Guidelines for Graduation Theses
Ewha University Department of English Language & Literature

- A graduation thesis is one of the requirements for graduation with a major in English Language and Literature. Students with a major—or a double major—in English must submit a thesis before the end of the semester in which they intend to graduate.
- The thesis must be written in English.
- The thesis must be judged adequate after careful inspection by professors in the English Department. Students who do not submit theses or whose theses do not pass inspection will not graduate.
- Guidelines and methods for writing the thesis in English will be taught in the class Thesis Writing, offered by the English Department every semester. Students passing Thesis Writing with a grade of C+ or higher will automatically have their thesis approved, but must still submit a copy to the English Department office.

A. Ethics Guidelines

Theses that violate ethical guidelines will automatically fail, and the writer will not be allowed to revise during the same semester as the violation occurs.

1. **Responsible Citation:** You must responsibly and clearly cite sources for all specialized information that you include in the thesis, whether those sources are quoted directly or summarized. Failure to cite is a form of plagiarism, and extensive failure to cite—even if unintentional—will automatically cause the thesis to fail. See Section E for more details.

2. **AI Use:** AI may be responsibly used as a research tool or for corrections to your English, but may not be used in place of your own writing. You must actually write the paper yourself.

   a. Acceptable Uses of AI: You may use AI to correct your English. You may also use AI to summarize difficult concepts or recommend sources of information. But, you must read the actual sources yourself, verify any information given to you by AI, and incorporate the ideas AI summarizes into your paper in your own words.

   b. Unacceptable Uses of AI: You may not ask AI to write substantial portions of the paper. (And, in fact, when AI writes anything much longer than a short paragraph, it is highly likely that the AI will plagiarize information—therefore you are likely to submit a thesis that fails inspection if you violate this guideline.) You should not ask AI to change the style of your writing—as it is likely to change the ideas in a way you don't understand. Note: There is no requirement that your thesis be written in any particular style, as long as its contents are suitable for academic discussion.

   c. Burden of Proof: If the professor assigned to evaluate your thesis believes you have plagiarized ideas or used AI to write substantial portions of the thesis, you will be required to prove that you did not do so. An acceptable standard of proof is up to the professor evaluating the thesis—but might include methods such as testing your understanding of concepts that the professor believes you have plagiarized or giving you an in-person writing task related to your topic to let you show that your writing is similar to the writing that appears in your thesis paper.

B. Subject Matter

1. Choose a specific subject within the fields of Literature in English, Culture of English-speaking parts of the world, or English Linguistics. You may make comparisons to other literatures, languages, or cultures, but the central subject of your thesis must relate to English language or literature.

2. If you are unsure whether your subject is acceptable, consult with a professor in the English Department before you begin work on your thesis.

C. Basic Format

1. **Length:** 15 pages or more on A4 paper (a minimum of 14 pages required in addition to a references/works cited list; title page & table of contents *not included* in the page count)

2. **Margins:** 2.5cm or 1 inch (above, below, and on the sides)

3. **Font:** Palatino Linotype (if using 아래아한글, 바탕)

4. **Type Size:** main text, 12 point / section headings, 14 pt. bold / footnotes (if any) 9 pt.

5. **Spacing:** double space (아래아한글 줄간격 230)

6. **Page Numbers:** no numbers on title page or table of contents; begin numbering from the first page of your actual writing

D. Organization/Contents

1. **All theses must follow these basic organizational guidelines.**

   a. Cover Page: See Figure 1 below.

   b. Table of Contents: Include section and sub-section headings, with page numbers.

   c. Introduction (ideally with an appropriate subject title, not "Introduction")

   d. Body (one or more sections with appropriate subject titles—do not title body sections "Body.")

   e. Conclusion (ideally with an appropriate subject title, not "Conclusion")

   f. References/Works Cited: Use the most recent version of either MLA or APA style (MLA recommended for literature theses, APA recommended for linguistics or culture theses).

2. **If sections are numbered, use one of the following formats.**

   a. Alphanumeric: Main Headings I, II, III / Level-2 Headings A, B, C / Subheadings 1, 2, 3

   b. Numeric: Main Headings 1, 2, 3 / Level-2 Headings 1.1, 1.2, 1.3 / Subheadings 1.1.1, 1.1.2, 1.1.3 (recommended for linguistics theses)

   c. Do not have more than three levels of headings (usually just one or two levels is better).

E. Citations and Notes

1. **In-text Citations:**

   a. Do not use footnotes/endnotes for citation purposes. Introduce your sources in your writing and/or use parenthetical citations.

   b. You must cite sources for paraphrased or summarized information as well as direct quotations. Failure to do so is plagiarism.

   c. For citations, follow the most recent MLA conventions or APA conventions. (Refer to owl.purdue.edu, style.mla.org, and/or www.apastyle.org)

2. **Notes:**

   a. Use footnotes (if necessary); do not use end notes.

   b. Use footnotes only to make comments on content (additional explanations, qualifications, etc.). Use parenthetical citations and/or citations in the text of your sentence to note sources of information.

   c. Use superscript numbers for footnotes. Do not add parentheses for footnote numbers.

