

# **GUIDELINES FOR DISSERTATION WRITING**

**DOCTORAL PROGRAM OF ISLAMIC POLITICS – POLITICAL SCIENCE**



# **UMY**

**UNIVERSITAS  
MUHAMMADIYAH  
YOGYAKARTA**

**Unggul & Islami**

**POSTGRADUATE PROGRAM**

**UNIVERSITAS MUHAMMADIYAH YOGYAKARTA**

**2021**

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**CHAPTER 1  
INTRODUCTION**

**Bold and Uppercase**



**Double Space**

**1.1 Background**

**1.2 Research Problem**

**1.3 Scope and Objectives**

**1.4 Purpose of Research**

**1.5 Limitation of Research**

**1.6 Structure of the Dissertation**

**1.7 List of Published scientific works**

**Bold and Capitalize Each Word**

**CHAPTER 2**  
**LITERATURE REVIEW AND RESEARCH METHOD**

- 2.1 Literature Review**
- 2.2 Theoretical Framework**
- 2.3 Research Hypotheses / Assumption**
- 2.4 Research Design**
- 2.5 Research Setting / Context**
- 2.6 Population (*Optional*)**
  - 2.6.1 Sampling (*Optional*)**
  - 2.6.2 Respondents (*Optional*)**
- 2.7 Data Collection**
- 2.8 Data Analysis Techniques**

**CHAPTER 3**  
**MANUSCRIPT PUBLICATION**

**Chapter overview**

**3.1 Manuscript 1 (*From Problem One / Question of one*)**

**CHAPTER 4**  
**MANUSCRIPT PUBLICATION**

**Chapter overview**

**4.1 Manuscript 2 (*From Problem Two / Question of Two*)**

**CHAPTER 5**  
**MANUSCRIPT PUBLICATION**

**Chapter overview**

**5.1 Manuscript 3 (*From Problem Three / Question of Three*)**



## **CHAPTER 6 CONCLUSION**

**Chapter overview**

**6.1 Main findings**

**6.2 Strength and limitations of dissertation**

**6.3 Contribution to knowledge**

**6.4 Implication of the research**

**6.5 Unanswer question and recommendation for future research**

## REFERENCES

## TECHNICAL INSTRUCTION

### TITLE

The title is written in full. The ideal dissertation title contains two objects, namely the material object (the object under study) and the formal object (the perspective used). The title is written in language that is easy to understand, clear and clear and shows the contents of the dissertation manuscript. The maximum title length is 17 words.

### ABSTRACT

Abstracts must be written containing at least (1) main research issues, (2) problems, (3) methods used, both in data collection, data processing and analysis methods used, (4) findings, (5) conclusions and recommendations . Abstract must be accompanied by a minimum of 3 and a maximum of 5 keywords. Abstract should not be more than 1 (one) page and should be typed with 1 space.

### PAPER

Paper must be B5 (JIS)

Margins :

- Top : 4cm
- Left : 3cm
- Bottom : 4cm
- Right : 3cm

Spacing : 1.15

Font Style : Times New Roman

Font Size : 12

Pagination : Bottom of Page (Use Number 1,2.....etc)

### COPIES AND BINDING

Dissertation copies must be bound for final submission (hard binding). **The number of copy is 10 copies.**

### TABLE AND FIGURE

- **Table**  
It is written “**Table**” and “**No.**” and **Title of Table**, centre and bold, font size 12, and conventional numbering (1, 2, 3, etc.) each chapter.
- **Figure (Pictures, Graphics, Photos, and Chart Presentation)**  
**Title** is typed centred under figure, **bold**, font size 12, conventional numbering (1, 2, 3, etc.) each chapter. Source and information about the table and figure is put under title.

