



Kampus Merdeka
INDONESIA JAYA

20
23

THE DEPARTMENT OF ENGLISH LETTERS

UNDERGRADUATE
THESIS
GUIDELINES

UNIVERSITAS SANATA DHARMA
YOGYAKARTA

Copyright © 2023 (11th edition)
Program Studi Sastra Inggris, Universitas Sanata Dharma

Jl. STM Pembangunan No. 10
Mrican, Catur Tunggal, Depok, Sleman, Yogyakarta 55281
WhatsApp (Sekretariat Fakultas Sastra): +62 81325697274
Mobile (Sanata Dharma): +62 8112661144 / +62 81578078000 ext. 51324

 sasing@usd.ac.id  usd.ac.id/sasing  [@sasingusd.official](https://www.instagram.com/sasingusd.official)



**Kampus
Merdeka**
INDONESIA JAYA

**20
23**

THE DEPARTMENT OF ENGLISH LETTERS

UNDERGRADUATE **THESIS** GUIDELINES

**UNIVERSITAS SANATA DHARMA
YOGYAKARTA**

Copyright © 2023 (11th edition)
Program Studi Sastra Inggris, Universitas Sanata Dharma

Jl. STM Pembangunan No. 10
Mrican, Catur Tunggal, Depok, Sleman, Yogyakarta 55281
WhatsApp (Sekretariat Fakultas Sastra): +62 81325697274
Mobile (Sanata Dharma): +62 8112661144 / +62 81578078000 ext. 51324

 sasing@usd.ac.id  usd.ac.id/sasing  [@sasingusd.official](https://www.instagram.com/sasingusd.official)

Contents

1. Background	1
2. Undergraduate Thesis Advisor, Consultation, and Reader (Co-Advisor)	1
3. 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>	3
<i>Motto Page</i>	3
<i>Dedication Page</i>	3
<i>Acknowledgements</i>	3
<i>Table of Contents</i>	3
<i>List of Abbreviations</i>	3
<i>List of Charts/Figures</i>	3
<i>List of Tables</i>	3
<i>Abstract</i>	3
<i>Abstrak</i>	3
<i>Chapter I: Introduction</i>	4
<i>Chapter II: Review of Studies</i>	4
<i>Chapter III: Methodology</i>	5
• <i>Literature Studies</i>	5
• <i>Linguistic Studies</i>	6
• <i>Translation Studies & Interpreting Studies</i>	6
<i>Chapter IV: Analysis or Analysis Results and Discussion</i>	8
<i>Chapter V: Conclusion</i>	9
<i>References</i>	9
<i>Appendix</i>	9
4. Page Composition	9
<i>Font</i>	9
<i>Paper Size</i>	9
<i>Margin</i>	9
<i>Line Spacing</i>	9
<i>Text and Subtitles</i>	9
<i>Page Numbering</i>	10
<i>Numbering System</i>	10
<i>Number of Pages</i>	10
5. Citations	11
<i>Indented Citation</i>	11
<i>In-Text Citation</i>	11
<i>Direct Quotation of Material Without Page Numbers</i>	13

6. Reference List	13
<i>Format</i>	13
<i>The Most Common Types of Reference</i>	14
7. Final Submission	17
8. Notes on Plagiarism	17
9. Consequences of Palgiarism	18
Samples	19
<i>Sample 1: Undergraduate Thesis Cover</i>	20
<i>Sample 2: Title Page</i>	22
<i>Sample 3: Approval Page</i>	24
<i>Sample 4: Acceptance Page</i>	26
<i>Sample 5: Statement of Originality</i>	28
<i>Sample 6: Lembar Pernyataan Persetujuan Publikasi untuk Kepentingan Akademis</i>	30
<i>Sample 7: Motto Page</i>	32
<i>Sample 8: Dedication Page</i>	34
<i>Sample 9: Acknowledgements</i>	36
<i>Sample 10: Table of Contents</i>	38
<i>Sample 11: List of Abbreviations</i>	42
<i>Sample 12: List of Charts/Figures</i>	44
<i>Sample 13: List of Tables</i>	46
<i>Sample 14: Abstract</i>	48
<i>Sample 15: Abstrak</i>	50
<i>Sample 16: First Page of Each Chapter</i>	52
<i>Sample 17: The Subsequent Page</i>	54
<i>Sample 18: References</i>	56
<i>Sample 19: Appendix/Appendices</i>	58

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 should also be a permanent record of a student's authentic study. While the content of the undergraduate thesis is a prerogative of the student (under the undergraduate thesis advisor's suggestion, recommendation, and supervision), the format is established by the Department of English Letters. Please 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.

