Dissertation Writing Guidelines
Binus University Doctor of Computer Science [DCS] Program

Doctor of Computer Science [DCS]
Binus Graduate Program
Binus University
2023
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VISION DCS

Become one of the globally recognized research and development programs in Computer Science.

DCS MISSIONS

The mission of Doctor of Computer Science Program is to contribute to the global community through the provision of world-class education by :

1. Improving the welfare of society through world-class high quality education in Information Technology and Information Systems to produce qualified, professional and competent graduates according to the current and future needs of the nation;

2. Creating outstanding leaders for the global community who participate in an important role in computer science and technology development that answers the needs of society;

3. Improving the quality of life of Indonesians and the international community through contributions in economic and industrial development with continuous innovation and improvement based on computer science;

4. Conducting professional services through introduction, diffusion, and dissemination of relevant knowledge with an emphasis on application of knowledge to the society;

5. Recognizing and rewarding the most creative and value-adding talents.
The dissertation research promoter team was established through the Binus University Chancellor's Decree based on the results of the Academic Meeting. The Promoter Team consists of the Promoter Chair who is a Binus University Professor and 2 (two) Promoter Members (Co-Promoters) who come from Binus University or outside Binus University with doctoral education qualifications who have expertise in accordance with the dissertation topic in the Doctor of Computer Science program [DCS] Binus University.

The Examiner Team is determined by the DCS Program, consisting of 3 examiners from Binus University or outside Binus University with doctoral education qualifications and have expertise in accordance with the dissertation topic in Binus University's Doctor of Computer Science [DCS] program.
### STAGES OF DISSERTATION WRITING ACTIVITIES

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTIVITY</th>
<th>DIRECTOR</th>
<th>DEADLINE</th>
</tr>
</thead>
</table>
| 1    | Research Outline Presentation | - Promoter Team  
- Industry representative | Maximum 2 weeks after the appointment of the Promoter Team |
|      | Proposal Exam preparation presentation | - Promoter Team | |
| 2    | Proposal Examination | - Promoter Team  
- Test Team | Maximum 1 year* |
| 3    | Research Results Seminar | - Promoter Team |
|      | Closed Exam preparation presentation | - Promoter Team | |
| 4    | Closed Exam | - Promoter Team  
- Test Team | |
|      | Dissertation Dissemination | - | |
|      | Presentation on preparation for Open Exams/Promotions | - Promoter Team | |
| 5    | Open Exams / Promotions | - Chairman / Secretary of the University Senate  
- Promoter Team  
- Test Team | At least 1 month after the Closed Session |

* If up to the 3-year study period students have not PASSED the Proposal Examination, they will be declared FAILED from the DCS program.
Proposal Examination

1. Seven (7) copies of the Dissertation Proposal Softcover that have been approved by the Promoter Team and known by the Program Head.
5. Copy of Consultation Book.

Research Results Seminar

1. Four (4) Softcover Copies of Dissertation Research Results that have been approved by the Promoter Team and known by the Program Head.
2. Softcopy of Dissertation Research Results.
4. Dissertation Research Results Seminar Approval Sheet (original).
5. Softcopy Scopus indexed international journal.
6. Proof of acceptance of publication in Scopus indexed international journals.
7. Copy of Consultation Book.

Closed Exam

1. Seven (7) Softcover Copies of the Dissertation Manuscript which have been approved by the Promoter Team and known by the Program Head.
4. Dissertation Manuscript Approval Sheet (original).
5. Softcopy Scopus indexed international journal.
6. Proof of acceptance of publication in Scopus indexed international journals.
7. Copy of Consultation Book.

**Promotion Session**

2. Three (3) copies of the Dissertation Poster.
4. Copy of Consultation Book.
5. *Softcopy* and hardcopy of the dissertation presentation material.
8. HAKI form that has been signed by the student (available at the DCS Secretariat).
9. 4 sheets of color photos size 4x6 and 2x3 each, men wearing suits, women wearing blazers.

