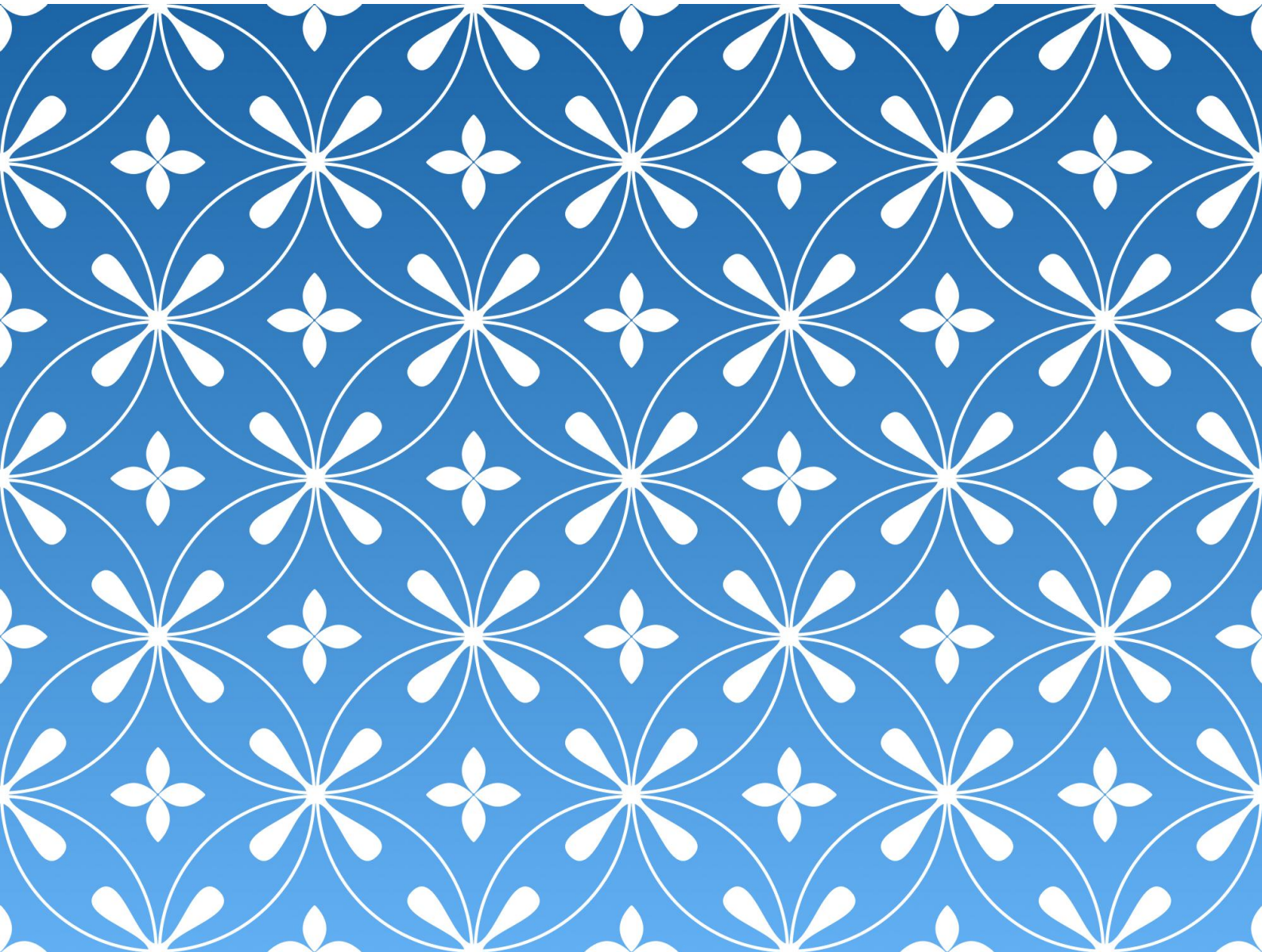


PhD Dissertation Writing Guidelines

Faculty of Education

Universitas Islam Internasional Indonesia



PhD Dissertation Writing Guidelines

**Faculty of Education
Universitas Islam Internasional Indonesia
2025**

Foreword

This is a guideline for writing a PhD dissertation for the Faculty of Education (FoE) in the Universitas Islam Internasional Indonesia (UIII). It is written to guide postgraduate students in writing their dissertation. It aims to set a standard bar for dissertation writing through a collective united pattern that identifies the academic distinction of the faculty in UIII. This dissertation guideline is modified from the earlier draft of the Faculty of Social Sciences UIII, with their permission, in order to have similar guidelines within one university.

This guideline consists of three parts. The first section deals with essential requirements and serves as stepping points in conducting research and writing. This section includes the research timeline, supervisory contract, a guide for writing the research proposal, and suggestions for chapters. It is expected that students are guided to structurally build foundational essentials to formulate ideas, theoretical narratives and arguments organized into a scheduled research timeline under controlled supervision during the process of writing.

The second section deals with the sequence of pages and the format of the body of the dissertation. This part lays out rules on general technical elements that commonly appear throughout the dissertation formatting process. It standardizes the external and internal shape of the dissertation that should be crucially incorporated into the writing system before the final submission.

The last section covers in-text citations, quotations and references. This phase helps the students not only to learn to acknowledge the copyrights of existing contributed scholarship but also to navigate clarity and strengthen organization of the arguments and analytical frames.

Students are responsible for following the guidelines in this FoE Dissertation Writing Guidelines and UIII Dissertation Writing Guidelines thoroughly and discuss with their supervisors the points that have not been addressed in this manual. Suggestions and criticism are welcomed for further consideration to be included in the future revised edition.

