....	29
3.2. The scope of research	29
3.3. Research Location	35
3.4. Type and Source of Data.....	35
3.5 Data collection technique	36
3.6 Data Analysis	39
3.7. Framework	45
CHAPTER IV RESULTS AND DISCUSSIONS	
4.1. Research Results	46
4.2. Discussions	55
CHAPTER V CONCLUSIONS AND SUGGESTIONS	
5.1. Conclusions.....	105
5.2. Suggestions.....	106
BIBLIOGRAPHY	113
APPENDICES	116
BIOGRAPHY	117

Appendix 8. Sample of Table

Table 4.5. Number of Visitors to Tourism Objects in Kendal Regency in Year 2009-2011

Tourism Object	Year (People)			Average number of Visitors	percentage (%)
	2009	2010	2011		
NATURAL TOURISM					
Curug Sewu	52716	48300	68379	56465	36.10
Sendang Sikucing	92847	42587	46207	60547	38.71
Total Visitors of Natural Tourism	145563	90887	114586	117012	74.81
ARTIFICIAL TOURISM					
Tirta Arum Swimming Pool	23344	24755	14854	20984	13.42
Boja Swimming Pool	26528	11524	17226	18426	11.78
Total Visitors of Artificial Tourism	49872	36279	32080	39410	25.19
TOTAL	195435	127166	146666	156422	100

Source : Secondary Data of the Kendal Regency Culture and Tourism Office in Year 2012

Table 4.9. *Plantera Fruit Paradise* Visitors Rating of Product Mix Strategy

NO.	Statement	Value	Category
1	Variety of tour packages	330	Good
2	Variety of garden fruits	335	Good
3	Fruit packaging design	348	Good
4	Tourist attraction design	301	Medium
5	Quality of fruit garden results	353	Good
6	The quality of tourist attractions	302	Medium
7	Product branding	337	Good
8	Continuity of fruit product availability	187	Not Good
9	Continuity of tour package availability	305	Medium
10	Fruit product guarantee	318	Medium
11	Product innovation	328	Good

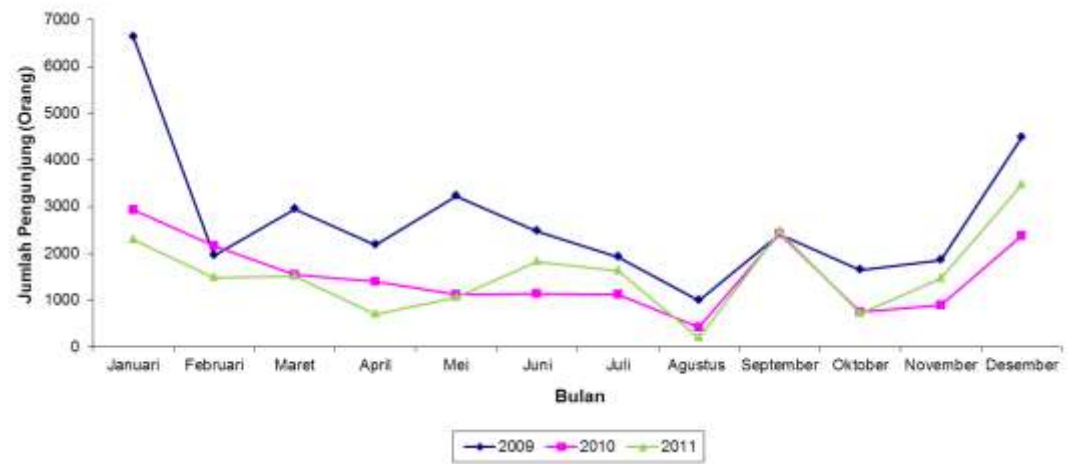
Source: Analysis of Primery Data 2011

Appendix 10. Sample of Lists of Tables

LIST OF TABLES

Number		Page
3.1.	The Scope of Research	30
3.2.	Table of EFAS in SWOT analysis	41
3.3.	Table of IFAS in SWOT analysis	42
3.4.	Matrix of SWOT.....	43
4.1.	The setting schedule of the employees number of <i>Plantera Fruit Paradise</i>	52
4.2.	Inflation Rate in Indonesia in year 2009-2011.....	56
4.3.	National Population Income per Capita in year 2005-2009.....	57
4.4.	Percentage of Population Using Mass Media	58
4.5.	Number of Visitors to Tourism Objects in Kendal Regency in year 2009-2011.....	58
4.6.	Percentage of Average Spending per Capita a Month in Year 2005-2011.....	62
4.7.	Number of Tourist Visitors Based on the Tour Packages Chosen	67
4.8.	Fruit Harvest Schedule <i>Plantera Fruit Paradise</i>	72
4.9.	<i>Plantera Fruit Paradise</i> Visitors Rating of Product Mix Strategy	72
4.10.	<i>Plantera Fruit Paradise</i> Visitors Rating of Price Mix Strategy.....	74
4.11.	<i>Plantera Fruit Paradise</i> Visitors Rating of Promotion Mix Strategy	77

