

# Compliance of Nurses in Implementing Patient Safety Guidelines Based on Individual and Organizational Factors

(Article Title with Times New Roman, font 16pt, boldface, center, max 15-20 Words)

The authors name (Times New Roman 12pt, letters upright, one blank single space line, Name cannot be abbreviated)

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(one blank single space line)

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## Abstract (11 pt, bold, center, one blank single space line)

English Abstract should be written using Times New Roman font, size 11pt, right-left justify, and one paragraph-unstructured with single spacing. Abstract is an unstructured paragraph, including **objective, methods, results and conclusions**. The abstract should state the problem, the purposes of the study or investigation, basic procedures (research design, selection and size of study subjects; observational and analytical methods), main findings (OR/ RR, CI or themes in qualitative research), and the principal conclusions. Recommendation and implication of the study must be clear. It should not contain any references or displayed equations. The abstract should be no more than 200 words. For the article in English, Indonesian abstract will be provided by the editors.

(One blank single space line, 11 pt)

**Keywords :** This section is comprised of three to six keywords/phrases representing the main content of the article. It is important for indexing the manuscript and easy online retrieval. It is written in English, alphabetically order (11-point font, *Times New Roman*), separated by semicolons between words/phrase.

(Font 9pt) **Cite this Article** Lubis, H.Y et al. (2021). Compliance of Nurses in Implementing Patient Safety Guidelines Based on Individual and Organizational Factors. (Italic) *Zona Keperawatan: Program Studi Keperawatan Universitas Batam*, v(i), pp. 1-12. Retrieved from <http://ejurnal.univbatam.ac.id/index.php/Keperawatan/article/view/xxx>

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**Abstrak (11 poin, tebal, tengah, miring, satu baris spasi tunggal kosong)**

**Tulis Judul Artikel dalam bahasa Indonesia (Kepatuhan Perawat Menerapkan Pedoman Patient Safety Berdasarkan Faktor Individu dan Organisasi).** Abstrak Bahasa Indonesia harus ditulis dengan menggunakan font Times New Roman, huruf miring, ukuran 11pt, Rata kanan-kiri, dan satu paragraf tidak terstruktur dengan spasi tunggal. Abstrak adalah paragraf yang tidak terstruktur, meliputi **obyektif, metode, hasil dan kesimpulan**. Abstrak harus menyatakan masalah, tujuan penelitian atau penyelidikan, prosedur dasar (desain penelitian, pemilihan dan ukuran subjek penelitian; metode observasi dan analisis), temuan utama (OR/RR, CI atau tema dalam penelitian kualitatif), dan kesimpulan utama. Rekomendasi dan implikasi penelitian harus jelas. Seharusnya tidak mengandung referensi atau persamaan yang ditampilkan. Abstrak tidak boleh lebih dari 200 kata.

(Satu baris spasi tunggal kosong, 11 pt)

**Kata Kunci :** Bagian ini terdiri dari tiga hingga enam kata kunci/frasa yang mewakili konten utama artikel. Hal ini penting untuk mengindeks naskah dan pengambilan online yang mudah. Ditulis dalam bahasa Indonesia, urutan abjad (font 11 poin, Times New Roman, Huruf miring), dipisahkan oleh titik koma di antara kata/frasa.

### **Introduction (14 font, boldface, capital in the first letter of headings)**

The manuscript is written with Times New Roman font size 12, single-spaced, left and right justified, on one-sided pages, paper in one column and on A4 paper (210 mm x 297 mm) with the upper margin of 3 cm, lower 3 cm, left 4 cm and right 3 cm. The manuscript including the graphic contents and tables should be **minimum 9 pages or minimum 3950 words**. The Standard English

grammar must be observed. The title of the article should be brief and informative and it should not exceed 20 words. The keywords are written after the abstract.

(Between paragraphs are spaced one blank, single spaced, without indentation)

The title should contain the main keyword and do not use abbreviations, numbering around 20 words. Authors need to write a short title is also desirable to be written as a page header on each journal page.

Authors should not just write words such as study/ relationship/ influence in the title because the title should indicate the results of the study, for example, "Increased Breast Milk Production for Postpartum Mothers by Cesarean Section through the "Success ASI" Package.

