

# PANDUAN SISTEMATIKA PENULISAN TUGAS ILMIAH MAHASISWA (PASTI-MAS)



2020

PROGRAM STUDI SASRA INGGRIS  
FAKULTAS ILMU BUDAYA  
UNIVERSITAS MULAWARMAN



## **KATA PENGANTAR**

Puji syukur kepada Allah SWT, Tuhan Yang Maha Esa karena berkat rahmat dan hidayah-Nya, Panduan Sistematika Penulisan Ilmiah Mahasiswa atau disingkat PASTI-MAS ini dapat diselesaikan dengan baik dan sesuai waktu yang diberikan.

PASTI-MAS ini disusun dengan tujuan agar bisa menjadi panduan bagi Mahasiswa dalam menyusun tugas-tugas perkuliahan seperti makalah dan artikel individu maupun kelompok sesuai dengan tata letak penulisan yang telah ditentukan. Selain itu juga, dengan adanya PASTI-MAS ini, dosen tidak perlu bingung terkait tata letak, sitasi, dan referensi yang akan digunakan oleh mahasiswa selama masa penulisan ilmiah.

PASTI-MAS ini juga disusun dalam beberapa bab pembahasan, yaitu (1) ketentuan umum penulisa, (2) sistematika penulisan makalah, (3) sistematika penulisan artike, (4) daftar pustaka, dan (5) contoh tata letak lainnya yang bisa digunakan selama perkuliahan berlangsung.

Demikian yang dapat disampaikan, semoga bermanfaat bagi kita semua. Amin  
Terima Kasih.

Samarinda, Oktober 2020

**PRODI. SASTRA INGGRIS  
FAKULTAS ILMU BUDAYA  
UNIVERSITAS MULAWARMAN**

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# **BAB I**

## **PENDAHULUAN**

Penulisan berbasis ilmiah adalah salah satu bentuk aktivitas pembelajaran yang diberikan oleh dosen kepada mahasiswa dalam bentuk penulisan makalah, artikel, dan bahkan tugas akhir seperti skripsi dengan tujuan agar mahasiswa terlatih untuk mengembangkan kemampuan berpikir ilmiahnya dengan dukungan teori-teori ahli yang relevan melalui tulisan-tulisan ilmiah yang dapat dipertanggungjawabkan keilmiahannya. Selain itu juga, dengan adanya aktivitas tersebut penting sekali diajarkan kepada Mahasiswa bagaimana tata cara penulisan ilmiah tersebut agar terlihat rapi dan terstruktur sesuai aturan penulisan ilmiah yang berlaku di lingkungan kampus tempat dimana Mahasiswa itu kuliah. Oleh karena itulah, perlu adanya sebuah panduan berkaitan dengan sistematika penulisan tugas ilmiah. Tentu saja, dengan adanya panduan tersebut, maka mahasiswa tidak mengalami kesulitan atau kebingungan dalam menyusun tulisan ilmiahnya serta dosen pun tinggal mengarahkan mahasiswa untuk merujuk tata cara penulisan tugas yang diberikannya pada panduan yang telah dipersiapkan oleh program studi.

Panduan Sistematika Penulisan Tugas Ilmiah Mahasiswa atau di singkat PASTI-MAS adalah salah satu dari beberapa panduan yang disusun oleh Program Studi Sastra Inggris, Fakultas Ilmu Budaya, Universitas Mulawarman dengan tujuan untuk memberikan panduan mahasiswa dalam menyusun tugas-tugas ilmiah harian yang didapatkan dari dosen, baik itu dalam bentuk tugas individu maupun kelompok. Pada panduan ini, dijelaskan tentang (1) ketentuan umum penulisan, (2) sistematika penulisan makalah, (3) sistematika penulisan artikel, (4) daftar pustaka, dan (5) contoh tata letak lainnya yang bisa digunakan selama perkuliahan berlangsung.

Dengan adanya PASTI-MAS, mahasiswa dan dosen dapat terbantu dalam proses perkuliahannya dan tentu saja untuk memudahkan dan menyeragamkan format penulisan ilmiah yang sesuai standar Program Studi Sastra Inggris, Fakultas Ilmu Budaya, Universitas Mulawarman tetapkan.

## **BAB II**

### **KETENTUAN UMUM TATACARA PENULISAN**

#### **A. Ukuran dan Tepi Kertas**

Di dunia Internasional, ukuran kertas untuk penulisan ilmiah, sebagai berikut:

1. Ukuran kertas A4 (210 mm x 297 mm).
2. Jenis kertas yang digunakan adalah HVS 80 gram.
3. Adapun batas tepi (margin) yang digunakan, sebagai berikut:
  - a. Tugas Makalah
    - 1) Tepi atas : 4 cm
    - 2) Tepi bawah : 3 cm
    - 3) Tepi kiri : 4 cm
    - 4) Tepi kanan : 3 cm
  - b. Tugas Artikel
    - 1) Tepi atas : 2,5 cm
    - 2) Tepi bawah : 2,5 cm
    - 3) Tepi kiri : 2,5 cm
    - 4) Tepi kanan : 2,5 cm

#### **B. Format Halaman dan Tanda Baca**

Format Halaman dan Tanda baca dijelaskan dalam dua kategori, yaitu: (a) penulisan tugas makalah dan (b) penulisan tugas artikel yang dijelaskan sebagai berikut:

##### *a. Penulisan Tugas Makalah*

Adapun format halaman mengikuti kaidah penulisan umum penulisan ilmiah, yaitu:

1. Jenis huruf untuk sampul adalah Times New Roman **bold** ukuran 14 point.
2. Jenis huruf untuk badan tulisan keseluruhan adalah Times New Roman (bukan **bold** atau *italic*) ukuran 12 point dengan spasi ganda (2 spasi).
3. Pada penulisan **ABSTRACT**, jenis huruf untuk tulisan **ABSTRACT** Times New Roman **bold** ukuran 12 point, sedangkan Jenis huruf untuk badan tulisan adalah Times New Roman (bukan **bold** atau *italic*) ukuran 10 point dengan spasi 1 (single)
4. Pada penulisan **CHAPTER** adalah dengan angka romawi (I,II,III, dst.) dengan jenis huruf Times New Roman **bold** ukuran 12 point. Adapun keterangan **CHAPTER** (Introduction, Literature Review, Research Method, and etc.) diletakkan pada bawah tulisan **CHAPTER** dengan jenis huruf yang sama dengan tulisan **CHAPTER**.
5. Penulisan Sub-bab dan sub-sub-bab dan hirarki berikutnya ditulis dengan ketentuan format, sebagai berikut:
  - 1.1. The Nature of Novel
    - 1.1.1. Characteristics of Novel
      - 1.1.1.1. Characteristics of Novel in new era
6. Format penulisan terbagi dalam 3 bagian, yaitu:
  - a. Bagian Awal
  - b. Bagian Isi
  - c. Bagian Akhir
7. Halaman sampul depan tidak diberi nomor halaman.
8. Halaman pertama dimulai dari halaman judul dalam. Walaupun halaman judul dalam dianggap halaman pertama, tetapi nomor halaman tidak perlu dicantumkan pada halaman judul depan.
9. Halaman kedua adalah **ACKNOWLEDGEMENT**. Format halaman ditulis dengan angka romawi kecil (ii), dan diletakkan di posisi tengah (center) pada bagian bawah halaman.

