

THE ANALYSIS OF SPELLING IN THE SCIENTIFIC WORK OF UNIVERSITY LECTURERS AND CORRESPONDENCE OFFICIAL BUREAUCRACY AT ISLAMIC STATE UNIVERSITY SUNAN KALIJAGA YOGYAKARTA

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ABSTRACT

The research analyzes the use of perfected spelling system (PSS) (that in Bahasa Indonesia is called as EYD) in the scientific work of university lecturer and bureaucracy of correspondence at Islamic State University Sunan Kalijaga Yogyakarta. Authors of scientific work and bureaucracy official of correspondence should understand EYD because it influences their quality of their works. This research uses four basic guidelines based on Eko Sugiarto's book under the titled "EYD untuk Pelajar dan Mahasiswa" namely; first, the guidelines for the use of words. Second, the guidelines for writing words. Third, the use of punctuation. The last is transliteration of Arabic-laten. Based on those EYD guidelines, this research finds some mistakes made by the Authors of scientific work and the bureaucratic official of correspondence. There are various spots of writing error, the use of false words, spelling and punctuation.

Keywords: bureaucracy of correspondence, EYD, scientific work

INTRODUCTION

Scientific writing competence is an important competence and cannot be ignored in present globalization and modernity era. The objectives of scientific writing is to solve and analyze a number of problems based

on scientific writing method framework.⁵⁰ Basically, scientific writing is a part of scholarly activity comprehensively. The implication of this matter is the emergence of actualization of knowledge and new technology which are always searched through research, exploration,

50 Brotowidjono, Mukayat, *Scientific Essay Writing* (2nd ed) (Jakarta: Akademika Pressindo, 2002), page. 15

thinking and appreciation of various parties.⁵¹

There are three main tasks that must be performed by a lecturer or known as “*Tri Dharma* of College.” Those three main tasks are: (1) education and teaching, (2) research, and (3) social service. Therefore, a lecturer should perform those three tasks proportionally.

The lack of lecturer’s writing ability will influence their scientific work quality because a scientific work should be written in Indonesian language with various formal written forms. As said by Nazar, one of scientific language characteristics is correct.⁵² According to Santoso, what is intended by “correct” is the accuracy with formal Indonesian Language rules. Qualified Indonesian language is a language which is clean from error, both logic or rules.

In writing scientific work, a lecturer supposes to use EYD. However, in fact, after analyzing lecturer’s scientific work in form of journal articles, the lecturer still does some errors in writing scientific work by using EYD. It is also found that the lecturer does not only make an error in EYD using, but also affixation, coherence, and cohesion. However, this research is only to find out whether the lecturer has used correct EYD and what errors done by the lecturer in using EYD, thus affixation, coherence and cohesion are ignored.

Besides, the researcher also reviews language use error on bureaucracy at UIN Sunan Kalijaga, particularly concerning correspondence. Correspondence activity at institution especially in College is one of official activities which function cannot be

ignored. An activity of making official letters supposes to be the job of employees at College. There various official letters written by UIN Sunan Kalijaga employees. Certainly, those are official. Therefore, rules of good and correct Indonesian language are naturally become absolute requirement for each writing of one of letter type that has been mentioned.

The research type done is Library Research, which is by conducting analysis towards some data needed. The data which are used are in form of letters and lecturer’s scientific work. Furthermore, it is analyzed by using descriptive method from presenting aspect and content method from analysis aspect. The data which are analyzed are in form of journal articles that have been given by the lecturer to team of al-Bidayah team but those have not been edited by editorial team. Each journal is represented by one article selected randomly. Besides, another data which are analyzed are some letters issued by each faculty at UIN Sunan Kalijaga. Therefore, a number of lecturer’s scientific work samples taken are 24 journals which are gathered from each faculty by taking three journals each. On the letter analysis, it is taken 35 samples of issued letters obtained from each faculty that give five letter samples.

