



**FACULTY OF ECONOMICS  
AND BUSINESS**

# **THESIS GUIDEBOOK**

**MANAGEMENT  
STUDY PROGRAM**



## **CHAPTER I**

### **GENERAL PROVISIONS**

#### **A. Definition**

Thesis is a scientific paper prepared by a Strata One (S-1) undergraduate student from the results of his research on the basis of analysis of primary data and / or secondary data. Thesis is one of the requirements for obtaining a Bachelor of Economics degree (S-1) at the Faculty of Economics and Business, Ahmad Dahlan University.

#### **B. Objectives**

The purpose of preparing a thesis is to train students to express their thoughts systematically, critically and analytically in order to solve a problem in the form of scientific papers by conducting research.

#### **C. Requirements for Thesis**

1. Registered as a student of Management Study Program FEB-UAD and fill KRS in the current semester.
2. Meet academic and financial requirements.
3. Grade Point Average of at least 2.00
4. Have taken 120 credits and passed the courses Research Methodology, Indonesian Language and Inferential Statistics Practicum with a minimum grade of C.
5. Take a maximum of 9 credits (excluding thesis) or a maximum of 15 credits (including thesis) during the thesis writing period.

#### **D. Thesis Supervisor**

1. In carrying out the task of writing a thesis, a student is guided by one supervisor who has met the requirements.
2. Thesis Supervisor is determined by the Dean on the proposal of the Head of the Study Program.
3. Thesis supervisors determine the guidance schedule for their students, so that the guidance process runs smoothly.
4. Supervisors write down the material, directions and suggestions on the Guidance / Consultation Card with their initials.

#### **E. Thesis Preparation Procedure**

1. Enter the Thesis course in KRS (after the requirements as stated in point C).
2. Register at the Administration (TU) of the Faculty of Economics and Business.
3. The Head of the Study Program proposes the name of the Supervisor for each student to the Dean to be determined and issued a Thesis Supervision Decree.

4. Students print a Thesis Guidance Card and must be brought every time they conduct guidance with a lecturer to ask for proof of signature. Thesis guidance is carried out at least eight times.

## **F. Result Seminar Examination**

1. Requirements for taking the Result Seminar exam
  - a. Registered as student active on current semester.
  - b. Completed the data analysis chapter and approved by the supervisor for examination.
  - c. Minimum GPA of 2.00.
  - d. Meet the financial administration requirements of the Bureau.
2. Exam Seminar Results conducted before students take the thesis examination.
3. Registration to take the Result Seminar exam can be done every day and working hours.
4. The Result Seminar Exam is scheduled by the Head of the Study Program.
5. The material for the Results Seminar exam includes: research methods, data analysis and results.
6. Especially for students who use primary data, they must bring a sample of questionnaires that have been filled in by respondents, raw data and data processing results.
7. Revisions must be made no later than one month from the exam date.

## **G. Thesis Examination**

1. Thesis examination registration requirements:
  - a. Registered as student active on current semester.
  - b. Theory-free, including four certification courses (LPSI) and no Ds or Es.
  - c. Minimum GPA of 2.00.
  - d. TOEFL score of at least 400.
  - e. Approval from the Thesis Supervisor to take the exam, proven by a signature on the Guidance Card and Approval Sheet.
  - f. Meet the financial administration requirements of the Financial Administration Bureau.
  - g. Submit three copies of the approved draft thesis (stapled only, not bound).
  - h. Submit proof of having taken the Result Seminar exam.
2. Registration to take the thesis examination is held every day and working hours.
3. The scheduling of the thesis examination is arranged by the Head of the Study Program.
4. At when exam thesis, students make presentation material with a maximum of

15 slides.