**Graduation**

1. Two (2) Hardcover Dissertation Manuscripts in Blue, Gold embossed letters.
2. At least one (1) Computer Science Cluster Textbook as part of the alumni engagement.
RESEARCH OUTLINE FRAMEWORK

- TITLE
- PROMOTOR'S PROPOSAL
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- APPENDIX LIST

CHAPTER I INTRODUCTION
  1.1 Research Background
  1.2 Problem Identification and Formulation
  1.3 Research purposes
  1.4 Benefits of research

CHAPTER II: LITERATURE REVIEW, FRAMEWORK FOR THINKING, AND HYPOTHESES
  2.1 Literature Review
  2.2 Thinking Framework
  2.3 Hypothesis Formulation

CHAPTER III: RESEARCH METHODS
  3.1 Proposed Framework
  3.2 Mathematical Modeling
  3.4 Input Process Output (IPO)
  3.5 Research Design
  3.6 Study of Model/Design and Test and Validation

BIBLIOGRAPHY
ATTACHMENT

Dissertation Research Outline constitutes a Dissertation Proposal Draft and is used as a reference for determining the Promoter Team.
CHAPTER I: INTRODUCTION
  1.1 Research Background
  1.2 Problem Identification and Formulation
  1.3 Research purposes
  1.4 Benefits of research

CHAPTER II: LITERATURE REVIEW, FRAMEWORK FOR THINKING, AND HYPOTHESES
  2.1 Literature Review
  2.2 Thinking Framework
  2.3 Hypothesis Formulation

CHAPTER III: RESEARCH METHODS
  3.1 Proposed Framework
  3.2 Mathematical Modeling
  3.4 Input Process Output (IPO)
  3.5 Research Design
  3.6 Study of Model/Design and Test and Validation

BIBLIOGRAPHY
RESEARCH SCHEDULE
APPENDIX : DRAFT OF PROPOSED MODEL OR ALGORITHM DESIGN SCHEME
CHAPTER I: INTRODUCTION
  1.1 Research Background
  1.2 Problem Identification and Formulation
  1.3 Research Objectives
  1.4 Research Benefits

CHAPTER II: LITERATURE REVIEW, FRAMEWORK FOR THINKING, AND HYPOTHESES
  2.1 Literature Review
  2.2 Thinking Framework
  2.3 Hypothesis Formulation

CHAPTER III: RESEARCH METHODS
  3.1 Proposed Framework
  3.2 Mathematical Modeling
  3.4 Input Process Output (IPO)
  3.5 Research Design
  3.6 Study of Model/Design and Test and Validation

CHAPTER IV: RESEARCH RESULTS
  4.1 (According to Research Objectives 1)
  4.2 etc

BIBLIOGRAPHY
ATTACHMENT
FRAMEWORK FOR THE DISSERTATION MANUAL

- TITLE
- VALIDITY SHEET
- ABSTRACT
- FOREWORD
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- APPENDIX LIST

CHAPTER I: INTRODUCTION
  1.1 Research Background
  1.2 Problem Identification and Formulation
  1.3 Research purposes
  1.4 Benefits of research

CHAPTER II: LITERATURE REVIEW, FRAMEWORK FOR THINKING, AND HYPOTHESES
  2.1 Literature Review
  2.2 Thinking Framework
  2.3 Hypothesis Formulation

CHAPTER III: RESEARCH METHODS
  3.1 Proposed Framework
  3.2 Mathematical Modeling
  3.4 Input Process Output (IPO)
  3.5 Research Design
  3.6 Study of Model/Design and Test and Validation

CHAPTER IV: RESEARCH RESULTS, DISCUSSION, AND RESEARCH IMPLICATIONS
  4.1
  4.4 etc
CHAPTER V: CONCLUSIONS AND SUGGESTIONS

5.1 Conclusion
5.2 Suggestions

BIBLIOGRAPHY
ATTACHMENT
BIOGRAPHY

* For Closed Examination
CHAPTER I INTRODUCTION
1.1 Research Background
1.2 Identification, and Problem Formulation
1.3 Research Objectives
1.4 Research Benefits

CHAPTER II: LITERATURE REVIEW, FRAMEWORK FOR THINKING, AND HYPOTHESES
2.1 Literature Review
2.2 Thinking Framework
2.3 Hypothesis Formulation