The Definition of Scientific Work

Scientific work is a scientific thinking result of a scientist who wants to develop science, technology, and art obtained through literature, experience gathering, research and knowledge of previous individuals. In academic world, an individual’s career is determined by how productive he is in writing a scientific work. The more productive he is in creating qualified scientific work, the faster career and achievement he has. Therefore, the culture of writing scientific work should be developed as

51 Djuroto, Totok, Bambang Supriyadi, *Writing an Article and Scientific Work*, (Bandung: Rosda Karya, 2005), page. 34

52 Nazar, Noerzisri, *Bahasa Indonesia in Scientific Essay*, (Bandung: Humaniora, 2004), page. 41

soon as possible.⁵³

In the data analysis process, this research refers to a guideline book of scientific work writing which is suited with EYD. The book utilized is written by Eko Sugiarto⁵⁴ which is entitled “*EYD untuk Pelajar dan Mahasiswa*”. Therefore, it becomes the researcher’s criterion during the data analysis.

a. Scientific Work Characteristic

The disclosure of thinking in scientific work is based on the fact. It is said by Maimunah who finds that scientific work characteristics are (1) issue disclosure and the solution done scientifically; (2) opinion disclosure is supported by the fact; (3) correct and complete; (4) systematic and logic development; and (5) neutral and unemotional.⁵⁵ Concerning characteristics that become a category of a scientific work, Mujianto states that characteristics of scientific work writing are: idea focus, readability, writing technique and reference.⁵⁶

b. Types of Scientific Works

In general, scientific writing can be differed based on the level of writing problem review. Scientific writing reviews problems simply, but there is also it that reviews a

problem in detail. Sarwiji proposes that if it is reviewed based on the form, scientific work can be differed on: book, scientific work (for journal, seminar, report, etc), thesis and dissertation. The intended form of scientific work in this research is scientific paper, especially research paper, term paper or library paper.⁵⁷

The next is scientific article, according to Nugraheni and Imron, scientific article is scientific work contained in printed or electronic mass media (newspaper or magazine). If it seen from the media, there are two types of articles in general mass media (newspaper and general magazine). Article in scientific journal reviews scientific problems as a certain scholarly discipline. Articles in general mass media are semi-scientific or popular writing which propose fresh idea on actual problems presented in popular style so that it relative easy to be understood by heterogenous readers.⁵⁸

c. Components of Scientific Work Assessment

Scientific work assessment is a form of standardization of scientific work writing. According to Sudijono, assessment is a final activity of high thinking competence and includes competence of making consideration or assessment to take decision based on internal bases (constancy, logic, accuracy) or external (as work comparison, theory or

53 Dwiloka, Bambang, dan Riana, Rati, *Scientific Work Technique*, (Jakarta: Rineka Cipta, 2005), hlm. 15

54 Eko Sugiarto, *EYD untuk Pelajar dan Mahasiswa*, (Yogyakarta: Suaka Media, 2013).

55 Maimunah, Siti Annijat, *Buku Pintar Bahasa Indonesia*, (Jakarta: Prestasi Pustaka, 2007), hlm. 18

56 Mujianto, *Bahan Ajar Penulisan Karya Ilmiah*, (Malang: Universitas Negeri Malang, 2005), hlm. 32

57 Sarwiji, S, *Keterampilan Mahasiswa dalam Menulis Karya Ilmiah: Survei di Universitas Sebelas Maret dan Universitas Negeri Semarang Jawa Tengah. Disertasi S-3* (Jakarta: UNJ, 2002), hlm. 26 (*Unpublished*).

58 Nugraheni, Farida dan Imron, Ali, *Scientific Work Writing Method*, page. 29

principle in certain field).⁵⁹ According to Nurgiyantoro, assessment activity can be seen from objective side, idea, work method, solution method, method, material, etc.

Those criteria can be determined by the lecturer or the students themselves. In this competence level, an individual is demanded to evaluate situation, statement or concept based on a certain criteria.