2. Undergraduate Thesis Advisor, Consultation, and Reader (Co-Advisor)

The undergraduate thesis advisor must approve an undergraduate thesis's final format and content before it is presented in the undergraduate thesis examination and later for the final submission. Therefore, consult the Advisor, as necessary, during the undergraduate thesis preparation process. The schedule of the consultation is the prerogative of the Advisor. The following rules are put into effect by the Department of English Letters concerning undergraduate thesis consultation:

- a. Before writing an undergraduate thesis (*i.e.* when a student takes Preliminary Thesis class in semester 7), a student should propose one topic and one Advisor using the following link: <https://bit.ly/ThesisProposalSasing>
- b. A student starts consultation after the Department publishes a notification on the approval of the topic and Advisor. The notification can be seen on the Department's website (www.usd.ac.id/sasing) and Instagram (@sasingusd.official)
- 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 to be submitted for the undergraduate-thesis examination.
- f. When a student finishes the undergraduate thesis, the student will get one Reader or Co-Advisor (assigned by the Department).
- g. A maximum of 20% similarity check report (Turnitin) is prerequisite for getting a Reader. (Turnitin setup: exclude quote, exclude Bibliography, exclude sources less than 100 words).

- h. A Reader has seven working days to review and give feedback and suggestion for an undergraduate thesis.
- I. After receiving a notification that the Reader has finished reading the undergraduate thesis, the student must consult the Reader within one week (maximum).
- j. It is the student and the Advisor's privilege to decide how to respond to the Reader's feedback and suggestion and how to revise the undergraduate theses based on the Reader's review.
- k. To make the process of revision easily traced, the student should use the following matrix:

No.	Chapter/Subchapter/Page #	Reader's Comments	Student's Responses
1			
2			

- Upon finishing the revision, the student gives this matrix to both Advisor and Reader
- l. If, for a very particular reason, a student chooses a new Advisor, the student must consult the Vice-Chair of the Department.
 - m. In the case mentioned above, the progress of the undergraduate thesis must not exceed Chapter III.

3. Arrangement of Contents

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

Undergraduate Thesis Cover *(See the example on page 20)*

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

The title of the undergraduate thesis should be in the form of a **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 1 (one) word, respectively.

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

This page shows that the undergraduate thesis has been approved by the Advisor. For the undergraduate thesis examination and 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 26)*

This page contains the board of examiners' names and signatures. This page is required for the final submission. This page is printed on a piece of paper with watermarked USD logo.

STATEMENT OF ORIGINALITY *(See the official template on page 28)*

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 30)

The statement contains the writer's approval to publish the undergraduate thesis by the library of Universitas Sanata Dharma for academic purposes.

Motto Page (See the example on page 32)

This page is *optional*.

Dedication Page (See the example on page 34)

This page is *optional*.

ACKNOWLEDGEMENTS (See the example on page 36)

This page expresses gratitude to people or institutions whose help is 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. Acknowledgments should be of **no more than one double-spaced page**.

TABLE OF CONTENTS (See the example on page 38)

LIST OF ABBREVIATIONS (See the example on page 42)

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

LIST OF CHARTS/FIGURES (See the example on page 44)

A 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 46)

This page is *optional*. A list of tables is required when more than four (4) tables are presented in the undergraduate thesis. The title of the table is placed before the table.

ABSTRACT (See the example on page 48)

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 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 (3 - 5 keywords).

ABSTRAK (See the example on page 50)

Abstrak is the Indonesian translation of the English abstract. The thesis title 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 (and the introduction) of the topic and the reasons why the topic is chosen and worth studying. It is possible that the reasons presented here are influenced by, for example, a critic's opinion, an expert's comments, appropriate theories, or some challenging statements. 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 to 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 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*.

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 a general dictionary (e.g., *Advanced Oxford Learners' Dictionary*) for specific terms. The purpose of this part is to avoid misunderstanding certain terms. Thus, it is not necessary to define terms that are generally understood. Write this part in 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 or the same topic. Review what other researchers have said about the work under study. 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.

Journal articles are the most recommended sources for related studies. The minimum number of related studies to review is three, two of which are journal articles.

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, and do not just display them. Be sure that this part contains only the reviews of the most relevant theories for the undergraduate thesis.

C. Review of Related Backgrounds (*optional*)

If the 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 in solving the problems of the study, *i.e.*, why the theories are needed and how they are applied in the study. The theories should be synthesized 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 (literature, linguistics, or translation). 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 about 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" (such as winning a certain prize, made into a box-office movie, performing all over the world, and making a big change in social structure). At the end of this part, a one-or-two paragraph summary of the story is presented.

B. Approach of the Study

The approach employed in analyzing the work is stated here. This section explains the definition, the distinguishing characteristics, and the application of the approach. This section also tells the reasons why the approach is used. When defining the approach, use appropriate sources.

C. Method of the Study

This part describes the research method, the primary and secondary sources, and the procedure (steps) taken in analyzing the work.

First, describe the research method. Some research methods are library, experimental, explicatory, field, observational, interview, and survey (George, 2008). In literature studies, the most common method is library research.

Second, mention the primary and secondary sources. The primary source is the work under study. For the secondary sources, mention only the most important secondary sources referred to in the study.

Third, explain the procedure (the steps) taken in the analysis. The steps should be as precise and operational as possible. Use Past Tense when explaining the procedure (the steps) taken.