CHAPTER III : RESEARCH METHODS
3.1 Framework Used
3.2 Literature Survey
3.3 Sources and Methods of Determining Data
3.4 Mathematical Modeling
3.5 Research Design
3.6 Design Analysis and Test and Validation
3.7 Problem Solving Design

CHAPTER IV : RESEARCH RESULTS, DISCUSSION, AND RESEARCH IMPLICATIONS
4.1
4.4 etc
CHAPTER V: CONCLUSIONS AND SUGGESTIONS

5.1 Conclusion
5.2 Suggestions

BIBLIOGRAPHY
ATTACHMENT
BIOGRAPHY

** Hardcover (library documentation)
Title
Reflecting the contents of research that contains concepts or relationships between concepts that describe the symptoms/phenomena studied, research objectives, and research methods.

Validity Sheet
Approval sign of the Promoter Team stating that the Dissertation is worthy of testing (Use the existing template).

Statement Sheet
Contains a statement that the dissertation written is original and has never been submitted to obtain an academic degree at Binus University or other tertiary institutions, pure ideas, formulations and research by the author himself without the help of other parties except for the direction of the Promoter Team, there are no works or opinions that have been written or published by another person, unless in writing it is clearly stated as a reference in the manuscript with the author's name mentioned or listed in the bibliography.

Abstract / Abstract
Reflects the entire content of the dissertation by disclosing the essence of the research problem, the approach used or the framework, research methods, research findings, and conclusions. Made in two language versions (English and Indonesian).

Foreword
Presenting the essence of research problems, research findings, difficulties in conducting research and things that facilitate the implementation of research and dissertation writing, including expressing gratitude to various parties for the implementation of research and dissertation writing.

Table of Contents
The composition of the dissertation research content is in accordance with the dissertation research systematics.
LIST OF TABLES
The systematic arrangement of tables contained in dissertation research.

LIST OF FIGURES
The systematic arrangement of images contained in dissertation research.

APPENDIX LIST
Complementary informal research such as questionnaires or supporting data.

CHAPTER I INTRODUCTION
Describes the general research problem which is presented briefly and clearly which describes the dissertation research proposal which includes:

1.1 Research Background
Presenting and placing research in a scientific map that is of concern to researchers. Contains descriptions of:

- A statement about the symptoms/phenomena to be studied which can be raised from theoretical or practical problems.
- Arguments about the selection of research topics (showing problems as differences between existing concepts or theories).
- The situation behind the research or research problem, which describes the feasibility of a problem to be studied.
- Previous research related to the problem.
- The essence of the theoretical framework that becomes the problem is the integration of the theoretical background with the phenomenon of the problem, including proposing problem identification, problem selection, issues or research focus.
- Implications of the expected research results on theoretical and practical developments.
1.2 Problem Identification and Formulation

Identify and formulate research problems that:

- It is stated clearly, firmly, and concretely about the problem to be studied.
- Dealing with a theoretical or practical problem.
- Oriented to theory (theory is a body of knowledge)
- Stated in a question sentence (research question) which contains the formulation of the problem.

1.3 Research purposes

- Related to scientific development and practical use of the problem to be studied.
- Emphasizing on the results to be achieved (expected) from research related to the identification and formulation of the problem.

1.4 Benefits of research

Specify the use to be achieved from:

- Theoretical (scientific) aspects contains theoretical uses that can be achieved from the problem under study.
- Practical aspect (to implement): contains the benefits that can be achieved from the application of the knowledge generated in research.

CHAPTER II REVIEW OF LITERATURE, FRAMEWORK FOR THINKING, AND HYPOTHESES

State clearly and concisely about the results of research activities and explore concepts and theories obtained from the results of literature studies and online sources related to research problems.

2.1 Literature review

Discuss literature related to topics or research problems that are focused on previous research.

Literature reviews of each book/publication/research results deemed relevant are discussed critically by taking into account:
• Who has researched the topic or problem
• Where the research was conducted.
• What is the unit of the field of study.
• What is the approach and analysis.
• What is the conclusion.
• What are the criticisms of the study.
• Controversy, gaps, and inconsistencies in research findings.