Depok, March 20, 2025

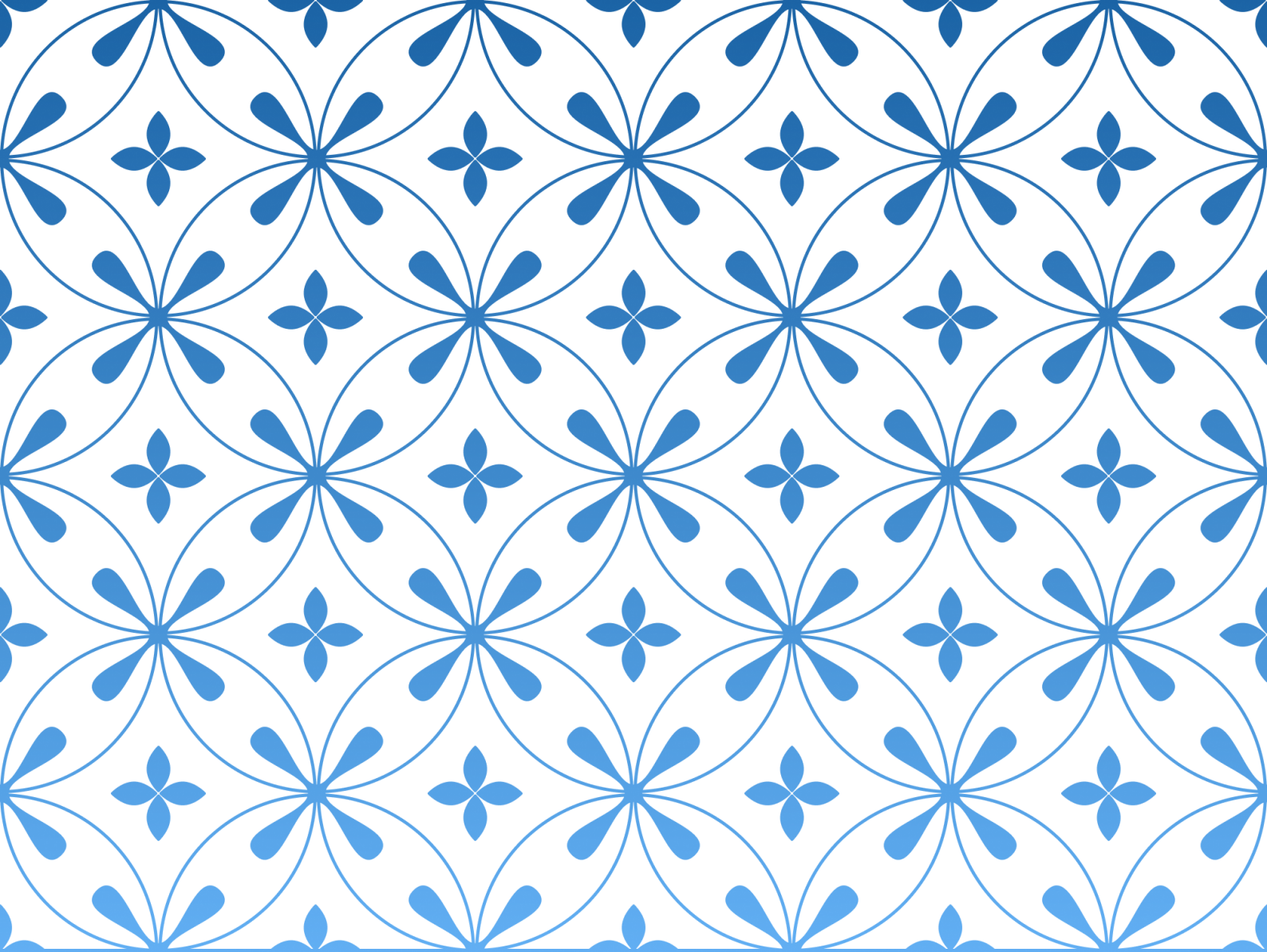


Prof. Nina Nurmila, Ph.D.
Dean of the Faculty of Education

Contents

Foreword	2
Contents	3
Section I: Essential Requirements	5
1.1. What is a PhD Dissertation?	6
1.2. Prior Inquiries	6
a. Timeline of PhD Completion	6
b. Supervisorial Contract	8
1.3. Writing a Research Proposal	9
a. Research Background	9
b. Research Questions	9
c. Objectives of the Study	9
d. Significance of the Study	9
e. Literature Review	9
f. Theoretical Framework of the Study	10
g. Methodology	10
h. Proposed Dissertation Structure	10
1.4. Formulating a Dissertation Structure	10
a. Chapter I: Introduction	11
b. Chapter II: Theoretical Foundation	11
c. Chapter III: Methodology	12
d. Chapter IV: Research Results and Discussions	12
e. Chapter V: Conclusions and Recommendations	13
Section II: The Sequence of Pages and Body Format	14
2.1. The Sequence of Pages	15
a. Cover Page	15
b. Blank/Quote Page	15
c. Title Page	15
d. Abstract	15
e. Acknowledgment	15
f. Authentication Page	15
g. Approval Page	15
h. Copyright Page	15
i. Abbreviation Page	16
j. Table of Contents	16
k. Body of the Text	16
l. References	16
m. Appendix	16
n. Glossary and Index (Optional)	16
2.2. Body of Text Format	17
a. Wording	17
b. Language	17

c. Font style	17
d. Font Size	17
e. Margins.....	17
f. Paper Size	17
g. Page Numbering.....	17
h. Headings.....	17
i. Subheadings.....	18
j. Paragraph and Line Spacing.....	18
k. Tables and Figures	18
l. Binding.....	18
Section III: In-Text Citations and References	19
3.1. Format.....	20
3.2. In-Text Citations and References	20
a. Book (One Author).....	20
b. Book (Two Authors)	20
c. Book (Multiple Authors)	20
d. Different Book with the Same Author and Year	21
e. Organization as Author	21
f. Edited Book	21
g. Translated Book.....	21
h. Dissertation.....	21
i. Journal.....	22
j. Magazines	22
k. Newspapers	22
l. Online Materials	22
m. Videos and Audios	23
n. Social Media	23
o. Archival Materials	23
p. Reports, Speeches and Interviews	23
q. No Date and No Publishing House	24
Section IV: Appendices	25
4.1. Research Permit Form	26
4.2. Consent Form.....	27



Section I:

Essential Requirements

1.1. What is a PhD Dissertation?

A dissertation is the recognized scholarly output of an emerging intellectual, acknowledged by universities as the fulfilment of the requirements necessary to receive a doctoral graduate degree. The Faculty of Education (FoE) at Ulll requires the completion of a dissertation in order to satisfy program requirements of the PhD.

The PhD dissertation must not be lower than 80,000 words, inclusive of notes and references. Early on in their degree, PhD students are expected to organize and present a research plan, analytical tools, and construct a cogent and salient argument based on empirical findings. They are also expected to develop a research agenda, commit to work on a scheduled timeline, and uphold their supervisory agreement.

A PhD Dissertation is a professionally trained product that provides novelty and contributes to the body of knowledge compiled concomitantly by universities as fulfillment to receive related graduate degree certificates. Throughout their degree, students will be exposed to the practicalities of proposal writing, tackling existing and recent scholarly debates and contributing to new scholarships, measuring and assessing data through rigorous methods and tools, developing and answering research questions, and arriving at a conclusion, including suggestions for future research.

1.2. Prior Inquiries

a. Timeline of PhD Completion

The following timeline sets out the sequence of the completion for the FoE PhD students. This timeline should motivate students to structure their work and plan accordingly, in order to meet these targets and milestones for their PhD completion.

The schedule is spread below:

Year	Semester	Activities
1	1 st – 3 rd	<ul style="list-style-type: none">- Coursework:<ul style="list-style-type: none">1. University compulsory course<ul style="list-style-type: none">▪ Wasathiyatul Islam in the Globalizing World2. Faculty compulsory courses<ul style="list-style-type: none">▪ Advanced Comparative Philosophy of Education▪ Advanced Islamic Education3. Research Methodology courses<ul style="list-style-type: none">▪ Graduate Seminar in Educational Research (Quantitative, Qualitative, Mixed-Method)▪ Quantitative Analysis and Advanced Statistics▪ Qualitative Approach, Design & Analysis▪ Mixed Methods Research4. Core Concentration courses<ul style="list-style-type: none">▪ Two core concentration courses of choice5. Elective courses<ul style="list-style-type: none">▪ Two elective courses of choice6. Research courses<ul style="list-style-type: none">▪ Advanced Independent Study▪ Research Internship- Working on preparation to propose topics and themes of dissertation
2		

2	4 th	<ul style="list-style-type: none"> - Coursework: <ul style="list-style-type: none"> ▪ Student Colloquium - The official supervisors will be decided by the dean of the faculty - Dissertation Proposal Writing - Dissertation Proposal Defense - Ethical clearance for fieldwork from BRIN (klirensetik.brin.go.id) - Pilot testing instrument - Fieldwork of data collection
3	5 th & 6 th	<ul style="list-style-type: none"> - Fieldwork of data collection - Data Analysis - Dissertation Research and Writing Research - Research Findings Examination-1
4	7 th & 8 th	<ul style="list-style-type: none"> - Dissertation Research and Writing Research - Research Findings Examination-2 - Dissertation submission to the faculty - Dissertation examination (Viva Voce) - Graduation

Dissertation Writing Sequence (Key Milestones) *

No.	Activity	Deadline
1	Completed all required courses	January 2025
2	Pass the Independent Study work (qualifying examination)	January 2025
3	Announcement of the supervisors	January 2025
4	Dissertation proposal writing	January-March 2025
5	Dissertation proposal defense	April-May 2025
6	Ethical Clearance	April-May 2025
	Fieldwork data collection	
	Data analysis	June-Sep 2025
	Dissertation Research and Writing Research	
7	First Research Findings Examination	January 2026
	Second Research Findings Examination	July 2026
	Latest submission of dissertation research progress result	Jan 2027
	Open Dissertation Defense (Viva Voce)	Feb-Mar 2027
8	Progress Report: Defense II and Revision	April 2027
9	Latest revision submission and dissertation approval	May – June 2027
10	Graduation	August 2027*

*Exact date will be announced.