As a reference, the library research process generally covers the following steps: (1) choosing a general topic, (2) engaging your imagination, (3) highlighting one or more research questions as a result of brainstorming about your topic, (4) developing a research plan or strategy, (5) consulting reference tools and searching databases, (6) identifying and obtaining sources, (7) evaluating sources in the light of your research questions, (8) experiencing an insight based on reflection, and (9) crafting a thesis statement based on your insight (George, 2008).

Linguistic Studies

A. Object of the Study

This part describes the object or data of the study. It describes 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) of the approach and why the approach(es) is used. The approach must be syntactic for a syntactic study, 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 or a sample study. A sample study requires a suitable sampling method 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 to 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 section outlines the specific fields of translation research conducted. These may encompass areas 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, (l) translation profession, as detailed in *The Map* by Williams and Chesterman (2002). To substantiate the chosen area of research, it is essential to provide a direct citation from *The Map*.

B. Object of the Study

This section offers a comprehensive outline of the subject under examination. Within the field of translation studies, the subject is referred to as a 'translatable unit', which could encompass elements such as words, phrases, clauses, sentences, paragraphs, terms, utterances, or even song lyrics. This section necessitates a thorough and meticulous depiction of the study's subject, supported by an in-depth provision of the metadata.

The term "metadata" refers to data that provides information about other data. In the context of a research study, the metadata of the object of the study would typically include additional details that help to describe, classify, or understand that object deeper. For example, if the object of the study is a book being translated, the metadata could include the book's author, original language, publication date, genre, and cultural context. If the object of the study is a collection of words or phrases (i.e., "translatable units"), the metadata could include their origin, frequency of usage, context of usage, or their grammatical properties. These types of metadata can help researchers understand the object of study in a more nuanced way, beyond just the "surface level" information, allowing them to perform more detailed and accurate analyses.

C. Method of the Study

This section describes the approach employed in the analysis of the study. Typically, it encompasses details such as: (1) the nature of the study being either qualitative or quantitative, or mixed, (2) the type of research undertaken, which could be either library-based or field research, and (3) the categorization of the data as primary, secondary, or a combination of both. In order to substantiate the assertions, it is vital to incorporate direct quotes from credible and authoritative sources.

D. Research Procedure

1. Types of Data

This section illustrates the various forms of data that have been gathered. The data could fall under one of three categories: objective, affective, or genetic.

- a. Objective Data** is extracted from the Source Text (ST) and Target Text (TT). The disclosure of the source needs to be comprehensive, including specifics like the quantity of the data. It's recommended to incorporate visual representations from the sources of your data, which might include things like book covers, screenshots from websites, among others.
- b. Affective Data** is derived from readers, respondents, or both. Such data might be acquired via methods like questionnaires, interviews, observations, or focus group discussions. The participants contributing to the research should be explained in depth, with details like their number, rationale behind their selection, and any other aspects deemed relevant.
- c. Genetic Data** comes directly from the translator(s). This data is utilized to validate or compare with the information gathered during the analysis stage. Evidence for the genetic data should be provided in a variety of formats, such as interview transcripts, emails, screenshots of conversations, or other recording mechanisms.

2. Data Collection

This section delineates the process by which the data were obtained. It offers an account of the data collection methodology, and this narrative should be conveyed using past tense. It is critical to thoroughly describe and clarify the system used for coding the data within this part. As translation research encompasses two distinct types of data, namely linguistic and translation data, the procedure for choosing the linguistic data needs to be expounded. For instance, if your study is focused on the translation of metaphors in a children's narrative, the selection process for the metaphor data should be detailed and elaborated upon in this section. Should your data be categorized into distinct groups, like culture-specific items or terms related to Christianity, these classifications ought to be elaborated in this section.

This section should also detail the handling and coding of affective and genetic data (if any). Affective data, collected from respondents, is coded based on their responses or other categories, such as age, gender, education, etc. The process of creating questionnaires is described here. Genetic data, derived from the translator themselves, is coded based on the translator's insights, choices, challenges during translation, etc. This involves transcribing and categorizing interviews or other forms of communication with the translator.

3. Population and Sample

A population refers to an entire set of data that is being analyzed. This encompasses all the subjects relevant to the study. On the other hand, a sample represents a subset of this population, chosen specifically for study due to practical limitations of examining the entire population. If the population size is excessively large, a sample is extracted using various sampling techniques, such as the Krejcie-Morgan Method among others. It is crucial to support the chosen sampling method with direct quotes from reputable and credible sources.

4. Data Analysis

This segment describes a detailed account of how the data have been scrutinized in alignment with the research questions presented in the problem formulation. If the problem formulation contains two research questions, the analysis will be conducted in two corresponding steps, with each step demonstrated by a table. Conclude this section by providing a cohesive explanation of how these individual stages of analysis interrelate with one another.

CHAPTER IV: ANALYSIS *(for literature studies)*

or

CHAPTER IV: ANALYSIS RESULTS AND DISCUSSIONS *(for linguistics, 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. Three subchapters are expected if there are three problems in the Problem Formulation. 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 explaining further. Based on the answers to the problems, a broader or general conclusion might be concluded concerning the topic of the study. If any, give suggestions

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 to** the APA (American Psychological Association) Style, 7th edition. Go to <https://apastyle.apa.org/> for the official and complete APA style.