3. **References List (Works Cited List):**

   a. In MLA style this is titled "Works Cited." In APA style, it is titled "References." Follow the conventions of the style you choose; failure to do so may cause your thesis to receive a failing grade.

   b. Use a hanging indent (i.e.: indent beginning with the second line of the reference). See Figures 2 and 3 for examples.

   c. Put book and journal titles in italics. For titles in Korean (which you may additionally provide in brackets), you may use 『』 for book or journal titles and 「」 for essay titles.

   d. Korean or non-English references must be translated into English (or else Romanized), and the original Korean or non-English titles may be provided in brackets. List Korean or non-English references alphabetically along with English references. For Romanization, follow the 2000 Revised Romanization System (문화관광부 한국어 개정 로마자 표기법).

   e. In MLA style, list primary sources separately from secondary sources. In APA style, there should be just one, integrated References list.

   f. You must include at least five academic references (i.e.: academic books, articles from academic journals, fully documented research reports from credible research institutions, or Ph.D. theses), at least two of which must be in English.

   g. You are encouraged to use non-academic sources such as Internet articles for background information, and you must cite them. However, non-academic sources do not count toward your total of five academic references.

   h. All sources cited in the text of your thesis must be included in your References/Works Cited List. Failure to do so is plagiarism and may result in a failing evaluation for your thesis.

Figure 1: Format for Cover Page

<div style="border:1px solid black">

Title

A Paper Submitted to
the Department of English Language and Literature
of Ewha Womans University
in Partial Fulfillment of the Requirements
for the Degree of Bachelor of Arts

Date

Name
(Major*   Student ID)

</div>

*Students whose second major is English should write both their first major and, next to that, "Double Majored in English."

Figure 2: Example of Works Cited Page (*MLA Style Manual* 9th Edition)

For literature theses, list the works you are analyzing (primary sources) separately from other references (secondary sources), as shown below. For proper in-text citation format (i.e. citing within your paper), refer to <u>owl.purdue.edu</u> or <u>style.mla.org</u>.

Works Cited

A. Primary Sources

Shakespeare, William. *Hamlet.* Edited by Harold Jenkins. Routledge, 1982.

    ------. *Macbeth.* Edited by Lionel Abel. Hill and Wang, 1963.

B. Secondary Sources

Bevington, David M. *Shakespeare.* Blackwell Publishing, 2002.

Cook, Carol Jane. *Imagining the Other: Reading Gender Difference in Shakespeare*. 1986. Cornell University. Ph.D. dissertation.

Gompertz, Will. "Why is Shakespeare more popular than ever?" *BBC.com*, 23 April 2016, www.bbc.com /news/magazine-36114485. Accessed 26 April, 2019.

Hwang, Gye-Jung [황계정]. *Metadrama* [『메타드라마』]. Yonsei UP. [연세대학교], 1992.

Kim, Chi-Su, et al. [김치수 외]. "Interpreting Symbolism in Drama A Comparative Study" [「연극의 기호학 분석을 위한 비교 연구」]. *Gihohak Yeongu* [『기호학연구』] vol. 3, 1995, pp. 192–279.

Lewis, Rhodri. "Hamlet, Metaphor, and Memory." *Studies in Philology*, vol. 109 no. 5, 2012, pp. 609-641. *Project MUSE*. doi:10.1353/sip.2012.0041

"Mini-Bio Shakespeare." *YouTube*. uploaded by Bedtime Stories Collection 17 January, 2018. www.youtube.com/watch?v=huGyjJzPyoE

"What symbolism in Shakespeare plays is of interest to scholars of gender theory?" prompt. *Perplexity AI (free version)*, Perplexity.ai, 25 Feb. 2025. www.perplexity.ai/search/what-symbolism-in-shakespeare-YFvdW3P4QcOauMVpGp5FAg

Figure 3: Example of Works Cited Page (APA Publications Manual 7th Edition)*

Linguistics theses do not separately list primary or secondary sources. Your primary source may be your own data if you are writing an experimental thesis. For proper in-text citation format (i.e. citing within your paper), refer to owl.purdue.edu or www.apastyle.org.

References

Armstrong, D. (2019). Malory and character. In M. G. Leitch & C. J. Rushton (Eds.), *A new companion to Malory* (pp. 144-163). D. S. Brewer.

Belcher, W. (2019). *Writing your journal article in twelve weeks: A guide to academic publishing success* (2nd ed.). University of Chicago Press.

Google. (n.d.). [Google Map of Purdue University]. Retrieved January 12, 2020, from https://www.google.com/maps/@40.4237095,-86.9233886,17z

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*. https://www.cac.psu.edu/jbe/twocont.html

Open AI. (2025, Feb. 25). ChatGPT (version 4o mini) [Large language model]. https://chatgpt.com/?model=gpt-4o-mini

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. https://well.blogs.nytimes.com/

Quantum mechanics. (2019, November 19). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=Quantum_mechanics&oldid=948476810

Wooldridge, M.B., & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. *Journal of Applied Developmental Psychology, 33*(5), 211-218. https://doi.org/10.1016/j.appdev.2012.05.005

* examples adapted from the Purdue University Online Writing Lab (owl.purdue.edu)