2.2 Framework

The series of reasoning in a framework based on the definitions, concepts, variables, and indicators of all the variables studied.

• The discussion is presented in the form of a flowchart of thought (research paradigm).
• The approach used is viewed from a theoretical or practical aspect.

2.3 Hypothesis Formulation

Interim answers to research problems derived from the framework.

CHAPTER III RESEARCH METHOD

Define the approaches, methods, techniques, and strategies used to collect and analyze data that can answer or explain research problems. Also explains the arguments regarding the selection of approaches or methods by taking into account the properties of the variables studied and the type of information needed, and describes the structure and research strategy

3.1 Framework Used

Determination of the methods used in research according to the type of research.

3.2 Mathematical Modeling

This section must explain in detail the derivation of formulas or mathematical modeling for the proposed research.
3.3 Input Process Output (IPO)

Explain how the Input Process Output (IPO) process.

3.4 Research design

Explain in detail the Research Design which can be in the form of research flow and also the algorithm used as well as the various tools and infrastructure used.

3.5 Model/Design Study and Test and Validation

In this section, the model or research design must be explained and discussed. Also explain how to carry out tests and validations on the feasibility of the model and design.

CHAPTER IV RESEARCH RESULTS, DISCUSSION AND RESEARCH IMPLICATIONS

Describe the characteristics of the object, unit of analysis and variables studied and explain and analyze data statistically, which covers:

4.1 Research Results

Contains a description of the results of data analysis that has been systematized which is directed to:

- Discuss what, how and why the problem occurred.
- Analyzing research results using a predetermined approach.
- Discuss the results of hypothesis testing and reveal findings that refer to research objectives, associated with existing theories.

4… Research Implications

4… Theoretical Implications

Explain how the research results have implications for existing theories.
4... Practical Implications/Applications
Describes the implications of concepts, models, and research results from a practical standpoint and uses in fields other than Computer Science.

CHAPTER V CONCLUSIONS AND RECOMMENDATIONS
State the researcher's understanding of the problem under study related to the dissertation.

5.1 Conclusion
Stating research findings as answers to research questions related to research objectives, both findings for scientific development and practical problem solving based on research results and discussion.

5.2 Suggestions
Statements regarding suggestions for the results of research conducted, including what needs to be further investigated for the development of knowledge from the field of study studied and practical suggestions based on findings from discussion of problem solving.

BIBLIOGRAPHY
List of all literature used in the text.

ATTACHMENT
Complementary information regarding research, such as the results of statistical processing, questionnaires, interview guidelines and photos, location maps, and the author's curriculum vitae.
1. Materials Used
   a. 80-gram white HVS paper A4 size.
   b. Cover (outer shell) in the form of a softcover made of buffalo cardboard or light green linen (for the Proposal Examination, Results Seminar, Closed Examination, and Open Examination), brown hardcover cover for the Dissertation Manuscript.
   c. Between the chapters are marked with light green paper doors lag, bearing the Binus University Graduate Program logo.

2. Typing
   a. Typing is right aligned and done on one side of the paper, not back and forth.
   b. margin limit :
      - Left : 4 cm from the edge of the paper
      - Top : 4 cm from the edge of the paper
      - Right : 3 cm from the edge of the paper
      - Bottom: 3 cm from the edge of the paper
   c. The typeface used in the contents of the manuscript is Times New Roman font 12.
   d. Caption typed at the bottom of the image using the font Time New Roman font 12 with the numbering following the chapter number sequentially from number one and in bold (eg Figure 1.1, Figure 1.2, etc.)
   e. Description of Tables and Graphs typed at the top of the table or graph using the font Time New Roman font 12 with the numbering following the chapter number sequentially from number one and in bold (eg Table 3.1, Table 3.1, etc.)
   f. Each header is typed on a new page in capital type Time New Roman font 12 and in bold (bold).
   What is meant by Heading is:
      - ENDORSEMENT
      - STATEMENT
      - ABSTRACT
      - ABSTRACT
      - FOREWORD
      - TABLE OF CONTENTS
- LIST OF FIGURES
- APPENDIX LIST
- CHAPTER I INTRODUCTION
- CHAPTER II REVIEW OF LITERATURE, FRAMEWORK FOR THINKING AND HYPOTHESES
- CHAPTER III RESEARCH METHOD
- CHAPTER IV RESEARCH RESULTS, DISCUSSION AND SOLUTION TO PROBLEM
- CHAPTER V CONCLUSIONS AND RECOMMENDATIONS
- BIBLIOGRAPHY
- ATTACHMENT
- CURRICULUM VITAE

