## Article

## The use of Formal Language Standards on Writing Thesis Report by the Library Science Undergraduate Students Faculty of Humanities Diponegoro University on Thesis Report Year 2010 -2014

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*Abstract*

*The ability to search information is very important for students, especially when they write thesis. Whether they are able to understand information during the course of their studies is evident from the thesis reports they write. This article discusses how in the ability of student information search based on the thesis report of the Library Science Undergraduate students of Faculty of Humanities Diponegoro University, thesis reports 2010 to 2014. Methods of data collection done were documentation, and then the data were processed by using qualitative methods to analyze the use formal language standard, report writing system, and thesis bibliography. The analysis result shows there are still many mistakes the students do in writing thesis. This indicates that there is still need for improvement and improvement of the system of teaching and writing guidance in order to obtain maximum results in writing thesis reports later on.*

*Keywords: information search; formal language standard; writing system; thesis report*

### 1. Introduction

In order to carry out a research well, a student must have research skill. Moreover in the information age, as it is today, information is very abundant and easy to obtain. However, if students who are training themselves to be researchers are not introspective, they can get stuck in irrelevant information even invalid one. To be able to have skills required by students in conducting research, students need special skills to support research activities, such skill is information search.

The Library and Information undergraduate students Faculty of Humanities Diponegoro University required making thesis report as a prerequisite of graduation. Writing the thesis of course cannot be separated from the use of standard language, thesis writing and bibliography. Thesis report is a scientific work that must use the vocabulary of Indonesian formal writing standard, written using formal Indonesian vocabulary, and completed bibliography with the writing according to the rules. To do so, of course, this cannot be separated from the ability to search information on the science they have learned well.

The use of formal language standards is the use of Indonesian vocabulary well and correctly in accordance with the rules of Indonesian language institution. Report writing system deals with numbering system used in thesis report writing.

The term information search has been developing in the US since the 1970s, the first information retrieval term emerged in 1974 reported by Paul G. Zurkowski, (Boekhorst, 2003)[1] writing on behalf of the National Commission on Libraries and Information Science. He uses this term to describe the skills and techniques that a person possesses the information literate to utilize a number of means of information as well as a major source of

information solutions to their problems. Information search is a skill used to identify the information needed, the ability to obtain, evaluate, and utilize the information effectively.

*America Library Association Presidential Committee on information Literacy* calls for people to develop information literacy to take part in the dynamics of the information society. In the report, information search is defined as the ability to recognize when information is needed; have the ability to obtain, evaluate, and use information effectively, and emphasize that information retrieval is important for long life learning. Definition of information retrieval is also provided by Doyle (1994)[2] who argues that information retrieval is the ability to access, evaluate and use information from multiple sources.

Based on the background above, the writer is interested to explore how the use of formal language standards and report writing system of the Library and Science Undergraduate students of Diponegoro University. Although the students have got a lot of Indonesian knowledge and scientific writing techniques, they still make many mistakes in writing thesis reports.

All teaching and learning activities are undertaken by any university students. Since semester one, they have been trained to conduct research. The training is in the involvement of students in observing a natural or social phenomenon, then collecting data from the observation, and making a report based on the data obtained. Students are trained and guided to formulate a research plan up to the preparation of a research report.

In order to conduct research well, students must have the characteristics of a researcher. Moreover in the information age as it is today, information is very abundant and easy to obtain. However if students who training themselves to become a researcher are not introspective. They can get caught up in irrelevant information. To overcome this, Donaldson (2004)[3] provides 9 skills that must be possessed by students in conducting research in the information age now, namely:

1. focusing on topic (narrow topic / extent of scope);
2. working in reverse chronological order, first searching for the latest information;
3. understanding the significance of the terminology and determine the correct subject heading;
4. diversifying sources (use books, magazines, internet sites, etc.);
5. using Boolean strategy (AND, OR, NOT) on computer search;
6. duplicating the source up to three times (identification of as many as three referrals as needed);
7. evaluating critically on embedded matter; must have suspicion on sources originating from the Web;
8. assimilating information; not doing plagiarism, putting one's own ideas into the research topic; and
9. citing all sources.

