

# Workshop penulisan daftar pustaka (dengan aplikasi)

Materi Perkuliahan  
Metode Penelitian Pendidikan

Pertemuan ke-6

-TIM DOSEN-

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Dewi L. Apriliyanti, M.Pd.; Okta Resty, M.Pd.; Dr. Muslih, M.Pd.; Yesi Malyani, M.Pd.

Sudah sejauh manakah anda menyusun proposal skripsi anda?



Apakah anda mengalami kendala dalam proses penulisan proposal anda?

Menurut anda, apa tahapan terakhir anda dalam menyusun proposal?

## SISTEMATIKA PROPOSAL SKRIPSI



- A. Judul
- B. Latar Belakang Masalah
- C. Rumusan Masalah
- D. Tujuan Penelitian
- E. Manfaat Penelitian
- F. Definisi Operasional
- G. Kajian Teoritis
- H. Metode dan Desain Penelitian
- I. Subjek Penelitian
- J. Instrumen Penelitian
- K. Prosedur Penelitian
- L. Prosedur Pengolahan Data
- M. Jadwal Penelitian

Pertemuan hari ini>>>

**N. Daftar Pustaka**

## **Tujuan perkuliahan pertemuan ke-6:**

Mahasiswa dapat mengutip serta menyusun daftar pustaka sesuai aturan kaidah pengutipan APA style edisi ke-7 berbantuan aplikasi Mendeley

# Outline

01

Jenis-jenis Sumber referensi skripsi

02

Pengutipan menggunakan apa style 7<sup>th</sup> edition

03

Penulisan referensi daftar Pustaka menggunakan mendeley

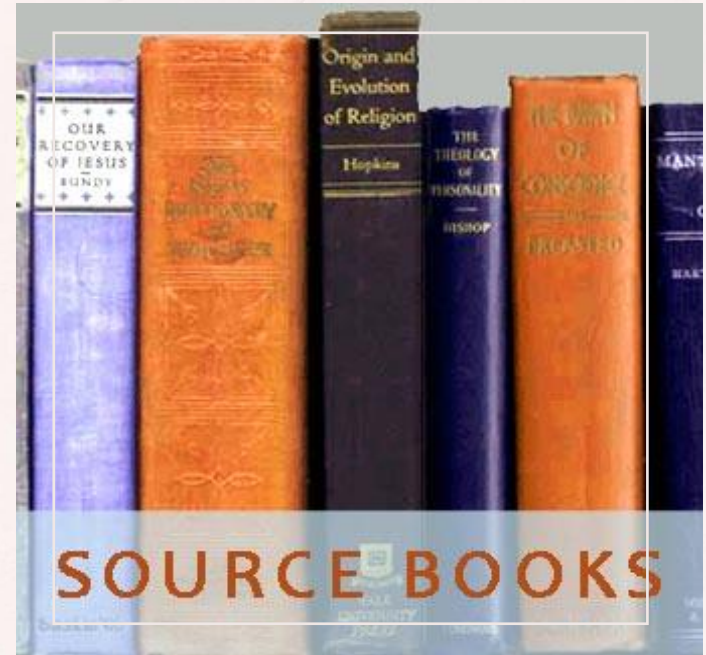
04

Sesi diskusi

# Jenis-jenis Sumber referensi

## 01 skripsi

1. Buku Teks
2. Sub-bab Buku
3. Artikel Jurnal (2 tahun kebelakang)
4. Prosiding seminar
5. Abstrak jurnal
6. Laporan (*Research Report*)
7. Sumber elektronik (seperti aplikasi)
8. Website
9. dll



02

## Pengutipan menggunakan apa style 7<sup>th</sup> edition

### ***Apa itu referencing/pengutipan sumber itu?***

Pengutipan sumber adalah cara terstandarisasi untuk memberikan sumber informasi dan sumber ide yang digunakan dalam tulisan ilmiah kita dan yang memudahkan identifikasi sumber.

### ***Mengapa kita harus memberikan sumber?***

Pengutipan sumber penting untuk **menghindari plagiarisme**, untuk **mengecek kebenaran pengutipan** dan untuk **memudahkan pembaca mengerti** apa yang kita tulis, serta **untuk lebih memahami karya yang dikutip**.

## 02

# Pengutipan menggunakan apa style 7<sup>th</sup> edition

### *Langkah-langkah dalam pengutipan?*

1. Merekam detail bibliografi (seperti penulis, tahun terbit, dan judul), dan halaman dimana informasi tersebut diambil, serta DOI/link sumber referensi;
2. Masukkan kutipan (langsung maupun tidak langsung) dalam paragraf yang diinginkan  
**Contoh:** Anda mengutip tulisan dari Johan Wahyudi maka ditulis (Wahyudi, 2017, h. 64) atau dalam Bahasa Inggris ditulis (Wahyudi, 2017, p. 64);
3. Masukkan semua detail bibliografi yang sudah anda kutip dalam daftar pustaka.