APPENDIX/APPENDICES (See the example on page 56)

Materials that 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 an undergraduate thesis in the Universitas Sanata Dharma Library as an example since requirements are subject to change, and the copying and binding process (in the case of a printed Undergraduate Thesis) changes apparent margins and format.

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

The paper size of the undergraduate thesis is A 4 (quarto-sized) paper. If needed, the copies for the undergraduate thesis examination might be bound with paper binders.

Margin

The margins should be 3 cm for the LEFT and TOP, and 3 cm for the RIGHT and BOTTOM, or 23 to 24 lines on one page.

Line Spacing

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

Text and Subtitle

- a. The text (**excluding** titles, subtitles, and list of references) on all pages should be in justified margins.

- b. Subtitles must be expressed in Noun or Noun phrases (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. Titles of books are printed in *italic*; titles of poems, songs, 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 three lines**. Otherwise, quotations are incorporated into 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 references are not written in the text **except for** titles of related studies in Chapter II.
- l. Footnote is **not** allowed.
- m. Underline is **not** allowed.
- n. Tables, charts, and figures must be supplied with numbers and titles.

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 the page, right.

Numbering System

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

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

- B.
- 1.
- a.
- i.
- 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 to the last page of CHAPTER V,

excluding the preliminary pages, References, and Appendices. The approximate percentage for Chapters IV and V is 50% (minimum).

5. Citations

- Page number (whenever available) is written in direct quotations: *e.g.* (Jackson, 2015, p. 3).
- Page number is not written when summarizing or paraphrasing or: *e.g.* (Jackson, 2015).

Indented Citation

When writing indented quotations (**at least three lines**), use the following styles, format, and layout. No need to put quotation marks before and after the quotation.

a. General Text (Narrative)

Understanding a film calls upon cues and schemas constantly. For example, a series of shots showing characters positioned and framed in particular ways usually cues the viewer to infer that these characters are located in a particular locale. A scene that begins with a detail shot of a table lamp may prompt the spectator to frame hypotheses to the effect that the scene will take place in a living room or parlor (Braudy & Cohen, 2009, p. 430).

b. Drama Script

CAESAR. Well?

SOLDIER. The citizens rose against us when the army entered the gates. I was with two others in the marketplace 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

Cite the author's last name, year of publication, and the page number. The period marking the end of a sentence should follow the citation, not precede it.

a. Single author

Parenthetical Citation:

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

Narrative Citation:

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

b. Two authors

Always cite both authors' last names.

Parenthetical Citation:

"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 and Roué, 2002, pp. 124- 125).

Narrative Citation:

Nakashima and Roué (2002) explain that "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).

c. Three or more authors

Cite all of the first author's last name, followed by et al.

Parenthetical Citation:

"Women had a special position in the political system of Onondaga" (Johnson et al., 2009, p.80).

Narrative Citation:

Johnson et al. (2009) argued that "women had a special position in the political system of Onondaga (p.80)

d. 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*.

Parenthetical Citation:

The study shows that "all children are now not receiving equal education" (NCS, 2007,p. 32).

Narrative Citation:

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

e. No identified author

Use the first words of its title. Italicize the title of a periodical, book, or report; use quotation marks for an article.

Book:at least once a week" (*Eating Disorders*, 2018, p. 120).

Article:benefits have been demonstrated ("Holistic Approach," 2002, p72).

Direct Quotation of Material Without Page Numbers

To quote from written material that does not contain page numbers (e.g., webpages and websites, some ebooks), provide another way of locating the quoted passage. Any of the following approaches is acceptable:

a. Provide a paragraph number (count the paragraphs manually if they are not numbered).

People planning for retirement need more than just money—they also "need to stockpile their emotional reserves" to ensure adequate support from family and friends (Chamberlin, 2014, para. 1).

b. Provide a heading or section name in combination with a paragraph number.

Music and language are intertwined in the brain such that "people who are better at rhythmic memory skills tend to excel at language skills as well" (DeAngelis, 2018, Musical Forays section, para. 4).

6. Reference List

The style of English Letters Undergraduate Thesis follows the Publication Manual of APA (*American Psychological Association*). Complete information about how to write the Reference List can be found in 7th Edition of *Publication Manual* of the American Psychological Association.

Format

A reference has four elements: **author** (who is responsible for the work?), **date** (when was this work published?), **title** (What is this work called?), and **source** (Where can I retrieve this work?).

- a. The order of entry:
Author's surname/last name. (Year of Publication). *Title of the Book*. Publisher.
- b. The references must be ordered alphabetically by the surname/last name of the first author followed by the initials of the author's given name(s).
- c. When a work has no author, move the title of the work to the author position.
A work is treated as having no author when its author is unknown or cannot reasonably be determined.
- d. Use (n.d.) for work "no date" of publication.
In a reference, the date refers to the date of publication. The date may take one of the following forms: year only; year, month, and day (i.e., an exact date); year and month; year and season; or range of dates (e.g., range of years, range of exact dates).
- 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. The reference list at the end of the undergraduate thesis includes all sources of information acknowledged in the thesis. Supporting sources that are not cited in the Undergraduate Thesis, therefore, must not be included in the References.
- i. Do not use online sources having only website addresses.
- j. The list of references is left aligned (not justified).