Further Elaboration of the PhD Completion Stages

▪ Coursework (Semester 1 to 3)

Students need to take all the required courses and pass for their preparation of their proposing topics and themes of dissertation, which consists of university compulsory course (3 credits), faculty compulsory courses (6 credits), research methodology courses (12 credits), core concentration courses (6 credits), and elective courses (6 credits).

- **Qualifying Exams (Semester 3)**

The Advanced Independent Study course (6 credits) offers an opportunity for self-directed learning and in-depth exploration of a specific topic or issue of personal and academic interest. To be taken by the students in the third semester. This course provides students with the flexibility to tailor their studies, fostering independent research skills under minimal supervision. The product of work is a 25,000-word literature review of the chosen topic.

- **Dissertation Proposal Writing and Defense (Semester 4)**

The Dissertation Proposal Defense is a pivotal moment in a PhD student's journey. It is where they present their proposed research topic, objectives, methodology, and potential contributions to a select committee. This defense aims to evaluate the viability, significance, and academic rigor of the proposed study before the student embarks on the intensive research phase.

- **Dissertation Research, Writing & Refinement (Semester 5-8)**

Dissertation research & writing is a pivotal component of a Ph.D. program, offering students the dedicated time and framework to embark on original research and document their findings in a scholarly dissertation. This is an opportunity for the students and the essence of the PhD: to contribute new knowledge to a field through rigorous research and scholarly writing.

- **Research Findings and Research Progress Examination (Semester 5-6)**

Building upon the foundation laid in the Research Proposal, this is centered around the progress made after field data collection. Students present their preliminary findings, showcasing the depth of their research and its implications.

- **Dissertation Examination & Viva Voce (Semester 7-8)**

The final stage of the PhD Journey is the dissertation examination. This examination is a formal defense of the dissertation. This is a closed examination, in which the PhD dissertation examiners consist of one from Indonesia and two from abroad (overseas). It ensures that the PhD research is not only academically sound but also relevant and comprehensible to a broader audience. Each of these stages is meticulously crafted to ensure holistic academic and professional growth, making UIII's PhD program a transformative journey of intellectual discovery and scholarly contribution.

b. Supervisorial Contract

A binding contract between students and supervisors becomes effective once supervisors agree to supervise the students. Points of the contract include code of ethics on dissertation supervision and co-authorship.

Dissertation Supervision

The first supervisor (main supervisor) should be the permanent lecturer from the Faculty of Education, UIII. The student can have more than one supervisor. The first supervisor and co-supervisor must provide clear guidance on the structure of the dissertation. Both supervisors and students must ensure the research writing follows the standard of this dissertation manual.

Both supervisors and students are obliged to make sure that a timeline has been agreed and thus accepted as the writing compass throughout the dissertation writing.

To ensure regular updates on the research process, students must submit a one-page report after each supervisorial meeting, a monthly one-page research progress report, and maintain an electronic logbook. Additionally, a progress report seminar is held twice per semester to monitor dissertation writing progress. While supervisors provide guidance by suggesting relevant literature, methodologies, and ensuring coherence across ideas, they do not have the authority to create, impose, or alter the core ideas

presented in the dissertation. The supervisor may only give guidance to help the student formulate the dissertation through suggesting literature, methods, and ideas cross coherence.

Language polishing and editing is based on consensual agreement between supervisors and students. Supervisors may opt to do or not to do language polishing and sentence editing.

Co-authorship

In the process of finalizing the dissertation, students hold the full right to be the main author. The supervisors shall be identified as the co-author and corresponding author if the dissertation is published as a scientific manuscript (proceeding, article, book chapter, book) based on an agreement between the student and the supervisors. However, this determination may be revised for mutual concession, relying on the amount of dominant contribution to the crafting and formulating of ideas, critics, and primary data supplied by the parties involved.

1.3. Writing a Research Proposal

The research proposal is a crucial milestone in the PhD journey. Students must submit their proposal after consulting with their supervisory committee. This section outlines the essential components of the expected proposal.

A research proposal is the first step in conducting rigorous research. It serves as an introduction, outlining key subheadings that guide the research process. The proposal is structured according to the following subheadings:

a. Research Background

The research background consists of paragraphs that elaborate on the study's foundation, providing a concise overview of the topic and the underlying issues. It may stem from an academic gap, fragmented narratives, inconsistencies in previous findings, controversies in current developments, or insufficient theory testing and construction. Additionally, the statement of the research problem clarifies the study's context and objectives.

b. Research Questions

A clear statement of the problem is followed by a set of well-defined research questions. Concise, answerable, and analytical research questions are essential to a successful dissertation.

c. Objectives of the Study

The objectives of the study define its direction within the field of education. They outline the key goals, specifying what the researcher aims to achieve.

d. Significance of the Study

The significance of the study highlights its contribution to the existing body of scholarship. This contribution may involve testing, critiquing, building, or refining theory. Significance encompasses any potential impact the research may have on the field.

e. Literature Review

The literature review is a critical component of the dissertation, as it establishes the foundation for the study's contribution to academic scholarship. A thorough review of existing research ensures that the dissertation builds upon and strengthens the body of knowledge. In a research proposal, a literature

review goes beyond merely summarizing previous studies; it critically examines their limitations, contrasts and challenges findings and methodologies, or acknowledges research that supports the problem statement and research questions. A well-crafted literature review persuades the audience of the importance of the proposed study and highlights its novelty within the field. In a research proposal, the literature review is typically presented in a concise, synthesized form, summarizing key works while anticipating the study's direction.

f. Theoretical Framework of the Study

The theoretical framework provides readers with an overview of the theories guiding the study and establishes the foundation for the dissertation. Students explore various theoretical perspectives before selecting those most relevant to their research. This framework supports the development of ideas, narratives, and arguments, ensuring a structured and well-founded academic discussion.

g. Methodology

The methodology outlines the strategies, measurement techniques, and rationale behind the research project. Students must propose a concise research methodology that best addresses their research questions. This section includes details on the research approach, design, subjects, timeline, location, data collection methods, data analysis, and research ethics.

It is essential that all research involving human participants adheres to ethical standards to minimize discomfort or potential negative impacts. PhD students are required to obtain ethical clearance from BRIN before conducting their research (<https://klirensetik.brin.go.id/>) or the authoritative institution in the country where research will be conducted before doing field work data collection.

h. Proposed Dissertation Structure

Students are required to provide an outline of their proposed dissertation structure. The specifics of this outline will depend on the research questions, methodology, theoretical framework, and other factors unique to each PhD project. This structure may evolve throughout the research process due to the availability of data, emerging findings, and feedback received during the student's candidature. The outline should be detailed enough to give readers a clear understanding of the key components of the research plan.