Note: Anda disarankan untuk mengutip dari sumber aslinya, bukan dari rujukan sekunder



## ***Bagaimana membuat daftar pustaka/bibliografi?***

1. Daftar pustaka hanya berbagai sumber rujukan yang dikutip dalam dokumen kita. Bibliografi berisi semua sumber yang kita baca sebagai latar belakang maupun bahan bacaan tambahan;
2. Daftar pustaka disusun **berdasarkan abjad** dari **nama belakang penulis** yang kita rujuk. Jika sumber yang dikutip tidak ada nama pengarangnya, maka dikutip berdasarkan judulnya dengan **signifikansi huruf pertama** pada judul sebagai susunan urutan alfabetnya.
3. Jika kita memiliki **lebih dari satu sumber dengan penulis yang sama**, maka sumber tersebut disusun **secara kronologis**, dimulai dari publikasi yang **paling awal**.
4. Penulisan angka didalam naskah:
  - Penulisan angka 1-9 menggunakan huruf (satu responden, Sembilan majalah/ *one respondent, nine magazine*).
  - Angka 10 ke atas menggunakan angka (11 informan, 10 orang/ *11 informant, 10 people*).

02

# Pengutipan menggunakan apa style 7<sup>th</sup> edition



## Teks berbahasa Indonesia

Simpulan, Parafrase, kutipan langsung, sitasi didalam teks



## English text

Summarizing, paraphrasing, quoting, Signal Phrases and In-Text Citation

# Simpulan (summarizing)

Ringkaslah ide atau teks apa pun yang menurut Anda penting. Peringkasan yang tepat harus memadatkan gagasan utama atau teks dari beberapa halaman (atau bahkan seluruh sumber) menjadi gambaran umum singkat.

## Bahasa Indonesia

Studi menunjukkan bahwa di seluruh perguruan tinggi dan universitas, guru sering dipekerjakan dari satu bidang studi untuk mengajar bidang studi yang berbeda (Carpini, 2004; Wilson, 1998).

## English

Studies show that throughout colleges and universities teachers are often hired from one area of study to teach a different area of study (Carpini, 2004; Wilson, 1998)

# Parafrase (Paraphrasing)

Parafrase melibatkan menempatkan bagian dari bahan sumber ke dalam kata-kata Anda sendiri.

Parafrase biasanya lebih pendek dari sumber aslinya, tetapi mungkin sama panjangnya dengan bagian aslinya.

Parafrase mengambil segmen sumber yang lebih terfokus dan sedikit memadatkannya.

## Bahasa Indonesia

Penelitian Lortie (1975) mengungkapkan bahwa pengalaman kelas serta interaksi antara teman sebaya dan kolega berkontribusi pada pembelajaran guru (h. 79).

## English

Lortie's (1975) research reveals that classroom experiences as well as interactions among peers and colleagues contribute to teacher learning (p. 79).

# kutipan langsung (Quoting)

Kutipan harus identik dengan aslinya.

Gunakan tanda kutip “.....” ketika kata-kata penulis dinyatakan dengan sangat tepat dan akurat sehingga tidak dapat diparafrasekan.

## Bahasa Indonesia

Stenberg dan Lee (2002) setuju bahwa pembelajaran guru adalah "proses intelektual dan berkelanjutan" (h. 327).

## English

Stenberg and Lee (2002) agree that teacher learning is an “intellectual and ongoing process” (p. 327).

## sitasi didalam teks (In-text Citation)

- **Frasa penanda** menandakan bahwa kata-kata dan ide yang akan ditawarkan adalah milik orang lain selain penulis makalah.

Contoh: Menurut Jones (2013), penelitian mengungkapkan....(h.4).

According to Jones (2013), research reveals....(p.4).

- Kutipan dalam teks adalah potongan informasi dalam kurung (....) yang biasanya muncul di **akhir kutipan, parafrase**, atau **ringkasan** (walaupun terkadang muncul sebelumnya)

Contoh: (Jones, 2013, h. 4) / (Jones, 2013, p. 4)

- **Aturan sederhana:** Penulis atau Judul, Tahun, dan Halaman: **apa yang tidak ditandai di depan harus dikutip di akhir.**

# sitasi didalam teks (In-text Citation)

- **Sitasi dari lebih dari dua penulis:**

- \*Studi (Jones, 2011; Krepp, 2020; Smith, 2021) menunjukkan bahwa....

- \*Studies (Jones, 2011; Krepp, 2020; Smith, 2021) show that....

- **Tidak ada Penulis:**

- ("Saham Kalah Lagi," 1991, hal. B16). \*Menurut artikel berita "Saham Kalah Lagi" (1991), laporan terbaru dari ... (h. B16).