The Most Common Types of Reference

Type	Format and Examples
<p>Journal Article</p> <p><i>Note:</i> DOI or URL (written at the end) is not compulsory.</p>	<p>Lastname, A. (Year). Title of the article in sentence case. <i>Journal in Title Case</i>, Volume(Issue), First page-Last page. doi</p> <hr/> <p>Paivio, A. (1975). Perceptual comparisons through the mind's eye. <i>Memory & Cognition</i>, 3(1), 635–647.</p> <p>Frischlich, L., Hahn, L., & Rieger, D. (2021). The promises and pitfalls of inspirational media: What do we know, and where do we go from here? <i>Media and Communication</i>, 9(2), 162–166. https://doi.org/10.17645/mac.v9i2.4271</p>
<p>Book</p> <p><i>Notes</i></p> <p>Edition, volume, and DOI are not compulsory.</p> <p>In book publishers delete surplus information like Inc., Co., Ltd., Lda.</p>	<p>Lastname, A. (Year). <i>Title of the book in sentence case</i> (Edition, Volume). Publisher. doi</p> <hr/> <p>Von der Lippe, T. L. (Ed.). (2016). <i>Student affairs for academic administrators</i>. Stylus Publishing; ACPA Books.</p> <p>Strunk, W., Jr., Becker, E., & White, E. B. (1979). <i>The guide to everything and then some more stuff</i> (3rd ed.) Macmillan.</p> <p>American Psychiatric Association. (2013). <i>Diagnostic and statistical manual of mental disorders</i> (5th ed.). doi:10.1176/appi.books.9780890425596.744053.</p>
<p>Book Chapter</p> <p><i>Notes</i></p> <p>Edition, volume, and DOI are not compulsory.</p> <p>In book publishers delete surplus information like Inc., Co., Ltd., Lda.</p>	<p>Lastname, A. (year). Title of the chapter in sentence case. In B. Lastname, C. Lastname, & D. Lastname (Eds.), <i>Title of the book in sentence case</i> (Volume, pp. first page-last page). Publisher. doi</p> <hr/> <p>Belsey, C. (2006). Poststructuralism. In S. Malpas & P. Wake (Eds.), <i>The Routledge companion to critical theory</i> (pp. 51–61). Routledge</p> <p>Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), <i>Multiculturalism in the United States: A comparative guide to acculturation and ethnicity</i> (Vol. 3, pp. 53–76). Greenwood.</p> <p>Scott, D. (2005). Colonial governmentality. In J. X. Inda (Ed.), <i>Anthropologies of modernity</i> (pp. 21–49). Retrieved from http://www3.interscience.wiley.com/cgi-bin/bookhome/117909832</p>
<p>Website</p>	<p>Lastname, A. (year). <i>Title of the website article in sentence case</i>. Name of the Website in Title Case. www.website.com</p> <hr/> <p>Cain, K. (2012). <i>The negative effects of Facebook on communication</i>. Social Media Today. http://socialmediatoday.com</p> <p>Carey, B. (2019, March 22). Can we get better at forgetting? <i>The New York Times</i>. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html</p> <p>Queensland Department of Innovation and Tourism Industry Development. (2016). <i>Advancing tourism 2016</i>. https://www.publications.qld.gov.au/dataset/advancing-tourism/resource/df997cf7-14fc-47b1-ac99-ddc7f0975967</p>

Newspaper Article/ Newsletter (known author, online)	Lastname, A. (year, month day). Title of the article in sentence case. <i>Title of the Newspaper/Newsletter in Title Case.</i> www.website.com
	Carey, B. (2019, March 22). Can we get better at forgetting? <i>The New York Times</i> . https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html
Newspaper Article/ Newsletter (unknown author, online)	Title of the article in sentence case. (year, month day). <i>Title of the Newspaper in Title Case.</i> www.website.com
	Prairie farmers reap conservation's rewards. (2001, August 27). <i>The New York Times</i> . http://www.nytimes.com
Magazine Article (known author, online)	Lastname, A. (year, month day). Title of the article in sentence case. <i>Title of the Magazine Title Case.</i> ww.website.com
	Bergeson, S. (2019, January 4). Really cool neutral plasmas. <i>Science</i> , 363(6422), 33–34. https://doi.org/10.1126/science.aau7988 Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. <i>The New Yorker</i> . https://www.newyorker.com/books/page-turner/on-videogames-and-storytelling-an-interview-with-tom-bissell
Magazine Article (unknown author, online)	Title of the article in sentence case. (year, month day). <i>Title of the Magazine in Title Case.</i> www.website.com
	How will humanity react to alien life? (2017, December 4). <i>The Washington Post</i> . https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-lifepsychologists-have-some-predictions
Published Thesis or Dissertation	Lastname, A. A. (year). <i>Title of thesis in sentence case</i> [Doctoral or Master's thesis or dissertation, Name of the Institution]. Repository. www.website.com
	Kelly, C. B. D. (2018). <i>The art of coffee roasting</i> [Doctoral thesis, The University of Waikato]. The University of Waikato Research Commons. https://hdl.handle.net/10289/11614 .
Unpublished Thesis or Dissertation	Lastname, A. A. (year). <i>Title of thesis in sentence case</i> [Unpublished doctoral or Master's thesis or dissertation]. University.
	Imber, A. (2003). <i>Applicant reactions to graduate recruitment and selection</i> [Unpublished doctoral dissertation]. Monash University.
Conference paper in Proceedings (published as a book)	Lastname, A. B. (Year). Title of paper. In A. Lastname (Ed.; if applicable), <i>Proceedings book title in sentence case</i> (pp. first page-last page). Publisher.
	Cismas, S. C. (2010). Educating academic writing skills in engineering. In P. Dondon & O. Martin (Eds.), <i>Latest trends on engineering education</i> (pp. 225-247). WSEAS Press.
Conference paper in Proceedings (published as a	Lastname, A. B. (Year). Title of paper. <i>Journal in Title Case, Volume(Issue)</i> , First page-Last page.
	Chaudhuri, S., & Biswas, A. (2017). External terms-of-trade and labor