10. Halaman berikutnya mengikuti format angka romawi kecil dengan posisi yang sama dengan poin 3 (iii, iv, v, ... dst). Penulisan format ini digunakan untuk “Bagian Awal” yang terdiri dari **TABLE OF CONTENTS**, **LIST OF TABLE**, dan seterusnya yang termasuk “Bagian Awal”.
11. Pada “Bagian Isi” karya tulis ilmiah, diawali dengan **CHAPTER I INTRODUCTION**, format halaman berubah menggunakan angka (1,2,3,4 dst). Format penomoran halaman pertama setiap bab diletakkan dibawah tengah dari halaman, halaman kedua dari bab diberi nomor halaman di pojok kanan atas halaman. Contoh: CHAPTER I, halaman 1 dituliskan di bawah tengah, halaman 2 ditulis di pojok kanan atas. CHAPTER II, halaman pertama bab adalah halaman 3 ditulis di tengah bawah, halaman 4 dan selanjutnya hingga akhir CHAPTER II diletakkan di pojok kanan atas
12. **REFERENCES** dan **APPENDIX**, mengikuti cara penomoran halaman sesuai poin 6, kecuali semua halaman, tidak peduli halaman pertama atau bukan, semua diletakkan di pojok kanan atas. Untuk lampiran, tetapi dihitung sebagai 1 halaman, tetapi tidak perlu dituliskan nomor halaman, dan halaman setelahnya mengikuti urutan penomoran halaman.
13. Untuk pembuatan daftar di dalam badan tulisan tidak diperbolehkan menggunakan symbol atau bentuk (*bullet*), misalnya:
  - A
  - B
  - CTetapi harus menggunakan angka, misal:
  1. A
  2. B
  3. C

*b. Penulisan Tugas Artikel*

Adapun format halaman mengikuti kaidah penulisan artikel pada umumnya, yaitu:



1. Untuk penulisan judul, jenis huruf yang digunakan adalah Times New Roman **bold** ukuran 12 point.
2. Untuk penulisan nama penulis, afiliasi, e-mail, dan jenis huruf yang digunakan adalah Times New Roman **bold** (khusus nama penulis) ukuran 10 point dan Times New Roman tanpa **bold** atau *italic* (khusus afiliasi dan e-mail) ukuran 10 point.
3. Untuk penulisan abstrak dan keywords, jenis huruf yang digunakan adalah Times New Roman **bold** (khusus tulisan abstract dan keywords) ukuran 10 point dan Times New Roman tanpa **bold** atau *italic* (khusus isi abstract dan keywords) ukuran 10 point.
4. Jenis huruf untuk badan artikel adalah Times New Roman (bukan **bold** atau *italic*) ukuran 12 point dengan spasi ganda (2 spasi).
5. Pada penulisan bagian artikel seperti **INTRODUCTION, DISCUSSION, CONCLUSION, & APPENDIX** adalah dengan angka romawi (A, B, C, dst.) dengan jenis huruf Times New Roman **bold** ukuran 12 point.
6. Penulisan Sub-bab dan sub-sub-bab dan hirarki berikutnya ditulis dengan jenis huruf Times New Roman *italic* ketentuan format, sebagai berikut:
  - 1.1. *The Nature of Novel*
    - 1.1.2. *Characteristics of Novel*
      - 1.1.1.1. *Characteristics of Novel in new era*
7. Format penulisan terbagi dalam 3 bagian, yaitu:
  - d. Bagian Awal
  - e. Bagian Isi
  - f. Bagian Akhir
8. Penulisan halaman artikel menggunakan angka (1,2,3,4 dst). Format penomoran halaman diletakkan dibawah tengah dari halaman.
9. Untuk pembuatan daftar di dalam badan tulisan tidak diperbolehkan menggunakan symbol atau bentuk (*bullet*), misalnya:
  - A
  - B

- C

Tetapi harus menggunakan angka, misal:

4. A
5. B
6. C

### **C. Penggunaan Singkatan**

Singkatan seringkali digunakan untuk memperingkas penulisan dari suatu istilah yang panjang dan digunakan berulang-ulang. Singkatan hendaknya dituliskan di dalam badan tulisan saat istilah tersebut pertama kali digunakan, dan ditulis di belakang istilah yang disingkat dan diletakkan di dalam kurung. Singkatan yang digunakan juga harus dituliskan di dalam daftar Singkatan.

### **D. Penggunaan Bahasa Indonesia**

Tulisan Ilmiah sangat sering menggunakan kata-kata bahas Indonesia atau Bahasa asing lainnya selain bahasa Inggris. Untuk istilah yang sulit diterjemahkan, diperbolehkan untuk digunakan dalam bahasa aslinya, dan harus selalu ditulis dengan cetak miring di sepanjang karya tulis, kecuali bial disingkat

### **E. Pembuatan Tabel**

Tabel adalah komponen penunjang yang memperjelas isi dari tulisan ilmiah. Adapun format umum penulisan tabel, sebagai berikut:

1. Garis pada tabel adalah hanya garis atas yang berisi keterangan table bercetak tebal, garis paling bawah bercetak tipis.
2. Baris keterangan da nisi tabel ditulis dengan huruf Times New Roman **bold** ukuran 10 point.
3. Keterangan atau nama tabel diletakkan di atas tabel dan didahului dengan angka bab dimana tabel berada. Misal, tabel kedua dari **CHAPTER II**, maka nomor tabel adalah **Table 2.2**.

4. Bila tabel berisi kode atau singkatan, maka harus diberi keterangan untuk kode atau singkatan yang bersangkutan di bagian bawah tabel dengan huruf Times New Roman ukuran 10 point dan spasi 1,5.
5. Tabel yang dikutip dari artikel lain harus disebutkan asalnya dengan menyebutkannya sebagai kutipan di bagian bawah table dengan huruf Times New Roman *italic* ukuran 10 point, dan asal kutipan ini harus dicantumkan di daftar pustaka.

Contoh Penulisan tabel:

**Table 1.1. Student Data**

Number	Name	Class
1	J	A
2	M	A

### **G. Penggunaan Gambar, Grafik, Skema, Foto, dan Media Visual Lainnya.**

Media visual seperti gambar atau foto digunakan untuk memperjelas maksud suatu tulisan ilmiah dan harus diberi keterangan yang jelas. Terkait peletakkannya, tepat di bawah gambar atau media visual yang digunakan menggunakan huruf Times New Roman **bold** ukuran 10 point dan spasi 1,5. Pemberian nomor media visual adalah menggunakan angka, dan dengan menyebutkan Chapter, berurutan sesuai urutan keluarnya gambar di keseluruhan karya tulis (misal, **picture 1.1, graphic 2.1...**). Penggunaan media visual yang merupakan salinan atau kutipan dari artikel atau tempat lain tetap harus mengacu pada penghormatan hak atas kekayaan intelektual dengan menyebutkan dari mana kutipan tersebut berasal, diletakkan di bawah keterangan gambar dan harus disebutkan di Daftar Pustaka.

### **H. UNDUH PANDUAN DAN TEMPLATE**

Guna mengetahui tata letak yang digunakan dan dijelaskan pada panduan ini, bisa di download pada website: <https://fib.unmul.ac.id> (sub menu unduhan Prodi. Sastra Inggris) dan <https://pusdimas.fib-unmul.id> (sub menu E-Paper).