5. If the student is declared not to have passed, the re-examination is carried out after the student makes revisions in accordance with the examiner's suggestions. If up to six months from the implementation of the thesis examination the student has not re-examined, then the thesis that has been prepared is declared canceled and the student must compile the thesis from the beginning again.
6. Revisions to the thesis exam results are submitted a maximum of one month from the date of the exam. If up to one month from the date of the exam the student has not submitted the revised results, the exam is declared canceled and the student is required to re-take the exam.
7. The thesis approval sheet must be signed by the three examiners and the Dean with the seal of the Faculty.
8. Students submit one sheet of Thesis Endorsement and one sheet of Thesis Examination Minutes to each examiner, Head of Study Program and Adm Staff, as evidenced by the Minutes of Thesis Submission.

## **H. Sanctions**

Thesis is the result of students' scientific work so it must be free from plagiarism. For students who are proven to have plagiarized, sanctions will be given in the form of canceling the thesis. If the plagiarism is discovered after the student has graduated from UAD (has received a degree), the diploma that has been issued will be canceled and the degree will also be canceled. Plagiarism provisions are regulated by the Plagiarism Work Instruction (see attached).

## **I. Judiciary**

Judicium of the Faculty of Economics and Business UAD is held every month. Students register no later than the end of the previous month. The terms of the judicium are as follows:

1. Free theory and consultation.
2. Minimum GPA of 2.00.
3. There are no D and E grades.
4. Free UAD library and other libraries.
5. Free financial administration from the Bureau of Finance.
6. Passed the thesis examination.
7. Submit a publication manuscript (in Ms Word format), thesis report in PDF format, and proof of thesis submission.
8. Make a Judiciary Application Letter, Graduation Application Letter and Diploma (examples and requirements can be seen at the TU).

## **CHAPTER II**

### **PROPOSAL WRITING FORMAT**

The format of writing, both proposals and research results, generally consists of three parts, namely:

- A. The beginning
- B. Main parts
- C. Final section

Technically, the proposal and thesis (research results) are the same, but the proposal writing format is not as complete as the thesis. Thesis proposals are used after students submit a thesis title or are submitted jointly between the title and the thesis proposal. The thesis proposal contains the problems that will be researched in the thesis, literature review and research methods that will be carried out. The format of the proposal writing is as follows:

#### **A. Initial Section**

##### **1. Title Page**

The title page contains: the title, the purpose of the proposal, the university symbol, the full name and student number, the name of the study program, and the month and year of the test (see attachment 1).

- a. The title of the proposal is concise and clear, does not allow for different interpretations (unbiased), and describes the overall content of the proposal.
- b. The purpose of the proposal is a student thesis proposal
- c. Ahmad Dahlan University emblem with a diameter of about 5.5 cm.
- d. Full name and Student Identification Number.
- e. Name of Institution  
Example: Management Study Program, Faculty of Economics, Ahmad Dahlan University, Yogyakarta.
- f. The time of submission is the month and year when the proposal was submitted.

##### **2. Endorsement Page**

Contains the research title, name, and student number as well as the approval of the supervisor (see attachment 2).

#### **B. Main Section**

##### **1. Background of the Problem**

Contains the reasons that encourage researchers to conduct research on the topic, as well as the importance and necessity of the problem being studied.

##### **2. Problem Formulation**

The formulation of the problem contains a statement of the clarity of the problem that has been mentioned and described in the background of the problem. The formulation of the problem is followed by **research questions** in the form of

questions that are clear and easy to research.

3. Problem Limitation

Explain the researcher's limitations in the research activity so that the problems discussed are more focused. However, if the problem or problem formulation is already specific, then problem boundaries are not needed.

4. Research Objectives

A specific statement of the objectives to be achieved from the research. The research objectives should be aligned with the research questions.

5. Research Benefits

Contains the benefits expected from the results of the research conducted. The benefits of research can be in the field of scientific development and practical benefits.

6. Literature Review, contains theoretical foundations and relevant previous research studies. At least 80% of the literature used is published in the last 5 years.

7. Research Model and Hypothesis Development (if any) This is a temporary statement of the problem discussed. The hypothesis statement must be synchronized with the research questions and research objectives.

8. Research Methods

Contains:

- a. Population/object of study, sampling technique, and sample.
- b. Data types and sources.
- c. Data collection techniques.
- d. Operational definition of research variables, containing the definition of research variables and indicators (for primary data) or proxies (for secondary data).
- e. Instrument/measuring tool test (for primary data).
- f. Data analysis technique, which is a test tool used to analyze data or test hypotheses.