g. Space (Spacing Between Lines)
- Spacing between lines is two spaces
- The distance between the chapter pointer (eg CHAPTER I) and the chapter header (eg INTRODUCTION) is two spaces.
- The distance between the chapter header (chapter title) and the first text of the manuscript or between the chapter header and the sub-chapter header is four spaces.
- The distance between the sub-chapter headers and the first line of the text of the manuscript is two spaces.
- Each paragraph of the text of the contents of the manuscript is typed indented as far as five beats.
- The distance between the last line of the text and the next sub-chapter heading is four spaces.
- The spacing between text and tables, figures, and graphics is three spaces.
- The new paragraph is typed indented as far as five beats from the left margin of the body text of the manuscript.
- The spacing between paragraphs is two spaces.

3. Numbering Chapters, Sub-chapters, and Paragraphs

a. Chapter numbering uses capital Roman numerals in the middle of the page (eg CHAPTER I).

b. The numbering of sub chapters uses Arabic numerals typed on the left side (eg 2.1, 2.1, etc.).

c. The numbering of sub-chapter children is adjusted to the chapter number (eg 2.1.1, 2.1.2, etc.).
d. Non-sub-chapter numbering is done with Arabic numerals and parentheses, for example 1), 2), etc. and for non-sub-chapter children are (1), (2), etc.

4. Page Numbering

a. Home Section
   - Numbering at the beginning of the dissertation, starting from the title page to the Appendix page, uses small Roman numerals (eg i, ii, etc.).
   - Title page and Promoter Agreement page are not numbered sequentially, but are counted as page i and page ii (these page numbers are not typed).
   - The Abstract page up to the Appendix page is numbered sequentially with small Roman numerals which is a continuation of the Title page and Promoter Agreement page.

b. Core Section Page
   - Numbering from CHAPTER I (INTRODUCTION) to CHAPTER V (CONCLUSIONS AND SUGGESTIONS) uses Arabic numerals (1, 2 etc.) and is placed in the right margin with a distance of three spaces from the top margin (first line of text on the page) and the last digit of the number. straight page with text right margin.
   - On each titled page, the page numbers starting from CHAPTER I (INTRODUCTION) to CHAPTER V (CONCLUSIONS AND SUGGESTIONS) are typed in the bottom margin exactly in the middle with a distance of three spaces from the bottom margin of the text.

c. Final page
   - The numbering at the end of the dissertation, starting from the REFERENCES page to the LIFE HISTORY, uses Arabic numerals typed in the upper right margin with a distance of three spaces from the top edge (first line of text on the page) straight with the right margin of the text.
   - The numbering on each titled page, starting from the REFERENCES page to the LIFE HISTORY, is typed in the bottom margin exactly in the middle with a distance of three spaces from the bottom margin of the text.
- The final page number is a continuation of the main section of the dissertation page number.

5. Abstracts and Abstracts

a. Abstract and abstract typing distance is one space.

b. The distance between the title ABSTRACT and ABSTRACT with the first text abstract and abstract is four spaces.

c. The ABSTRACT title and all abstract text are typed in italics, Times New Roman font 12.

d. The title of the ABSTRACT and the entire text of the abstract are typed in normal letters, type Times New Roman font 12.