## **BAB III**

### **SISTEMATIKA PENULISAN MAKALAH**

Bab ini menjelaskan tentang sistematika penulisan tugas makalah dengan rincian, sebagai berikut:

#### **A. BAGIAN AWAL**

**COVER**

**COVER (INSIDE)**

**TABLE OF CONTENTS**

**LIST OF APPENDIX (if any)**

**LIST OF TABLE (if any)**

**LIST OF PICTURE (if any)**

#### **B. BAGIAN INTI**

**CHAPTER I INTRODUCTION**

**1.1. Background**

**1.2. Research Question**

**1.3. Purpose**

**1.4. Benefit**

**CHAPTER II DISCUSSION**

**CHAPTER III CONCLUSION**

#### **C. BAGIAN AKHIR**

**REFERENCES**

**APPENDIX**

## **A. Bagian Awal**

### 1. Halaman sampul depan

Halaman sampul depan mengikuti ketentuan umum pada BAB II dan dicetak diatas kertas berwarna putih. Semua tulisan di halaman depan menggunakan huruf Times New Roman standar ukuran 12 point. Dengan spasi 1,5. Urutan Penulisan dari atas ke bawah.

### 2. Halaman sampul dalam

Halaman ini sama dengan halaman sampul depan hanya saja dicetak diatas kertas putih biasa ukuran A4

### 3. Halaman *Acknowledgement*

Halaman ini memuat pengantar terkait ucapan terima kasih kepada contributor penulisan dan gambaran singkat tugas makalah.

### 4. Halaman *Table of Content*

*Table of Content* ini berisi semua bagian dari tugas makalah, mulai halaman lembar judul dalam hingga lampiran lengkap dengan nomor halaman dimana Chapter tersebut berada.

### 5. Halaman *List of Appendix*

Halaman *List of Appendix* ditulis dengan urutan angka lampiran 1, lampiran 2, dst....

### 6. Halaman *List of Table* (jika ada)

### 7. Halaman *List of Picture* (jika ada)

## **B. Bagian Inti**

### *CHAPTER I INTRODUCTION*

Introduction adalah bagian awal terpenting yang menentukan apakah tugas makalah yang ditulis akan menarik perhatian atau tidak. Menulis *Introduction* tidak serumit menulis novel, tetapi membutuhkan kecermatan dan kemampuan pemakaian Bahasa yang lugas dan tepat.

### *1.1. Background*

Background bertujuan untuk menjelaskan tujuan dari penulisan. Data tentang penelitian yang pernah dibuat sebelumnya disampaikan secara terarah dan dengan fokus serta dosis yang sesuai, sehingga tidak terkesan berlebihan dan hanya sekedar memperbanyak kata-kata di dalam pendahuluan. Hal-hal yang tidak berkaitan langsung dihindari agar pembaca tidak harus mencari sendiri masalah yang harus dihindari.

### *1.2. Research Question*

Rumusan masalah dibuat dalam satu kalimat yang ditampilkan dalam bentuk kalimat pertanyaan berkaitan dengan tugas makalah.

### *1.3. Objective*

Tujuan penulisan harus sesuai dengan rumusan masalah yang dihadapi dan ditulis sebagai Tujuan Umum dan Tujuan Khusus dari pembuatan makalah

### *1.4. Benefits*

Jelaskan nilai tambah dan manfaat penelitian yang dilakukan baik dari segi akademik dan klinis praktis serta manfaat untuk pembaca.

## *BAB II DISCUSSION*

Berisi tentang pembahasan yang dijelaskan pada Chapter I tentang bahasan yang didiskusikan dan dikaitkan dengan teori pendukung yang ada untuk menghasilkan suatu jawaban yang tepat terkait pertanyaan yang tertulis pada Chapter I.

## *BAB III CONCLUSION*

Conclusion adalah suatu hasil telaah verifikasi yang mengungkapkan jawaban dan temuan baru dari rumusan masalah yang dipertanyaan atau diteliti.

## **C. Bagian Akhir**

### **1. Daftar Pustaka**

Daftar Pustaka sebaiknya menggunakan kepustakaan terbaru yang berusia 3-5 tahun sebelum tugas makalah ditulis. Untuk tugas makalah ini, sebaiknya komposisi kepustakaan disesuaikan, yaitu:

- a. Minimal 65% berupa artikel dari jurnal ilmiah
- b. Selebihnya 35% berasal dari buku teks, website, atau yang lain.
- c. Penulisan daftar pustaka menggunakan model MLA.

### **2. Appendix**

Bagian ini merupakan bagian dari lampiran-lampiran data pendukung yang dapat ditampilkan, seperti dokumentasi penelitian, angket, dan sebagainya.

## **BAB IV**

### **SISTEMATIKA PENULISAN TUGAS ARTIKEL**

Bab ini menjelaskan tentang sistematika penulisan tugas artikel dengan rincian, sebagai berikut:

**A. BAGIAN AWAL**

**TITLE**

**NAME**

**AFFILIATION**

**E-MAIL**

**ABSTRACT**

**B. BAGIAN INTI**

**INTRODUCTION**

**LITERATURE REVIEW (if any)**

**RESEARCH METHOD (if any)**

**DISCUSSION**

**CONCLUSION**

**C. BAGIAN AKHIR**

**REFERENCES**

**ACKNOWLEDGEMENT**

**APPENDIX**



## **A. Bagian Awal**

### *Title*

Bagian ini merupakan bagian terpenting karena memuat bahasan utama terkait artikel yang disusun. Penulisan Title menggunakan jenis huruf Times New Roman **bold** size 12 point dengan maksimal kata 15 kata

### *Name*

Bagian ini menjelaskan siapa penulis artikel tersebut. Jika jumlah penulis lebih dari satu, bisa mencantumkan tanda baca koma (,) dan superscript sebagai penanda jumlah penulis

### *Affiliation*

Bagian ini berkaitan dengan instansi tempat penulis bekerja atau sekolah. Jika jumlah penulis dan asal instansi lebih dari satu, bisa mencantumkan tanda baca koma (,) dan superscript sebagai penanda jumlah penulis

### *E-mail*

Bagian ini berkaitan dengan alamat surel penulis yang dibutuhkan untuk merespon atau Tanya jawab antara penulis dan pembaca.

### *Abstract*

Abstract adalah ringkasan singkat, padat, dan jelas tentang penelitian yang dilakukan oleh peneliti berikut hasil dan kesimpulan yang dituangkan dalam suatu sistematika tertentu. Abstrak ditulis dalam Bahasa Inggris menggunakan 200 hingga 300 kata yang menggambarkan tentang artikel tersebut. Adapun tujuan dari penulisan abstrak adalah untuk memberi gambaran singkat kepada pembaca tanpa mereka harus membaca keseluruhan naskah dari sampul ke sampul. Sistematika umum yang dipakai untuk penulisan abstrak adalah: objective, methods result, conclusion, and keywords.

## **B. Bagian Inti**

### *INTRODUCTION*

*Introduction* bertujuan untuk menjelaskan awalan latar belakang dan tujuan artikel. Selain itu, research question dirumuskan dan dituliskan dalam bentuk paragraf pertanyaan pada paragraph terakhir.

### *LITERATURE REVIEW (if any)*

*Literature Review* memuat tentang teori-teori pendukung yang berkaitan dengan penulisan artikel dengan memuat teori, nama ahli, tahun terbit, dan halaman teori yang dikutip.

### *RESEARCH METHOD (if any)*

Research Method menjelaskan tentang metode penelitian yang dipakai, objek, teknik pengumpulan data, hingga analisis data yang digunakan selama pengambilan data hingga penulisan artikel.