Appendix 11. Sample of Pictures



Picture 4.1. Number of Visitors Chart *Plantera Fruit Paradise*



Picture 4.12. Fruits from the Garden of *Plantera Fruit Paradise*

Appendix 12. Sample of List of Pictures

LISTS OF PICTURES

Number		Page
2.1.	SWOT Analysis Diagram.....	15
2.2.	<i>The BCG Growth-Share Matrix</i>	18
3.1.	Framework.....	45
4.1.	Plantera Fruit Paradise Visitor Chart In Year 2009-2011.....	50
4.2.	Water Management at Plantera for Land Conservation.....	53
4.3.	Plantera Fruit Paradise Organizational Structure.....	54
4.4.	Layout Design of <i>Plantera Fruit Paradise</i>	55
4.5.	Condition of Sidokumpul Village Road, Patean District Kendal Regency.....	60
4.6.	<i>Plantera Fruit Paradise</i> Tour Package.....	64
4.7.	Fruit Tour Packages at <i>Plantera Fruit Paradise</i>	64
4.8.	Fruit Safari Tour Packages at <i>Plantera Fruit Paradise</i>	65
4.9.	Fruit Paradise Tour Packages at <i>Plantera Fruit Paradise</i>	66
4.10.	Outbound Activities at <i>Plantera Fruit Paradise</i>	66
4.11.	Adventure Rides at <i>Plantera Fruit Paradise</i>	67
4.12.	Garden ruit from <i>Plantera Fruit Paradise</i>	68
4.13.	Fruit Plant Seeds for sale at <i>Plantera Fruit Paradise</i>	69
4.14.	IBANA Fruit Selection and Grading Activities.....	70

Appendix 13. Sample of List of Appendices

**LISTS OF
APPENDICES**

Number		Page
1.	Plantera's Marketing Mix Component Assessment Questionnaire of <i>Plantera Fruit Paradise</i>	117
2.	Internal Factor Classification Questionnaire and External Factors.....	121
3.	Questionnaire for Assessment of Weights and Ratings on IFAS and EFAS Matrix	124
4.	Number of Visitors to <i>Plantera Fruit Paradise</i> in Year 2009-2011	130
5.	Results of Validity and Reliability Testing	131
6.	Number of Visitors to Natural Tourism Objects in Year 2009-2011	141
7.	Kendal Regency Tourism Map, Central Java Province	142
8.	Visitor Rating of Components Marketing Mix	143
9.	Assessment of Weights on Internal Factor Analysis.....	149
10.	Assessment of Weights on External Factor Analysis	150
11.	Evaluation Rating on Internal Factor Analysis.....	151
12.	Evaluation Rating on External Factor Analysis	152
13.	Documentation of Research Activities	153
14.	Certificate of Having Conducted Research	154

Appendix 15. Sample of writing the title, sub title and others

CHAPTER I INTRODUCTION

1.1. Sub Title

The first sentence after the subtitle is written as a new paragraph

1.1.2. Sub subtitles

The first sentence after the sub subtitle is written as a new paragraph

1.1.2.1. Sub sub subtitle

The first sentence after the sub sub subtitle is written as a new paragraph

Sub subtitles of sub subtitles. The first sentence is typed immediately after the period. Sub-subtitles can also be bolded and/or underlined.

Appendix 15. Sample of Writing the REFERENCES

REFERENCES

- Carpio, C.E., M.K. Wohlgenant, dan T. Boonsaeng. 2008. The Demand of Agritourism in The United States. *Journal of Agricultural and Resource Economics*. 33(2): 254-269.
- Guenther, W. and J.S. Sim. 1998. Production of special and modified eggs. *Proceedings, Symposium Series 2. The 8th World Conference on Animal Production*, Seoul National University, Seoul, Korea, June 28-July 4, 1998. P. 361-370.
- Indrayanti, T. 2012. Strategi Pengembangan Agrowisata di Plantera Fruit Paradise Kabupaten Kendal. Tesis S2. Universitas Diponegoro. Semarang. Tidak dipublikasikan.
- Rangkuti, F. 2006. Analisis SWOT Teknik- Membedah Kasus Bisnis-Reorientasi Konsep Perencanaan Strategis untuk Menghadapi Abad 21. PT. Gramedia Pustaka Utama. Jakarta.
- Salma, I.A. dan I. Susilowati. 2004. Analisis Permintaan Objek Wisata Alam Curug Sewu, Kabupaten Kendal dengan Pendekatan Travel Cost. *Dinamika Pembangunan*. 1 (2): 153-165.
- Sitio, R.P. 2011. Formulasi Strategi Pengembangan Agrowisata Gunung Mas yang Berkelanjutan dengan Menggunakan Pemetaan Rantai Nilai. Tesis S2. Institut Pertanian Bogor. Bogor. Tidak dipublikasikan.
- Sularno dan I.G. Cempaka. 2013. Peluang Usahatani Melalui Pemanfaatan Pekarangan dalam Mendukung Perekonomian Rumah Tangga. *Prosiding Seminar Nasional 2012 Optimalisasi Lahan Pekarangan untuk Peningkatan Perekonomian Masyarakat dan Pengembangan Agribisnis*. UPT Undip Press, Semarang. Halaman 159-163.
- Windia, W., M. Wiratha, K. Suamba, dan M. Sarjana. 2007. Model Pengembangan Agrowisata di Bali. *SOCA*. 7 (1): 89-94.
- Steel, R.G.D. and J.H. Torrie. 1980. *Principles and Procedures of Statistics*. McGraw-Hill Book Co. Inc. New York.

Notes :

- The bibliography is published in the last 10 - 15 years
- Journal of research results are published in the last 3-5 years