**C. Final Section**

Bibliography (see appendix 3).

## **CHAPTER III**

### **THESIS WRITING FORMAT**

Thesis is a writing of the results of research conducted by undergraduate students. The format of thesis writing can technically be divided into three parts, namely: the beginning, the main part, the final part.

#### **A. Initial Section**

1. The title page contains the following sequence (see appendix 4).
  - a. Thesis Title (exactly the same as the title of the proposal that has been submitted and approved).
  - b. The purpose of writing a thesis is to fulfill one of the requirements to obtain a bachelor's degree at the Faculty of Economics and Business, Ahmad Dahlan University Management Study Program.
  - c. UAD emblem/logo (5.5 cm diameter).
  - d. Student name (written in full, without abbreviations), student identification number (NIM).
  - e. The intended institution in this case is the Management Study Program, Faculty of Economics and Business, Ahmad Dahlan University Yogyakarta.
  - f. Month and year of thesis testing.
2. Approval page (see attachment 5)
3. Ratification page (see attachment 6)
4. Statement page (see attachment 7)
5. Foreword
6. Table of Contents (see attachment 8)
7. Table List (see attachment 9)
8. List of Images (see attachment 10)
9. List of Attachments (see attachment 11)
10. Digest

**B. Main Section**

In this main section there are two versions, namely:

Version I:	Chapter I	Introduction Literature
	Chapter	Review Research
	II	Methods
	Chapter	Company Overview Data Analysis
	III	Closing (conclusion, limitations, and suggestions)
	Chapter	
	IV	
	Chapter	
	V	
	Chapter	
	VI	
Version II:	Chapter I	Introduction Literature
	Chapter	Review Research
	II	Methods Data Analysis
	Chapter	Closing (conclusion, limitations, and suggestions)
	III	
	Chapter	
	IV	
	Chapter	
	V	

**CHAPTER I INTRODUCTION**

Contains the same as the proposal that has been submitted and approved.

- A. Background of the Problem
- B. Problem Formulation
- C. Problem Limitation
- D. Research Objectives
- E. Research Benefits

**CHAPTER II LITERATURE REVIEW**

Contains a review of existing theories or concepts from previous researchers, which are related to the research topic to be carried out. Researchers must also state that the problems studied are still relevant to study, so that the results of the research conducted can improve, strengthen, or reject the results of previous research (the research conducted must contribute).



This section also contains the theories that underlie the research thinking pattern so that it can be raised.

- a. Proposed hypothesis (based on existing theory and previous research results, as well as arguments related to the problem)
- b. Research Model

#### CHAPTER III RESEARCH METHODS

- A. Research Approach
- B. Population/object of study, sampling technique, and sample
- C. Data types and sources
- D. Data collection techniques
- E. Operational definition of research variables, containing the definition of research variables, indicators (for primary data) and proxies (for secondary data)
- F. Instrument/measuring tool test (for primary data).
- G. Analysis technique, is a test tool used to analyze data or test hypotheses.

#### CHAPTER IV COMPANY OVERVIEW

(if the research object is one company)

#### CHAPTER V DATA ANALYSIS

- A. Description of Research Objects / Descriptive Analysis
- B. Instrument test: Validity and Reliability test results (for primary data) or Classical Assumption Test Results (for secondary data if needed)
- C. Data Analysis
- D. Discussion

#### CHAPTER VI CLOSING

- A. Conclusion
- B. Research limitations
- C. Advice

### **C. Final Section**

1. Bibliography, containing all references used (it is strongly recommended to use Mendeley, Zotero or similar citation techniques).
2. Appendices, containing all the information needed in carrying out the research, for example: questionnaires, raw data, instrument test results, statistical test results, and other supporting data that are considered important.