To be able to have 9 skills in conducting research, the students need special skills to support research activities, such as information search. Furthermore, The Association of College and Research Libraries (2000)[4] provides a description of the characteristics of a person who has information retrieval. People who have information-seeking capabilities are those who have the ability to:

1. determine the required information;
2. access information needs effectively and efficiently;
3. evaluate the information and sources it derives critically;
4. combine the information it selects becomes a cornerstone of knowledge;
5. use information effectively to achieve specific goals; and
6. know the economic, legal, and social issues surrounding the use of information, and use information ethically and legally.

Based on this background, the writer is interested to explore how the use of standard language standard, report writing system, and thesis bibliography of the Library and Science Undergraduate students of Diponegoro University. Although the students have got a lot of Indonesian knowledge and scientific writing techniques, they still make many mistakes in writing thesis reports.

**2. Methods**

The research method used in this research is qualitative method, used to find out the literacy capability application on the thesis report of the Library Science Undergraduate Students Faculty of Humanities Diponegoro University from year 2010 until 2014. The type of research used is document study.

The subjects of this study are students of S1 Program of Library Science Faculty of Humanities Diponegoro University. The object is the Library Science Undergraduate Students Faculty of Humanities Diponegoro University from the year 2010 until 2014.

This research was conducted at the Faculty of Humanities UNDIP. Three months research time, including preparation phase, data collection, and report writing conducted from March 2014 - June 2014.

**3. Discussion**

Data analysis is the process of simplifying the data into a form that is easier to read and interpret (Effendi, 2012).[5] The data that have been obtained are then processed for analysis. Then the data are analyzed and more simple information is obtained, then an interpretation is done to find the broader meaning and implications of the research results.

Here is an analysis on the Library Science undergraduate students' thesis reports of Diponegoro University related to standard language use. There are 8 thesis reports as samples. For misuse analysis the use of formal language standards focuses on commonly occurring errors related to spelling, punctuation, writing rules, and sentence structure. The following is analysis of the thesis reports selected.

*3.1 Thesis Report Entitled "Ketepatan Seleksi Bahan Perpustakaan di Kantor Perpustakaan dan Arsip Daerah Kabupaten Banyumas" by Fajar Dian Utami NIM A2D006012, Thesis Report Year 2010*

In this thesis report, there are some errors found. First, related spelling, it is found an error like "obyek" on page 21, which should be "objek" and "statistik", which should be written "statistik". Secondly, in relation to the writing of the preposition, an error is found like "diatas" on page 22, which should be written "di atas" and "dibidangnya" on page 59, which should be written "di bidangnya". Third, related to the writing of foreign words, it is found an error like "Coding" on page 25, which should be written "*Coding*". Fourth, regarding the writing of a passive verb, it is found an error like "di pinjam" on page 43, which should be written "dipinjam"; Fifth, in terms of sentence structure, errors are found such as "Yaitu akurasi, kecermatan, ketelitian atau presisi (Endarmoko, 2007: 661)". "On page 6, this should have a subject. Sixth, in relation to the assignment of meaning, it is found an error like "as much as 1 respondent (1%)," on the page, which should be written "a number of respondents (1%)," Seventh, in the case of capital letters, it is found an error like "rumus slovin" on page 25, which should be written "rumus Slovin".

*3.2 Thesis Report Entitled "Perilaku Pencarian Informasi Pemustaka pada Layanan Referensi di Kantor Perpustakaan Daerah Jawa Tengah" by Andrea Ardi Ananda NIM. A2D006004, Thesis Report Year 2010*