1.4. Formulating a Dissertation Structure

This section presents an example of a well-established dissertation structure, featuring distinct chapters that cover essential components such as theory, methods, and results. While students are not required to follow this sample structure exactly, a successful dissertation must meet the analytical standards of a PhD in education. These standards include a comprehensive discussion of theory, methodology, findings, and other critical elements.

Each PhD candidate must adopt a dissertation structure that best aligns with their research project. The selection and implementation of an effective structure are critical components of a successful PhD. The most appropriate format will depend on the project's specific problems, research questions, methodology, findings, target audience, and objectives. Candidates should make this decision in close collaboration with their supervisory committee and remain open to adjusting the structure as their research evolves. The sample structure consists of:

a. Chapter I: Introduction

An introduction should include the study background, research questions, research objectives, and the significance of the research. These components provide a foundation for the study and establish its relevance. The introduction may include the following:

- **Study Background**

The study background outlines the context or problem that motivates the research. It provides a brief overview of existing studies to highlight gaps in knowledge that the proposed research aims to address. This section demonstrates the research's unique contribution and explains how its findings distinguish, contrast, or build upon previous work in the field.

- **Research Questions**

Describe the research questions (see 1.3.b above).

- **Research Objectives**

Describe the research objectives (see 1.3.c above).

- **Hypothesis**

A hypothesis is a provisional or speculative response to a research problem, applicable only in a quantitative approach. It may be confirmed, refuted, or adjusted based on research findings, data analysis, and subsequent interpretations.

Note: A PhD dissertation must present a clear and well-developed argument. Researchers may refer to this argument in various ways, such as a hypothesis, thesis, or central research question. However, a successful dissertation must provide a theoretically engaged articulation of the researcher's response to the identified research problem(s). While informed by a solid literature review, the argument should reflect the student's own critical perspective, demonstrating their engagement with the material. In essence, the argument conveys the researcher's interpretation and stance, shaped by the chosen theoretical framework.

- **Research Significance**

Highlight the study's impact, including its practical applications, policy implications, and contributions to the broader academic discourse.

b. Chapter II: Theoretical Foundation

The Theoretical Foundations chapter may encompass a literature review, relevant research, and the theoretical framework that underpins the study.

- **Literature Review**

A theoretical literature review systematically examines existing theories relevant to the stated research problem(s). It establishes the foundational theories that shape the study's approach and informs the development of its conceptual framework. The review should also articulate the theoretical perspective guiding the research, providing a basis for formulating hypotheses where applicable. All referenced studies must adhere to rigorous academic standards, such as peer-reviewed publications. Additionally, students must ensure proper citation practices and uphold academic integrity to avoid plagiarism (see Section III for further details).

- **Theoretical Framework**

The theoretical framework defines the researcher's perspective and methodological approach to addressing the research problem. It should be closely linked to the theories and findings discussed in the literature review, ensuring alignment with existing research. Additionally, it must clearly present

alternative approaches to problem-solving and explain how the study's outcomes contribute to the field.

c. Chapter III: Methodology

The research methodology chapter provides a detailed description and justification of the chosen research approach—qualitative, quantitative, or mixed methods. It outlines the research design, including the timeframe, location, techniques, and other aspects of research management. Additionally, the selected methodology must be justified in relation to the research problem, questions, and hypothesis to ensure its appropriateness and rigor.

- **The Place and Time of the Study**

This section outlines the research location and timeframe. The research setting extends beyond an administrative label, encompassing the environment and material scope of the study. The timeframe specifies the duration of the research, whether in days, months, or years. Additionally, this section may include a research schedule that maps out key stages, such as preparation, data collection, data analysis, and dissertation writing, as part of the planning phase.

- **Research materials and tools (if any)**

This section outlines the research materials and tools essential for ensuring the accuracy of research data. Only materials and tools directly related to data precision and measurement should be included, while unrelated items may be omitted.

- **Research management**

This section explains the research process, detailing the steps involved in addressing the research problem. It may cover research types and design, treatments (if applicable), research population and samples or participants, variables, data collection procedures, and data analysis techniques. In a dissertation proposal, this section must justify the chosen methodology and clearly outline the procedural steps for each stage of the study. When adopting methods from previous research, proper scholarly citation is required. Additionally, if data analysis methods are used, relevant statistical models and expected outputs should be specified.

Note: The structure and content of research management will vary depending on the sub-field and disciplinary approach. Some dissertations may require more detailed specifications, while others may not necessitate certain elements. Research methods not only involve data collection but also its analysis.

For instance, at the dissertation proposal stage, students using a survey method should outline both the survey implementation and data analysis process. Likewise, those conducting a comparative study must clearly explain their approach to comparison. In the final dissertation, students should transparently document the execution of their research methods.

d. Chapter IV: Research Results and Discussions

A results chapter typically consists of two sections: research findings and discussion.

- **Research Results**

This section presents the key findings of the research, focusing on their explanation rather than simply displaying raw data. Data—whether statistical figures, images, or tables—should be used to illustrate findings and provide evidential support within the text. The explanation of results should be reinforced with statistical analyses, frequency distributions, tables, or graphs in quantitative research. In

qualitative research, findings may be conveyed through contextual descriptions, explanations of phenomena, textual analysis, or other interpretive methods.