6. Bibliography

Refer to the Harvard Referencing System (see attachment).
TITLE IN INDONESIAN LANGUAGE

(Times New Roman font, bold/bold, font, 14)

TITLE IN ENGLISH

(Times New Roman font, bold/bold, italic, font, 14)

By

Student name

Student ID Number

(Times New Roman font, bold/bold, font, 12)

OUTLINES

DISSERTATION RESEARCH

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DOCTOR OF COMPUTER SCIENCE

BINUS GRADUATE PROGRAM

BINUS UNIVERSITY

2023

(Times New Roman font, bold/bold, font, 14)

Material: A4 size white HVS paper 80 gram.
The front cover is transparent plastic and the back cover is buffalo cardboard or light green linen
Example of TITLE PAGE IN RESEARCH OUTLINE
TITLE IN INDONESIAN LANGUAGE

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TITLE IN ENGLISH

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PROMOTOR TEAM PROPOSAL

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1. ........................................
2. ........................................
3. ........................................

By
Student name
Student ID Number

(Times New Roman font, bold/bold, font, 12)

OUTLINES

DISSERTATION RESEARCH

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DOCTOR OF COMPUTER SCIENCE
BINUS GRADUATE PROGRAM
BINUS UNIVERSITY
2023

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By
Student name
Student ID Number

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PROPOSAL
DISSERTATION RESEARCH

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DOCTOR OF COMPUTER SCIENCE
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BINUS UNIVERSITY
2023

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By
Student name
Student ID Number
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Student name
Student ID Number
(Times New Roman font, bold/bold, font, 12)

PROPOSAL
DISSERTATION RESEARCH
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It was approved by the Promoter Team on ..........
(Last date agreed by all Promoters and Testers)

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PROMOTER
(Times New Roman font, bold/bold, font, 12)

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CO-PROMOTOR 1

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CO-PROMOTOR 2

Knowing,

Prof. Dr. Ir. Ford Lumban Gaol, S.Si., M.Kom
Head of Department of Doctor of Computer Science [DCS]
(Times New Roman font, bold/bold, font, 10)
TITLE IN INDONESIAN LANGUAGE

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TITLE IN ENGLISH

(Times New Roman font, bold/bold, italic, font, 14)

By

Student name

Student ID Number

(Times New Roman font, bold/bold, font, 12)

RESEARCH RESULT

DISSERTATION

(Times New Roman font, bold/bold, font, 12)

DOCTOR OF COMPUTER SCIENCE

BINUS GRADUATE PROGRAM

BINUS UNIVERSITY

2023

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TITLE IN INDONESIAN LANGUAGE  
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By  
Student name  
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RESEARCH RESULT  
DISSERTATION  
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DOCTOR OF COMPUTER SCIENCE  
BINUS GRADUATE PROGRAM  
BINUS UNIVERSITY  
2023  
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Material: A4 size white HVS paper 80 gram.
Example of RESEARCH ENDORSEMENT PAGE
It was approved by the Promoter Team on ..........  
(Last date agreed by all Promoters and Testers)


Prof. Dr. Ir. Ford Lumban Gaol, S.Si., M.Kom  
Head of Department of Doctor of Computer Science [DCS]

Material: A4 size white HVS paper 80 gram.
TITLE IN INDONESIAN LANGUAGE

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TITLE IN ENGLISH

(Times New Roman font, bold/bold, italic, font, 14)

By
Student name
Student ID Number

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DISSEMINATION MANUAL

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DOCTOR OF COMPUTER SCIENCE
BINUS GRADUATE PROGRAM
BINUS UNIVERSITY
2023

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Material: Buffalo cardboard or Linen A4 size light green color.

Example of TITLE PAGES IN A CLOSED EXAMINATION

TITLE IN INDONESIAN LANGUAGE
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TITLE IN ENGLISH
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PROMOTOR TEAM
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By
Student name
Student ID Number
(Times New Roman font, bold/bold, font, 12)

DISSERTATION MANUAL
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DOCTOR OF COMPUTER SCIENCE
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TITLE IN INDONESIAN LANGUAGE
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TITLE IN ENGLISH
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By
Student name
Student ID Number
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DISSERTATION MANUAL
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It was approved by the Promoter Team on .........
(Last date agreed by all Promoters and Testers)

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PROMOTER
(Times New Roman, bold/bold, font 12)

