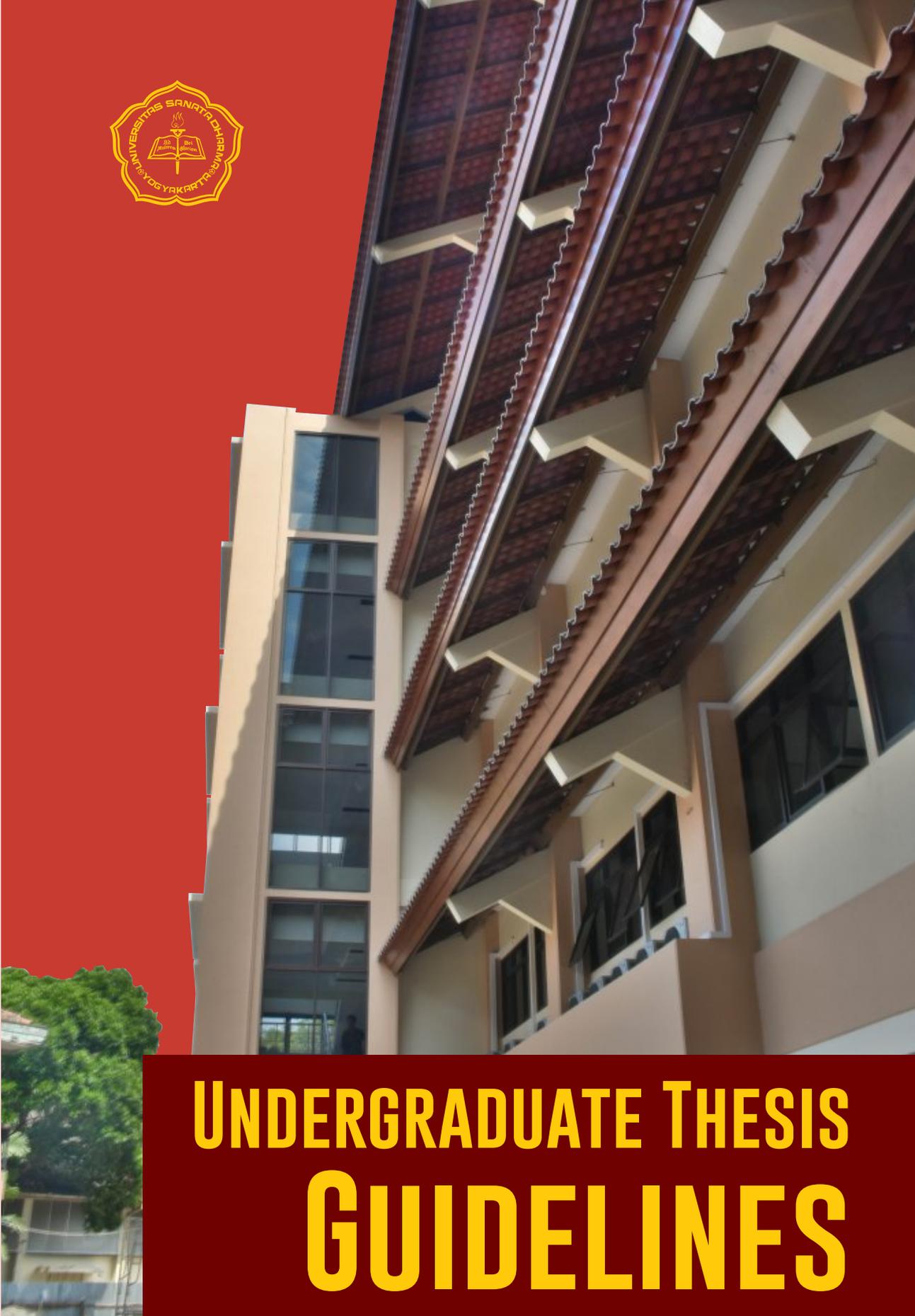


THE DEPARTMENT OF ENGLISH LETTERS



UNDERGRADUATE THESIS GUIDELINES

UNIVERSITAS SANATA DHARMA
YOGYAKARTA
2019

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The Department of English Letters – Universitas Sanata Dharma

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Contents

Background	1
Undergraduate Thesis Advisor and Consultation	1
Arrangement of Contents	2
<i>Undergraduate Thesis Cover</i>	2
<i>Title Page</i>	2
<i>Approval Page</i>	2
<i>Acceptance Page</i>	2
<i>Statement of Originality</i>	2
<i>Lembar Pernyataan Persetujuan Publikasi untuk Kepentingan Akademis</i>	2
<i>Motto Page</i>	2
<i>Dedication Page</i>	3
<i>Acknowledgements</i>	3
<i>Table of Contents</i>	3
<i>List of Abbreviations</i>	3
<i>List of Figures</i>	3
<i>List of Tables</i>	3
<i>Abstract</i>	3
<i>Abstrak</i>	3
<i>Chapter I</i>	3
<i>Chapter II</i>	4
<i>Chapter III</i>	5
<i>Literature Studies</i>	5
<i>Linguistic Studies</i>	6
<i>Translation Studies & Interpreting Studies</i>	6
<i>Chapter IV</i>	7
<i>Chapter V</i>	8
<i>References</i>	8
<i>Appendix</i>	8
Page Composition	8
<i>Font</i>	8
<i>Paper Size and Official Copy for Undergraduate Thesis Defense</i>	8
<i>Margin</i>	8
<i>Line Spacing</i>	8
<i>Text and Subtitles</i>	9
<i>Indented Quotation: Prose, Drama, Poem</i>	9
<i>In-Text Quotation</i>	10
<i>Page Numbering</i>	11
<i>Numbering System</i>	11
<i>Number of Pages</i>	12
References	11
<i>Format</i>	12
<i>The Most Common Types of Reference Entries</i>	12
Final Submission	15

Notes on Plagiarism 15

Consequences of Plagiarism 16

Samples

Sample 1: Undergraduate Thesis Cover 18

Sample 2: Title Page 20

Sample 3: Approval Page 22

Sample 4: Acceptance Page 24

Sample 5: Statement of Originality 26

Sample 6: Lembar Pernyataan Persetujuan Publikasi untuk Kepentingan Akademis 28

Sample 7: Motto Page 30

Sample 8: Dedication Page 32

Sample 9: Acknowledgements 34

Sample 10: Table of Contents 36

Sample 11: List of Abbreviations 40

Sample 12: List of Figures 42

Sample 13: List of Tables 44

Sample 14: Abstract 46

Sample 15: Abstrak 48

Sample 16: First Page of Each Chapter 50

Sample 17: The Subsequent Page 52

Sample 18: References 54

Sample 19: Appendix/Appendices 56

1. Background

The Department of English Letters, Faculty of Letters, Universitas Sanata Dharma is committed to the quality of the research conducted by its students. The undergraduate thesis is a requirement for the degree of *Sarjana Sastra*. The undergraduate thesis is also supposed to be a permanent record of a student's authentic study. While the content of the undergraduate thesis is a prerogative of the student (under undergraduate thesis advisor's suggestion, recommendation, and supervision), the format is established by the Department of English Letters. Please read and follow the guide carefully to avoid costly and time-consuming revision in format.