### REFERENCES

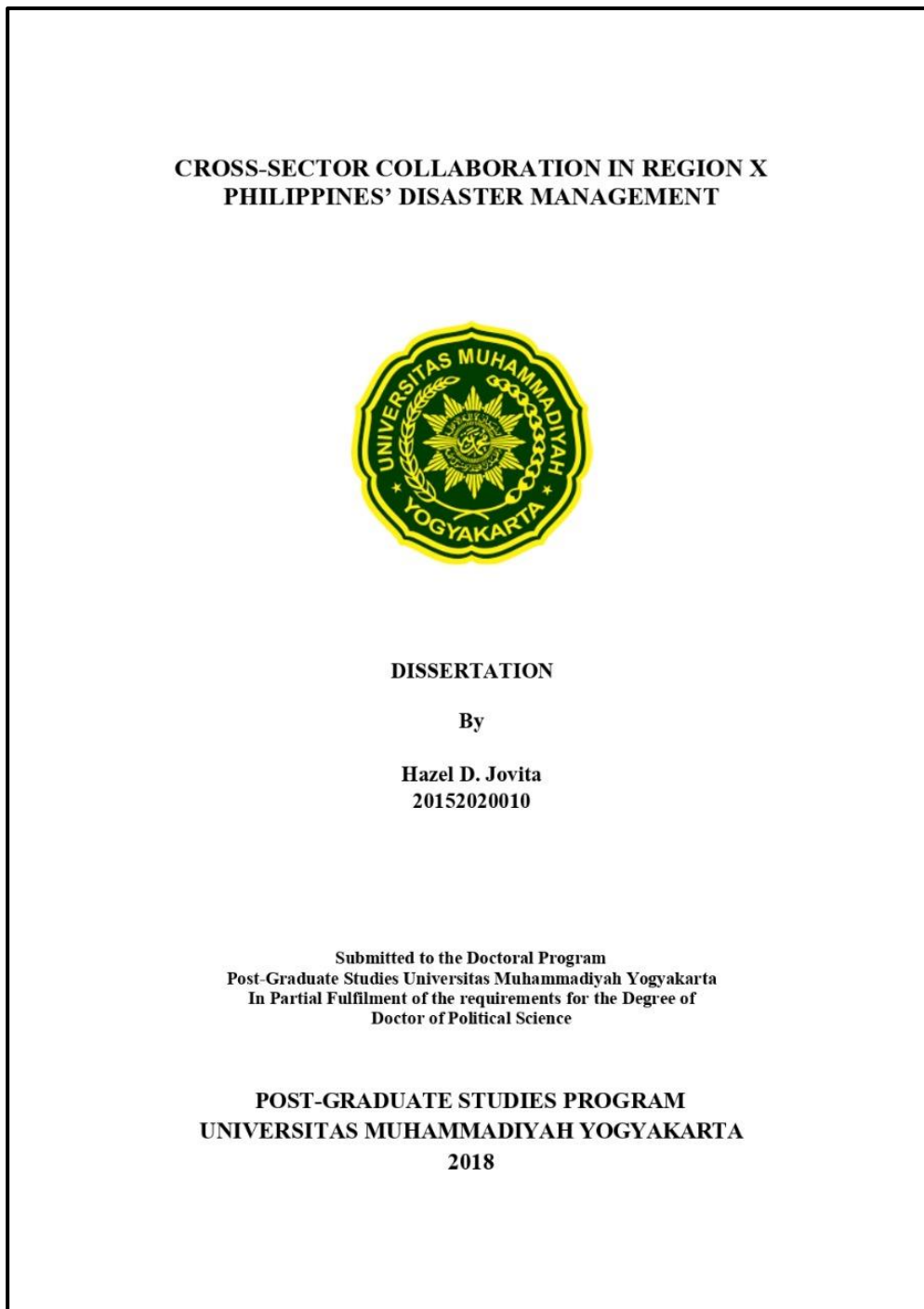
Dissertation using Body Note with APA Style.

- How to quote opinions, interviews, and information obtained directly from the primary source (direct quotation), is done by (1) 1 space typed, (2) the font size is smaller than the manuscript, (3) if more than 3 (three) lines are typed separately from the body of the manuscript, if not more than 3 (three) lines are typed in one part of the body of the manuscript and given a cursive hand (") at the beginning and at the end, (4) when entering 1 tab, such as a new paragraph of a paragraph.

Using standard citation application is preferable (eg. Mendeley, Zotero, Endnotes). Please cite maximally last 5 years for the journal article and last 10 years for book references.