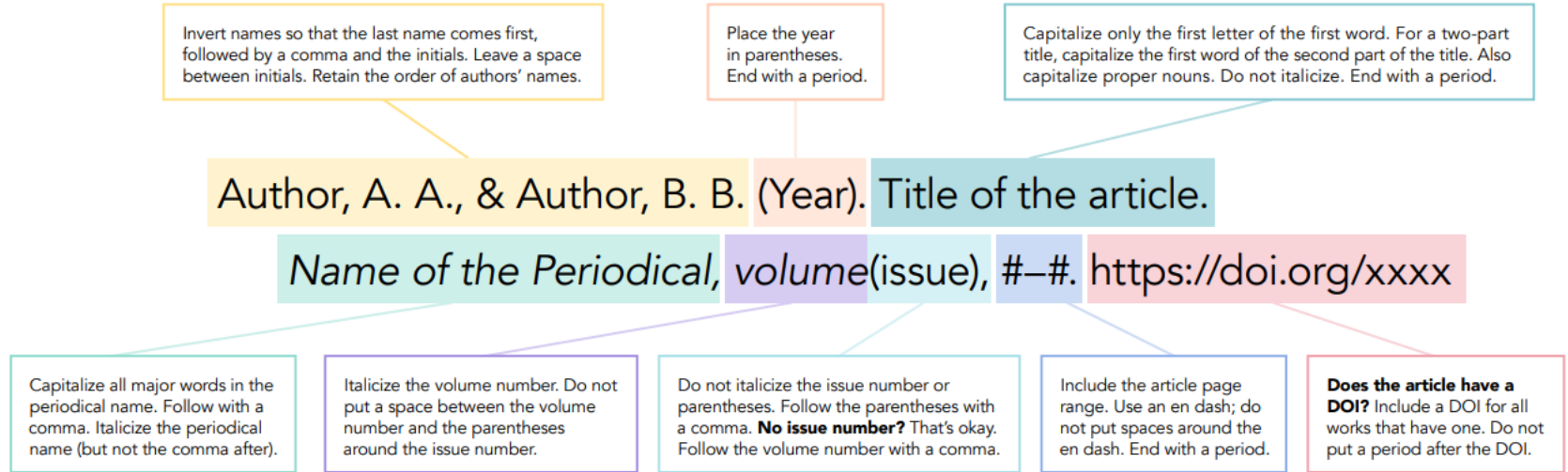
- \*According to the news article "Stocks Lose Again" (1991), the recent accounts of ...(p. B16).

- **Tidak ada nomor halaman:**

- \*Menurut situs web Centers for Disease Control and Prevention (2014),.....

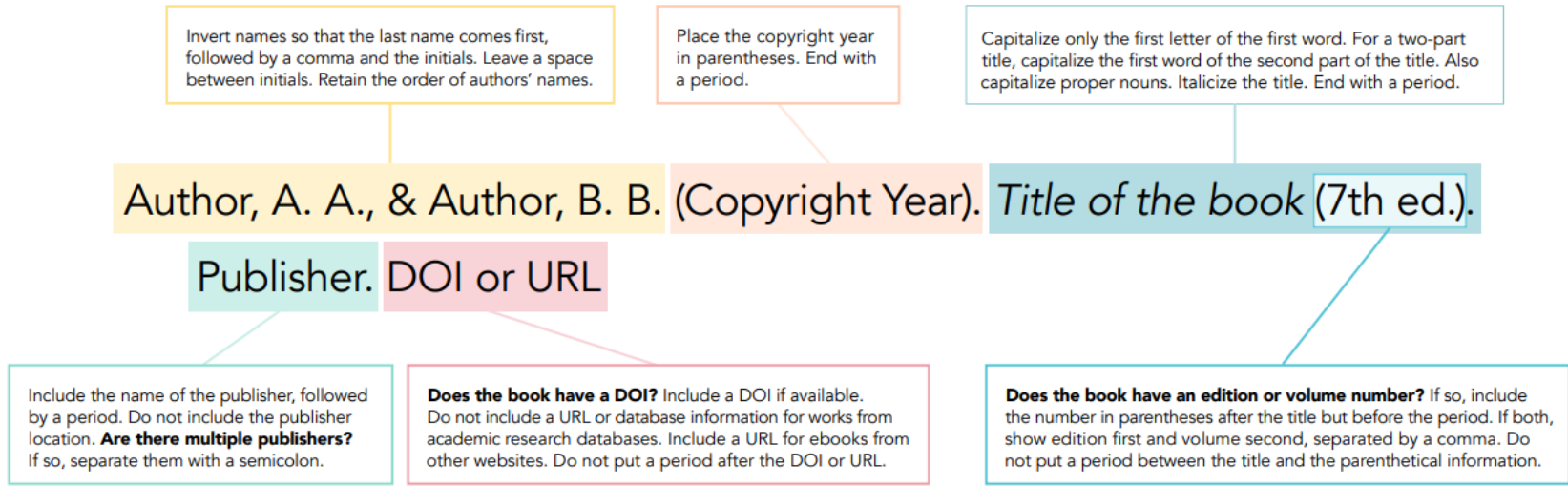
- \*According to the Centers for Disease Control and Prevention (2014) website,.....

## Journal Article





## Book





Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter.

## Chapter in an Edited Book

In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #-#).

Publisher. DOI or URL

Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

Provide the title of the book in which the chapter appears. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the book title.

Include the chapter page range. End with a period. **Does the book have an edition or volume number?** If so, include the number in parentheses before the page range. If both, show edition first and volume second, separated by a comma, before the page range. Do not put a period between the title and the parenthetical information.

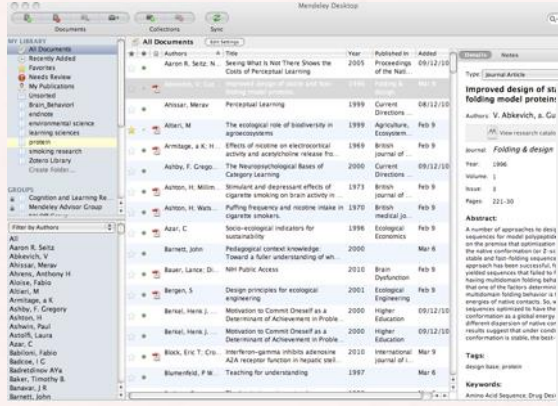
Include the name of the publisher followed by a period. Do not include the publisher location. If there are multiple publishers, separate them with a semicolon.