journal issue)	market imperfections in developing countries. <i>Proceedings of the Academy of Economics and Economic Education</i> , 20(1), 11-16. https://search-proquest-com.elibrary.jcu.edu.au/docview/1928612180?accountid=16285
Conference paper, keynote address, poster presentation, etc. (unpublished)	Lastname, A. (Year, Month Day-Day). <i>Title of paper in sentence case</i> [Type of material]. Name of Conference, City, Country.
	Whipple, S. (2018, March 6-9). <i>Control beliefs as a moderator of stress on anxiety</i> [Paper presentation]. Southeastern Psychological Association 64th Annual Meeting, Charleston, SC, United States.
Dictionary or Encyclopedia (online with author)	Lastname, A. (year). Title of the chapter in sentence case. In B. Lastname, C. Lastname, & D. Lastname (Eds.), <i>Title of the book in sentence case</i> . www.website.com
	Hurthouse, R., & Pettigrove, G. (2016). Virtue ethics. In E. Zalta (Ed.), <i>Stanford encyclopedia of philosophy</i> . https://plato.stanford.edu
Dictionary or Encyclopedia (online without author)	Word. (year). In <i>title of dictionary in sentence case</i> . ww.website.com
	Heuristic. (n.d.). In <i>Merriam-Webster's online dictionary</i> . http://www.m-w.com/dictionary/heuristic
Dictionary or Encyclopedia (print)	Lastname, A. (year). Title of the chapter in sentence case. In B. Lastname, C. Lastname, & D. Lastname (Eds.), <i>Title of the book in sentence case</i> (pp. first page-last page). City: Publisher.
	American Psychological Association. (2015). Mood induction. In <i>APA dictionary of psychology</i> (2nd ed., p. 667). Washington, DC: American Psychological Association.
Television broadcast or Television series	Author, A. (Producer). (Date of Broadcast). <i>Program</i> [Program type]. Production Company.
	Smith, K. G. (Producer). (1999, September 19). <i>Every day News</i> [Television broadcast]. West Broadcasting.
	Engel, R. (Producer). (2004). <i>Oliver</i> [TV series episode]. KLC.
Single episode from Television series	Script Writer, A. (Writer), Director, A. (Director). (Date of Broadcast). Title of the episode in sentence case (Season Number, Episode Number) [TV series episode]. In A. Producer (Executive producer), <i>Title of the television series in sentence case</i> . Production Company.
	Egan, D. (Writer), Alexander, J. (Director). (2005). Failure to communicate (Season 4, Episode 17) [TV series episode]. In D. Shore (Executive producer), <i>House</i> . Fox Broadcasting.
Movie	Producer, A. (Producer), & Director, A. (Director). (Release Year). <i>Title of motion picture</i> [Motion picture]. Production Company.
	Davidson, F. (Producer), & Davidson, J. (Director). (1999). <i>B. F. Skinner: A fresh appraisal</i> [Motion picture]. USA: Davidson Films.

Software or Video Game <i>Note:</i> <i>If the Software or Video Game does not have an author, use the second version.</i>	Author. (Year). <i>Title of Software</i> [Computer software]. Location: Company. <i>Title of Video Game</i> [Video game]. (Year). Location: Company.
	Esolang, A. N. (2014). <i>Obscure Reference Generator</i> [Computer software]. Washington, DC: E & K Press. Bethesda Game Studios. <i>Skyrim</i> [Video game]. (2011). Bethesda: Bethesda Softworks.
YouTube Video <i>Note:</i> <i>if the user's real name is not available, include only the screen name.</i>	Author. (year, month day). <i>Title of Video</i> [Video]. http://xxxxxxx
	Apsolon, M. (2011, September 9). <i>Real ghost girl caught on Video Tape 14</i> [Video]. http://www.youtube.com/watch?v=6nyGCbxD848 Bellofolletti. (2009, April 8). <i>Ghost caught on surveillance camera</i> [Video]. http://www.youtube.com/watch?v=Dq1ms2JhYBI&feature=related

7. Final Submission

The Department of English Letters requires the file of the final version of the undergraduate thesis for the Undergraduate Thesis Examination and later for the Department's repository. Other registrar offices in the university may require the same file.