### *DISCUSSION*

Berisi tentang pembahasan yang dijelaskan pada *Introduction* terkait research question yang dirumuskan dengan teori pendukung yang ada untuk menghasilkan suatu jawaban yang tepat terkait pertanyaan yang tertulis pada Chapter I.

### *CONCLUSION*

Conclusion adalah suatu hasil simpulan singkat yang mengungkapkan jawaban dan temuan baru dari rumusan masalah yang ada pada *Introduction*/

## **C. Bagian Akhir**

### **1. Daftar Pustaka**

Daftar Pustaka sebaiknya menggunakan kepustakaan terbaru yang berusia 3-5 tahun sebelum tugas artikel ditulis. Untuk tugas artikel ini, sebaiknya komposisi kepustakaan disesuaikan, yaitu:

- d. Minimal 65% berupa artikel dari jurnal ilmiah
- e. Selebihnya 35% berasal dari buku teks, website, atau yang lain.
- f. Penulisan daftar pustaka menggunakan model MLA.

### **2. Appendix**

Bagian ini merupakan bagian dari lampiran-lampiran data pendukung yang dapat ditampilkan, seperti dokumentasi penelitian, angket, dan sebagainya.

## BAB V PENULISAN DAFTAR PUSTAKA

Berikut adalah pedoman penulisan daftar pustaka menggunakan model MLA (*Modern Language Association*). Adapun tujuan pedoman penulisan daftar pustaka ini untuk mempermudah mahasiswa dalam menulis daftar pustaka sesuai model MLA yang digunakan pada perkuliahan dengan rincian sebagai berikut:

Resources	Works Cited List
<b>Basic Format</b>	Lastname, Firstname. <i>Title of Book</i> . City of Publication: Publisher, Year of Publication. Medium of Publication.
<b>Book with one Author</b>	Henley, Patricia. <i>The Hummingbird House</i> . Denver: MacMurray, 1999. Print.
<b>Book with more than one author</b>	Gillespie, Paula, and Neal Lerner. <i>The Allyn and Bacon Guide to Peer Tutoring</i> . Boston: Allyn, 2000. Print.
<b>Book with more than three authors</b>	Wysocki, Anne Frances, et al. <i>Writing New Media: Theory and Applications for Expanding the Teaching of Composition</i> . Logan: Utah State UP, 2004. Print. Or Wysocki, Anne Frances, Johndan Johnson-Eilola, Cynthia L. Selfe, and Geoffrey Sirc. <i>Writing New Media: Theory and Applications for Expanding the Teaching of Composition</i> . Logan: Utah State UP, 2004. Print.
<b>Two or more books by the same author</b>	Palmer, William J. <i>Dickens and New Historicism</i> . New York: St. Martin's, 1997. Print. ---. <i>The Films of the Eighties: A Social History</i> . Carbondale: Southern Illinois UP, 1993. Print.
<b>Book by a Corporate Author or Organization</b>	American Allergy Association. <i>Allergies in Children</i> . New York: Random, 1998. Print.
<b>Book with no Author</b>	<i>Encyclopedia of Indiana</i> . New York: Somerset, 1993. Print.
<b>A Translated Book</b>	Foucault, Michel. <i>Madness and Civilization: A History of Insanity in the Age of Reason</i> . Trans. Richard Howard. New York: Vintage-Random House, 1988. Print.

	<ul style="list-style-type: none"> <li>• Cite as you would any other book. Add "Trans."—the abbreviation for translated by—and follow with the name(s) of the translator(s).</li> </ul>
<b>Republished Book</b>	<p>Butler, Judith. <i>Gender Trouble</i>. 1990. New York: Routledge, 1999. Print.</p> <p>Erdrich, Louise. <i>Love Medicine</i>. 1984. New York: Perennial-Harper, 1993. Print.</p> <ul style="list-style-type: none"> <li>• Books may be republished due to popularity without becoming a new edition. New editions are typically revisions of the original work. For books that originally appeared at an earlier date and that have been republished at a later one, insert the original publication date before the publication information. For books that are new editions (i.e. different from the first or other editions of the book),</li> </ul>
<b>An Edition of a Book</b>	<ul style="list-style-type: none"> <li>• <b>A Subsequent Edition:</b> Cite the book as you normally would, but add the number of the edition after the title.</li> </ul> <p>Crowley, Sharon, and Debra Hawhee. <i>Ancient Rhetorics for Contemporary Students</i>. 3rd ed. New York: Pearson/Longman, 2004. Print.</p> <ul style="list-style-type: none"> <li>• <b>A Work Prepared by an Editor:</b> Cite the book as you normally would, but add the editor after the title.</li> </ul> <p>Bronte, Charlotte. <i>Jane Eyre</i>. Ed. Margaret Smith. Oxford: Oxford UP, 1998. Print.</p>

**Anthology or  
Collection (e.g.  
Collection of  
Essays)**

- To cite the entire anthology or collection, list by editor(s) followed by a comma and "ed." or, for multiple editors, "eds" (for edited by). This sort of entry is somewhat rare. If you are citing a particular piece within an anthology or collection (more common), see A Work in an Anthology, Reference, or Collection below.

Hill, Charles A., and Marguerite Helmers, eds. *Defining Visual Rhetorics*. Mahwah: Lawrence Erlbaum Associates, 2004. Print.

Peterson, Nancy J., ed. *Toni Morrison: Critical and Theoretical Approaches*. Baltimore: Johns Hopkins UP, 1997. Print.

<p><b>A Work in an Anthology, Reference, or Collection</b></p>	<p>Lastname, First name. "Title of Essay." <i>Title of Collection</i>. Ed. Editor's Name(s). City of Publication: Publisher, Year. Page range of entry. Medium of Publication.</p> <p>Some examples:</p> <p>Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." <i>A Tutor's Guide: Helping Writers One to One</i>. Ed. Ben Rafoth. Portsmouth: Heinemann, 2000. 24-34. Print.</p> <p>Swanson, Gunnar. "Graphic Design Education as a Liberal Art: Design and Knowledge in the University and The 'Real World.'" <i>The Education of a Graphic Designer</i>. Ed. Steven Heller. New York: Allworth Press, 1998. 13-24. Print.</p> <ul style="list-style-type: none"> <li>• Note on Cross-referencing Several Items from One Anthology: If you cite more than one essay from the same edited collection, MLA indicates you <i>may</i> cross-reference within your works cited list in order to avoid writing out the publishing information for each separate essay. You should consider this option if you have several references from a single text. To do so, include a separate entry for the entire collection listed by the editor's name as below:</li> </ul> <p>Rose, Shirley K., and Irwin Weiser, eds. <i>The Writing Program Administrator as Researcher</i>. Portsmouth: Heinemann, 1999. Print.</p> <ul style="list-style-type: none"> <li>• Then, for each individual essay from the collection, list the author's name in last name, first name format, the title of the essay, the editor's last name, and the page range:</li> </ul> <p>L'Eplattenier, Barbara. "Finding Ourselves in the Past: An</p>
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	<p>Argument for Historical Work on WPAs." Rose and Weiser 131-40.</p> <p>Peeples, Tim. "'Seeing' the WPA With/Through Postmodern Mapping." Rose and Weiser 153-67.</p> <ul style="list-style-type: none"> <li>• <b>Poem or Short Story Examples:</b></li> </ul> <p>Burns, Robert. "Red, Red Rose." <i>100 Best-Loved Poems</i>. Ed. Philip Smith. New York: Dover, 1995. 26. Print.</p> <p>Kincaid, Jamaica. "Girl." <i>The Vintage Book of Contemporary American Short Stories</i>. Ed. Tobias Wolff. New York: Vintage, 1994. 306-07. Print.</p> <ul style="list-style-type: none"> <li>• If the specific literary work is part of the an author's own collection (all of the works have the same author), then there will be no editor to reference:</li> </ul> <p>Whitman, Walt. "I Sing the Body Electric." <i>Selected Poems</i>. New York: Dover, 1991. 12-19. Print.</p> <p>Carter, Angela. "The Tiger's Bride." <i>Burning Your Boats: The Collected Stories</i>. New York: Penguin, 1995. 154-69. Print.</p>
<p><b>Article in a Reference Book (Encyclopedias, Dictionaries)</b></p>	<p>"Ideology." <i>The American Heritage Dictionary</i>. 3rd ed. 1997. Print.</p>
<p><b>Multivolume Work</b></p>	<ul style="list-style-type: none"> <li>• When citing only one volume of a multivolume work, include the volume number after the work's title, or after the work's editor or translator.</li> </ul>



Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. Vol. 2.  
Cambridge: Loeb-Harvard UP, 1980. Print.

- When citing more than one volume of a multivolume work, cite the total number of volumes in the work. Also, be sure in your in-text citation to provide both the volume number and page number(s). (See Citing Multivolume Works on the In-Text Citations – The Basics page, which you can access by following the appropriate link at the bottom of this page.)

Quintilian. *Institutio Oratoria*. Trans. H. E. Butler. 4 vols.  
Cambridge: Loeb-Harvard UP, 1980. Print.

- If the volume you are using has its own title, cite the book without referring to the other volumes as if it were an independent publication.

Churchill, Winston S. *The Age of Revolution*. New York: Dodd, 1957. Print.

<p><b>An Introduction, Preface, Foreword, or Afterword</b></p>	<ul style="list-style-type: none"> <li>• When citing an introduction, a preface, a foreword, or an afterword, write the name of the author(s) of the piece you are citing. Then give the name of the part being cited, which should not be italicized or enclosed in quotation marks.</li> </ul> <p>Farrell, Thomas B. Introduction. <i>Norms of Rhetorical Culture</i>. By Farrell. New Haven: Yale UP, 1993. 1-13. Print.</p> <ul style="list-style-type: none"> <li>• <i>If the writer of the piece is different from the author of the complete work</i>, then write the full name of the principal work's author after the word "By." For example, if you were to cite Hugh Dalziel Duncan's introduction of Kenneth Burke's book <i>Permanence and Change</i>, you would write the entry as follows:</li> </ul> <p>Duncan, Hugh Dalziel. Introduction. <i>Permanence and Change: An Anatomy of Purpose</i>. By Kenneth Burke. 1935. 3rd ed. Berkeley: U of California P, 1984. xiii-xliv. Print.</p>
<p><b>Article in a scholarly journal</b></p>	<p>Vickeroy, Laurie. "The Politics of Abuse: The Traumatized Child in Toni Morrison and Marguerite Duras." <i>Mosaic</i> 29.2 (1996):91-109. Print.</p>
<p><b>Article in a monthly magazine</b></p>	<p>Giovannini, Joseph. "Fred and Ginger Dance in Prague." <i>Architecture</i> Feb. 1997: 52-62. Print.</p>
<p><b>Article in a newspaper</b></p>	<p>Alaton, Salem. "So, Did They Live Happily Ever After?" \ <i>Globe and Mail</i> [Toronto] 27 Dec. 1993: D1+. Print.</p>

<b>Website</b>	<p>"Royal Shakespeare Company." <i>Encyclopedia Britannica</i></p> <p><i>Online</i>. Encyclopedia Britannica, 2009. Web. 21 July 2009.</p> <p><b>Note: No URL is required here, although it is necessary to indicate the electronic medium ("Web.")</b></p>
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## Format Kutipan MLA

**Summary:** MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the *MLA Handbook for Writers of Research Papers* (7th ed.) and the *MLA Style Manual and Guide to Scholarly Publishing* (3rd ed.), offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page. When you directly quote the works of others in your paper, you will format quotations differently depending on their length. Below are some basic guidelines for incorporating quotations into your paper. **Please note that all pages in MLA should be double-spaced.**

### a. Kutipan pendek (short quotations)

To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference on the Works Cited page. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

For example, when quoting short passages of prose, use the following examples:

According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" Foulkes  
184)?

When short (fewer than three lines of verse) quotations from poetry, mark breaks in short quotations of verse with a slash, ( / ), at the end of each line of verse (a space should precede and follow the slash).

Cullen concludes, "Of all the things that happened there / That's all I remember"  
(11-12).

**b. Kutipan panjang (long quotations)**

For quotations that are more than four lines of prose or three lines of verse, place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented **one inch** from the left margin; **maintain double-spacing**. Only indent the first line of the quotation by an additional quarter inch if you are citing multiple paragraphs. Your parenthetical citation should come **after** the closing punctuation mark. When quoting verse, maintain original line breaks. (You should maintain double-spacing throughout your essay.)

For example, when citing more than four lines of prose, use the following examples:

Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:

They entirely refused to have it in bed with them, or even in their room,  
and I had no more sense, so, I put it on the landing of the stairs, hoping  
it would be gone on the morrow. By chance, or else attracted by  
hearing his voice, it crept to Mr. Earnshaw's door, and there he found  
it on quitting his chamber. Inquiries were made as to how it got there;

I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Bronte 78)

When citing two or more paragraphs, use block quotation format, even if the passage from the paragraphs is less than four lines. Indent the first line of each quoted paragraph an extra quarter inch.

In "American Origins of the Writing-across-the-Curriculum Movement," David Russell argues:

Writing has been an issue in American secondary and higher education since papers and examinations came into wide use in the 1870s, eventually driving out formal recitation and oral examination. . . .

From its birth in the late nineteenth century, progressive education has wrestled with the conflict within industrial society between pressure to increase specialization of knowledge and of professional work (upholding disciplinary standards) and pressure to integrate more fully an ever-widening number of citizens into intellectually meaningful activity within mass society (promoting social equity). . . . (3)

**c. Adding or omitting words in quotations**

If you add a word or words in a quotation, you should put brackets around the words to indicate that they are not part of the original text.

Jan Harold Brunvand, in an essay on urban legends, states, "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

If you omit a word or words from a quotation, you should indicate the deleted word or words by using ellipsis marks, which are three periods ( . . . ) preceded and followed by a space. For example:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

- **Kutipan dalam teks (In-text citations: Author-page style)**

MLA format follows the author-page method of in-text citation. This means that the author's last name and the page number(s) from which the quotation or paraphrase is taken must appear in the text, and a complete reference should appear on your Works Cited page. The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence. For example:

Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

Both citations in the examples above, (263) and (Wordsworth 263), tell readers that the information in the sentence can be located on page 263 of a work by an author named

Wordsworth. If readers want more information about this source, they can turn to the Works Cited page, where, under the name of Wordsworth, they would find the following information:

Wordsworth, William. *Lyrical Ballads*. London: Oxford UP, 1967. Print.

**a) In-text citations for print sources with known author**

For Print sources like books, magazines, scholarly journal articles, and newspapers, provide a signal word or phrase (usually the author's last name) and a page number. If you provide the signal word/phrase in the sentence, you do not need to include it in the parenthetical citation.