In this thesis report, there are some errors found. First, related to spelling, it is found some errors, such as "koleksi referens" on page 11, which should be written "koleksi referensi". Secondly, in relation to the writing of the word assignment, an error was found such as "Perilaku Pencarian Informasi Pemustaka Pada Layanan Referensi di Kantor Perpustakaan Daerah Jawa Tengah" on page ix, which should be written "Perilaku Pencarian Informasi Pemustaka pada Layanan Referensi di Kantor Perpustakaan Daerah Jawa Tengah". Thirdly, in relation to the writing of non-foreign words, errors are found such as "ada enam pola pencarian informasi yang urutannya adalah *inisiasi, seleksi, eksplorasi, formulasi, koleksi dan presentasi*" on page 2, which should be written "ada enam pola pencarian informasi yang urutannya adalah inisiasi, seleksi, eksplorasi, formulasi, koleksi dan presentasi". Fourth, regarding the writing of a passive verb, it is found an error such as "Jika di rata-rata dari 50 pengunjung" on page 4, which should be written "Jika dirata-rata dari 50 pengunjung". Fifth, related to sentence structure, it is found an error like "Menurut Saleh dan Sujana (2009: 89) menyatakan informasi merupakan" on page 15, which should be written "Menurut Saleh dan Sujana (2009: 89), informasi merupakan". Seventh, related to the writing of foreign words, it is found an error like "human information searching behaviour" on page 28, which should be written "*human information searching behaviour*"

*3.3 Thesis Report Entitled "Pengaruh Tata Ruang Layanan terhadap Minat Berkunjung Pemustaka di Perpustakaan Khusus Dinas Kesehatan Provinsi Jawa Tengah" by Fransiska Septiana NIM A2D007016, Thesis Report of 2011*

In this thesis report, there are some following errors. First, in the case of capital letters, an error is found such as "menyatakan bahwa Agar kenyamanan ruangan perpustakaan terjaga," on page 24, which should be written " menyatakan bahwa agar kenyamanan ruangan perpustakaan terjaga,". Second, related to meaning, it is found an error like "antara lain" on page 35, which should be written " yaitu/sebagai berikut ". Third, in connection with the use of conjunctive words, it is found an error such as "Berdasarkan data tersebut, maka dapat disimpulkan bahwa" on page 64, which should be written "Berdasarkan data tersebut, dapat disimpulkan bahwa". Fourth, regarding the writing of the title, it is found errors such as " Ensiklopedi Nasional Indonesia jilid 16" on page 10, which should be written " *Ensiklopedi Nasional Indonesia* Jilid 16". Fifth, in relation to the writing of complex sentences, an error is found, such as "Hal ini dapat dibuktikan dengan adanya sebagian besar responden yaitu 62,3% (43 responden) menyatakan setuju" on page 69, which should be written "Hal ini dapat dibuktikan dengan adanya sebagian besar responden yaitu 62,3% (43 responden) yang menyatakan setuju,". Sixth, related to the structure of sentences, it is found errors such as "Dengan demikian diharapkan akan mampu meningkatkan produktifitas dan efektifitas." On page 30, which should be completed with subject.

*3.4 Thesis Report Entitled "Persepsi Pemustaka terhadap Desain InteriorRuang Sampoerna Corner di UPT Perpustakaan Universitas Diponegoro Semarang" by Bahtiar Fitrian NIM A2D007009, Thesis Report Year 2011*

In this thesis report, there are some errors. First, related spelling, it is found errors like "disebapkan" on page 28, which should be written "disebabkan". Secondly, in terms of sentence structure, errors are found such as ""Dengan penataan yang baik akan memberikan kepuasan fisik" on page 17, which should be written "Penataan yang baik akan memberikan kepuasan fisik". Thirdly, in the case of capital letters, errors such as "Penataan yang baik akan memberikan kepuasan fisik" on page 54, which should be written "Apakah menurut Anda bentuk perabot di ....." Fourth, related to foreign writing, it is found errors such as "untuk didisplay bersama" on page 47, which should be written ""untuk di-*display*

bersama". Fifth, related to the meaning, it is found errors such as "sebanyak 10 responden Informasi adalah" on page 41, which should be written "sejumlah 10 responden". Sixth, related to the writing of the foregoing, it is found an error like "penghuni didalamnya" on page 29, which should be written "penghuni di dalamnya".