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CO-PROMOTOR 1          CO-PROMOTOR 2

Knowing,

Prof. Dr. Ir. Ford Lumban Gaol, S.Si., M.Kom
Head of Department of Doctor of Computer Science [DCS]
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TITLE IN INDONESIAN LANGUAGE
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DISSERTATION
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TITLE IN ENGLISH
(Times New Roman font, bold/bold, italic, font, 14)

By
Student name
Student ID Number
(Times New Roman font, bold/bold, font, 12)

DISSERTATION
(Times New Roman font, bold/bold, font, 12)

It was approved by the Promoter Team on ........
(Last date agreed by all Promoters and Testers)

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PROMOTER
(Times New Roman font, bold/bold, font, 12)

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CO-PROMOTOR 1

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CO-PROMOTOR 2

Knowing,

Prof. Dr. Ir. Ford Lumban Gaol, S.Si., M.Kom
Head of Department of Doctor of Computer Science [DCS]
(Times New Roman font, bold/bold, font, 10)

Material: A4 size white HVS paper 80 gram.
### Harvard Referencing System

<table>
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<tr>
<th>Book (1 author)</th>
<th>Format:</th>
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**Bibliography example:**

**In text example:**
Neville (2010) argues that ... “Quotation” (Neville, 2010, p.76)

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<th>Book (2 to 3 authors)</th>
<th>Format:</th>
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**Bibliography example:**
**Note:** Use either “and” or “&” between authors' names as dictated by the book's own presentation.

**In text example:**
Bradbury, Boyle and Morse (2002). As noted by Bradbury, Boyle and Morse (2002) “Quotation” (Bradbury, Boyle and Morse, 2002, p.51)

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<td>It is discretionary as to whether you list all authors and also whether you use 'etal.' or 'and others' as below: Family/Surname, Initials. et al. or and others. (Publication year in brackets) Book title - italicised or</td>
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<td><strong>Bibliography example</strong>: CAMPBELL, NA et al. (2008) Biology 8th Ed. London: Pearson.</td>
<td><strong>In text example</strong>: (Campbell et al., 2008). “Quotation” (Campbell et al., p.76)</td>
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<tr>
<td><strong>Corporate authors</strong></td>
<td><strong>Format</strong>: Includes publications by Government departments, Committees: COUNTRY. NAME OF ISSUING BODY. (Year of publication in brackets) Title of publication – in italics or underlined Place of publication: Publisher. (Report Number – if applicable in brackets).</td>
<td><strong>Bibliography example</strong>: FONTANA-GIUSTI, G. (ed.) (2008) Designing Cities for People: Social, Environmental and Psychological Sustainability. London: Earthscan.</td>
<td><strong>In text example</strong>: (Fontana-Giusti, 2008)</td>
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**Bibliography example:**


**In text example:**

Sadler (2003) argues that........
“Quotation” (Sadler, 2003, p.18)

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**Bibliography example:**


**In text example:**

Wilson (1995) argues that.....
“Quotation” (Wilson, 1995, p.66)

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<td>numbers of the article.</td>
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</tbody>
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| Journal articles (printed) | Bibliography example:  
In text example:  
Trefts and Blacksee (2000) argue that....  
“Quotation” (Trefts and Blacksee, 2000, p.376) |
|--------------------------|---------------------------------------------------------------|
| Newspapers (online)     | Format:  
Author(s) of article's FAMILY/SURNAME, Initials.  
(Publication year in brackets) Title of article. Title of Newspaper - italicised or underlined.  
[Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable. Available from: URL. [Accessed: followed by the date viewed in square brackets].  
Bibliography example:  
In text example:  
Randerson (2008) argues that.....  
“Quotation” (Randerson, 2008, p.14) |
| Website                  | Format:  
Author of website FAMILY/SURNAME, Initials or WEBSITE name if no author is available. (Year - in brackets) Title of website in italics or underlined. Any numbers if necessary or available if the website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets].  
Bibliography example:  
In text example:  
…as reported by the BBC (2008)  
“Quotations” (BBC, 2008) |

Source: Harvard Referencing Guide