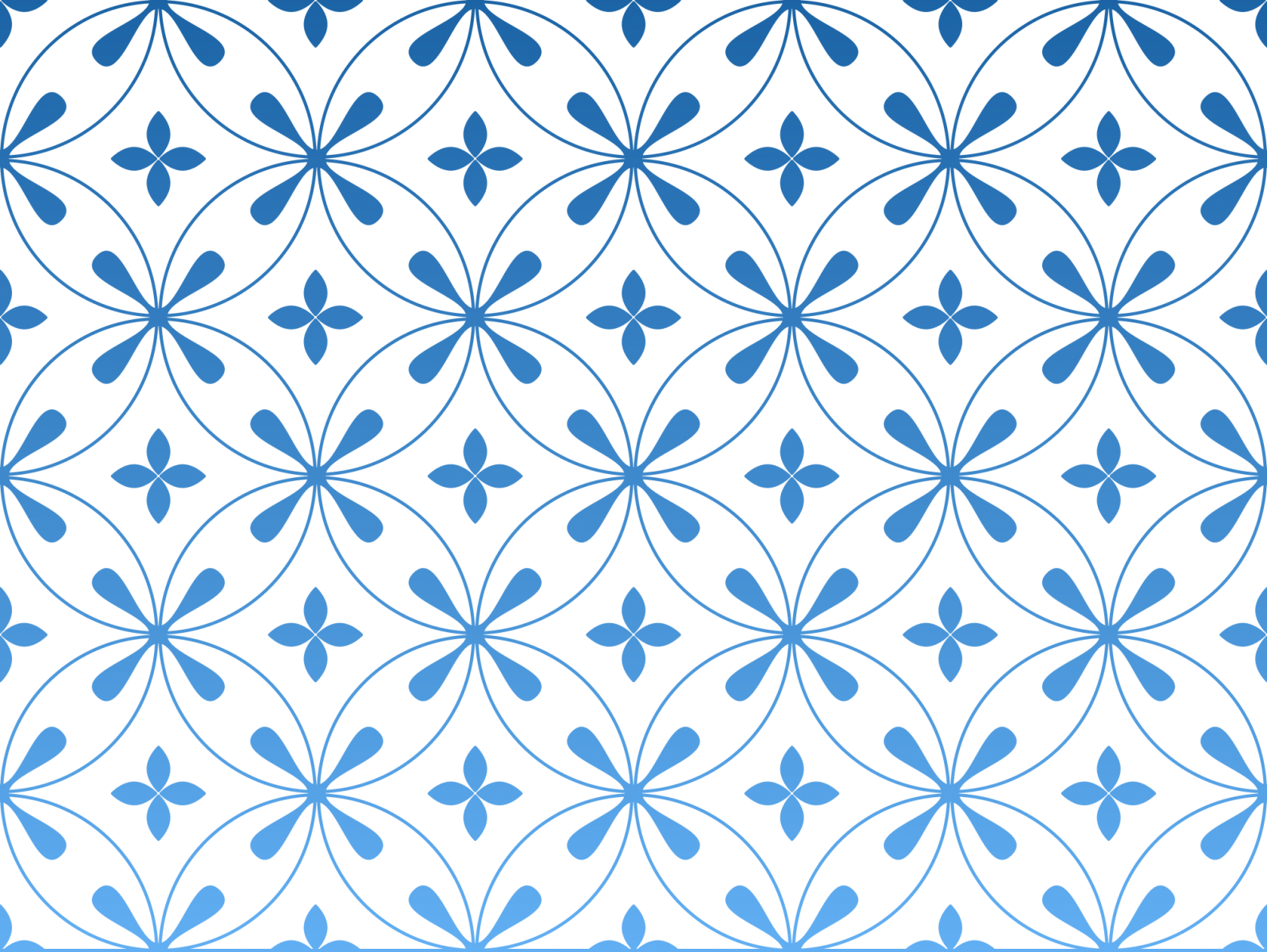
- **Discussion**

The discussion section analyzes the significance of research findings in relation to the stated hypothesis, research problems, or questions. It may contribute new insights or refine existing knowledge. This section should interpret results clearly, logically, and critically to emphasize key findings. Researchers may also compare or contextualize their findings within similar studies and established theories. However, excessive reliance on secondary sources should be avoided, as it may overshadow the researcher's own analysis. In qualitative research, the discussion should involve deep theoretical engagement to enhance understanding of the findings.

e. Chapter V: Conclusions and Recommendations

The concluding chapter of a dissertation typically includes the following components:

- A concise and focused summary of the research findings and discussion, directly addressing the research questions.
- A high-level affirmation of the study's significance, whether for the discipline, policy implications, or broader applications.
- Acknowledgment of the research's limitations and potential shortcomings.
- Recommendations for future research or areas requiring further clarification.



Section II:

The Sequence of Pages and Body Format

This section outlines the final formatting and structuring of the dissertation, typically completed before submission to supervisors or the Faculty of Education (FoE) secretariat. It includes guidelines on page layout, margins, spacing, and formatting for key sections such as the cover page, blank/quote page, title page, abstract, acknowledgments, authentication page, approval page, copyright page, abbreviations page, and table of contents. The specific details are provided below.

2.1. The Sequence of Pages

a. Cover Page

The cover page follows a standardized format with specific font size and margins. It uses 18-point Times New Roman font with margins of 3 cm on the left, 5 cm on the top and bottom, and 3 cm on the right. The cover page must begin with the dissertation title, followed by the author's name, the faculty name, the university, and the submission year. All text is bold, capitalized, and centered. This page is not numbered.

b. Blank/Quote Page

Placed immediately after the cover page, this page serves as a protective separator between the hardcover and the main text. It may be left blank or include a one- to two-line quotation and/or a personal message. This page is not numbered.

c. Title Page

The title page is formatted in 16-point Times New Roman and features a structured layout. It includes the dissertation title, the author's name, a declaration stating that the dissertation is submitted in fulfillment of the requirements for a PhD degree, the faculty and university name, and the month and year of completion. All elements are centered on the page. This page is not numbered.

d. Abstract

The abstract serves as a concise summary of the dissertation, highlighting its key components to provide readers with a clear understanding of the research. It includes the study background, objectives, significance, methodology, key findings, and potential directions for future research. References should not be included in this section, and the abstract must be written in the author's own words. It is limited to a maximum of 750 words, single-spaced, in 12-point Times New Roman font, and justified. The formatting follows the margin guidelines outlined in Section II. This is the first page to be numbered, beginning with a lowercase Roman numeral ("i").

e. Acknowledgment

The acknowledgment page provides the author with an opportunity to express gratitude to individuals and institutions that contributed to the completion of the dissertation. This section should be written in single line spacing, using a 12-point font size, and justified alignment.

f. Authentication Page

This page serves as a declaration of the author's responsibility for the originality and integrity of the dissertation's content. It is written as a single-spaced, justified paragraph and must be signed by the author.

g. Approval Page

The approval page serves as an official statement of completion, verified through signatures from the supervisor, co-supervisor, and assigned internal and external examiners. It follows a 12-point Times New Roman font with single-line spacing for the main text. A double-line space separates the last line of the statement from the approval section, while three-line spaces distinguish individual signatures and names.

h. Copyright Page

This page formally declares that the dissertation is the original work of the student as the author and that all cited sources adhere to academic integrity standards. It must be signed, dated, and authenticated by the author.

i. Abbreviation Page

The abbreviation page serves as a reference for both the author and readers, providing a clear guide to the shortened initials of specific terms, organizations, or sources. It is formatted in 12-point font with single line spacing, using a structured but invisible table to separate abbreviations from their full forms for clarity and ease of reference.

j. Table of Contents

This page features automatic pagination, a standard function available in Microsoft Word. Main titles are written in uppercase, bolded, and begin with spelled-out chapter numbers. Subtitles are bolded, numbered sequentially according to their respective chapters, and indented by 1 cm. A single line space separates a chapter title from its subtitles, while double line spacing is applied between consecutive chapters.

k. Body of the Text

This section forms the core content of the dissertation, comprising multiple chapters. Chapter One introduces the study, covering the background, statement of the problem, research questions, objectives, and significance. Chapter Two presents the theoretical foundation, including a literature review and the study's conceptual framework. Chapter Three outlines the research methodology and analytical tools. Subsequent chapters present the research findings, addressing the research questions, followed by discussion and conclusions. For further guidance, refer to Section I.

l. References

The reference page is not part of the organization of chapters but remains a core title. It is written in 12-point font, justified to the left-hand margin only, single line spaced within the sources, but double line spaced between sources. The naming follows alphabetical order. For more details refer to Section III of this manual.

m. Appendix

The appendix contains supplementary materials that support the reader's understanding of the dissertation's key points, complexities, and core issues. Positioned after the reference section, appendices are numbered either alphabetically or with small Roman numerals, with each appendix title bolded. Appendices may include images, documents, datasets, or other relevant materials.

n. Glossary and Index (Optional)

The glossary and index enhance readability and accessibility for the reader. The glossary provides definitions for specialized, foreign, or multi-meaning terms used in the dissertation to ensure clarity. The index offers a structured list of key names, places, and topics, allowing readers to efficiently locate relevant content from multiple angles. Both sections are arranged alphabetically, formatted with single line spacing, and justified.