8. 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

* Source: Robert Perine's *Pocket Guide to APA Style*, 2012, p.16.

Plagiarism is the act of presenting the words, ideas, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship. Writers who plagiarize disrespect the efforts of original authors by failing to acknowledge their contributions, stifle further research by preventing readers from tracing ideas back to their original sources, and unfairly disregard those who exerted the effort to complete their own work. Writers who try to publish plagiarized work face rejection from publication and possible censure in their place of employment. Students who plagiarize may fail the assignment or course, be placed on academic probation, or be expelled from their institution.

To avoid plagiarism, provide appropriate credit to the source whenever you do the following:

- ? paraphrase (i.e., state in your own words) the ideas of others
- ? directly quote the words of others
- ? refer to data or data sets
- ? reprint or adapt a table or figure, even images from the internet that are free or licensed in the Creative Commons
- ? reprint a long text passage or commercially copyrighted test item

* Source: *Publication Manual of the American Psychological Association*, 7th Edition (Chapter 8, point 8.2).

9. Consequences of Plagiarism

The consequences of plagiarism can be personal, profesional, and ethical. Concerning e Department of English Letters, Universitas Sanata Dharma, conforms to *Peraturan Menteri Pendidikan Nasioanal 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: 184214212

**DEPARTMENT OF ENGLISH LETTERS
FACULTY OF LETTERS
UNIVERSITAS SANATA DHARMA
YOGYAKARTA
2022**

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

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



By

SRI MULYANI

Student Number: 184214212

**DEPARTMENT OF ENGLISH LETTERS
FACULTY OF LETTERS
UNIVERSITAS SANATA DHARMA
YOGYAKARTA
2022**

Sample 3



Approval 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.

For undergraduate thesis examination 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
<https://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: 184214212

Approved by

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

26 April 2022

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

26 April 2022

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
<https://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: 184214212

Defended before the Board of Examiners
on
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, 26 July 2022

Faculty of Letters
Universitas Sanata Dharma
Dean

Dr. Tatang Iskarna

Sample 5 
Statement of Originality

page #
in lowercase Roman numerals, bottom, centered

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

(date)

(signature)

Sri Mulyani

Sample 6 

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

page #
in lowercase Roman numerals, bottom, centered

**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 : 184214212

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 Dharma 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

Yang menyatakan,

(tanda tangan)