## **APPENDIX**

### **1. Example of Front Cover Page**



## 2. Example of Statement Authenticity

### STATEMENT OF AUTHENTICITY

I, the undersigned hereby declare that:

1. This dissertation is my own original writing and has never been proposed to get an academic degree (bachelor, master and/or doctorate), either at University of Muhammadiyah Yogyakarta and other universities.
2. This paper is purely my own ideas, formulas, and research, without the help of others, except the direction of the Promoter Team and inputs of the Review Team / Team of Examiners.
3. In this paper, there are no works or opinions that have been written or published by other people, except in certain parts of the referenced sections where the source is listed as a reference in the text, with the name of the author included in the list of references.

I make this actual statement and if in future there are irregularities and untruths in this statement, then I am willing to accept academic sanctions in the form of revocation of academic titles obtained for this work, as well as other sanctions in accordance with the norms that apply in this University.

Yogyakarta, August 2018

Signature and Stamp

**Hazel D. Jovita**  
20152020010

### 3. Example of Approval Page

**DISSERTATION**

**CROSS-SECTOR COLLABORATION IN REGION X  
PHILIPPINES' DISASTER MANAGEMENT**

Submitted By

**Hazel D. Jovita**  
20152020010

This dissertation has been affirmed and ratified in front of the  
**Dissertation Examination Board**  
**Doctoral Program in Political Science**  
**Universitas Muhammadiyah Yogyakarta**  
**13 August 2018**

**Dissertation Examination Board**

<p><u><b>Prof. Dr. Tulus Warsito, MSi.</b></u> (Promotor/Examiner I)</p> <p><u><b>Eko Priyo Purnomo, M.Res., Ph.D.</b></u> (Examiner III)</p> <p><u><b>Dr. Ulung Pribadi, M.Si.</b></u> (Examiner V)</p>	<p><u><b>Prof. Dr. Achmad Nurmandi, Msc.</b></u> (Co-Promotor/Examiner II)</p> <p><u><b>Prof. Dr. Sjafri Sairin, M.A.</b></u> (Examiner IV)</p>
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**Knowing**  
**Director, Post-Graduate Studies Program**  
**Universitas Muhammadiyah Yogyakarta**

**Sri Atmaju P. Rosidi, ST., M.Sc.Eng., Ph.D., P.Eng.**  
**NIK: 19780415200004123046**

#### 4. Example of Official Memo

**OFFICIAL MEMO**

Dear:  
Director, Post-Graduate Studies  
Universitas Muhammadiyah Yogyakarta

*Assalamu 'alaikum wr; wb.*

Submitted with respect, after guidance, direction, and correction of the dissertation text entitled: Cross-Sector Collaboration in Region X Philippines' Disaster Management, written by:

**Name: Hazel D. Jovita**

**NPM: 20152020010**

**Stage: S3**

I am of the opinion that the dissertation may already be submitted to the Postgraduate Doctoral Program, Universitas Muhammadiyah Yogyakarta, for the Open Examination /Graduation.

*Wassalamu 'alaikum wr: wb.*

Yogyakarta, .....

Promotor/Examiner I

**Prof. Dr. Tulus Warsito, MSi**

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## 7. Example of List of Abbreviations

### **LIST OF ABBREVIATIONS**

AFP	Armed Forces of the Philippines
BFP	Bureau of Fire Protection
CAO	City Agriculturist's Office
CENRO	City Environment and Natural Resources Office
CEO	City Engineering Office
CHO	City Health Office
CPDO	City Planning and Development Office
CSO	Civil Society Organization
CSWD	City Social and Welfare Development
CVO	City Veterinary Office
DA	Department of Agriculture
DENR	Department of Environment and Natural Resources
DEP.ED	Department of Education
DFA	Department of Foreign Affairs
DILG	Department of Interior and Local Government
DOH	Department of Health
DOLE	Department of Labor and Employment
DOST	Department of Science and Technology
DPWH	Department of Public Works and High Ways
DRRM	Disaster Risk Reduction and Management
DRRMC	Disaster Risk Reduction and Management Council
DRRRMO	Disaster Risk Reduction and Management Office
DSWD	Department of Social Welfare and Development