*3.5 Thesis Report Entitled "Pemanfaatan Software Senayan di Perpustakaan Perguruan Tinggi Bagian Neurologi Fakultas Kedokteran Universitas Diponegoro" by Dewi Maharani Rachmaningsih NIM A2D008015, Thesis Report 2012*

Some errors are found n this thesis report as follows. First, related to the writing of foreign words and names, it is found an error like "software senayan" on page 9, which should be written "software Senayan". Second, related spelling, it is found errors such as "Prosentase" on page 33, which should be written "Persentase". Third, regarding the use of standard words, errors such as "Kesimpulan" are found on page 34, which should be written "Siimpulan". Fourth, related to the writing of foreign words, it is found errors such as "Towards Library User's Satisfaction" on page 19, which should be written "*Towards Library User's Satisfaction*". Fifth, related to the writing of the foregoing, it is found an error like "didalamnya" on page 68, which should be written "di dalamnya". Sixth, related to the writing of passive verbs, it is found errors such as "dapat di rinci" on page 28, which should be written "dapat dirinci". Seventh, in relation to the writing of the title of the book and compound, it is found an error such as "dalam bukunya berjudul Dasar -Dasar Ilmu Perpustakaan" on page 27, which should be written "dalam bukunya berjudul *Dasar-dasar Ilmu Perpustakaan*"

*3.6 Thesis Report entitled "Pengaruh Ambiguitas Peran terhadap Kinerja Pustakawan Pustakawan UPT Perpustakaan Universitas Diponegoro Semarang" by Ana Faridatunniswah NIM A2D309011, Thesis Report Year 2013*

In this thesis report, there are some errors found. First, in relation to the writing of subtitles, errors are found such as "5.1.1.5 Ketidakpastian Atau Kurang Adanya Balikan Dari Unjuk Kerja" on page 52, which should be written ""5.1.1.5 Ketidakpastian atau Kurang Adanya Balikan dari Unjuk Kerja". Second, in relation to the writing of the preposition, an error is found like "termasuk kedalam jabatan fungsional" on page 14, which should be written "termasuk ke dalam jabatan fungsional". Third, spell-related, it is found errors such as "dalam subyek tertentu" on page 57, which should be written "dalam subjek tertentu". Fourth, related to the writing of foreign words, it is found an error like "Terjadinya sampling error" on page 67, which should be written "Terjadinya *sampling error*". Fifth, related to the writing of the title, it is found an error like "Riset ini berjudul pengaruh ambiguitas peran terhadap kinerja pustakawan UPT Perpustakaan Universitas Diponegoro" on page xiii, which should be written "Riset ini berjudul: Pengaruh Ambiguitas Peran terhadap Kinerja Pustakawan UPT Perpustakaan Universitas Diponegoro". Sixth, in relation to the structure of the sentence, it is found an error like "Menurut Sumrall & Sebastianelli dalam (Catharina: 2001) menyatakan bahwa penyebab ..." on page 8, which should be written "Sumrall & Sebastianelli dalam Catharina (2001) menyatakan bahwa penyebab …"

*3.7 Thesis Report Entitled "Kebutuhan dan Pencarian Informasi oleh Siswa di Perpustakaan SMK Negeri 11 Semarang" by Atia Maulana Dewi NIM A2D308002, Thesis Report Year 2013*

Some errors are found n this thesis report as follows. First, regarding the use of conjunctive words, it is found errors such as "Dan sebanyak 69 orang siswa atau" on page 61, which should be written "Sebanyak 69 siswa atau". Second, related to the writing of foreign words, it is found errors such as "browsing" on page 21, which should be written

"*browsing*". Thirdly, related to spelling, it is found errors such as "Obyek wawancara" on page 31, which should be written "Objek wawancara". Fourth, with regard to the structure of sentences, errors are found such as "Adapun tujuan riset ini untuk menggambarkan" on page 27, which should be written "Adapun tujuan riset ini adalah untuk menggambarkan". Fifth, in writing punctuation, it is found an error such as "Menurut Lasa (1998:65), pencarian informasi adalah" on page 23, which should be written "Menurut Lasa (1998: 65), pencarian informasi adalah". Sixth, related to the use of standard word, it is found an error like "Sedangkan definisi perpustakaan yang dikemukakan oleh Perpustakaan Nasional RI (2005:4) adalah" on page 12, which should be written "Adapun definisi perpustakaan yang dikemukakan oleh Perpustakaan Nasional RI (2005:4) adalah".