**Does the book have a DOI or URL?** Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

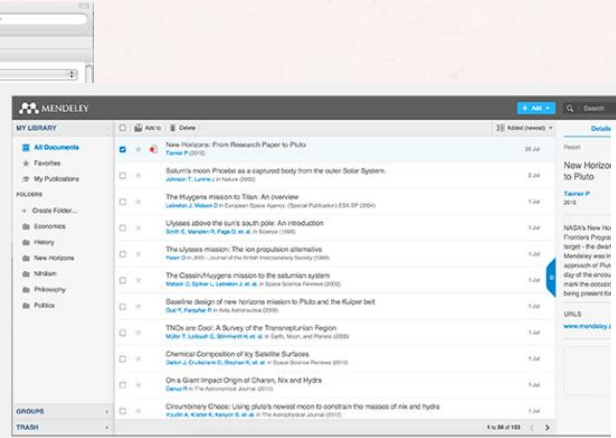
# 03 Penulisan referensi daftar Pustaka menggunakan mendeley

Apa itu Mendeley?

- Perangkat Lunak Akademik Gratis
- Lintas Platform (Win/Mac/Linux)
- Semua Peramban Utama



Desktop



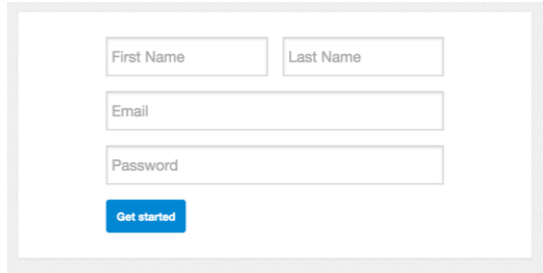
Web



Mobile

# Struktur perpustakaan Anda

Step 1:  
Daftar Mendeley secara online  
(Sign up for **Mendeley** online)



A screenshot of the Mendeley online registration form. It features four input fields: 'First Name', 'Last Name', 'Email', and 'Password'. Below the fields is a blue button labeled 'Get started'.



Step 2:  
Download **Mendeley Desktop**

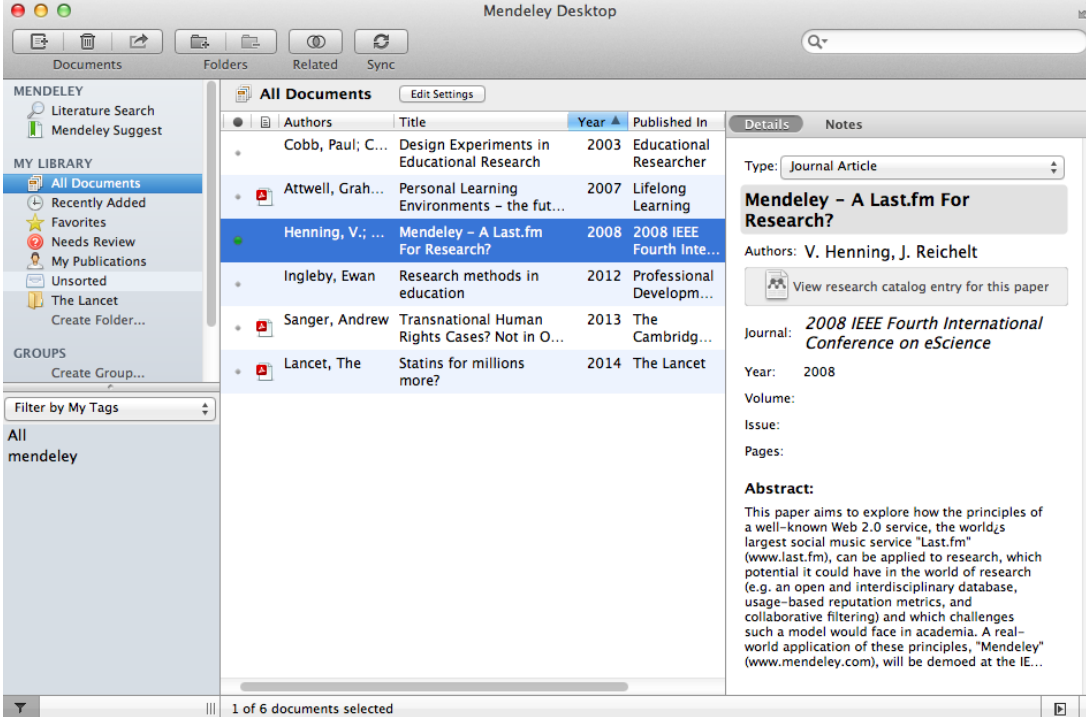
<https://www.mendeley.com/DOWNLOAD-DESKTOP/>



Step 3:  
Bangun Perpustakaan Anda (Build Your Library)