2.2. Body of Text Format

This section outlines the fundamental guidelines for writing a dissertation. These guidelines encompass key aspects of academic writing, ensuring consistency and adherence to scholarly standards. Essential elements include language proficiency, writing style, font size, page margins, paragraph structure, line spacing, and the formatting of tables and figures. The specifics of these requirements are detailed below.

a. Wording

In order to receive a graduate certificate, PhD students are obliged to submit a dissertation which contains between 80,000 to 100,000 words. The word range is inclusive of notes and references.

b. Language

Students must write their dissertation in American English, ensuring proper grammar, linguistic accuracy, and appropriate academic tone.

c. Font style

Times New Roman is the required font for the entire body of the dissertation.

d. Font Size

The main body of the text must be written in 12-point font, while long quotations should be formatted in 10-point font.

e. Margins

The text margins are set to 3.5 cm on the left, and 2.5 cm on the top, bottom, and right. These margin specifications do not apply to the cover page and title page.

f. Paper Size

The dissertation must be printed on A4-sized white paper with a minimum paper weight of 80 gsm for quality and durability.

g. Page Numbering

Page numbering follows a structured format:

- a. Roman numerals (“i”) begin on the Abstract page and continue through the Table of Contents.
- b. Arabic numerals (1, 2, 3, etc.) start from the first page of Chapter One and continue until the final page of the Appendices.
- c. Page numbers are positioned at the bottom right-hand corner of each page.

h. Headings

Headings, which represent major chapter titles, are numbered, written in 14-point font size, capitalized, bolded, single-spaced, and justified, with numbering corresponding to chapter numbers (e.g., Chapter I: 1.1 Introduction, 1.2 Study Background, 1.3 Research Questions, 1.4 Research Objectives, 1.5 Research Significance, 1.6 Organization of the Dissertation, 1.7 Summary; Chapter II: 2.1 Introduction, 2.2 Literature Review, 2.3 Theoretical Framework, 2.4 Summary; Chapter III: 3.1 Introduction, 3.2 Research Approach, 3.3 Research Design, 3.4 Research Location, 3.5 Population and Sampling (quantitative) or Research

Participants (qualitative), 3.6 Methods of Data Collection, 3.7 Data Analysis, 3.8 Research Ethics, 3.9 Summary; Chapter IV: 4.1 Introduction, 4.2 Findings, 4.3 Discussion, 4.4 Summary; Chapter V: 5.1 Introduction, 5.2 Conclusion, 5.3 Recommendations).

i. Subheadings

A subheading is the subtitle of the main heading title, written following the number of the chapter, 12-font size and indented for 1 cm. The numbering of the subheadings is based on the number of the headings. For example, in Chapter II, 2.1.1 The History of Education in Afghanistan, 2.1.2 Access to Education in Afghanistan, 2.1.3 Education and Conflict, or in Chapter III: 3.2.1 Interviews, 3.2.2 Observation, 3.2.3 Focus Group Discussion.

j. Paragraph and Line Spacing

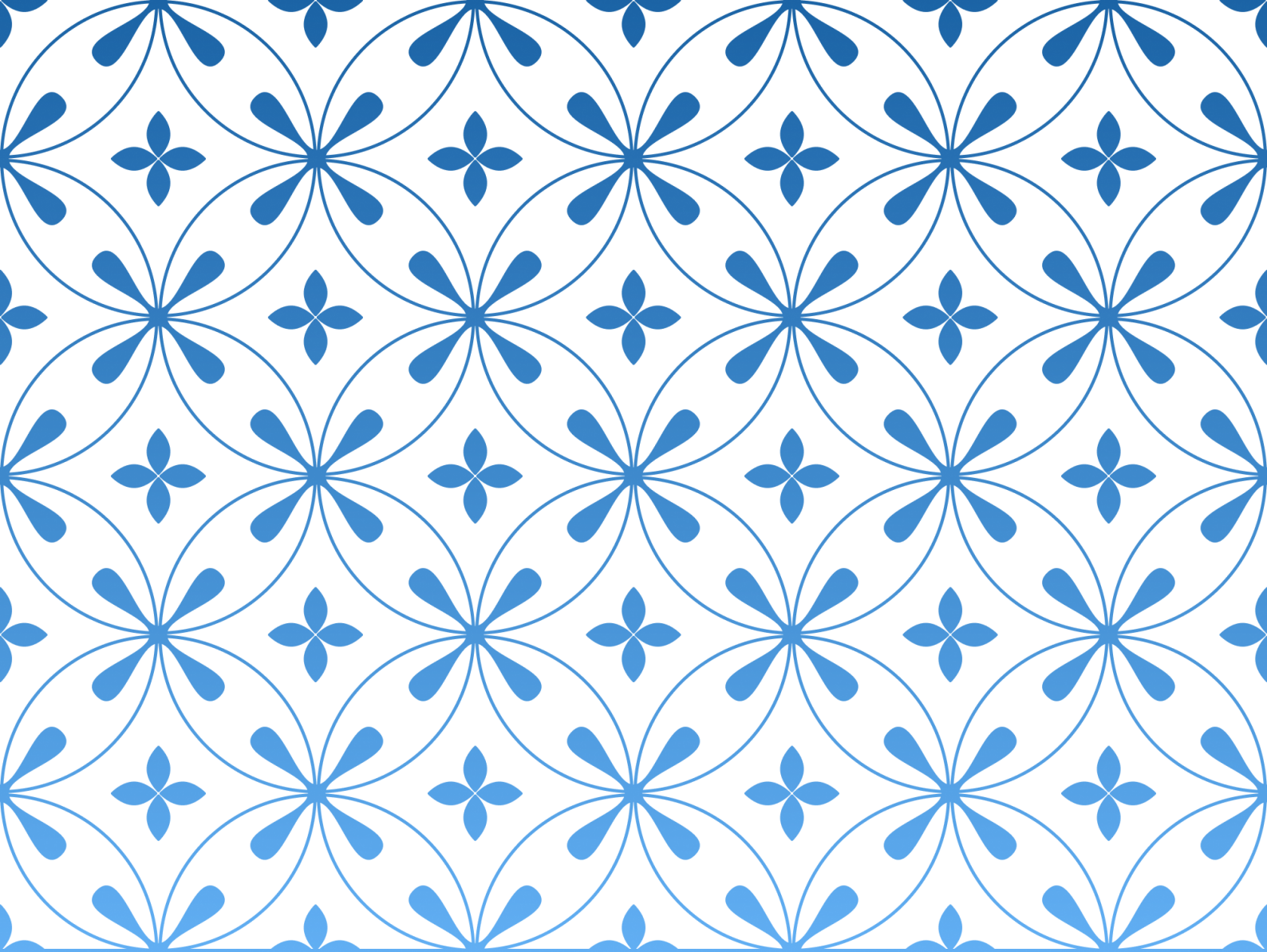
The first line of each paragraph in the main body is indented by 1 cm, with double spacing applied both within and between paragraphs, three-line spacing before a new subheading, single spacing for quotations exceeding thirty words, the abstract page, acknowledgment, approval page, copyright page, abbreviation page, table of contents, captions, reference list, index, and appendices, all paragraphs are justified, and lengthy quotations (over thirty words) are indented 0.5 inches on both the left and right sides without quotation marks.

k. Tables and Figures

Tables and figures are indented 1 cm from both the left and right margins, matching the paragraph's first-line indent, single spaced, and numbered according to the chapter (e.g., Figure 1.1 for figures and Table 1.1 for tables, where the first number represents the chapter), with captions in 10-point italics and main words capitalized.

l. Binding

Binding is the final phase of the dissertation, following printing, photocopying, and approved finalized revisions, requiring a hard-cover format in dark red, with five bound hard copies and a soft copy submitted to the secretary of FoE, Ull, ensuring compliance with formatting guidelines.



Section III:

In-Text Citations and References

This section guides students in managing citations consistently by adhering to a unified in-text citation standard, accommodating various literary source styles. Proper source documentation includes in-text citations and references, both of which must feature the author's name, title, year of publication, and page number.