*3.8 Thesis Report entitled "Analisis Media Promosi terhadap Minat Kunjung di Kantor Perpustakan Arsip dan Dokumentasi Kabupaten Sukoharjo" by Aulia Lathifah NIM 13040110141061, Thesis Report Year 2014*

Some errors are found n this thesis report as follows. First, related to meaning, it is found errors such as "yang biasanya digunakan oleh organisasi antara lain:" on page 10, which should be written "yang biasanya digunakan oleh organisasi yaitu:" Secondly, regarding the use of capital letters, there are errors such as "Selama ini perpustakaan sudah melaksanakan kegiatan peringatan hari anak nasional, hari buku dan hari kartini." on page 4, which should be written "Selama ini perpustakaan sudah melaksanakan kegiatan peringatan Hari Anak Nasional, Hari Buku dan Hari Kartini.". Thirdly, in relation to the writing of subtitles, errors are found such as "5.3.2.1 Perhatian Pemustaka Terhadap Keberadaan Perpustakaan Keliling" on page 77, which should be written "5.3.2.1 Perhatian Pemustaka terhadap Keberadaan Perpustakaan Keliling"". Fourth, related to the writing of the conjunctive word, it is found an error such as "Dan mencarinya bila diperlukan (Sugiyono, 2008: 247)." On page 36, which should be written "Selanjutnya dilakukan pencarian bila diperlukan (Sugiyono, 2008: 247)". Fifth, in writing punctuation, an error was found like "Wawancara ( *Interview* )" on page 44, which should be written "Wawancara (*Interview*)". Sixth, related to the writing of rich passive work, it is found errors such as "layanan yang di berikan di pepustakaan" on page 109, which should be written "layanan yang diberikan di pepustakaan". Seventh, spell-related, it is found errors such as "tempat *refresing*" on page 107, which should be written "tempat *refreshing*". Eighth, related to the preposition word, it is found an error like "dibidang promosi" on page 107, which should be written "di bidang promosi".

## 4. Discussion

Every writing of scientific papers has a different writing system. The differences are related to the format on how an idea or idea is displayed in the form of writing. The same thing also happens in writing thesis.

As one form of scientific work, thesis has its own writing systematics. This systematics must be obeyed by students who write thesis. The existence of the formal report writing Standard serves as one of the scientific work report quality control of students in writing their thesis. In addition, these formal standards also serve as uniformity concept activity and thesis format generated. Therefore, every thesis written by the students should be in accordance with the existing thesis guideline.

## 5. Conclusion

Based on the above analysis results can be concluded that errors that are often found in writing thesis reports by students are as follows:

1. Writing prepositions that should be separated is often coupled, as above: which should be above); and the prefix that should be combined is even separated, such as "di rata-rata (seharusnya dirata-rata)".
2. Writing of foreign terms that are imposed by rules in the Indonesian language, such as: mendownload, referens (yang seharusnya men-*download*, referensi)".
3. Using capital letter is not at the beginning of a sentence, such as "menurut Saracevic, Informasi adalah ... (yang seharusnya Saracevic, informasi adalah ...).
4. The absence of a subject at the beginning of the quotation, such as "Menurut Saleh dan Sujana (2009: 89) menyatakan ... (seharusnya Saleh dan Sujana (2009: 89) menyatakan ...)".
5. Writing foreign terms that remain upright, such as "human information searching behaviour (yang seharusnya *human information searching behaviour*)".
6. Mistakes in writing compound words such as Dasar-Dasar) yang seharusnya Dasar-dasar).
7. Writing of prepositions and conjunctions for titles that should be written all in small letters, such as "Tanggapan Pemustaka Terhadap Kejelasan Informasi Dari Pustakawan.....) that sould be "Tanggapan Pemustaka terhadap Kejelasan Informasi dari Pustakawan.....)".

## 6. References

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