# Mendeley Desktop overview

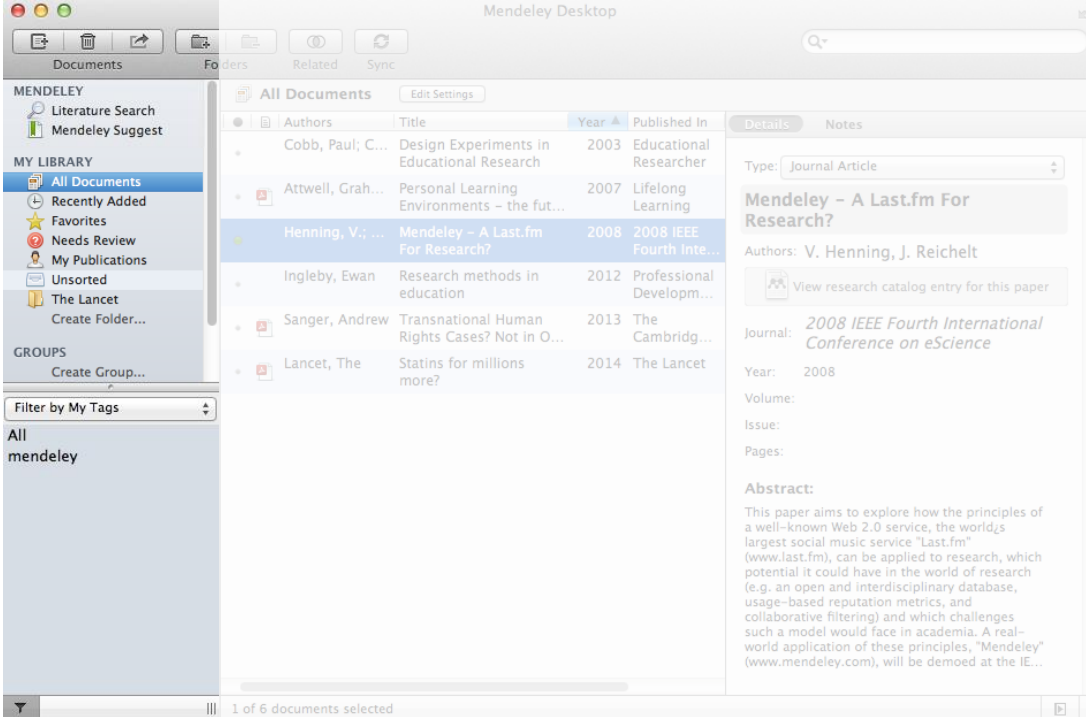


The screenshot shows the Mendeley Desktop application window. The interface is divided into several sections:

- Top Bar:** Contains icons for Documents, Folders, Related, and Sync, along with a search bar.
- Left Sidebar:**
  - MENDELEY:** Literature Search, Mendeley Suggest.
  - MY LIBRARY:** All Documents (selected), Recently Added, Favorites, Needs Review, My Publications, Unsorted, The Lancet, Create Folder...
  - GROUPS:** Create Group...
  - Filter by My Tags:** All, mendeley.
- Main Document List:** A table with columns: Authors, Title, Year, and Published In.
 

Authors	Title	Year	Published In
Cobb, Paul; C...	Design Experiments in Educational Research	2003	Educational Researcher
Attwell, Grah...	Personal Learning Environments – the fut...	2007	Lifelong Learning
Henning, V.; ...	Mendeley – A Last.fm For Research?	2008	2008 IEEE Fourth Inte...
Ingleby, Ewan	Research methods in education	2012	Professional Developm...
Sanger, Andrew	Transnational Human Rights Cases? Not in O...	2013	The Cambridg...
Lancet, The	Statins for millions more?	2014	The Lancet
- Right Panel (Details):**
  - Type: Journal Article
  - Mendeley – A Last.fm For Research?**
  - Authors: V. Henning, J. Reichelt
  - View research catalog entry for this paper
  - Journal: *2008 IEEE Fourth International Conference on eScience*
  - Year: 2008
  - Volume:
  - Issue:
  - Pages:
  - Abstract:** This paper aims to explore how the principles of a well-known Web 2.0 service, the world's largest social music service "Last.fm" (www.last.fm), can be applied to research, which potential it could have in the world of research (e.g. an open and interdisciplinary database, usage-based reputation metrics, and collaborative filtering) and which challenges such a model would face in academia. A real-world application of these principles, "Mendeley" (www.mendeley.com), will be demoed at the IE...
- Bottom Status Bar:** 1 of 6 documents selected

# Struktur perpustakaan Anda (Your library structure)



The screenshot displays the Mendeley Desktop application window. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options under 'MENDELEY' (Literature Search, Mendeley Suggest), 'MY LIBRARY' (All Documents, Recently Added, Favorites, Needs Review, My Publications, Unsorted, The Lancet, Create Folder...), and 'GROUPS' (Create Group...). A 'Filter by My Tags' dropdown is set to 'All', showing the tag 'mendeley'.
- Top Bar:** Includes icons for Documents, Folders, Related, and Sync, along with a search bar.
- Document List:** A table with columns for Authors, Title, Year, and Published In. The selected document is highlighted in blue.
- Details Panel:** Shows the selected document's details, including Type (Journal Article), Title, Authors, Journal, Year, Volume, Issue, Pages, and an Abstract.