The followings are restrictions on the objects of the studies:

- a. Literature Studies: a student is **not allowed** to write an undergraduate thesis on an Indonesian work of literature **unless** it is compared to (an)other literary work(s) by non Indonesian authors, written in English.
- b. Linguistic Studies: a student is **not allowed** to write an undergraduate thesis on Indonesian (or other non English Languages) **unless** it is compared to English.
- c. Translation Studies and Interpreting Studies: a student can only write an undergraduate thesis on translations: Indonesian – English, English – Indonesian, Local Language in Indonesia – English, English – Local Language in Indonesia, or other non English Languages – English.

Note

For Literature and Linguistic Studies:

*Other than literary texts (which are restricted in point **a** above), the Department of English Letters allows students to write undergraduate theses on movies and movie scripts, song lyrics and music videos, and graphic novels.*

2. Undergraduate Thesis Advisor and Consultation

The undergraduate thesis advisor must approve the final format and content of an undergraduate thesis before it is copied and presented in the undergraduate thesis defense, and later for the final submission. Consult the advisor, as necessary, during the undergraduate thesis preparation process. The schedule of the consultation is prerogative of the advisor. The following rules are put into effect by the Department of English Letters in relation to undergraduate thesis consultation:

- a. Before writing an undergraduate thesis (when a student takes Preliminary Thesis class) a student should propose one topic and one advisor by filling in **USULAN TOPIK DAN DOSEN PEMBIMBING** form available in the **DOWNLOAD** menu in www.usd.ac.id/fakultas/sastra/sasing.
- b. When a student finishes with the undergraduate thesis, the student will get one Reader or Co-Advisor.
- c. A student should for the first time consult the advisor one month (at the latest) after the approval of the topic and advisor by the Department of English Letters. Otherwise, the student will have to start the process all over again.
- d. In the process of undergraduate thesis preparation, a student who does not consult the advisor for three months will be dropped from the list, and thus has to reapply for a new advisor.

- e. Each consultation must be recorded on **KBTA** (*Kartu Bimbingan Tugas Akhir*). **KBTA** is one of the requirements for the undergraduate-thesis defense.
- f. A Reader has a two-week time to read an undergraduate thesis. After receiving a notification that the reader has finished reading the undergraduate thesis, the student must consult the reader in maximum two (2) weeks' time.

3. Arrangement of Contents

This arrangement indicates the order in which to place the parts of the undergraduate thesis. All parts are mandatory **unless** designated as optional.

Undergraduate Thesis Cover (*See the example on page 18*)

Title Page (*See the example on page 20*)

The title of the undergraduate thesis should be in the form of **noun phrase** without finite clausal modifiers. The maximum number of words is 20 (twenty). The title of the literary work under discussion and the author's name are considered as 1 (one) word respectively.

Approval Page (*See the example on page 22*)

This page shows that the undergraduate thesis has been approved by the advisor. For the undergraduate thesis defense and for the final submission, both Advisor's and Co-Advisor's signatures are required. This page is printed on a piece of paper with watermarked USD logo.

Acceptance Page (*See the example on page 24*)

This page contains the board of examiners' names and signatures. This page is required for the final submission. It is not necessary to include this page for the undergraduate thesis defense. Consult the Chair of the Department or the Secretariat concerning the board of examiners' names. This page is printed on a piece of paper with watermarked USD logo.

STATEMENT OF ORIGINALITY (*See the official template on page 26*)

On this page the writer certifies that the thesis contains no material which has been previously submitted for the award of any other degree at any university, and that, to the best of the writer's knowledge, the thesis contains no material previously written by any other person except where due reference is made in the text of the thesis. The text of the statement of originality is double spaced.

**LEMBAR PERNYATAAN PERSETUJUAN PUBLIKASI KARYA ILMIAH
UNTUK KEPENTINGAN AKADEMIS** (*See the official template on page 27*)

The statement contains the writer's approval for the publication of the work by the library of Universitas Sanata Dharma for academic purposes.

Motto Page (*See the example on page 30*)

This page is *optional*.

Dedication Page (See the example on page 32)

This page is *optional*.

ACKNOWLEDGEMENTS (See the example on page 34)

This is the page to express gratitude to people or institutions whose help is really significant in the process of writing the undergraduate thesis, including, but not limited to, scholarship sponsors. The language used in this part should be formal although it may express something informal. Acknowledgements should be of **no more than one double spaced page**.

TABLE OF CONTENTS (See the example on page 36)

LIST OF ABBREVIATIONS (See the example on page 40)

This page is *optional*. List of Abbreviations is required when more than four (4) abbreviations are used in the undergraduate thesis.

LIST OF FIGURES (See the example on page 42)

This page is *optional*. List of Figures is required when more than four (4) figures are displayed in the undergraduate thesis.

LIST OF TABLES (See the example on page 44)

This page is *optional*. List of Tables is required when more than four (4) tables are presented in the undergraduate thesis. Title of Table is placed before the table.

ABSTRACT (See the example on page 46)

The abstract should contain four main points: (1) the introduction or brief background of the study, (2) the problem formulation or objectives of the study, (3) the method of the study, and (4) the results or findings of the study.

For the sake of convenience, the abstract is divided into four paragraphs, each point. The abstract should be of **no more than one single-spaced page**

Provide **keywords** at the end of the abstract (maximum: 5 words).

ABSTRAK (See the example on page 48)

Abstrak is the Indonesian translation of the English abstract. The title of the thesis and the keywords **must not** be translated.

CHAPTER I: INTRODUCTION

Chapter I of the undergraduate thesis covers four (4) parts/subtitles:

A. Background of the Study

This part covers the description of the topic and the reasons why the topic is chosen and worth studying. It is very possible that the reasons presented here are influenced by critic's opinion, an expert's comments, appropriate theories, some challenging statements, etc. Avoid personal/subjective reasons and clichés.

B. Problem Formulation

This part presents the formulation of problems to be discussed/analyzed in the form of questions (5Wh + 1 How, avoid a yes-no question). The number of problems can be 2 or 3, depending on the scope of the study. Problems should start from preliminary questions, followed by specific questions of interest. All the questions/problems should be related one another.

C. Objectives of the Study

This part states clearly and precisely the objectives of the study (based on the order of the problem formulation). Practically speaking, this part expresses the problem formulation (which is written in interrogative statements) as objective (which is written in affirmative statements), such as *to find out...*, *to observe...*, *to understand...*, *to identify...* Write this part in a paragraph form. Do not use numbering.

Some other verbs that might be used are: *to define*, *to describe*, *to label*, *to recognize*, *to comprehend*, *to distinguish*, *to explain*, *to infer*, *to interpret*, *to demonstrate*, *to discover*, *to produce*, *to show*, *to compare*, *to contrast*, *to differentiate*, *to relate*, *to reconstruct*, etc.

D. Definition of Terms

This part is *optional*. Definition of Terms explains the specific, important or key terms mentioned in the **title** of the undergraduate thesis or/and in the **Problem Formulation**. Appropriate references should be used for specific terms such as literary terms, psychological terms, and philosophical terms. Avoid using general dictionary (e.g. *Advanced Oxford Learners' Dictionary*) for specific terms. The purpose of this part is to avoid misunderstanding on certain terms. Thus, it is not necessary to define terms which are generally understood. Write this part in a paragraph form. Do not use numbering. The term being defined is written in bold. (e.g. **nautical drama**)

CHAPTER II: REVIEW OF LITERATURE

Chapter II of the undergraduate thesis covers three (3) or four (4) main parts/subtitles depending on the approach applied in the study. This chapter starts with a short introductory paragraph highlighting the relevance of literature and theories that will be presented throughout the chapter.