Human beings have been described by Kenneth Burke as "symbol-using animals" (3).

Human beings have been described as "symbol-using animals" (Burke 3).

These examples must correspond to an entry that begins with Burke, which will be the first thing that appears on the left-hand margin of an entry in the Works Cited:

Burke, Kenneth. *Language as Symbolic Action: Essays on Life, Literature, and Method*. Berkeley: U of California P, 1966. Print.

**b) In-text citations for print sources by a corporate author**

When a source has a corporate author, it is acceptable to use the name of the corporation followed by the page number for the in-text citation. You should also use abbreviations (e.g., nat'l for national) where appropriate, so as to avoid interrupting the flow of reading with overly long parenthetical citations.

**c) In-text citations for print sources with no known author**

When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's a short work (such as an article) or italicize it if it's a longer work (e.g. plays, books, television shows, entire Web sites) and provide a page number.

We see so many global warming hotspots in North America likely because this region has "more readily accessible climatic data and more comprehensive programs to monitor and study environmental change . . ." ("Impact of Global Warming" 6).

In this example, since the reader does not know the author of the article, an abbreviated title of the article appears in the parenthetical citation which corresponds to the full name of the article which appears first at the left-hand margin of its respective entry in the Works Cited. Thus, the writer includes the title in quotation marks as the signal phrase in the parenthetical citation in order to lead the reader directly to the source on the Works Cited page. The Works Cited entry appears as follows:

"The Impact of Global Warming in North America." *Global Warming: Early Signs*. 1999. Web. 23 Mar. 2009.

We'll learn how to make a Works Cited page in a bit, but right now it's important to know that parenthetical citations and Works Cited pages allow readers to know which sources you consulted in writing your essay, so that they can either verify your interpretation of the sources or use them in their own scholarly work.

#### **d) Author-page citation for classic and literary works with multiple editions**

Page numbers are always required, but additional citation information can help literary scholars, who may have a different edition of a classic work like Marx and Engels's *The Communist Manifesto*. In such cases, give the page number of your edition (making sure the edition is listed in your Works Cited page, of course) followed by a semicolon, and then the appropriate abbreviations for volume (vol.), book (bk.), part (pt.), chapter (ch.), section (sec.), or paragraph (par.). For example:

Marx and Engels described human history as marked by class struggles (79; ch. 1).

#### **e) Citing authors with same last names**

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even the authors' full name if different authors share initials) in your citation. For example:



Although some medical ethicists claim that cloning will lead to designer children (R. Miller 12), others note that the advantages for medical research outweigh this consideration (A. Miller 46).

**f) Citing a work by multiple authors**

For a source with three or fewer authors, list the authors' last names in the text or in the parenthetical citation:

Smith, Yang, and Moore argue that tougher gun control is not needed in the United States (76).

The authors state "Tighter gun control in the United States erodes Second Amendment rights" (Smith, Yang, and Moore 76).

For a source with more than three authors, use the work's bibliographic information as a guide for your citation. Provide the first author's last name followed by et al. or list all the last names.

Jones et al. counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

Or

Legal experts counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (Jones et al. 4).

Or

Jones, Driscoll, Ackerson, and Bell counter Smith, Yang, and Moore's argument by noting that the current spike in gun violence in America compels law makers to adjust gun laws (4).

**g) Citing multiple works by the same author**

If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the others. Put short titles of books in italics and short titles of articles in quotation marks.

*Citing two articles by the same author:*

Lightenor has argued that computers are not useful tools for small children ("Too Soon" 38), though he has acknowledged elsewhere that early exposure to computer games does lead to better small motor skill development in a child's second and third year ("Hand-Eye Development" 17).

*Citing two books by the same author:*

Murray states that writing is "a process" that "varies with our thinking style" (*Write to Learn* 6). Additionally, Murray argues that the purpose of writing is to "carry ideas and information from the mind of one person into the mind of another" (*A Writer Teaches Writing* 3).

Additionally, if the author's name is not mentioned in the sentence, you would format your citation with the author's name followed by a comma, followed by a shortened title of the work, followed, when appropriate, by page numbers:

Visual studies, because it is such a new discipline, may be "too easy" (Elkins, "Visual Studies" 63).

#### **h) Citing multivolume works**

If you cite from different volumes of a multivolume work, always include the volume number followed by a colon. Put a space after the colon, then provide the page number(s). (If you only cite from one volume, provide only the page number in parentheses.)

. . . as Quintilian wrote in *Institutio Oratoria* (1: 14-17).

#### **i) Citing the Bible**

In your first parenthetical citation, you want to make clear which Bible you're using (and underline or italicize the title), as each version varies in its translation, followed by book (do not italicize or underline), chapter and verse. For example:

Ezekiel saw "what seemed to be four living creatures," each with faces of a man, a lion, an ox, and an eagle (*New Jerusalem Bible*, Ezek. 1.5-10).

If future references employ the same edition of the Bible you're using, list only the book, chapter, and verse in the parenthetical citation.

#### **j) Citing indirect sources**

Sometimes you may have to use an indirect source. An indirect source is a source cited in another source. For such indirect quotations, use "qtd. in" to indicate the source you actually consulted. For example:

Ravitch argues that high schools are pressured to act as "social service centers, and they don't do that well" (qtd. in Weisman 259).

Note that, in most cases, a responsible researcher will attempt to find the original source, rather than citing an indirect source.

### **k) Citing non-print or sources from the Internet**

With more and more scholarly work being posted on the Internet, you may have to cite research you have completed in virtual environments. While many sources on the Internet should not be used for scholarly work (reference the OWL's [Evaluating Sources of Information](#) resource), some Web sources are perfectly acceptable for research. When creating in-text citations for electronic, film, or Internet sources, remember that your citation must reference the source in your Works Cited.

Sometimes writers are confused with how to craft parenthetical citations for electronic sources because of the absence of page numbers, but often, these sorts of entries do not require any sort of parenthetical citation at all. For electronic and Internet sources, follow the following guidelines:

- Include in the text the first item that appears in the Work Cited entry that corresponds to the citation (e.g. author name, article name, website name, film name).
- You do not need to give paragraph numbers or page numbers based on your Web browser's print preview function.
- Unless you must list the Web site name in the signal phrase in order to get the reader to the appropriate entry, do not include URLs in-text. Only provide partial URLs such as when the name of the site includes, for example, a domain name, like *CNN.com* or *Forbes.com* as opposed to writing out <http://www.cnn.com> or <http://www.forbes.com>.

### **l) Miscellaneous non-print sources**

Werner Herzog's *Fitzcarraldo* stars Herzog's long-time film partner, Klaus Kinski. During the shooting of *Fitzcarraldo*, Herzog and Kinski were often at odds, but their explosive relationship fostered a memorable and influential film.

During the presentation, Jane Yates stated that invention and pre-writing are areas of rhetoric that need more attention.

In the two examples above “Herzog” from the first entry and “Yates” from the second lead the reader to the first item each citation’s respective entry on the Works Cited page:

Herzog, Werner, dir. *Fitzcarraldo*. Perf. Klaus Kinski. Filmverlag der Autoren, 1982. Film.

Yates, Jane. "Invention in Rhetoric and Composition." Gaps Addressed: Future Work in Rhetoric and Composition, CCCC, Palmer House Hilton, 2002. Presentation.

**m) Electronic sources**

One online film critic stated that *Fitzcarraldo* is "...a beautiful and terrifying critique of obsession and colonialism" (Garcia, "Herzog: a Life").