Authors	Title	Year	Published In
Cobb, Paul; C...	Design Experiments in Educational Research	2003	Educational Researcher
Attwell, Grah...	Personal Learning Environments – the fut...	2007	Lifelong Learning
Henning, V.; ...	Mendeley – A Last.fm For Research?	2008	2008 IEEE Fourth Inte...
Ingleby, Ewan	Research methods in education	2012	Professional Developm...
Sanger, Andrew	Transnational Human Rights Cases? Not in O...	2013	The Cambridg...
Lancet, The	Statins for millions more?	2014	The Lancet

**Details Panel:**

Type: Journal Article

**Mendeley – A Last.fm For Research?**

Authors: V. Henning, J. Reichelt

[View research catalog entry for this paper](#)

Journal: *2008 IEEE Fourth International Conference on eScience*

Year: 2008

Volume:

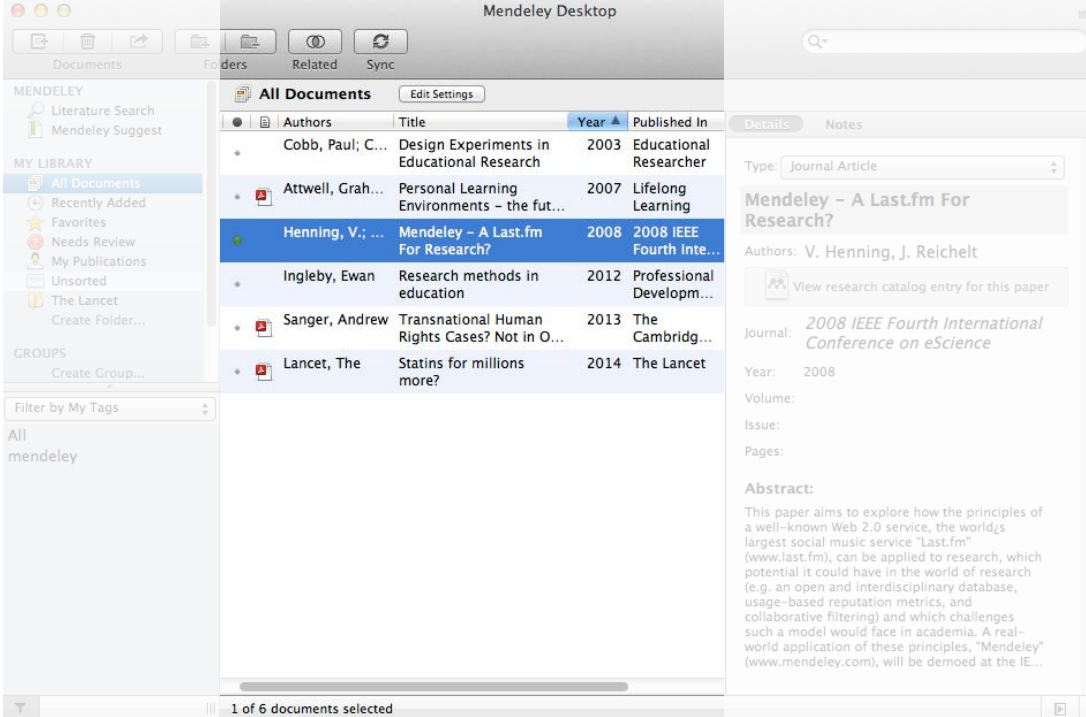
Issue:

Pages:

**Abstract:**

This paper aims to explore how the principles of a well-known Web 2.0 service, the world's largest social music service "Last.fm" (www.last.fm), can be applied to research, which potential it could have in the world of research (e.g. an open and interdisciplinary database, usage-based reputation metrics, and collaborative filtering) and which challenges such a model would face in academia. A real-world application of these principles, "Mendeley" (www.mendeley.com), will be demoed at the IE...

# Referensi Anda (Your references)



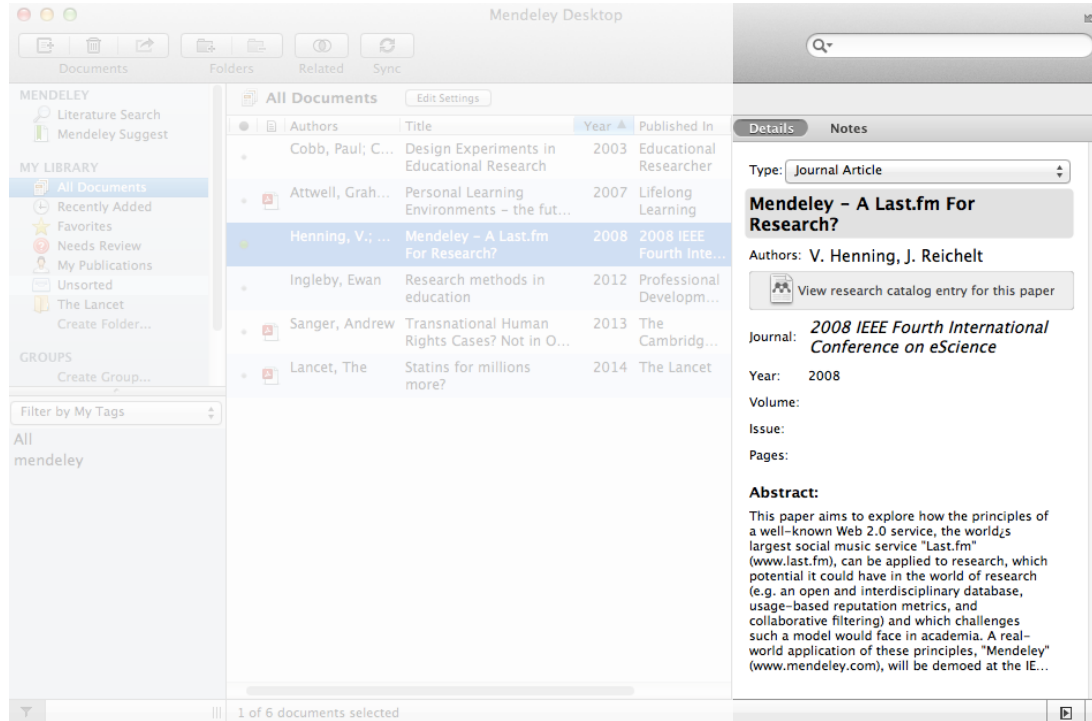
The screenshot displays the Mendeley Desktop application interface. The main window is titled "Mendeley Desktop" and shows a list of references under the "All Documents" tab. The list is organized into columns: Authors, Title, Year, and Published In. The selected entry is "Mendeley - A Last.fm For Research?" by Henning, V.; Reichelt, J., published in 2008 at the 2008 IEEE Fourth International Conference on eScience.