The full name of the author (without academic title) is placed below the manuscript title. The order of the author based on his contribution to the writing process. After the authors name is written with superscript numbers to mark the affiliation author. One author, affiliates can be more than one, for example Ridho Samudra<sup>1</sup>, Aulia Purnama<sup>2</sup>, Riza Ambia<sup>3</sup>. Affiliates and address of the authors. Give the number according to the name of the author, for example <sup>1</sup>Program Study of Nursing, Faculty of Medicines, Universitas Batam, Riau Islands, Batam 29464, Indonesia. Correspondence address is email address of the one of the author, for example Ridho Samudra@univbatam.ac.id.

The use of abbreviations is permitted, but the abbreviation must be written in full and it should be written between parentheses. Terms/Foreign words or regional words should be written in italics. Notations should be brief and clear and written according to the standardized writing style. Symbols/signs should be clear and distinguishable, such as the use of number 1 and letter l (also number 0 and letter O). Avoid using parentheses to clarify or explain a definition. The organization of the manuscript includes **Introduction**,

**Methodology** or **Experimental**, **Results**, **Discussion**, **Conclusions**, and **References**. Acknowledgement (if any) is written after Conclusion and before References and narratively, not numbered. The use of subheadings is discouraged. Between paragraphs, the distance is one space. Footnote is avoided.

This manuscript uses American Psychological Association (APA) manual style as citation. When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Winurini, 2013), and a complete reference should appear in the reference list at the end of the paper. Citation can be put at the beginning of the sentence, for example Utama, S (2018) states that ... or the source put at the end of a sentence for examples ... (Fauziddin, 2019). See the complete format on this link <https://owl.purdue.edu/>

Introduction contains justification of the importance of the study conducted. Novelty generated from this study compared the results of previous studies or the umbrella of existing knowledge needs to be clearly displayed. Complete it with main reference used. State in one sentence question or research problems that need to be answered by all the activities of the study. Indicate the methods used and the purpose or hypothesis of the study. ***The introduction does not exceed ten paragraphs.***

(One blank single space line)

## **Methodology** (14 point font, boldface, capital in the first letter of headings)

(12 font) The methodology contains the design, measures, criteria and sampling methods, instruments used, and procedures for data collection, processing, and analysis. When using a questionnaire as instrument, explain the contents briefly and to measure which variables. Validity and reliability of instruments should also be explained. In the experimental or intervention studies need to be explained interventional procedure or treatment is given. In this section it should explain how research ethics approval was obtained and the protection of the rights of the respondents imposed. Analysis of data using computer programs needs not be written details of the software if not original. Place/location of the study is only mentioned when it comes to study. If only as a research location, the location details not worth mentioning, just mentioned vague, for example, "... at a hospital in Batam."

For the qualitative study, in this section needs to explain how the study maintain the validity (trustworthiness) data obtained. ***The methods section written brief in three to four paragraphs.***

(One blank single space line)

## **Results** (14 font, boldface, capital in the first letter of headings)

(12 font) The findings are sorted by the objectives of the study or the research hypothesis. The results do not display the same data in two forms namely tables/images/graphics and narration. No citations in the

results section. Frequency with Percentage. The average value (mean) must be accompanied by a standard deviation. Writing tables using the following conditions.

Table only uses 3 (three) row, lines (do not use a column line), the line heading, variable/value and the end of the table (see example). The table text is written with Times New Roman font size of 11 pt, bold while the title is not bold. The title in the table is written in 10 pt size and in bold. Capital letters at the beginning of the word and placed on the table with the format as shown in the examples that do not use the column lines. The view of one table should not be truncated to a different article page, if it happens then give it the same title again as the table. Numbering tables Arabic numerals. The table framework lines size 1 pt. If the table has many columns, it can use one column format at half or full page. If the title in each table column is long and complex, the columns are numbered and its description given at the bottom of the table. Mean, SD, and t-test values should include value of 95% CI. Significance value is put with not mention P at first. Example: The mean age 46.7 years intervention group (95% CI). Based on the advanced test between intervention and control groups showed significant (example:  $p=0.001$ ;  $CI= \dots - \dots$ ).

Images are placed symmetrically in columns within a single space of a paragraph. Pictures are numbered and sorted by Arabic numerals. Captions placed below the image and within one single space of the image.

Captions are written by using 10pt font size, bold, capital letters at the beginning of the word, and placed as in the example. The distance between the captions and paragraphs are two single spaced.