## CHAPTER IV

### PHYSICAL PROBLEMS AND PROCEDURES FOR WRITING A THESIS

#### A. Paper Size and Color

Cover

Size : Quarto (28 x 21 cm or 8.5 x 11 inches) Color. :

Bright yellow

Type : *Hard cover*

Contents

Size : Quarto (28 x 21 cm or 8.5 x 11 inches) Color. :

White

Type : 80gr HVS Paper

#### B. Writing Rules

1. Digest/Abstract; outlines the problem, objectives, methods, findings, and contribution of the research. This digest is presented between 100-400 words. With single-spaced lines, *times new roman* 12 font, without figures, tables, or references.
2. Text body
  - a. Line spacing is 2 spaces.
  - b. Typeface *times new roman* 12.
  - c. Margins: left side and top 4 cm (1.58"); right side and bottom 3 cm (1.2").
  - d. New paragraphs are indented 5 taps (0.5"), foreign terms are written in *italics*.
  - e. Chapter title: capital letters, Roman numerals (I, II, III, and so on), font size 14 in **bold**, centered.
  - f. Subheadings: capital letters, font size 12, bolded, written on the left margin
    - A.
      1.
        - a.
          - 1)
          - a)
  - g. Pagination
    1. Page numbering at the beginning using small Roman letters (i, ii, iii, iv, and so on) located at the bottom center.
    2. Page numbering in the main section using ordinary numbers, on the first page of each chapter, the page number is written at the bottom of the center, while on subsequent pages the numbering is placed in the upper right corner.

3. The page numbering of the appendix continues the previous page number in the main section.
- h. Tables and Figures (see appendix 12 and 13)
  1. Table/image numbers consist of two numbers. The first number states the chapter, and the second number states the table/figure sequence number in that chapter.
  2. Table/image titles are typed 1 space apart, bolded, and centered.
  3. Underneath the table/image, mention the source and the year it was obtained.
  4. Make sure the table is not cut off the page, so the font size can be reduced to 9

Example

**Table 4.1**  
Respondent data based on gender

Gender	Total
Male	63
Female	37
Total	100

Source: Primary data, processed (2025)

- i. Excerpt  
Quotation can be done in two ways: direct and indirect. Each citation must include the author's last name, year, and page number (see appendix 14).

Example:

- 1) One author in one book Direct quote:  
.....(Robbins, 2017:397)  
or  
According to Robbins (2017: 397)..... Indirect quotation  
Ghozali (2020: 167) suggests that .....
- 2) Two authors in one book Direct quote  
.....(Robbin and Judge, 2017:167)  
or  
According to Robbin and Judge (2017:167).....Indirect quotes:  
Robbin and Judge (2017:167) suggest that .....
- 3) More than two authors in one book Direct quote  
Initial citation  
.....(Hair, Hult, Ringle and Sarstedt; 2017: 251) Subsequent citations  
.....(Hair et.al., 2017: 321)  
Indirect quotation  
Hair et al (2017: 251) suggest.....
- 4) Two or more books with different authors  
.....(Sugiyono, 2019; Ghozali, 2020)
- 5) When the author of the book refers to another author  
Fornell & Lecker (1981) cited in Hanafi (2021: 19)

- 6) If the year of writing is missing or uncertain None :  
(Southey, n.d)
- 7) If the author's name is not listed  
..... (The school in Society, 2018: 3)
- 8) Translation  
Kottler, 2019: 97.....
- 9) Article in Kertajaya magazine/newspaper,  
(2021).....
- 10) Articles in magazines/newspapers where the author's name is unknown  
..... (Republika, July 23, 2024).

### 3. Bibliography

- The bibliography is a collection of literature used as a reference in the thesis. There are various reference sources that can be used such as books, magazines, previous theses, newspapers, scientific journals, research reports, the internet, interview results, and so on.
- The presentation of the bibliography is arranged alphabetically by the author's name from A to Z, printed using *times new roman* fonts with a line spacing of one space, with the second and subsequent lines protruding inward and the left margin limit of five beats.
- The distance between one reference and the next reference is two spaces.
- The elements that must be mentioned for each library are the author's name, year of publication, title, publishing agency, editor/compiler or translator (if translated), edition and number of the periodical, and pages.
- The author's name listed first is the last name/surname/older name.  
**Example** Nasoetion, A.H.; Kartasasmita, Ginanjar; Steenis, C.G.G..