A. Review of Related Studies

This is the part to review other related studies previously done by other researchers/writers on the same work, topic, and/or author. Write what critics/experts have said about the work under study, or other studies (such as paper, articles, undergraduate thesis, or dissertation) discussing the same work/topic/author. At the end of this part, show the position/stand of the undergraduate thesis: whether the undergraduate thesis develops other studies, argues against other studies, adapts other methodologies, or, expectedly, discovers new ideas. Show how the undergraduate thesis is different from the other studies.

B. Review of Related Theories

This part presents reviews of the theories applied in the undergraduate thesis. Do not include unnecessary or unrelated theories. Review the theories. Do not just display them. Be sure that this part only contains the reviews of the most relevant theories for the undergraduate thesis.

C. Review of Related Backgrounds (*optional*)

If social, cultural, historical, or biographical background is relevant to the study, it is necessary to review the background here. Write down only the data needed to support the analysis. Fit the subtitle with the content of the discussion in this part, for example *The Jazz Age in the United States*.

D. Theoretical Framework

This part explains, one by one, the contribution of the theories and reviews in solving the problems of the study: why the theories are needed and how they are applied in the study. The theories and reviews should be synthesized in order to make them operationally applicable to the problems of the study.

CHAPTER III: METHODOLOGY

The organization of this subchapter depends on the field of the study. The methodology covers three (3) parts/subtitles:

❖ LITERATURE STUDIES

A. Object of the Study

This part describes the object or data of the study. It begins with the description of the work analyzed and the information of its publication (such as the type of the work, the name of the writer, the publisher, the year of the publication, the edition, and the structure of the work). It shows its “special records” (winning a certain prize; made into a box-office movie; performed all over the world; making a big change in social structure, *etc.*). At the end of this part, it contains what the work is generally about.

B. Approach of the Study

The approach used in analyzing the work is stated here. This section explains the definition, the distinguished characteristics, and the application of the approach. This section also tells the reasons why the approach is used.

C. Method of the Study

In this part, the way/procedure taken in analyzing the work is described. The following points are included in this part: (1) statement whether the study is a library research or field research, (2) the primary and secondary sources (mention some of the most important sources used in the study), and (3) the steps taken in the analysis. The steps should be as precise and operational as possible. Past Tense is used in explaining the steps taken.

❖ LINGUISTIC STUDIES

A. Object of the Study

This part describes the object or data of the study. It contains the description of the linguistic elements analyzed (such as sounds, phrases, words, and clauses).

B. Approach of the Study

This part presents the approach(es) used in analyzing the linguistic elements. It explains the description (definition or explanation) about the approach and why the approach(es) is used. For a syntactic study, the approach must be syntactic, namely treating the data as syntactic units to analyze. Accordingly, the morphological, phonological or semantic approach must be applied if the concern is on morphology, phonology, or semantics. Similarly, the stylistic, pragmatic or sociolinguistic approaches must be taken if the study is on stylistics, pragmatics or sociolinguistics.

C. Method of the Study

This part can be divided into smaller sections:

1. Data Collection

This part specifies whether the study is a population study or a sample study. A sample study requires a suitable sampling method in order to achieve a representative sample. It specifies how the data are collected, organized, categorized, or treated for the purpose of the study. If a survey or an oral interview is conducted, there should be a description of how it is done and what instrument is used.

2. Data Analysis

This part clarifies the steps of analysis for finding the answer for the problems. Each problem requires a different analysis. Certain studies might require a statistical analysis because they are meant to refute or accept particular hypotheses developed in the theoretical framework. It also clarifies how to interpret the numbers and the symbols presented in the statistical data.

❖ TRANSLATION STUDIES & INTERPRETING STUDIES

A. Areas of Research

This part describes briefly the areas of translation research conducted by the writer, such as (a) text analysis and translation, (b) translation quality assessment, (c) genre translation, (d) multimedia translation, (e) translation and technology, (f) translation history, (g) translation ethics, (h) terminology and glossaries, (i) interpreting, (j) translation process, (k) translation training (Williams and Chesterman, 2002).

B. Object of the Study

This part provides the description of the object being studied. In the translation research, the object is called a translatable unit which might include words, phrases, clauses, sentences, or paragraphs.

C. Method of the Study

In this part, the method/way taken in analyzing the work is described. The followings are generally included in this part: (1) whether the study is qualitative or quantitative, (2) whether the study is a library research or field research, and (3) whether the data are primary, secondary, or both.

D. Research Procedure

1. Types of Data

It describes the kinds of collected data. The data might be objective, affective, or genitive.

- a. **Objective Data** are taken from the Source Text (ST) and Target Text (TT). Elaboration of the source must be as detailed as possible.
- b. **Affective Data** are taken from the readers, respondents or both. These data might be garnered from the questionnaires, interviews, observation, and focused group discussion.
- c. **Genitive Data** are taken from the translator himself/herself. This is used to confirm or to compare the data in the analysis phase.

2. Data Collection

It narrates how the data are collected. It describes the data collection process.

3. Population and Sample

A population is a collection of data whose properties are analyzed. The population is the *complete* collection to be studied. It contains *all* subjects of interest. A sample is a *part* of the population of interest, a sub-collection selected from a population. If the population is too large, the sample is selected out of the population, for example, by using Krejcie-Morgan Method. A triangulation method is done to ensure data validity. It might include source triangulation, method triangulation, researcher triangulation, or theory triangulation.

4. Data Analysis

Descriptive statistics is used to describe the condition of research variables, for instance, by finding their minimum and maximum scores, mean, and mode completed with frequency distribution and histogram tables. Describe how you analyze the data by giving an example.

CHAPTER IV: ANALYSIS (*for literature studies*)

or

CHAPTER IV: ANALYSIS RESULTS AND DISCUSSIONS (*for linguistic, translation, and interpreting studies*)

This chapter begins with an introductory paragraph showing the coherence of the analysis. The theories presented in the reviews are applied in this part. The organization of the analysis should be arranged based on the arrangement of the problem formulation. If there are three problems in the Problem Formulation, then three subchapters are expected. However, it is possible to divide each subchapter into several smaller sections.

CHAPTER V: CONCLUSION

This part is the conclusion of the analysis. The answers to the problems should be directly provided, without necessarily giving (further) explanation. Based on the answers to the problems, a broader or general conclusion might be concluded in relation to the topic of the study. If any, give suggestion.

REFERENCES *(See the example on page 54)*

All sources appearing in the reference list must have been cited in the undergraduate thesis, and must be ordered alphabetically by surname/last name. Citing, documenting, and referencing must **adapt** the APA (American Psychological Association) Style. Go to www.apa.org for the complete APA style.

APPENDIX/APPENDICES *(See the example on page 56)*

Materials which are peripheral but relevant to the study should be placed in the appendix. These may include the summary of the work analyzed, the life of the author under study, and additional data significant to the study.