Authors	Title	Year	Published In
Cobb, Paul; C...	Design Experiments in Educational Research	2003	Educational Researcher
Attwell, Grah...	Personal Learning Environments - the fut...	2007	Lifelong Learning
Henning, V.; ...	Mendeley - A Last.fm For Research?	2008	2008 IEEE Fourth Inte...
Ingleby, Ewan	Research methods in education	2012	Professional Developm...
Sanger, Andrew	Transnational Human Rights Cases? Not in O...	2013	The Cambridg...
Lancet, The	Statins for millions more?	2014	The Lancet

The detailed view on the right shows the following information for the selected entry:

- Type: Journal Article
- Title: Mendeley - A Last.fm For Research?
- Authors: V. Henning, J. Reichelt
- Journal: 2008 IEEE Fourth International Conference on eScience
- Year: 2008
- Volume: (empty)
- Issue: (empty)
- Pages: (empty)
- Abstract: This paper aims to explore how the principles of a well-known Web 2.0 service, the world's largest social music service "Last.fm" (www.last.fm), can be applied to research, which potential it could have in the world of research (e.g. an open and interdisciplinary database, usage-based reputation metrics, and collaborative filtering) and which challenges such a model would face in academia. A real-world application of these principles, "Mendeley" (www.mendeley.com), will be demoed at the IE...

# Detail dokumen (Document details)



The screenshot displays the Mendeley Desktop application window. The main pane shows a list of documents under the 'All Documents' view. The selected document is 'Mendeley - A Last.fm For Research?' by Henning, V.; Reichelt, J., published in 2008 in the '2008 IEEE Fourth International Conference on eScience'.

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The right-hand pane shows the details for the selected document:

- Type: Journal Article
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# Seret dan Jatuhkan (Drag and Drop)



Mendeley Desktop

Documents Folders Related Sync

MENDELEY  
Literature Search  
Mendeley Suggest

MY LIBRARY  
All Documents  
Recently Added  
Favorites  
Needs Review  
My Publications  
Unsorted  
The Lancet  
Create Folder...

GROUPS  
Create Group...

Filter by My Tags  
All  
mendeley

All Documents Edit Settings

Authors	Title	Year	Published In
Cobb, Paul; C...	Design Experiments in Educational Research	2003	Educational Researcher
Attwell, Grah...	Personal Learning Environments – the fut...	2007	Lifelong Learning
Henning, V.; ...	Mendeley – A Last.fm For Research?	2008	2008 IEEE Fourth Inte...
Ingleby, Ewan	Research methods in education	2012	Professional Developm...
Sanger, Andrew	Transnational Human Rights Cases? Not in O...	2013	The Cambridg...
Lancet, The	Statins for millions more?	2014	The Lancet

Details Notes

Type: Journal Article

**Mendeley – A Last.fm For Research?**

Authors: V. Henning, J. Reichelt

[View research catalog entry for this paper](#)

Journal: *2008 IEEE Fourth International Conference on eScience*

Year: 2008

Volume:

Issue:

Pages:

**Abstract:**  
This paper aims to explore how the principles of a well-known Web 2.0 service, the world's largest social music service "Last.fm" (www.last.fm) can be applied to research, which potential it could have in the world of research (e.g. an open and interdisciplinary database, usage-based reputation metrics, and collaborative filtering) and which challenges such a model would face in academia. A real-world application of these principles, "Mendeley" (www.mendeley.com), will be demoed at the IE...