3.1. Format

We adhere to APA style for in-text citations and references, following the standard set by the American Psychological Association. Since its introduction in 1929, APA style has been widely adopted in the social sciences and has undergone revisions to align with evolving academic needs. This dissertation guideline specifically utilizes the 7th edition of APA style.

(<https://apastyle.apa.org/products/publication-manual-7th-edition>)

3.2. In-Text Citations and References

In-text citation is a fundamental feature of APA Style, used when quoting, paraphrasing, or summarizing another scholar's work. It can be placed at the beginning, middle, or end of a sentence, depending on the flow of writing. Each in-text citation corresponds to a full reference entry listed after the Conclusion section. The format of in-text citations and references varies based on the type of source, as detailed in the following sections.

a. Book (One Author)

For a book with one author, the in-text citation bears in brackets: surname, year and/or page number. The reference entry starts with the last name, first name initial(s), the year in brackets, title, and publishing house.

- In-text citation (paraphrase)

(Anderson, 1991)

- In-text citation (direct quote with double quotation marks, "...")

(Anderson, 1991, p. 71).

- References

Anderson, B. (1991). *Imagined communities: Reflections on the origin and spread of nationalism*. Verso.

Book titles are in italics and sentence case.

b. Book (Two Authors)

A book with two authors is similar to one author, except both surnames are included.

- In-text citation (paraphrase)

(Clark & Knake, 2010)

- In-text citation (direct quote with double quotation marks, "...")

(Clark & Knake, 2010, p. 66)

- References

Clark, A. R., & Knake, R. (2010). *Cyber war: The next threat to national security and what to do about it*. Harper Collins Publishers.

c. Book (Multiple Authors)

- In-text citation (paraphrase)

(Hudson, et al., 2014).

- In-text citation (direct quote with double quotation marks, "...")

(Hudson, et al., 2014, p. 98)

- References

Hudson, V., Spanvill, B. B., Caprioli, M., & Emmet, C. (2014). Sex and world peace. Columbia University Press.

d. Different Book with the Same Author and Year

- In-text citation (paraphrase)

(Tagore, 1934a)

(Tagore, 1934b)

- In-text citation (direct quote with double quotation marks, "...")

(Tagore, 1934a, p. 34)

(Tagore, 1934b, p. 65)

- References

Tagore, R. (1934a). The garden. Penguin Books Limited.

Tagore, R. (1934b). The Harbour. Jai Gyan.

e. Organization as Author

- In-text citation (paraphrase)

(Institute of Energy Economics, 2007)

- In-text citation (direct quote with double quotation marks, "...")

(Institute of Energy Economics, 2007, p. 83)

- References

Institute of Energy Economics. (2007). A quest for energy security in the 21st century: Resources and constraints. Asia Pacific Research Centre.

f. Edited Book

- In-text citation (paraphrase)

(Khan, 2011)

- In-text citation (direct quote with double quotation marks, "...")

(Khan, 2011, p. 45)

- References

Khan, S. (2011). The jewel affair: the sultana, her orang kaya, and the Dutch foreign envoy. In M. Feener, P. Daly, & A. Reid (Eds.), Mapping the Acehnese past. KITLV Press.

g. Translated Book

- In-text citation (paraphrase)

(Holsti, 1987/1969)

- In-text citation (direct quote with double quotation marks, "...")

(Holsti, 1987/1969, p. 83–90)

- References

Holsti, K. J. (1987). International politics: A framework for analysis (W. Juanda, Trans.). Prentice Hall Company. (Original work published 1969).

h. Dissertation

- In-text citation (paraphrase)

(Bafo, 2019)

- In-text citation (direct quote with double quotation marks, "...")

(Bafo, 2019, p. 20)

- References

Bafo, S. A. (2019). A critical analysis of Somalia's peace-building process: Lesson for the future [Master's thesis, The University of London].

Dissertation titles are in plain text and sentence case.

i. Journal

- In-text citation (paraphrase)

(Hailemariam, 2022)

- In-text citation (direct quote with double quotation marks, "...")

(Hailemariam, 2022, p. 30)

- References

Hailemariam, E. Y. (2022). Developmental state model and democratic decentralizations in Ethiopia. *The Compatibility Dilemma*, 5(1), 29–31.

The article title is in plain text and sentence case. Journal titles are in italics and capitalized as per the original.

j. Magazines

- In-text citation (paraphrase)

(Jackson, 2022)

- In-text citation (direct quote with double quotation marks, "...")

(Jackson, 2022, para. 6)

- References

Jackson, J. (2022, June 17). Watergate anniversary: The damning moments that fueled Nixon's downfall. *Newsweek*.

The article title is in plain text and sentence case. The magazine title is in italics and capitalized as per the original.

k. Newspapers

- In-text citation (paraphrase)

(Wahyudi, 2022)

- In-text citation (direct quote with double quotation marks, "...")

(Wahyudi, 2022, p. 6)

- References

Wahyudi. (2022, April 23). Palm oil crisis shakes up Indonesia's politics, global supplies. *The Jakarta Post*.

The article is in plain text and sentence case. The newspaper title is in italics and capitalized as per the original.

l. Online Materials

- In-text citation (paraphrase)

(Queensland Health, 2019)

- In-text citation (direct quote with double quotation marks, "...")

(Queensland Health, 2019, p. 3)

- References

Queensland Health. (2019, April 4). Influenza (The flu). Queensland Government. <http://conditions.health.qld.gov.au/HealthCondition/media/pdf/14/217/82/influenza-the-flu-v24>.

m. Videos and Audios

- In-text citation (paraphrase)

(The New Yorker, 2021)

(Volgebaum, 2020-present)

- In-text citation (direct quote with double quotation marks, "...")

(The New Yorker, 2021)

(Volgebaum, 2020-present)

- References

The New Yorker. (2021, March 19). Inside Xinjiang's secret detention camps. [Video]. Youtube. <https://www.youtube.com/watch?v=FGUyo5dxke8>

Vogelbaum, L. (Host). (2020-present). American shadows [Audio podcast]. iHeart Media. <http://noblebloodtales.com/>

n. Social Media

- In-text citation (paraphrase)

(POTUS, 2022)

- In-text citation (direct quote with double quotation marks, "...")

(POTUS, 2022)

- References

Biden, J. [@POTUS]. (2022, June 15). Wall Street didn't build this country. The middle class built this country. And unions built the middle class. Twitter. <https://twitter.com/potus/status/1537094217767559169?s=21>

o. Archival Materials

- In-text citation (paraphrase)

(Terada, 1942)

- In-text citation (direct quote with double quotation marks, "...")

(Terada, 1942)

- References

Terada, E. A. (1942, August 30). [Letter to Laura Thomas]. James H. Osborne Nisei Collection (SPC.2017.001, Box 1, Folder 3). Gerth Archives and Special Collections, California State University, Dominguez Hills, Carson, CA. <http://digitalcollections.archives.csudh.edu/digital/collection/p16855coll4/id/9951/rec/1>

p. Reports, Speeches and Interviews

- In-text citation (paraphrase)

(Health Canada, 2008)

- In-text citation (direct quote with double quotation marks, "...")

(Health Canada, 2008, p. 8)

- **References**

Health Canada. (2008, December). Health Canada's regulatory modernization strategy for food and nutrition (RMSFN). https://www.canada.ca/content/dam/hcsc/migration/hc-sc/fn-an/alt_formats/hpfb-dgpsa/pdf/consultation/rm_strat_mreng.pdf

Titles are in plain text and sentence case.

q. No Date and No Publishing House

- **In-text citation (paraphrase)**

(National Museum of Australia, n.d.)