Images which have been published by other authors should obtain written permission from the author and publisher. Include a printed image with good quality in a full page or scanned with a good resolution in the format {file name}.jpeg or {file name}. Tiff. When the images are in the photograph format, include the original photographs. The image will be printed in black and white, unless it needs to be shown in color. The author will be charged extra for color print if more than one page. The font used in the picture or graphic should be commonly owned by each word processor and the operating system such as Symbol, Times New Roman, and Arial with size not less than 10 pt. Image files which are from applications such as Corel Draw, Adobe Illustrator and Aldus Freehand can give better results and can be reduced without changing the resolution.

For the qualitative study, the findings commonly are written in the form of participants quotes. Table format is rarely used except to describe the characteristics of the participants, or recapitulation of the themes or categories. If the quote is not more than 40 words, then use quotation marks (") at the beginning and at the end of a sentence and include participants/ informants which give statements without the need to create

separate paragraphs. Ellipsis (...) is only used to change a word that is not shown, instead of a stop sign/pause. See the following example.

Due to the ongoing process, the women experiencing moderate to severe pain in the knees, ankles, legs, back, shoulders, elbows, and/or their fingers, and they are struggling to eliminate the pain. To alleviate pain, they look for the cause of the pain. One participant stated that, "... I decided to visit a doctor to determine the cause of the pain is. Now I'm taking medication from the doctor in an attempt to reduce this pain" (participant 3)

Here is an excerpt example of using block quotations if the sentences are 40 or more. Use indentation 0.3"

As discussed earlier, once the participants had recovered from the shock of the diagnosis of the disease, all participants decided to fight for their life. For most of them, the motivation for life is a function of their love for their children; namely child welfare, which being characteristic the pressure in their world. Here is an example of an expression of one of the participants:

I tried to suicide, but when I think of my children, I cannot do that [crying]. I thought, if I die, no one will take care of my children. Therefore, I decided to fight for my life and my future. They (children) were the hope of my life (participant 2).

**Examples for Table:**

The table text is written with Times New Roman font size of 11 pt, bold while the title is not bold. The title in the table is written in 10 pt size and in bold. Capital letters at the beginning of the word and placed on the table with the format as shown

in the examples that do not use the column lines. Numbering tables Arabic numerals. The table framework lines size 1 pt. The view of one table should not be truncated to a different article page, if it happens then give it the same title again as the table.

**Table 1.** Average Distribution of Respondents by Age (n= 144)

Variable	Mean Median	Standard deviation	Minimum-Maxi mum	95% CI
Age	38,81 36,00	10,676	23-56	37,05-40,56
Working period	15,87 13,00	10,606	1-31	14,12-17,62

The results of the analysis showed that the average age of nurses in the study was 38.8 years with a range of 23-56 years (CI: 37.05-40.56), standard deviation 10,676 years, the youngest age was 23 years, and the oldest was 56 years. The average age of the implementing nurses in the inpatient installation of RS X is

in the productive age range. The average tenure of nurses is 15.87 years (95% CI: 14.12 – 17.62), with a standard deviation of 10.606 years, the shortest working period is 1 year and the longest is 31 years (view table 1).

**Table 2.** Frequency Distribution of Respondents According to Leadership, Organizational Structure, Rewards, and Job Design Perceived by Implementing Nurses (n= 144)

Variable	Category	Frequency	Percentage (%)
Leadership	Less	57	39,6
	Good	87	60,4
Organizational structure	Less	66	45,8
	Good	78	54,2
Rewards	Less	73	50,7
	Good	71	49,3
Work Design	Less	61	42,4
	Good	83	57,6

The results of the analysis found that 60.4% of nurses in the inpatient installation of RS X perceived good leadership, good organizational

structure 54.2%, and good work design 57.6%, while rewards were perceived less by 50,7 (view table 2).

**Table 3.** Correlation of Disclosure Status with Stress in MSM HIV-Positive in City X (n= 176)

Disclose HIV status	Stress						OR (95%CI)	Sig
	Low		High		Total			
	n	%	n	%	N	%		
High	48	37,5	80	62,5	128	47,2	0,219 (0,115-0,415)	0,025*
Low	26	55,3	21	44,7	47	52,8		
Total	74	100	101	100	175	100		

The results of the analysis at the 5% alpha level found a significant relationship between status disclosure and stress on the respondents ( $p = 0.025$ ,  $= 0.05$ ). While the analysis of the close relationship between openness status and stress is shown in the OR value of 0.219 (OR 95% CI) (view table 3).