#### Scientific Journal

- One author

Ceglie, R. (2019). Initial Motivations of Doctoral Education Students.  
*Journal for the Advancement of Educational Research*, 13(1), 20-31.

- Two authors

Creswell, J. W., & Creswell, J. D. (2018). *Research Design: Qualitative, Quantitative and Mixed Methods Approaches* (Fifth). SAGE.

Hair, J. F., Page, M., & Brunsveld, N. (2020). *Essentials of Business Research Methods* (Fourth). Routledge, Taylor & Francis Group.

- Three or more authors

Hasna, A., Wibowo, M. E., & Mulawarman, M. (2019). The Relationship of Self-Efficacy and Social Support on Work-Family Balance. *Islamic Guidance and Counseling Journal*, 3(1). <https://doi.org/10.25217/igcj.v3i1.662>

- If the same author published more than one paper in the same year and both papers are referred to, then the two references are distinguished by including lowercase letters a, b, c, etc.

Machfoedz, Mas'ud. 1999a. "Financial Performance Profile of Companies that Go Public in the Asean Capital Market" *Indonesian Journal of Economics and Business* (January). Page 56-72.

Machfoedz, Mas'ud. 1999b. "The Effect of Economic Crisis on the Efficiency of Public Companies in the Jakarta Stock Exchange" *Indonesian Journal of Economics and Business* (January), pp. 37-49.

- If there is no author name

Anorexia Nervosa. 1969. *British Medical Journal*, Vol. 1, pp. 529-530.

## **Books**

- Textbook

Kotler, Philip. 2018. *Marketing Management: Analysis, Planning, Implementation, Control*. Ed. 8, New Jersey: Prentice Hall, Inc.

- Regulation or legislation

Fourth Edition Publisher. 2000. *Tax Law No. 16 Year 2000: General Provisions and Tax Procedures*. Jakarta, Indonesia.

- Authorless database

Central Bureau of Statistics. 2024. *Statistics Indonesia*. Jakarta, Indonesia.

Ministry of Industry. 2020. *Export-Import News*. Jakarta Indonesia.

## **Thesis, Thesis, or Other Unpublished Scientific Work**

Suharno, Chyntia Noviarini Tri (2020). The Effect of Work-life Balance and Job Stress on Employee Performance at PT PRIMISSIMA Yogyakarta, *Thesis*, Ahmad Dahlan University.

**Newspapers, Magazines and Similar Publications**

Harinowo, C. "Economic Stimulus: *Kompas* October 31, 2021, p. 4.

Compass. "BI: Universal Bank and BII Will Survive October 31, 2021, p. 1 col. 8-9.

**Internet, E-mail (individual)**

Suhardi, E. 2002, Proposal Revision, E-Mail to Arif, [Online], Jan. 13, Available: E-Mail: Arif@uad.ac.id [January 15, 2002].

**Discussion Forum**

Bambang, A. 2001, December 2, "The Theory of Comparative Advantage". International Trade Theory Forum [Online]. Available: E-Mail: [sun@yogya.wasantara.net.id](mailto:sun@yogya.wasantara.net.id) [December 2, 2001]

**World Wide Web**

Khasali, Renald, 2001, Viral Marketing [Online].

Available: <http://www.kontanonline.com/05/20/manajemen/man2.htm> [12 February, 2001].

**World Wide Web page (tanpe author)**

Ajinomoto to recall 10 tons of its products, 2000, [Online]

Obtained:

[http://www.republika.co.id/cetak\\_detail.asp/ajinomoto.html](http://www.republika.co.id/cetak_detail.asp/ajinomoto.html) [31 December, 2001].

**World Wide Web page (no publication date)**

Kartajaya, Hermawan, Co-option ala Bertelsmann and Napster, [Online]

Obtained: <http://www.bisnis.com/markplus/cooption.html> [15 march 2001].