(George, 1985)

- **In-text citation (direct quote with double quotation marks, "...")**

(National Museum of Australia, n.d.)

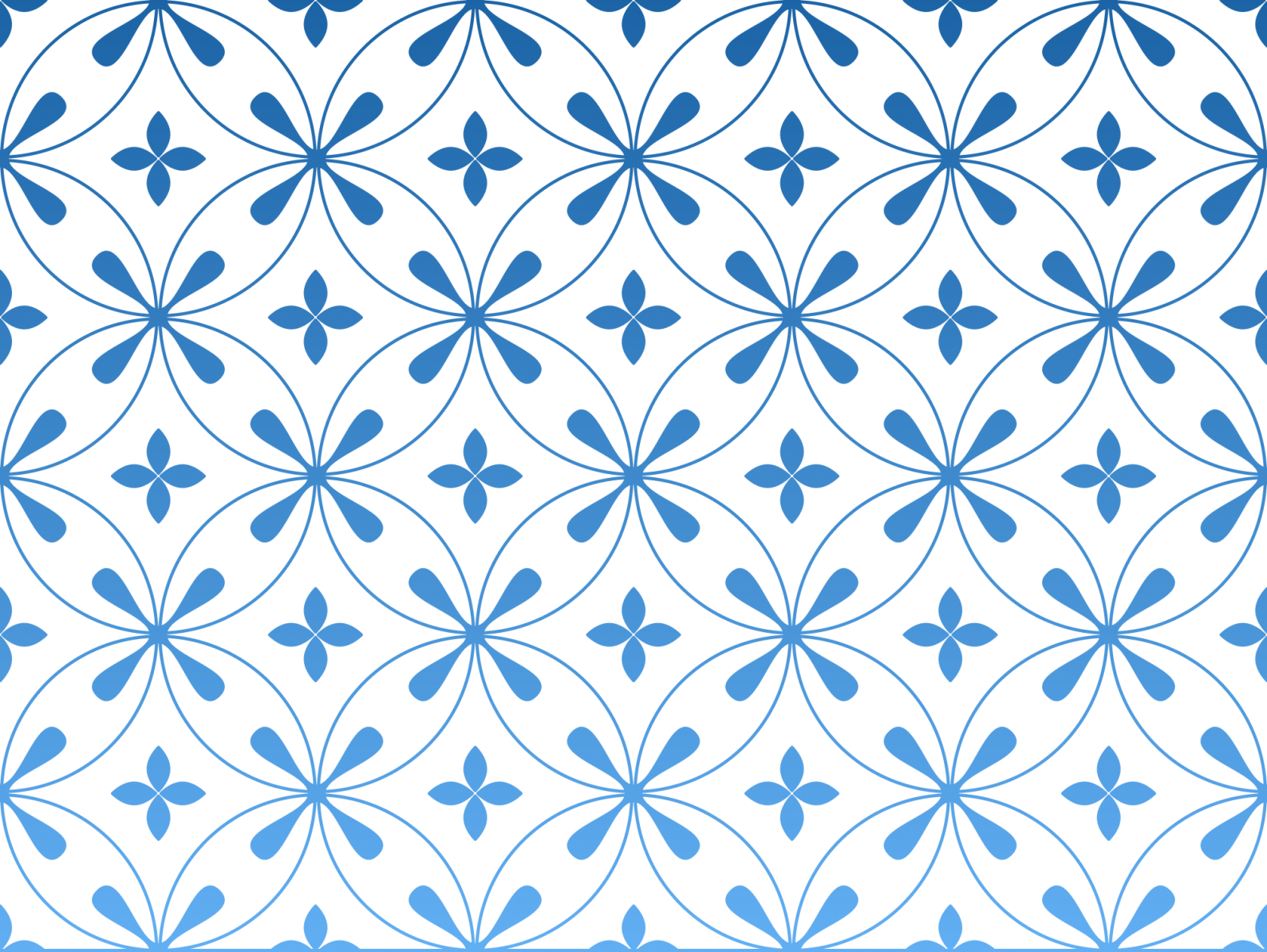
(George, 1985)

- **References**

National Museum of Australia. (n.d.). Tenterfield Oration.

George, I. (1985). Forester's almanac. (n.p).

For more direction and examples, follow this link: <https://apastyle.apa.org/instructional aids/reference-examples.pdf>



Section IV:

Appendices

4.1. Research Permit Form

The undersigned below:	
Name	:
Student ID Number	:
Faculty	:
Study Program	:
Request for a research permit letter for my dissertation entitled:	
.....	
Research Location	:
Research Duration	:
This form indicates that the two advisors have approved chapters 1-3 and the research instrument of my dissertation.	
Dissertation Supervisor I,	Dissertation Supervisor II,
(Name and Signature)	(Name and Signature)
Depok,	
Student,	
(Name and Signature)	

4.2. Consent Form



Kementerian Agama Republik Indonesia
Universitas Islam Internasional Indonesia
Jalan Raya Bogor KM. 33.5
Cisalak, Sukmajaya, Depok, Jawa Barat 16416
secretariat@uiii.ac.id
www.uiii.ac.id

City, Month Date, Year

LETTER OF INVITATION

Semi-structured interview participants

Dear Sir or Madam:

I am a PhD student of the Universitas Islam Internasional Indonesia, Depok, Jawa Barat, conducting research entitled ".....".

This research involves of fieldwork in "...." consisting of a semi-structured interviews, observation, and document analysis of one selected "....".

You are invited to participate in the semi-structured interview. I will arrange an interview meeting with you sometime during "....". The interview will seek your information and opinion about "....." in ".....".

Your participation will be voluntary and so there will be no financial payment or reimbursement. I have attached on information sheet which provides further information.

Thank you for your attention and cooperation.

Yours sincerely,

[your name]

Information Sheet – Fieldwork

Semi-structured interview participants [principal/teacher/parents]

Research Topic: [your research title]

Researcher's name: [your name]

Supervisor's name: [your supervisors name]

I am [your name], a PhD in education student of the Universitas Islam Internasional Indonesia, Depok, Jawa Barat, conducting research entitled ".....".

Semi-structured interviews are conducted after an observation conducted in your school. The interviews will include:

- School Principal.
- Teachers.
- Parents of students.

All information provided to the researcher will be treated with confidentiality. No names of participants will be identified in the research report and the dissertation itself will not contain specific references or refer to you by name.

You may not directly benefit from the study but you will not be subject to any personal risks. Your participation and cooperation will be of great value to the study of education and learning in Indonesia and especially in “....”.

You are invited to participate in the research study, but your participation is voluntary, and as a voluntary participant, you will be free to withdraw from the study at any time without any effect to your status, treatment and care. There will be no financial payment or reimbursement. If you decide to participate in the study, you are required to complete the 'consent form' provided by the researcher.

Should you require any further information regarding the research study, please contact [your supervisor's name and e-mail].

Thank you,
[your name]

Consent Form – Semi-structured Interviews

Research Topic: [your research title]

Researcher's name: [your name]

Supervisor's name: [your supervisors name]

- I have received information about this research project.
- I understand the purpose of the research project and my involvement in it.
- I understand that I may withdraw from the study at any stage.
- I understand that while information gained during the study may be published, I will not be identified, and my personal results will remain confidential.
- I understand that I will be audiotaped during the interview.

Name of participant

Signed Date

I have provided information about the research to the research participant and believe that he/she understands what is involved.

Researcher's signature and date