4. Page Composition

The followings are guidelines for page composition. If in doubt about the acceptability of the following points, consult the undergraduate thesis advisor. **Never** totally use as an example an undergraduate thesis in the University Library since requirements are subjects to change, and the copying and binding process changes apparent margins.

Font

The standard font for the Department of English Letters undergraduate thesis is Times New Roman 12, **except** for the title of the undergraduate thesis on Undergraduate Thesis Cover, Title Page, Approval Page, and Acceptance Page, which is Times New Roman 14 Bold. Character spacing must be the standard or the default.

Paper Size and Official Copy for Undergraduate Thesis Defense

The paper size of the undergraduate thesis is A 4 (quarto-sized) paper. The copies for the undergraduate thesis defense must be bound with plain buffalo paper. Color is a matter of preference.

Margin

The measurement of the margin is based on the print-out, not the measurement as seen in the computer. The margins should be: 4 cm for the LEFT and TOP, and 3 cm for the RIGHT and BOTTOM, or 23 to 24 lines in one page.

Line Spacing

The text should be typed double-spaced, **except** for the Abstract, *Abstrak*, indented quotations, and in the References within each entry.

Text and Subtitle

- a. The text (**excluding** titles and subtitles) in all pages should be in justified margins.
- b. Subtitles must be expressed in Noun or Noun Phrase (heading-style).
- c. If there are tables or figures in the undergraduate thesis, write the table/figure number and the title (of the table/figure) before/above the table or the figure.
- d. Table/figure number starts from **1** in lowercase Arabic numerals (e.g. *Table 1, Figure 1*)
- e. Title of books are printed in *italic*; titles of poems, short stories, and articles are between quotation marks.
- f. Avoid “**widows**” (short lines ending a paragraph at the top of a page) and “**orphans**” (a title or subtitle at the bottom of a page that is not followed by text).
- g. Use the **correct** punctuation marks.
- h. Indented quotations should be single-spaced. Indented quotations should be **at least 3 lines**. Otherwise, quotations are incorporated in the text. Indentation should follow the computer default.
- i. Any idea which is not the student’s own idea should have a reference.
- j. Any sentence/phrase/specific term which is not the student’s own sentence/phrase/specific term should be written between “quotation marks” and have a reference.
- k. Titles of secondary references are not written in the text **except** titles of related studies in Chapter II.
- l. Footnoting is **not** allowed.
- m. Underline is **not** allowed.

Indented Quotations

When writing indented quotations (at least 3 lines), use the following styles, format, and layout:

a. Prose

I couldn’t bear to look at the fight. I looked all the time at the only woman in the crowd. She was an American or a Canadian woman and she was nibbling at peanuts. She was so blonde, her hair looked like straw. Whenever a blow was landed, the crowd roared, and the woman pulled in her lips as though she had given the blow (Naipaul, 1987, p. 76).

b. Drama

CAESAR. Well?

SOLDIER. The citizens rose against us when the army entered the gates. I was with two others in the market place when the news came. They set upon us. I cut my way out; and here I am.

CAESAR. Good. I am glad to see you alive. [*Rufio enters the loggia hastily, passing behind the soldier to look out through one of the arches at the quay beneath*]. (Shaw, 1960, p. 57)

c. Poem

Oh stay, three lives in one flea spare,
Where wee almost, yea more than maryed are.
This flea is you and I, and this
Our marriage bed, and marriage temple is;
(Donne, stanza 2, lines 1-4).

In-Text Citation

Include an in-text citation when referring to, summarize, paraphrase, or quote from a source. Always include *the author's last name, the year of publication (copyright year) of the source being cited, and the page or paragraph number* from which the information is taken.

a. **Single author**

Cite the author's last name, year of publication, and page number.

In the early 1700s, Tuscarora Nation joined this confederacy due to war with British colony (Johnson, 2003, p. 7).

Johnson (2003) reported that in the early 1700s, Tuscarora Nation joined this confederacy due to war with British colony (p. 7).

b. **Two authors**

Always cite both authors' last names.

According to Nakashima and Roué (2002), indigenous knowledge systems are the complex arrays of knowledge, know-how, practices and representations that guide human societies in their innumerable interactions with the natural milieu (pp. 124-125).

Indigenous knowledge systems are the complex arrays of knowledge, know-how, practices and representations that guide human societies in their innumerable interactions with the natural milieu (Nakashima & Roué, 2002, pp. 124-125).

c. **Three to five (3 – 5) authors**

Cite all of the authors' last names *in the first* in-text citation. In a *subsequent in-text citation*, cite the last name of the first author, followed by *et al.*

Johnson, Lee, and Martin (2009) argue that woman had a special position in Onondaga (p. 79).

Women also had significant roles in the political system (Johnson *et al.*, 2009, pp. 80 - 81).

d. **Six (6) or more authors**

Only cite the first author's last name for all in-text citations.

The preposition "for" is more confusing because the meaning seems abstract (Chapman *et al.*, 2010, p. 241).

e. **Corporate author**

Cite the complete corporate name in the first in-text citation, and provide an abbreviation. In a subsequent in-text citation, *use the abbreviation.*

All children have the right to the best education available (*National Children Service [NCS]*, 2007, p. 27).

The study shows that all children are now not receiving equal education (NCS, 2007, p. 29).

f. **No identified author**

Cite the *title of the book* to replace the author's last name.

When research is completed in a timely manner, students' grades are better (*How to Succeed*, 2010, p. 63).

g. **Online source/website**

Use *paragraph number* to replace page number. (Paragraph is shortened into "para")

The characteristic is, the working class is treated like commodity since they sell their labor power to the owner of land and capital (Miller & Green, 2007, para. 5)

h. **A source within a source**

Use "as cited in" to indicate a source within a source.

Allegory is suggested as "a paradigmatic instance of rhetoric and rhetorical language, of the sign whose meaning cannot be fixed but is continually deferred, both calling for and resisting interpretation" (Copeland as cited in Setiowati, 2016, p. 98).

i. **An author with more than one publication in the same year**

Add a lower-case letter to the year of publication.

Jones (2011a) shows a new perspective in understanding the earth (p. 102).

The earth contains many bright colors (Jones, 2011b, p. 217).

j. **Two authors with the same last names**

Write the abbreviation of the first name.

Smith admitted that she had difficulty creating titles for her novels (B. Hoffman, 2009, p, 70).

She thinks titles should somehow reflect the content of the novel (D. Hoffman, 2013, p. 192).

Page Numbering

a. From **Title Page** to **ABSTRAK**

Page# (page number) is in lowercase Roman numerals, starting from **i**. Position of page#: bottom of page, center.

b. From **CHAPTER I** up to the last page of **Appendix**

Page # is in Arabic numerals, starting from **1**. Position of page# for the first page of each Chapter, References, and Appendix: bottom of page, center. Position of page# for the subsequent pages: top of page, right.

Numbering System

Numbering always starts from the very left of page margin. Use the following numbering system:

- A. -----
- 1. -----
- a. -----
- i. -----
- 1) -----
- a) -----
- i) -----

Number of Pages

The minimum number of pages required by the Department of English Letters is **40 (forty)** pages, from the first page of CHAPTER I up to the last page of CHAPTER V, **excluding** the preliminary pages, References, and Appendices. Approximate percentage for Chapter IV and V is 50% (minimum).