### **Discussion** (14pt, boldface, Capital letter in the beginning of the Word)

(12 font) Describe the discussion by comparing the data obtained at this time with the data obtained in the previous study. *No more statistical or other mathematical symbols in the discussion.* The discussion is directed at an answer to the research hypothesis. Emphasis was placed on similarities, differences, or the uniqueness of the findings obtained. It is need to discuss the reason of the findings. The implications of the results are written to clarify the impact of the results the advancement of science are studied. The discussion ended with the various limitations of the study

### **Conclusions** (14pt, boldface, Capital letter in the beginning of the Word)

(12 font) Conclusions section is written in narrative form. *The conclusion is the answer of the hypothesis that leads to the main purpose of the*

*study.* In this section is not allowed to write other authors work, as well as information or new terms in the previous section did not exist. *Recommendation for further research can be written in this section.*

### **Acknowledgement** (if any and if not, continue References) (14pt, boldface, Capital letter in the beginning of the Word)

(12 font) Acknowledgement is given to the funding sources of study (donor agency, the contract number, the year of accepting) and those who support that funding. The names of those who support or assist the study are written clearly. Names that have been mentioned as the authors of the manuscripts are not allowed here.

#### **Example:**

This work was funded by Grant Universitas X. We wish to thank the directors of Central General Hospital X and Hospital X, and Puskesmas X for allowing us to conduct this research.

### **References** (14pt, boldface, Capital letter in the beginning of the Word)

Reference is written with Times New Roman font *size 11 pt*, the distance between the references one enter. *References are arranged in alphabetical order without serial numbers with completeness:* author's name, year of publication, article title, book title, name and journal number, publisher and city where it was published, as well as page number or referring to the APA (American Psychological

Association) 6th edition citation format. The references use the hanging, which is on the second line indented as much as 0.25", right justified. The references only contain articles that have been published, and selected the most relevant to the manuscript. It prefers primary references. All sources in the reference must be referenced in the manuscript and what was in the manuscript should be in this reference. Authors are strongly recommended to use a reference manager such as Mendeley, Endnote, Zotero, or a plugin already installed in Ms Word to make it easier for authors and reduce citation errors.

#### **Journal**

Author, A. A., Author, B. B., & Author, C. C. (year). Article title: Sub-title. *Journal Title*, volume (issue number), page numbers.

#### **Examples:**

Loh, D. Y., & Gelinas, L.S. (2004). The effect of workforce issues on patient safety. *Nursing Economic*, 22 (5), 266-272.

Schulke, K., Joshi, M., & Mastal, M.F. (2007). Nursing leadership: Championing quality and patient safety in the boardroom. *Nursing Economic*, 25 (6), 323-31.

#### **Article with URL home page**

Author, A. A., Author, B. B., & Author, C. C. (year). Article title: Sub-title. *Journal Title*, volume (issue number), page numbers. Retrieved from URL of publication's home page

#### **Example:**

Borman, W.C., Hanson, M.A., Oppler, S.H., Pulakos, E.D., & White, L.A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78(8), 443-449. Retrieved from

<http://www.eric.com/jdlsiejl/supervisor/early937d%>

#### **Database Article with DOI (Digital Object Identifier).**

Author, A. A., Author, B. B., & Author, C. C. (Year pub). Title of article. *Title of Journal*, Volume (Issue), pp-pp. DOI: xx.xxxxxxxx

#### **Examples:**

Bidaki, R., Rajabi, Z., Rezaeian, M., Ghannad, M.S., Shahrbabaki, M.H.S. (2017). Social acceptance for patients infected with human immunodeficiency virus in Kerman and Rafsanjan, Iran. *International Journal of High Risk Behaviors and*, 6 (1), 4–7.

<https://doi.org/10.5812/ijhrba.30564>.

Rostosky, S., & Riggle, E.D.B. (2017). Same-sex relationships and minority stress. *Current Opinion in Psychology*, 13, 29–38. <https://doi.org/10.1016/j.copsyc.2016.04.011>.