Definition of Letter

Letter is a media to deliver statement or information in form of notification, statement, request, report.⁶⁰ The main objective of letter is written communication media. According to Bratawidjaja, letter (official) as communication media has functions as: (1) authentic written proof symbol, for example letter that has been documented; (3) historic documentation, for example letter in old document which is dug to find out old tie development; (5) guideline or basic to act, for example decree, road permit, warrant, letter of appointment, etc.

Among those letters. There are letter which are based on the content: (1) official letter, (2) personal letter, (3) trade letter. Official letter is a letter which contains of official issues written or sent by an organization to another organization or individual; or vice versa, from an individual to organization.⁶¹

59 Sudijono, *Introduction to Education Evaluation*, (Jakarta: PT Raja Grafindo Persada, 2005), page. 45

60 Bratawidjaja, Thomas Wiyasa, *Modern Business Letter*, (Jakarta: PT Gramedia, 1995), page. 30.

61 Department of National Education. 2009. *Ministerial Decree of National Education of Republic Indonesia* number 46 Year 2009 on General Rule of Perfected Indonesian Language Spelling System. Jakarta: Department of National Education.

DISCUSSION

Study of Lecturer's Scientific Work EYD

Perfected Spelling system use in a scientific work is very important. Since it uses good and correct Indonesian language as the rules which are determined. Based on the literature analysis concerning lecturer's scientific work at UIN Sunan Kalijaga Yogyakarta, it is found many work results that have not been appropriate with EYD, but it is only a small part. Some mistakes found in the scientific works are:

1. Italics Use

Some italics use errors are found in foreign language both English or Arabic. Those errors occur because the authors do not use italics for foreign terms utilized in the writing. Foreign use cannot be avoided, however, the author should have known that foreign language included in Indonesian Language should be written in italics.

Example: *Style*, *Mutasyabihat*, *style tasykhis*, *mukhathab*, *style illustrative*, *walla-hu 'alam bisshowaab*, *menopause*, *negative*, *klimaterium*, *need-need*, *skill*, *latent learning*.

Besides, italics use occurs in lecturer's scientific work concerning verse translation. It supposes to be written in italics.

2. Capital Letter Use

Most of capital letter misuses occur in subtitle writing that should be written in capital letter as the first letter of all words except the task word *di*, *ke*, *dari*, *and*, *yang*, and *untuk* which are not positioned in the initial position. Many subtitles use capital

letter on the beginning of the word. Besides, there are also task in capital letter that should be written in lowercase.

Many capital letter uses also occur in the capital letter writting concerning geography because there is certain determination on when to use the capital and lowercase. For example in English word, as the first letter of self's name, the first letter should use capital letter (example: English). Capital letter is also used in geographical name followed by the geographical name itself (example: English City). However, if it is as the begining letter of geographical name that is utilized as the type explanatory, capital letter is not only utiliex (example: wrench or *kunci inggris*). It can be understood that many people do some errors because they should be carefully pay attention to the words used to avoid errors.⁶²

Capital letter use in a sentence or word is sometime missed. It can be caused by the limited accuracy during the writing. Some capital letter miuse found in some scientific work is on the writing *al* in Arabic. The letter *a* in the word *al* is not in capital letter, but lowercase followed by hyphen (-), and the word of Allah's characteristic begun with capital letter.

example: *al-Karim*, *al-Malik*, *as-Salam*, *ar-Rohim*, *al-Hadzf*, etc.

Capital letter use in the beginning of the sentence in individual's name writing is something wrong. However, it is only a very small error, therefore, there is a possibility that this error is not included in lapse category or unconscious error. An

error which is categorized as lapse categori also occurs on the capital letter use in the beginning of the sentence. It occurs and is presumed because carelessness.

3. Hyphen Use (-)

Hyphen can be uzed to some sentence types, as the hyphen which connect syllables which are separated by line, connector to connect repetition elements, connector to connect the part of date and letters which are spelled one by one, connector to explain the connection of utterance part or word and phrase busting or a group of words, connector used to arrange the words with affix addition and it is to arrange Indonesian and Foreign language elements.