The *Purdue OWL* is accessed by millions of users every year. Its "MLA Formatting and Style Guide" is one of the most popular resources (Stolley et al.).

In the first example, the writer has chosen not to include the author name in-text; however, two entries from the same author appear in the Works Cited. Thus, the writer includes both the author’s last name and the article title in the parenthetical citation in order to lead the reader to the appropriate entry on the Works Cited page (see below). In the second example, “Stolley et al.” in the parenthetical citation gives the reader an author name followed by the abbreviation “et al.,” meaning, “and others,” for the article “MLA Formatting and Style Guide.” Both corresponding Works Cited entries are as follows:

Garcia, Elizabeth. "Herzog: a Life." *Online Film Critics Corner*. The Film School of New Hampshire, 2 May 2002. Web. 8 Jan. 2009.

Stolley, Karl, et al. "MLA Formatting and Style Guide." The OWL at Purdue. 10 May 2006. Purdue University Writing Lab. 12 May 2006.

#### **n) Multiple citations**

To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon:

. . . as has been discussed elsewhere (Burke 3; Dewey 21).

#### **o) When a citation is not needed**

Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs, well-known quotations or common knowledge. Remember, this is a rhetorical choice, based on audience. If you're writing for an expert audience of a scholarly journal, for example, they'll have different expectations of what constitutes common knowledge.

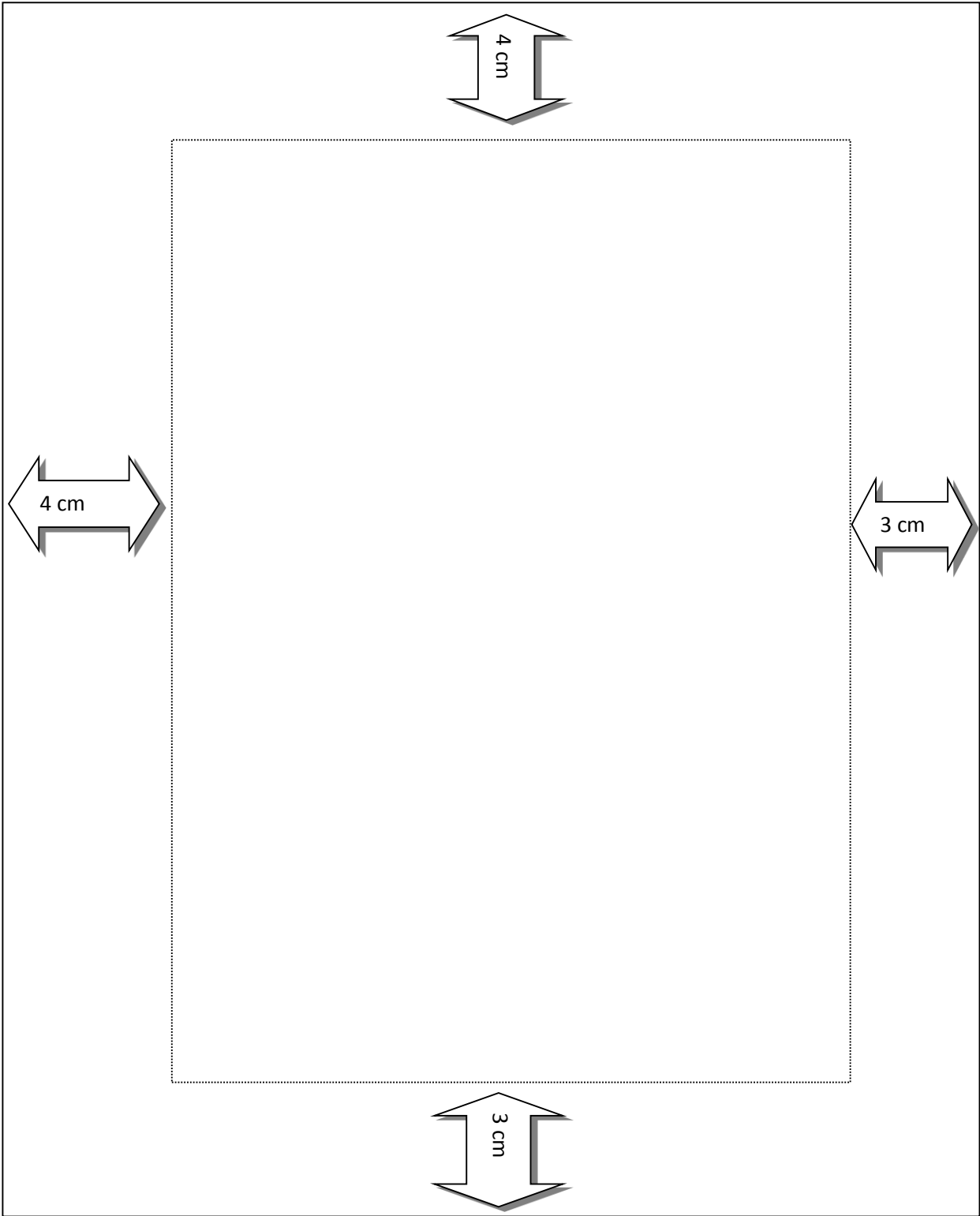
## DAFTAR PUSTAKA

- Mustadi, Ali. *Pedoman Penulisan Karya Tulis Ilmiah*. Yogyakarta: Universitas Negeri Yogyakarta, 2011.
- Suryaningtyas, Wihasto. *Panduan Penulisan Karya Tulis Ilmiah*. Surabaya: Universitas Negeri Surabaya, 2010.
- Cornell University Library. *MLA Citation Style*. *Cornell University Library*. Cornell University, 2009. Web. Accessed on 18 October 2020.
- Program Studi Sastra Inggris. *Pedoman Penulisan Skripsi*. Samarinda: Universitas Mulawarman. 2006.
- Purdue Online Writing Lab. *MLA Formatting and Style Guide*. Purdue University. 2019. Web. Accessed on 15 October 2020.