Wu, S.F.V., Courtney, M., Edward, H., McDowell, J., Shortridge-Baggett, L.M., & Chang, P.J. (2007). Self-efficacy, outcome expectation, and self care behavior in people with type diabetes in Taiwan. *Journal of Clinical Nursing*, 16 (11), 250–257. <https://doi.org/10.1111/j.1365-2702.2006.01930.x>

#### **Conference Proceeding**

Prasasti, A.K., & Widyatuti, W. (2021). The Role of Community Nurses to Prevent Domestic Violence during the Covid-19 Pandemic. *Proceedings of the International Conference on Nursing and Health Sciences*, 2(1), 9-18. Retrieved from



<http://jurnal.globalhealthsciencegroup.com/index.php/PICNHS/article/view/431>

- Setiawan, A.A, et al. (2021). Formulation and Antioxidant Effectivity Test of Single Bulb Black Garlic Lotion With DPPH Method (1,1-diphenyl-2-picrylhydrazyl). *Advances in Health Sciences Research: Proceedings of the 4th International Conference on Sustainable Innovation 2020–Health Science and Nursing (ICoSIHSN 2020)*. <https://doi.org/10.2991/ahsr.k.210115.001>. Retrieved from <https://www.atlantis-press.com/proceedings/icosihsn-20/125951166>

#### **Book**

Author, A. A. (Year). *Source title: Capital letter in the beginning of the subtitle*. Location/City: Publisher.

#### **Examples:**

##### **Satu Penulis**

- Gillies, A. D. (1994). *Manajemen keperawatan sebagai suatu pendekatan sistem* (3th Ed.). Philadelphia: WB Saunders Company.
- Sopiah. (2008). *Perilaku organisasional*. Yogyakarta: Penerbit Andi.
- Swanburg, R. C. (2000). *Introductory management and leadership for nurses* (2nd Ed.). Boston: Jones and Barlett Publishers.
- Unarajan, D. (2003). *Manajemen disiplin*. Jakarta: PT Grasindo.

##### **Dua sampai 4 Penulis**

- Berman, A.J., Snyder, S., Kozier, B., & Erb, G. (2016). *Fundamentals of nursing: Concepts, process, and practice* (10th Ed.). USA: Pearson Prentice Hall.
- Ignatavicus, D., & Bayne, M.V. (2010). *Medical surgical nursing: A Nursing process approach* (6th

Ed.). Philadelphia: WB Sounder Company.

- Ivancevich, M.H., Konopaske, & Matteson, T.M. (2006). *Perilaku dan manajemen organisasi*. (Jilid 2). Jakarta: Erlangga.
- Peterson, S.J., & Bredow, T.S. (2004). *Middle range theories: Application to nursing research*. Philadelphia: Lippincott Williams & Wilkins.

##### **Lebih dari 4 Penulis**

- Ellis et al. (2006). *Staffing for safety: A Synthesis of the evidence on nurse staffing and patient safety*. Ottawa: Ontario.

##### **Penulis Institusi**

- Departemen Kesehatan RI. (2016). *Pedoman makanan pendamping ASI*. Jakarta: Universitas Indonesia.
- Departemen Kesehatan RI. (2008). *Panduan nasional keselamatan pasien rumah sakit (Patient safety)*. Jakarta: Depkes RI.
- Field of PMK, Medan City Health Office. (2016). *Profil kesehatan Kota Medan tahun 2016* (pp. 31–35). Medan: Field of PMK, Medan City Health Office.
- KKP-RS (2008). *Pedoman insiden keselamatan pasien (IKP) (Patient safety incident report)* (Edisi 2). Jakarta: KPP-RS.

#### **Book chapter**

Author, A. A. (Year). Chapter title: *Capital letter in the beginning of the subtitle*. In Initial, Surname (Author's name/book editor) (eds). *Book title*. Location/City: Publisher.

#### **Example:**

- Hybron, D.M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R.J. Larsen (Eds.), *the Science of Subjective Well-Being*

(pp.17-43). New York, NY: Guilford Press.

#### **Translated book**

Ganong, W.F. (2008). *Fisiologi Kedokteran* (Ed ke-22). (Petrus A., Trans). New York: McGraw Hill Medical. (Original book published 2005).

Hinkle, J.L., & Cheever, K.H. (2018). *Brunner and Suddarth's textbook of medical-surgical nursing* (14th Ed.). Philadelphia: Wolters Kluwer.

#### **Workshop/Seminar**

Abbott, K. and J. Seymour. 1997. Trapping the Papaya Fruit Fly in North Queensland. *Paper presented at the Australian Entomological Society Conference*, Melbourne.