5. References

The Department of English Letters adapts APA (*American Psychological Association*) style. More information about how to format your undergraduate thesis can be found in the APA manual.

FORMAT

- a. The *order* of entry:
Author's Last Name. (Year of Publication). *Title of the Book*. City of Publication: Publisher.
- b. The references must be ordered alphabetically by surname/last name.
- c. When a book/article is anonymous, then the entry begins with the title of the book/article.
- d. Use **(n.d.)** for books/articles with "no date" of publication.
- e. When an entry takes two or more lines in the References, the second and next lines are indented.
- f. The lines **within** each entry are single-spaced, **between** each entry are double spaced.
- g. Use the latest year of publication if there are two or more publication years.
- h. Reference list at the end of the undergraduate thesis includes **all sources** of information acknowledged in the in-text citations. Supporting sources which are not cited in the text-citation, therefore, must not be included in the References.
- i. **Do not** use online sources having only website address.

THE MOST COMMON TYPES OF REFERENCE ENTRIES

A Book by a Single Author

Wilson, F. (2001) *Language and Human Culture*. New York: Pantheon.

A Book by Two Authors

Eugene, S. & Lane, D. (2004). *Analyzing Casual Conversation*. London: Cassell Book Limited.

A Book by Three or More Authors

Schneider, J., Whitehead, D., & Elliot, D. (2009). *Nursing and Midwifery* (2nd ed.). Oxford: Oxford University Press.

A Book with No Author

Merriam-Webster's Collegiate Dictionary (10th ed.). (1993). Springfield: Merriam-Webster.

An Edited Book

Swanson, P. (Ed.). (2011). *The Literature of Contemporary Science*. Baltimore: The John Hopkins University Press.

Note

(Eds.) : for more than one editor.

A Book Read on E-Book Reader

Gladwell, M. (2016). *The Story of Success* [Kindle Version]. Retrieved from <http://www.amazon.com>

An Article or Chapter in an Edited Book

Douglass, F. (1845). Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself. In William Andrew (Ed.) (1992). *Classics American Autobiographies* (pp. 229 – 327). New York: Mentor.

Note

Include the page numbers where the article or chapter is found.

An Article/A Work in an Anthology

Carpenter, J. (2014). A Time to Say. In Thomas Burke (Ed.). *Chronicles of Human Life* (pp. 311 – 319). Boston: Free Press.

An Article in an Academic Journal/Periodical

PRINTED

Mulyani, S. (2014). Women, Marriage, and Domesticity. *Journal of Language and Literature*, 5(3), 143 – 154.

Note

APA does not use “Volume”, “Vol”, “Issue” or related terms. Use italics for the volume number. In the above example **5** is the volume number and **(3)** is the issue number. 143 – 154 indicates the page numbers where the article is found.

“p.” and “pp.” are omitted.

ONLINE

With a DOI (Digital Object Identifier).

Sagarin, B. & West, T. (2011). Critically Evaluating Competing Theories. *Teaching Language*, (32)3, pp. 167 – 172. <https://doi.org/10.1208/tl.2011.310307>.

Without a DOI

Benner, B. (2009). Executive Functioning and Aggression. *American Psychologist*, 67(1), 11 – 16. Retrieved from <http://www.apa.org/journal/amp/>

Note

DOI (Digital Object Identifier) is a unique identifying number for an article. DOI is preceded by “<https://doi.org/>”

A Thesis/Dissertation

PRINTED

Putranti, A. (2013). *Maternity Care Policy in the United States* (Undergraduate Thesis). Universitas Sanata Dharma, Yogyakarta.

Caprette, C.L. (2015). *Conquering the Cold Shudder: The Origin and Evolution of Snake Eyes* (Doctoral Dissertation). Ohio State University, Columbus, OH.

ONLINE

Angelova, N. (2010) *Data Pruning* (Master’s Thesis). Retrieved from <http://www.resolver.caltech.edu/CaltechETD:etd-052820004-000943>.

An Article (with an author) in an Encyclopedia

Lohr, S. J. (2010). Babes in Cyberspace Era. In *The New Encyclopedia Britannica*, 2, 673 – 674. Chicago: Encyclopedia Britannica.

An Article (without an author) in an Encyclopedia

Babes in Cyberspace Era. (2010). In *The New Encyclopedia Britannica*, 2, 673 – 674. Chicago: Encyclopedia Britannica.

An Article in a Magazine

PRINTED

Armstrong, L. & Cuneo, A. (2014). The Learning Revolution: at Home and at School. *Atlantic Monthly*, 8, 39 – 44.

ONLINE

Borowitz, A. (2005, November). Artful Aging. *Newsweek*, 14(3), 25 – 27. Retrieved from <http://www.newsweek.com/>

An Article in a Newspaper

Mardi Grass, Again. (2007, February 28). *Mobile Press Tribune*, p. 5.

A Specific Page within a Website

Feitas, N. (2015, January 6) Why People around the World are Voluntarily Submitting to China’s Great Firewall. Retrieved from https://www.slate.com/blogs.future_tense/2015/01/06/tencent_s_wechat_worldwide_internet_users_are_voluntarily_submitting_to.html

Angelova, N. (2004) *Data Pruning* (Master's Thesis). Retrieved from <http://www.resolver.caltech.edu/CaltechETD:etd-052820004-000943>.

Seton, T. (2011, August 28). The Journey of 2,000 Miles in Search of the Caribou. Retrieved from <http://www.baywood.com/journey/.asp?0091-43> (on 11 March 2017).

Note

If you think that the content of a website will change over time, you can include the date that you viewed the cited information in your "Retrieved from" line.

6. Final Submission

The Department of English Letters requires *1 (one) copy of the undergraduates thesis file in a CD, in PDF format*. Other registrar offices in the university may require additional number of copies.

7. Notes on Plagiarism

Plagiarism, from the Latin word for "kidnapping," *is the use of someone else's words, ideas, or line of thought **without** acknowledgment*. In its most extreme form, plagiarism involves submitting someone else's completed work as your own. A less extreme but equally unacceptable form involves copying and pasting entire segments of another writer's work into your own writing. A third form of plagiarism involves carelessly or inadvertently blending elements (words, phrases, ideas) of a writer's work into your own.

- **Whole-paper plagiarism.** This kind of plagiarism is easily discovered. Through experiences with students in class, instructors/teachers learn what students are interested in and how they express themselves (sentence patterns, diction, and technical fluency).
- **Copy-and-paste plagiarism.** This kind of plagiarism is also easy to detect because of abrupt shifts in sentence sophistication, diction, or technical fluency.
- **Careless plagiarism.** This form of plagiarism is evident when distinct material **is unquoted** or when specialized information (dates, percentages, and other facts) **is not acknowledged**. Even when this is carelessly or inadvertently done, the writer is still at fault for dishonest work, and the paper is still unacceptable.

In all of its forms, plagiarism is academically dishonest and unacceptable, and the penalties for its practice range from failing individual papers or projects to failing courses to being dismissed from college to having degrees revoked. The seriousness of plagiarism cannot be ignored, so you must make a conscious effort to avoid this practice. *To avoid plagiarizing, learn to recognize the distinctive content and expression in source materials and take accurate, carefully punctuated, and documented notes* (Perine, 2010, p.16).