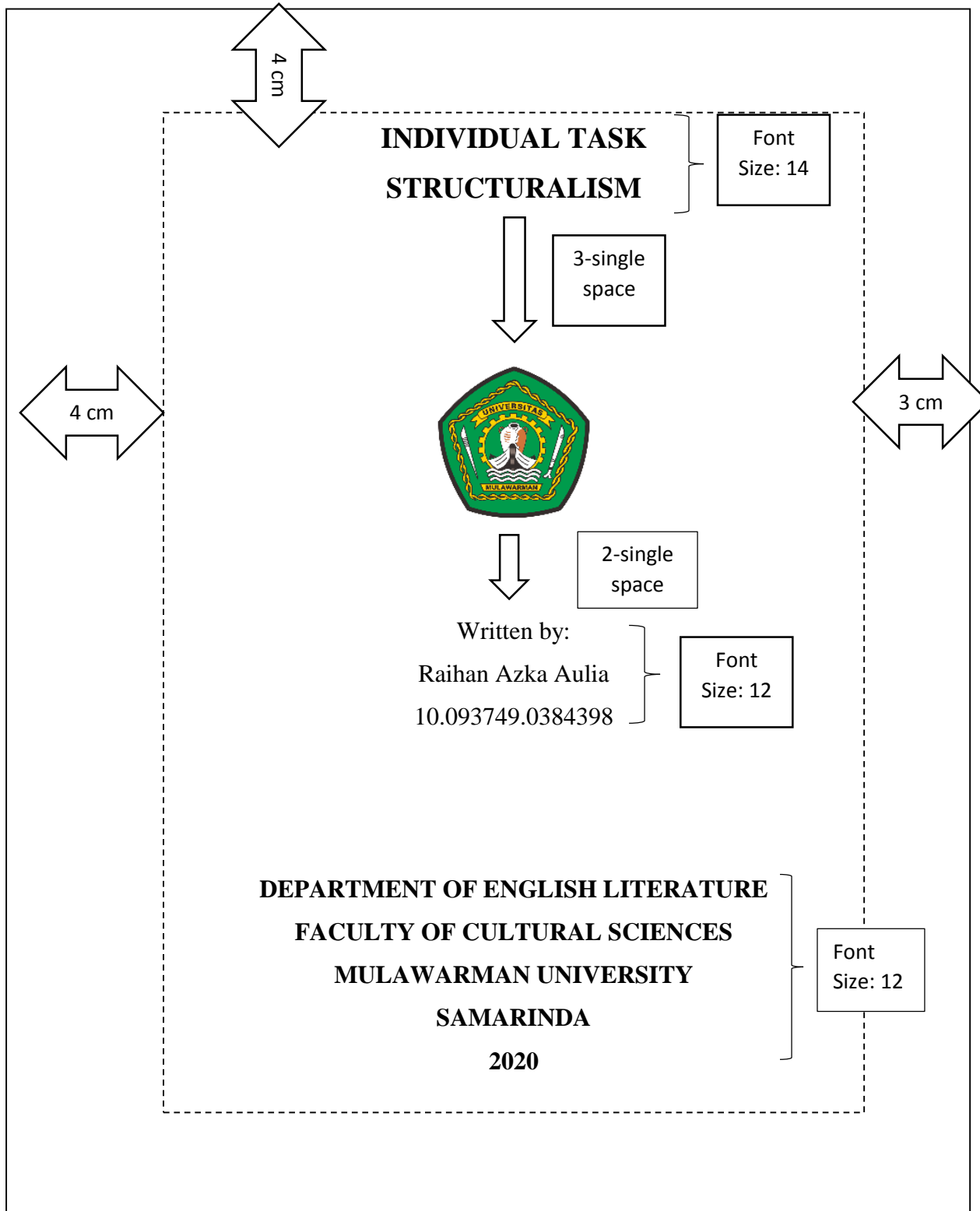
# LAMPIRAN



**Lampiran 1 BATAS HALAMAN**



**Lampiran 2 CONTOH HALAMAN SAMPUL TUGAS MAKALAH**



### Lampiran 3 CONTOH ACKNOWLEDGEMENT

#### ACKNOWLEDGEMENT

□

First of all, the researcher would like to express the most gratitude to Allah SWT, the lord of universe, the compassionate, the merciful and sovereign of the day judgment, so the researcher can finish this paper entitled “*structuralism*” in order to fulfill the requirement for Culture Theory Course.

The writer is absolutely aware that there are many persons who have helped him during composing this thesis. He would like to express the deepest thanks to:

1. The writerr’s parents for their endless love, attention and continual prayers.
2. Prof. Dr. Masjaya, M.Si. as the Rector of Mulawarman University.
3. Dr. Masrur, M.Hum. as the Dean of Faculty of Cultural Sciences of Mulawrman University.
4. Singgih Daru Kuncara, S.S., M.Hum. as the Head of English Literature of Program of Faculty of Cultural Sciences of Mulawrman University.

Catatan:

1. Gunakan Bahasa Inggris yang baik dan benar
2. Tidak menggunakan bahasa percakapan
3. Tidak menggunakan nama panggilan.
4. Gunakanlah nama sebenarnya yang diberikan oleh orangtuanya.

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## Lampiran 4 CONTOH ABSTRACT

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**ABSTRACT**

Language acquisition is one of the major focus in psycholinguistics. It concerns to the way someone acquires language through several processes namely linguistic environment, cognitive process and innate mechanisms. This research aims (1) to investigate how the lexical diversity produced by children orally, (2) to investigate how the lexical sophistication produced by children, and (3) to identify the factors influencing the children's lexical complexity. Research design of this research is a case study research design by being supported quantitative data. Meanwhile, subject of this research is ten children around 6-9-year-old. In collecting data, the research will employ a picture series which is given to the subject. In addition, TTR (Type-Token -Ratio) will also be used to measure the lexical complexity and lexical sophistication manually in the subject. In analysing data, Miles and Huberman model will be used. Through this research, it is expected to help adult people especially parents or teachers in encouraging their children in developing their skills of lexical complexity

**Keywords:** Investigation, Lexical complexity, Children, Oral Presentation, and Case Study

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Catatan :

1. Abstrak hanya memuat 100-250 kata (satu halaman)
2. Isi abstrak adalah :
  - a. Latar belakang secara singkat
  - b. Tujuan, termasuk proses dan analisis.
  - c. Hasil dan Kesimpulan

**Lampiran 5 CONTOH TABLE OF CONTENTS**

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## Lampiran 6 CONTOH REFERENCES

### REFERENCES

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## Lampiran 7 CONTOH TATA LETAK TUGAS ARTIKEL

### JUDUL DALAM BAHASA INGGRIS (TIMES NEW ROMAN 12 PT, MAXIMUM 15 WORDS)

**Penulis/Author <sup>1</sup>, Penulis <sup>2</sup> & Penulis <sup>3</sup> (Times New Roman, 10pt)**

<sup>1</sup> institusi penulis 1 (Times New Roman, 10pt)

<sup>2</sup> institusi penulis 2 (if different from no. 1)

<sup>3</sup> institusi penulis 3 (if different from no. 1 & 2)

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<b>Keywords:</b>	<b>Abstract</b>
<i>Psychology</i>	<i>Bagian abstrak berisi latar belakang, rumusan masalah dan diskusi rumusan masalah secara singkat dalam bahasa Inggris. Gunakan jenis huruf Times New Roman ukuran 10 pt untuk bagian isi abstrak dengan spasi tunggal. Panjang abstrak antara <b>150-200 kata</b>. Tambahkan kata kunci 3-5 kata.</i>
<i>Humanity</i>	
<i>Education</i>	
<i>Philosophy</i>	
<i>Culture</i>	
(10pt)	

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### INTRODUCTION

Pendahuluan (tanpa anak judul) berisi **latar belakang dan rumusan masalah**. Pendahuluan diakhiri dengan penekanan dengan hal yang akan dibahas. Bagian ini menggunakan jenis huruf Times New Roman dengan ukuran 12 pt.

### DISCUSSION

berkaitan dengan menjawab rumusan masalah pada bab introduction dengan dukungan teori-teori relevan. Bagian ini menggunakan jenis huruf Times New Roman dengan ukuran 12 pt.

### CONCLUSION

Simpulan berisi jawaban atas semua tujuan penelitian. Isi simpulan harus mampu memberi gambaran inovasi atau perbaikan ilmu pengetahuan yang sudah ada saat ini. Dilarang menggunakan *bullet* dan penomoran. Isi simpulan tidak mengulang abstrak. Bagian ini menggunakan jenis huruf Times New Roman dengan ukuran 12 pt.

## REFERENCES

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Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication.

Medium of Publication.

Example/Contoh:

### **journal**

Vickeroy, Laurie. "The Politics of Abuse: The Traumatized Child in Toni Morrison and Marguerite Duras." *Masaic* 29.2 (1996):91-109. Print.

### **Book**

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.