1 of 6 documents selected

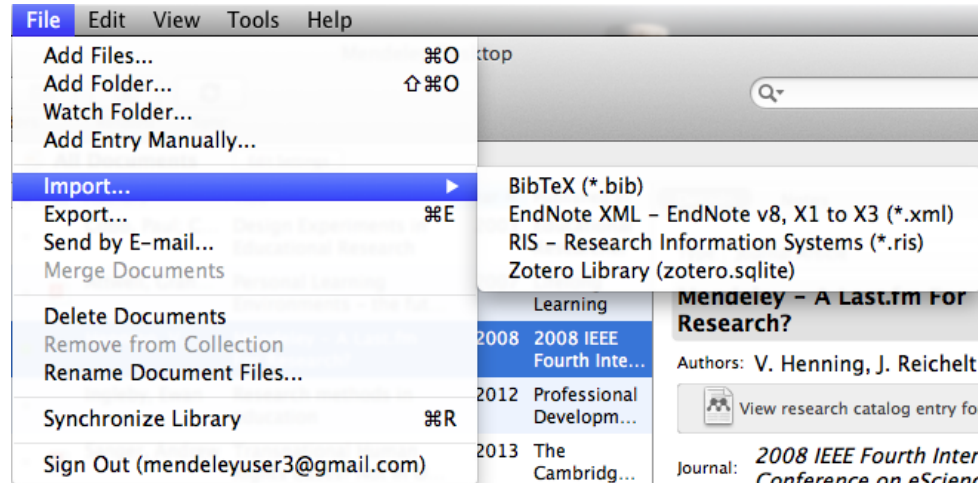


# Menambahkan Dokumen

Pilih add file atau add folder untuk ditambahkan dari komputer Anda

Watch a folder

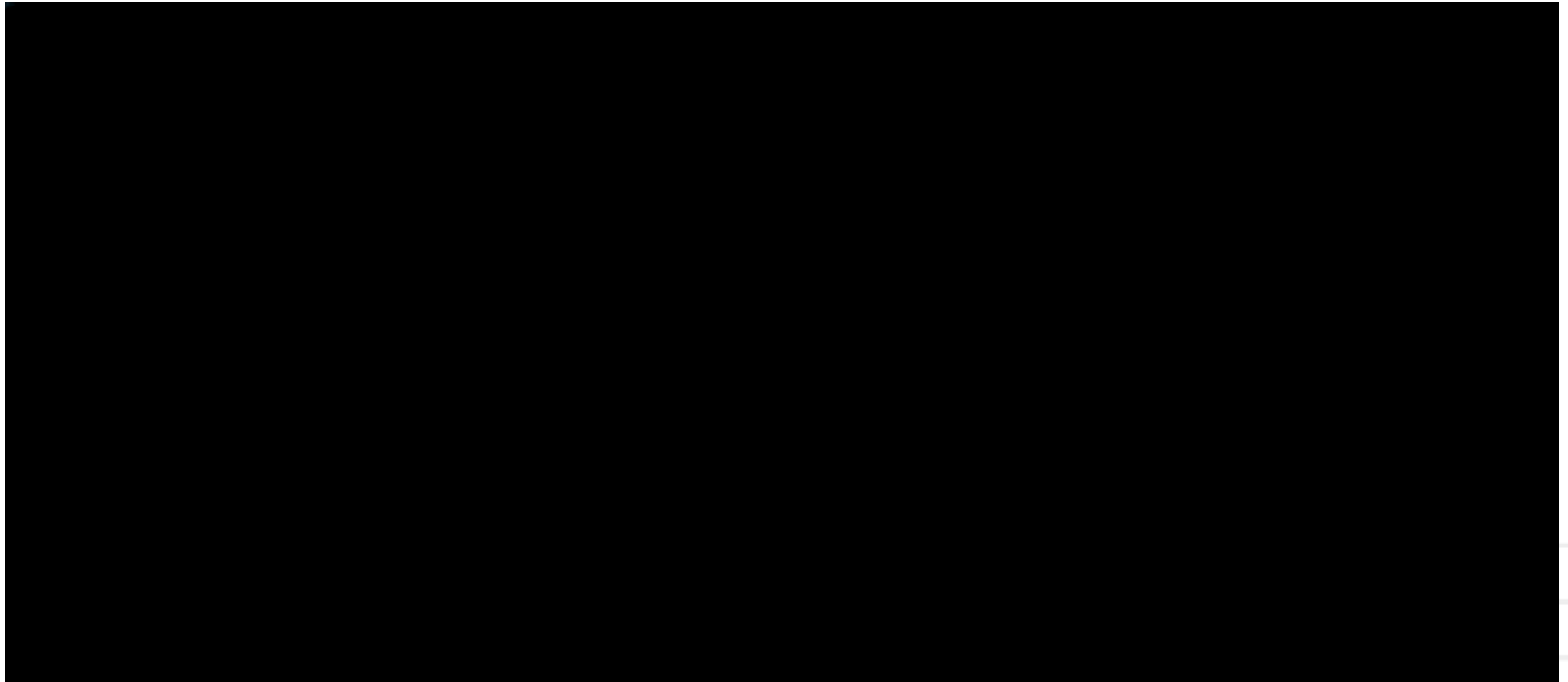
Tambahkan referensi secara manual



Anda juga bisa:

- Gunakan Pengimpor Web (*web importer*) untuk menambahkan dari database online
- Temukan artikel baru di Mendeley Web Catalog

## Cara sinkronisasi daftar Pustaka otomatis menggunakan Mendeley



# Sesi Diskusi

## RECAP

Apa saja yang dapat dijadikan sumber referensi untuk skripsi?

Apa itu APA Style? Bagaimana cara sitasi menggunakan APA Style?

Apa itu Mendeley?

Dapatkah kita menyingkronkan daftar Pustaka di Mendeley dengan Ms. Words?



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## TUGAS PROYEK 4


Lanjutkan pengerjaan proposal penelitian Anda pada proyek 3, dengan menambahkan Daftar Pustaka menggunakan Mendeley.



**Kirimkan hasil kerja Anda ke Google Classroom H-1 paling lambat sebelum pertemuan ke 7**

# TERIMA KASIH

Metode Penelitian  
Pertemuan ke-6

  
**STUDY HARD.  
DO GOOD  
AND THE  
GOOD LIFE  
WILL FOLLOW.**