Reference:

Perrin, R. (2012). *Pocket Guide to APA Style*. Wadsworth: Wadsworth Cengage Learning.

Consequences of Plagiarism

The consequences of plagiarism can be personal, profesional, and ethical. Concerning the Department of English Letters, Universitas Sanata Dharma, conforms to *Peraturan Menteri Pendidikan Nasional Republik Indonesia, Nomor 17 tahun 2010, tentang Pencegahan dan Penanggulangan Plagiat di Perguruan Tinggi.*

BAB VI SANKSI

Pasal 12

- (1) Sanksi bagi mahasiswa yang terbukti melakukan plagiat sebagaimana dimaksudkan dalam Pasal 10 ayat (4) secara berurutan dari yang paling ringan sampai dengan yang paling berat, terdiri atas:
- a. teguran;
 - b. peringatan tertulis;
 - c. penundaan pemberian sebagian hak mahasiswa;
 - d. pembatalan nilai satu atau beberapa matakuliah yang diperoleh mahasiswa;
 - e. pemberhentian dengan hormat dari status sebagai mahasiswa;
 - f. pemberhentian tidak dengan hormat dari status sebagai mahasiswa; atau
 - g. pembatalan ijazah apabila mahasiswa telah lulus dari suatu program.

SAMPLES

Sample 1 
Undergraduate Thesis Cover

**TITLE IS IN ALL CAPITAL LETTERS
CENTERED HORIZONTALLY
SINGLE-SPACED
TIMES NEW ROMAN 14, BOLD**

The other lines must be exactly as they appear here
except for insertion of appropriate names, student numbers,
and the year of undergraduate thesis writing.

The size of the University Logo
might be adjusted to fit with
the length of undergraduate thesis title and student's name.

no page #

**RACE, CLASS, AND GENDER STRUGGLES
IN LANGSTON HUGHES'S *NOT WITHOUT LAUGHTER***

AN UNDERGRADUATE THESIS

Presented as Partial Fulfillment of the Requirements
for the Degree of *Sarjana Sastra*
in English Letters



By
SRI MULYANI
Student Number: 164214212

**DEPARTMENT OF ENGLISH LETTERS
FACULTY OF LETTERS
UNIVERSITAS SANATA DHARMA
YOGYAKARTA
2020**

Sample 2
Title Page



Content and appearance of Title Page
is the same as that of Undergraduate Thesis Cover
except that there is a page number
at the bottom of the page.

page# in lowercase Roman numerals,
bottom, centered

**RACE, CLASS, AND GENDER STRUGGLES
IN LANGSTON HUGHES'S *NOT WITHOUT LAUGHTER***

AN UNDERGRADUATE THESIS

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in English Letters



By
SRI MULYANI
Student Number: 164214212

**DEPARTMENT OF ENGLISH LETTERS
FACULTY OF LETTERS
UNIVERSITAS SANATA DHARMA
YOGYAKARTA
2020**

Sample 3
Approval Page



**TITLE IS IN ALL CAPITAL LETTERS,
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TIMES NEW ROMAN 14, BOLD**

The other lines must be exactly as they appear here
except for insertion of appropriate names, student numbers,
and dates.

For undergraduate thesis defense and for final submission
both Advisor's and Co-Advisor's signatures are required.

THIS PAGE IS PRINTED ON *WATERMARKED USD LOGO* PAPER
(available in the DOWNLOAD menu in
www.usd.ac.id/fakultas/sastra/sasing)

page # in lowercase Roman numerals,
bottom, centered

A Sarjana Sastra Undergraduate Thesis

**RACE, CLASS, AND GENDER STRUGGLES
IN LANGSTON HUGHES'S *NOT WITHOUT LAUGHTER***

By
SRI MULYANI
Student Number: 164214212

Approved by

Dr. Fr. B. Alip, M.Pd., M.A.
Advisor

April 26, 2020

Harris Hermansyah, S.S., M.Hum.
Co-Advisor

April 26, 2020

Sample 4 
Acceptance Page

**TITLE IS IN ALL CAPITAL LETTERS,
CENTERED HORIZONTALLY,
SINGLE-SPACED,
TIMES NEW ROMAN 14, BOLD**

The other lines must be exactly as they appear here
except for insertion of appropriate names, student numbers,
and dates.

THIS PAGE IS PRINTED ON *WATERMARKED USD LOGO* PAPER
(available in the DOWNLOAD menu in
www.usd.ac.id/fakultas/sastra/sasing)

page # in lowercase Roman numerals,
bottom, centered

A *Sarjana Sastra* Undergraduate Thesis

**RACE, CLASS, AND GENDER STRUGGLES
IN LANGSTON HUGHES'S *NOT WITHOUT LAUGHTER***

By
SRI MULYANI
Student Number: 164214212

Defended before the Board of Examiners
on May 9, 2020
and Declared Acceptable

BOARD OF EXAMINERS

NAME		SIGNATURE
Chairperson	: Undergraduate Thesis Advisor	_____
Secretary	: Undergraduate Thesis Co-Advisor	_____
Member 1	: Main Examiner	_____
Member 2	: Undergraduate Thesis Advisor	_____
Member 3	: Undergraduate Thesis Co-Advisor	_____

Yogyakarta, May 31, 2020
Faculty of Letters
Universitas Sanata Dharma
Dean

Dr. Tatang Iskarna

Sample 5 
Statement of Originality

STATEMENT OF ORIGINALITY

I certify that this undergraduate thesis contains no material which has been previously submitted for the award of any other degree at any university, and that, to the best of my knowledge, this undergraduate thesis contains no material previously written by any other person except where due reference is made in the text of the undergraduate thesis

April 16, 2020

(signature)

Sri Mulyani

Sample 6



***Lembar Pernyataan Persetujuan Publikasi Karya Ilmiah
untuk Kepentingan Akademis***

**LEMBAR PERNYATAAN PERSETUJUAN PUBLIKASI KARYA ILMIAH
UNTUK KEPENTINGAN AKADEMIS**

Yang bertanda tangan di bawah ini, saya mahasiswa Universitas Sanata Dharma

Nama : Sri Mulyani
Nomor Mahasiswa : 164214212

Demi pengembangan ilmu pengetahuan, saya memberikan kepada Perpustakaan Universitas Sanata Dharma karya ilmiah saya yang berjudul

**RACE, CLASS, AND GENDER STRUGGLES
IN LANGSTON HUGHES'S *NOT WITHOUT LAUGHTER***

beserta perangkat yang diperlukan (bila ada). Dengan demikian saya memberikan kepada Perpustakaan Universitas Sanata Dharna hak untuk menyimpan, mengalihkan dalam bentuk media lain, mengelolanya dalam bentuk pangkalan data, mendistribusikan secara terbatas, dan mempublikasikannya di internet atau media lain untuk kepentingan akademis tanpa perlu meminta ijin kepada saya maupun memberikan royalti kepada saya selama tetap mencantumkan nama saya sebagai penulis.

Demikian pernyataan ini saya buat dengan sebenarnya.