Fitriany dan D. Sari. 2008. Studi atas Pelaksanaan PBL dan Hubungannya dengan Prestasi Mahasiswa. *Paper dipresentasikan pada acara Simposium Nasional XI*, Pontianak.

Yahya, A. A. (2008). Patient safety is a key component of risk managemengent. *Paper dipresentasikan dalam Workshop keselamatan klien dan manajemen resiko klinis RS X Jakarta*, 1 - 3 April 2008.

#### **Newspaper no author's name**

Generic Prozac debuts. (2001, August 3). *The Washington Post*, pp. E1, E4.

#### **Skripsi/ Thesis/ Dissertation/ Working Paper**

##### ***If available in the database***

Adams, R. J. (1973). *Building a foundation for evaluation of instruction in higher education and continuing education* (Doctoral dissertation).

Retrieved from <http://www.ohiolink.edu/etd/>

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*. Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

Gilliland, A.L. (2010). *A grounded theory model of effective labor support by doulas* (Disertasi Doktor). Retrieved from ProQuest Dissertations and Theses. (UMI No 3437269)

##### ***If not published***

Last-name, A. A. (year). *Dissertation/ thesis title*. (Unpublished doctoral dissertation/master thesis). Institution Name, Location.

##### **Examples:**

Celik, C. (2016). *Relationship of organizational commitment and job satisfaction: A Field Study of Tax Office Employees* (Unpublished Tesis). Program Study Magister. Mersin Turki University, Turki

Chambers, D. J. 2003. *Earnings Persistence and Accrual Anomaly*. (Unpublished Working Paper). University of Illinois at Urbana-Champaign.

Chan, K., L. Chan, N. Jegadeesh, and J. Lakonishok. 2004. *Earnings Quality and Stock Returns*. (Unpublished Working Paper). University of Illinois at Urbana-Champaign.

Considine, M. (1986). *Australian insurance politics in the 1970s: Two case studies*. (Unpublished doctoral dissertation). University of Melbourne, Melbourne, Australia.

Maryam, D. (2009). *Hubungan antara penerapan tindakan keselamatan pasien oleh perawat pelaksana dengan kepuasan pasien di IRNA Bedah*

dan IRNA Medik RSU Dr. Soetomo Surabaya (Tesis master, tidak dipublikasikan). Program Pascasarjana FIK UI, Jakarta.

#### Other online source

Author, A. A. (year). Title of source. Retrieved from URL of publication's home page

#### Examples:

- Adiputra, I.M.S, dkk. (2021). *Metodologi penelitian kesehatan*. Cetakan 1. Penerbit: Yayasan Kita Menulis. Diperoleh dari [https://books.google.co.id/books?hl=en&lr=&id=DDYtEAAQBAJ&oi=fnd&pg=PA43&dq=referensi+2021+buku+metodologi+penelitian+kesehatan&ots=vcE0IueKIB&sig=27NWu7nMPBmLIEs4KHKVjNJ8IAk&redir\\_esc=y#v=onepage&q&f=false](https://books.google.co.id/books?hl=en&lr=&id=DDYtEAAQBAJ&oi=fnd&pg=PA43&dq=referensi+2021+buku+metodologi+penelitian+kesehatan&ots=vcE0IueKIB&sig=27NWu7nMPBmLIEs4KHKVjNJ8IAk&redir_esc=y#v=onepage&q&f=false)
- Hughes, G.H. (2008). *Patient safety and quality: An evidence based handbook for nurse*. Retrieved from <http://www.proquest.com>.
- Shackelford, W. (2000). The six stages of cultural competence. In *Diversity central: Learning*. Retrieved from [http://www.diversityhotwire.com/learning/cultural\\_insights.html](http://www.diversityhotwire.com/learning/cultural_insights.html)
- Winslow, et al. (2006). Staffing for safety: A synthesis of the evidence on nurse staffing and patient safety. *Canadian Health Services Research Foundation and Foundation Canadiene, Ottawa*. Retrieved from [www.ccpnr.ca/PDFs/Nurse\\_Staffing\\_and\\_Patient\\_Safety\\_2006.pdf](http://www.ccpnr.ca/PDFs/Nurse_Staffing_and_Patient_Safety_2006.pdf).

#### Article from website

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### **Appendices**

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Appendices are only used when absolutely necessary, placed after the references. If there is more than one attachment/appendix then sorted alphabetically.