Some inapropriatenesses of EYD use in lecturer's scientific work are found on hyphe use to arrange words with affix addition and it which is utilized to arrange Indonesian language with foreign language.

Example: *menakwilkannya* => *men-takwil-kannya*

hambaNya => *hamba-Nya*

menyerupaiNya => *menyerupai-Nya*

4. Derivatives Use

More derivative misuses are found in affix writing arranged in hyphen if it is added on abbreviation or basic words, not Indonesian language.

Example: *pengkavlingan* => *peng-kaveling-an*

5. Word Use Consistency

In scientific work writing is ofen reminded with the consistency language of the author. Therefore, it is important for the author to pay attention to written words, expecially foreign words which are difficult

62 Eko Sugiarto, *EYD for Students and Students of College*, (Yogyakarta: Suaka Media, 2013), page. 18.

to memorize. Some errors of writing in lecturer's scientific work are: *penyifatan* and *penyipatan*, *simbol-simbol* and *simbul-simbul*, *symbol* and *simbol*, *frekuensi* and *frekwensi*.

Analysis of Correspondence Bureaucracy EYD

In general, mistakes which are often done in correspondence writing are violence in rules that include: word form rules, diction, sentence grammar arrangement, paragraph making, understanding management, and error in applying perfected Indonesian Language spelling system.⁶³ Therefore, this research is conducted as an effort to improve existing mistakes in correspondence bureaucracy. Mistakes which are found are different to another because the letter writing format on each Faculty is also different. Some inappropriateness of EYD use in correspondence at UIN Sunan Kalijaga are:

1. Full Stop and Comma Use

Based on the correspondence bureaucracy which is adjusted with EYD as in a book written by Eko Sugiarto, there are some writing errors of name and title. Full stop and comma should be put on the last title writing.

Example: Dr. H. Syafiq Mahmadah Hanafi, M. Ag.

Muhfiatun, S.E.I, M.E.I.

Siti Robaniyah Dwi Harsiwi, SIP.

2. Letter Format Organization

Some mistakes occur in correspondence bureaucracy are caused by guidelines that have not been determined. Thus, organization of letter making in each Faculty is different.

Some mistakes found in some letter samples are the writing format such as margin, lack space, paragraph, full stop and underline use under the title or letter importance.

3. Sentence Arrangement

In letter sentence arrangement, there are some incomplete sentences. For examples: "*Demikian surat keterangan ini untuk dapat dipergunakan sebagaimana mestinya dan kepada pihak-pihak yang berkepentingan harap menjadi maklum.*"

It supposes to be "*Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya dan kepada pihak-pihak yang berkepentingan harap menjadi maklum.*"

4. Quotation mark

Quotation mark is used when writing title of a work. However, on one of letter samples, it is found a title which does not use quotation mark. It should be :

" Pengaruh Media Komik Biologi Terhadap Hasil Belajar Siswa Kelas X SMA Muhammadiyah 2 Kota Magelang "

5. Bold Use

Many bold use misuses occur on letter confirmation. Even though according to EYD guidelines, bold is not used to confirm or specialize letters, a part of words, words or a group of words. For the requirement, it requires italics. This misuses occurs in many letter writings.

For example: "*Surat keterangan ini dibuat sebagai syarat **Membuat Paspor.***" Should be, "*Surat keterangan ini dibuat sebagai syarat Membuat Paspor.*"

6. Abbreviation Use

Error that is often done in abbreviation use is full stop position which is used. As the use of word combination abbreviation

⁶³ Arifin, Zainal dan S. Amran Tassai, *Smart in Indonesian Language*, (Jakarta: Akademika Pressindo, 2004), page. 31

containing two letters that should be followed by full stop symbol.

Examples: *a.n. (atas nama)*, *s.d. (sampai dengan)* *dst. (dan seterusnya)*.

These error occur in almost all letter samples received. Therefore, it should be improved by the writers of the letter.