Dibuat di Yogyakarta
Pada tanggal 16 April 2020

Yang menyatakan,

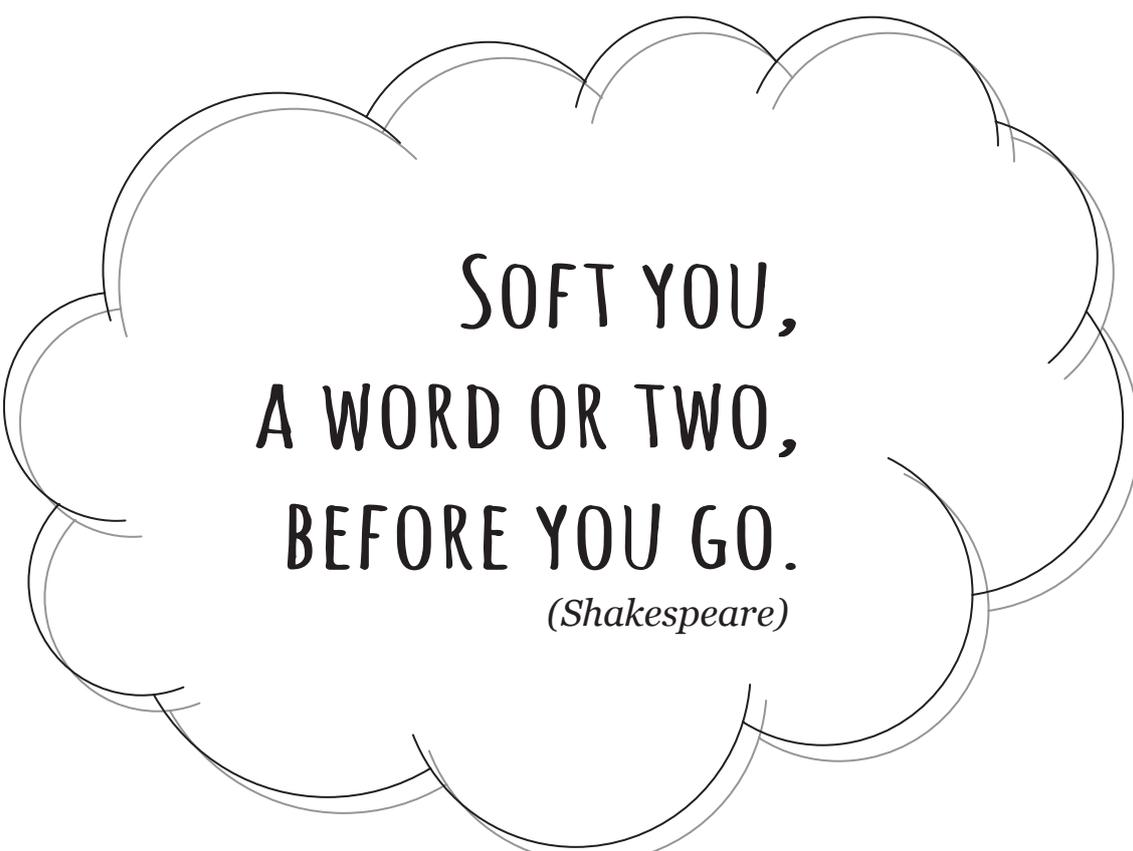
(tanda tangan)

Sri Mulyani

Sample 7 
Motto Page (*optional*)

Content and appearance of Motto Page
are matters of students' preferences.
Any type and size of font (including line spacing)
is acceptable.

page # in lowercase Roman numerals,
bottom, centered



SOFT YOU,
A WORD OR TWO,
BEFORE YOU GO.
(Shakespeare)

Sample 8 
Dedication Page (*optional*)

Content and appearance of Dedication Page
are matters of students' preferences.
Any type and size of font (including line spacing)
is acceptable.

page # in lowercase Roman numerals,
bottom, centered

FOR
MY BELOVED PARENTS
AND
MY LOVELY ROSE
IN THE HOPE OF
A BETTER FUTURE

Sample 9 
Acknowledgements

This is the page to express thanks or gratitude to **people or institutions whose helps are really significant** in the process of undergraduate thesis writing. The language used in this part should be formal though it may express something informal.

Double-spaced,
one page only.

Student's name at the end, left.

page # in lowercase Roman numerals,
bottom, centered

ACKNOWLEDGEMENTS

This is the page to express thanks or gratitude to people or institutions whose helps are really significant in the process of writing the thesis. The language used in this part should be formal though it may express something informal. Acknowledgements should be *no more than one page*

The followings are the people/institutions to whom our gratitude should be addressed: (1) thesis advisor and co-advisor, (2) scholarship sponsor (if any), (3) supporting units at Sanata Dharma University, (4) family and friends.

Sri Mulyani

Sample 10 
Table of Contents

**ALL CHAPTERS INCLUDING PARTS IN PRELIMINARY PAGES
ARE IN ALL CAPITAL LETTERS.**

The other lines are written as they appear here
except for insertion of appropriate subtitles/subheadings
and page numbers.

page # in lowercase Roman numerals,
bottom, centered

TABLE OF CONTENTS

TITLE PAGE	ii
APPROVAL PAGE	iii
ACCEPTANCE PAGE	iv
STATEMENT OF ORIGINALITY	v
LEMBAR PERNYATAAN PERSETUJUAN PUBLIKASI KARYA ILMIAH	vi
MOTTO PAGE (<i>optional</i>)	vii
DEDICATION PAGE (<i>optional</i>)	viii
ACKNOWLEDGEMENTS	ix
TABLE OF CONTENTS	x
LIST OF ABBREVIATIONS (<i>if any</i>)	xi
LIST OF FIGURES (<i>if any</i>)	xii
LIST OF TABLES (<i>if any</i>)	xiii
ABSTRACT	xiv
ABSTRAK	xv
CHAPTER I: INTRODUCTION	1
A. Background of the Study	<i>etc.</i>
B. Problem Formulation	
C. Objectives of the Study	
D. Definition of Terms	
CHAPTER II: REVIEW OF LITERATURE	
A. Review of Related Studies	
B. Review of Related Theories	
1. Subtitle 1	
2. Subtitle 2	
<i>etc.</i>	
C. Review of Related Backgrounds (<i>optional</i>)	
1. Subtitle 1	
2. Subtitle 2	
<i>etc.</i>	
D. Theoretical Framework	
CHAPTER III: METHODOLOGY (<i>the contents depend on the field of study</i>)	
A. Object of the Study	
B. Approach of the Study	
C. Method of the Study	
CHAPTER IV: ANALYSIS RESULTS AND DISCUSSIONS	
A. Subtitle 1 (<i>referring to Problem Formulation no. 1</i>)	
B. Subtitle 2 (<i>referring to Problem Formulation no. 2</i>)	
C. <i>etc.</i>	

Table of Contents (cont)



CHAPTER V: CONCLUSION

REFERENCES

APPENDICES

Appendix 1 : Title

Appendix 2 : Title

etc.

Sample 11 
List of Abbreviations

LIST OF ABBREVIATIONS

AGD	: American Great Depression
CWMBYB	: <i>Coffe Will Make You Black</i>
Fig.	: Figure
JOLL	: <i>Journal of Language and Literature</i>
Para	: Paragraph
USD	: Universitas Sanata Dharma
<i>etc.</i>	

Sample 12 
List of Figures

LIST OF FIGURES

No.	Figure	Page
1.	Fig 1. Title for the first figure	22
2.	Fig 2. Title for the second figure	23
3.	Fig 3. Title for the third figure	30
4.	Fig 4. Title for the fourth figure	40
5.	Fig 5. Title for the fifth figure	45

etc.