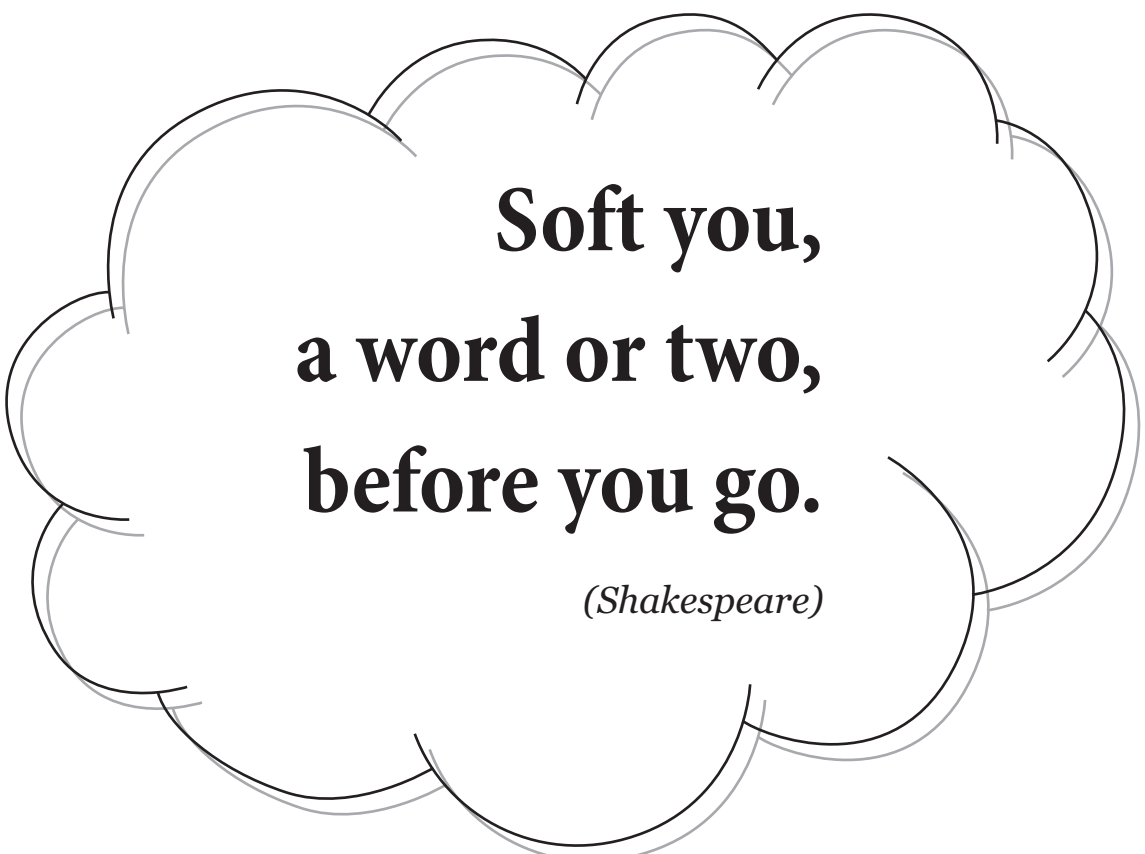
Sri Mulyani

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	1
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>	
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 (<i>for literature studies</i>)	
<i>or</i>	
CHAPTER IV: ANALYSIS RESULTS AND DISCUSSIONS (<i>for linguistics, translation, and interpreting studies</i>)	
A. Subtitle 1 (<i>referring to Problem Formulation no. 1</i>)	
1. Sub-subtitle 1	
2. Sub-subtitle 2	
3. <i>Etc.</i>	



Table of Contents (cont)

page #
in lowercase Roman numerals, bottom, centered

B. Subtitle 2 (*referring to Problem Formulation no. 2*)

C. Subtitle 3 (*referring to Problem Formulation no. 3*)

CHAPTER V: CONCLUSION

REFERENCES

APPENDICES

Appendix 1: Title

Appendix 2: Title

etc.

Sample 11 

List of Abbreviations

List of abbreviations must be alphabetically ordered

page #
in lowercase Roman numerals, bottom, centered

LIST OF ABBREVIATIONS

AGD	: American Great Depression
CWMYB	: <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 Charts/Figures

page #
in lowercase Roman numerals, bottom, centered

LIST OF CHARTS/FIGURES

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

Sample 13 

List of Tables

page #
in lowercase Roman numerals, bottom, centered

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, last name first. (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, alphabetically-ordered, italicized

page #
in lowercase Roman numerals, bottom, centered

ABSTRACT

MULYANI, SRI. (2022). **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: *Afro-American, gender struggle, patriarchy, women's role*

Sample 15



Abstrak

Undergraduate thesis title and keywords contents
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: *Afro American, gender struggle, patriarchy, women's role.*
(Konten 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 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 the 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 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 double-spaced,
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 a general dictionary (e.g. *Advanced Oxford Learners' Dictionary*) for special terms. This part is *optional*. Thus, you do *not need to define terms that are generally understood*. The purpose of this part is to avoid misunderstanding 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 (Mobley, 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

- American Psychological Association. (2015). Mood induction. In *APA dictionary of psychology* (2nd ed., p. 667). Washington, DC: American Psychological Association.
- Cain, K. (2012). *The negative effects of Facebook on communication*. Social Media Today. <http://socialmediatoday.com>
- Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>
- Egan, D. (Writer), Alexander, J. (Director). (2005). Failure to communicate (Season 4, Episode 17) [TV series episode]. In D. Shore (Executive producer), *House*. Fox Broadcasting.
- Frischlich, L., Hahn, L., & Rieger, D. (2021). The promises and pitfalls of inspirational media: What do we know, and where do we go from here? *Media and Communication*, 9(2), 162–166. <https://doi.org/10.17645/mac.v9i2.4271>
- Heuristic. In *Merriam-Webster's online dictionary*. <http://www.m-w.com/dictionary/heuristic> (Retrieved on 25 March 2023).
- Hurthouse, R., & Pettigrove, G. (2016). Virtue ethics. In E. Zalta (Ed.), *Stanford encyclopedia of philosophy*. <https://plato.stanford.edu>
- Paivio, A. (1975). Perceptual comparisons through the mind's eye. *Memory & Cognition*, 3(1), 635–647.
- Queensland Department of Innovation and Tourism Industry Development. (2016). *Advancing tourism 2016*. <https://www.publications.qld.gov.au/dataset/advancing-tourism/resource/df997cf7-14fc-47b1-ac99-ddc7f0975967>
- Strunk, W., Jr., Becker, E., & White, E. B. (1979). *The guide to everything and then some more stuff* (3rd ed.) Macmillan.
- Von der Lippe, T. L. (Ed.). (2016). *Student affairs for academic administrators*. Stylus Publishing; ACPA Books.

Sample 19 
Appendix / Appendices

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

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.

etc.



Program Studi Sastra Inggris, Universitas Sanata Dharma

Jl. STM Pembangunan No. 10
Mrican, Catur Tunggal, Depok, Sleman, Yogyakarta 55281
Mobile/WhatsApp (Administrative Office of Faculty of Letters):
+62 813 2569 7274

 sasing@usd.ac.id  usd.ac.id/sasing  [@sasingusd.official](https://www.instagram.com/sasingusd.official)