Furthermore, the abbreviation of *Yth* in a letter is sometimes written incorrectly. The writers sometimes put colon behind it. Whereas, punctuation that should be used is full stop as the rule in EYD that combination abbreviation consists of three letters that will be ended by full stop.

Examples: *Yth. (Yang terhormat)*

ybs. (yang bersangkutan)

sda. (sama dengan atas)

7. Formal Word Use

Formal and informal word choice is difficult to avoid as found in the analysis of correspondence bureaucracy, there are some letters that use informal word.

Examples: “faksimili ” seharusnya “faksimile ”

“frekwensi” seharusnya “frekuensi”

“konsekwensi” seharusnya “konsekuensi”

Based on the analysis result above, a table if error tendency in writing seen from EYD guideline (perfected spelling system) should be made. It is expected that the table is able to give attention so that scientific work authors carefully in using grammar. This table is adapted with previous bood guideline, which is “*EYD untuk Pelajar dan Mahasiswa*” written by Eko Sugiarto.

Table 1.1
Writing Error Temdencies

No	Categort	Examples
1	<p>Italics uses:</p> <div><p>It is used to write book, magazine, and newspaper name cited in writing.</p><p>It is used to confirm or specialize letter, a part of words, words or a group of words. It is also used to write words or utterance which do not use Indonesian Language.</p><p>Digunakan untuk menegaskan atau mengkhususkan huruf, bagian kata, kata ataupun kelompok kata. Serta digunakan pula untuk menuliskan kata atau ungkapan yang bukan bahasa Indonesia</p></div>	<div><p>➤ Tempo => <i>Tempo</i></p><p>➤ Kompas => <i>Kompas</i></p></div> <div><p>➤ sehingga hipotesis yang diajukan peneliti diterima. => sehingga hipotesis yang diajukan peneliti <i>diterima</i>.</p><p>➤ perempuan pekerja dalam rentang usia menopause. => perempuan pekerja dalam rentang usia <i>menopause</i>.</p><p>➤ didaskalenophobia => <i>didaskalenophobia</i></p><p>➤ Global Learning => <i>Global Learning</i></p></div>
2	<p>Capital Letter Use :</p> <div><p>It is used as the first letter of a person's name.</p></div>	<div><p>➤ <i>Republika</i> memberitakan anas dan Hambalang pada jarak yang cukup netral => <i>Republika</i> memberitakan Anas dan Hambalang pada jarak yang cukup netral</p><p>➤ Ulil Absar abdala => Ulil Absar Abdala</p></div>

3	<p>Derivatives Use :</p> <p>Affix is arranged using hyphen if it is added abbreviation or basic word which is not in Indonesian language.</p>	<p>➤ difokuskan => <i>di-focus-kan</i></p>
4	<p>Abbreviation Use :</p> <p>Abbreviation which is in form of letter combination is followed by full stop symbol.</p> <p>Abbreviation of word combination which is usually used in correspondence is accompanied with full stop on each letter.</p>	<p>➤ Kpd. (kepada)</p> <p>➤ No. (nomor)</p> <p>➤ tgl. (tanggal)</p> <p>➤ jml. (jumlah)</p> <p>➤ a.n. (atas nama)</p> <p>➤ d.a. (dengan alamat)</p> <p>➤ u.p. (untuk perhatian)</p>
5	<p>Formal Word Use</p>	<p>➤ relijius => religius</p> <p>➤ kuantitatif => kuantitatif</p> <p>➤ kwantitas => kuantitas</p> <p>➤ istigomah => istiqamah</p>

CONCLUSION

Based on the analysis result, it is drawn a conclusion that many writing errors that have not been appropriate with guideline or perfected spelling language system are found in lecturer's scientific works and correspondence bureaucracy at UIN Sunan Kalijaga Yogyakarta.

Some errors found in scientific work are in some parts, such as: italics, capital, hyphen, derivative and word consistency use.

While some errors found in correspondence bureaucracy is not far different from some in scientific word, such as: full stop use, letter

format rule, sentence organization, quotation mark, abbreviation use and formal word use.

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