Sample 13 
List of Tables

LIST OF TABLES

No.	Table	Page
1.	Table 1. Title for the first table	31
2.	Table 2. Title for the second table	35
3.	Table 3. Title for the third table	47
4.	Table 4. Title for the fourth table	49
5.	Table 5. Title for the fifth table	50
	<i>etc.</i>	

Sample 14
Abstract



The order in Abstract title must be as it appears here:
Student's name is all in capital letters, reversed.
(Year of undergraduate thesis is between brackets).
Undergraduate thesis title is in Bold,
title of the work analyzed is in Bold-italic
(or "between quotation marks" for poems
and short stories).

Maximum number of keywords = 5

page # in lowercase Roman numerals,
bottom, centered

ABSTRACT

MULYANI, SRI. (2018). **Race, Class, and Gender Struggles in Langston Hughes's *Not Without Laughter***. Yogyakarta: Department of English Letters, Faculty of Letters, Universitas Sanata Dharma.

The abstract should contain *four main points*: (1) the introduction or brief background of the study, (2) the problem formulation or objectives of the study, (3) the method of the study, and (4) the results or findings of the study. For the sake of convenience, abstract is divided into *four main paragraphs*, each contains one point. Abstract must be ***no more than one page, single-spaced***.

Keywords: gender struggle, patriarchy, Afro American, women's role.

Sample 15
Abstrak



Undergraduate thesis title and keywords
ARE NOT translated.

page # in lowercase Roman numerals,
bottom, centered

ABSTRAK

MULYANI, SRI. (2018). **Race, Class, and Gender Struggles in Langston Hughes's *Not Without Laughter***. Yogyakarta: Program Studi Sastra Inggris, Fakultas Sastra, Universitas Sanata Dharma.

Abstrak merupakan versi terjemahan Bahasa Indonesia (yang baik dan benar) dari Abstract. *Judul skripsi tidak diterjemahkan.*

Kata kunci: gender struggle, patriarchy, Afro American, women's role. (Kata kunci tidak diterjemahkan).

Sample 16 
1st page of each Chapter

All text must be double-spaced except for indented quotations.

page # in Arabic numerals,
at the bottom of the first page of each chapter,
centered

CHAPTER I

INTRODUCTION

A. Background of the Study

In general this chapter covers a description of the topic and *the reasons why the topic is worth studying*. Tell the reasons why you (or what triggers you to) choose your topic of study. It is very possible that your reasons are influenced by a criticism you have read, an expert's opinion or theories you believe to be appropriate, statements you find to be challenging, etc.

B. Problem Formulation

Formulate the problems you would like to discuss/analyze in the form of questions. [5Wh + 1 How, *avoid a yes-no question*]. *The number of problems can be (generally) 2 or 3*, depending on the scope of your study. Your problems should start from preliminary questions (related to intrinsic elements of the work), followed by specific questions of your interest.

C. Objectives of the Study

State clearly and precisely your objectives of your study based on the order of your problem formulation. Practically speaking, you are supposed to write your problem formulation (in interrogative statements) as objectives (in affirmative statements), such as *to find out....., to see, to understand....., to identify....* Write this part in a paragraph form (*do not use numbering*).

Sample 17 
The subsequent pages

page # in Arabic numerals,
at the top-right of page

All text must be doubled except for indented quotations.

D. Definition of Terms

Explain the specific, important or *key terms you mention in the title of your thesis and in your Problem Formulation*. Use the appropriate references for specific terms such as literary terms, psychological terms, and philosophical terms. Avoid using general dictionary (e.g. *Advanced Oxford Learners' Dictionary*) for special terms. This part is *optional*. Thus, you do *not need to define terms which are generally understood*. The purpose of this part is to avoid misunderstanding on certain terms. A **nautical drama**, for example, is

a kind of romantic melodrama popular in England in the late eighteenth and early nineteenth centuries. It involves the usual characters of melodrama: innocent victim, ruthless villain, and stalwart hero. In nautical drama, the hero was a sailor, usually away at sea, maybe even presumed dead, who arrives home in the nick of time to save the damsel in distress (Moblely, 2007, p. 99).

Sample 18 
References

Single-spaced ***within*** each entry,
double spaced ***between*** each entry

page # in Arabic numerals,
at the bottom of the first page, centered,
at the top-right of subsequent pages

REFERENCES

- Angelova, N. (2004). *Data Pruning* (Master's Thesis). Retrieved from <http://www.resolver.caltech.edu/CaltechETD:etd-052820004-000943>.
- Babes in Cyberspace Era. (2010). In *The New Encyclopedia Britannica*, 2, 673 – 674. Chicago: Encyclopedia Britannica.
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- Caprette, C.L. (2005). *Conquering the Cold Shudder: The Origin and Evolution of Snake Eyes* (Doctoral Dissertation). Ohio State University, Columbus, OH.
- Douglass, F. (1845). Narrative of the Life of Frederick Douglass, an American Slave, Written by Himself. In William Andrew (Ed.) (1992). *Classics American Autobiographies* (pp. 229 – 327). New York: Mentor.
- Eugene, S. & Lane, D. (2004). *Analyzing Casual Conversation*. London: Cassell Book Limited.
- Feitas, N. (2015, January 6) Why People around the World are Voluntarily Submitting to China's Great Firewall. Retrieved from https://www.slate.com/blogs/future_tense/2015/01/06/tencent_s_wechat_worldwide_internet_users_are_voluntarily_submitting_to.html
- Gladwell, M. (2016). *The Story of Great Success* [Kindle Version]. Retrieved from <http://www.amazon.com>
- Merriam-Webster's Collegiate Dictionary* (10th ed). (1993). Springfield: Merriam-Webster.
- Putranti, A. (2013). *Maternity Care Policy in the United States* (Undergraduate Thesis). Universitas Sanata Dharma, Yogyakarta.
- Sagarin, B., & West, T. (2011). Critically Evaluating Competing Theories. *Teaching Language*, (32)3, pp. 167 – 172. DOI: <https://doi.org/10.1208/tl.2011.310307>.
- Schneider, J., Whitehead, D., & Elliot, D. (2009). *Nursing and Midwifery* (2nd ed). Oxford: Oxford University Press.
- Seton, T. (2011, August 28). The Journey of 2,000 Miles in Search of the Caribou. Retrieved from <http://www.baywood.com/journey/.asp?0091-43> (on 11 March 2017).
- Wilson, F. (2001). *Language and Human Culture*. New York: Pantheon.

Sample 19 
Appendix / Appendices

page # in Arabic numerals,
at the bottom of the first page, centered,
at the top-right of subsequent pages

APPENDIX / APPENDICES

Appendix 1: Summary of the Langston Hughes's *Not Without Laughter* .

Your summary should focus on (and be related to) the plot you discuss in your study
You are not supposed to write a general summary.

Appendix 2: Langston Hughes's Life

If Hughes's life is relevant to your study, please give a review of his life here.

Appendix 3: Prepositon "to" found in the Jakarta Post, March 25, 2018.

etc.



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