Important information of the Institute of Sociology and Social Psychology

Summer Term 2020
Submission of term papers

Term papers and essays on presentations have to be submitted electronically (.docx or .pdf) via ILIAS by **August 7, 2020 - 11:55 p.m.** at the latest, including your „Erklärung“ (declaration) (see folio 8).

Submission of a printed version is no longer obligatory.
Further information

- Please activate your s-mail account ! ! !
- Any information, e.g. changes of (examination) dates, inspections of written examinations, etc. will be sent to your s-mail account
- Please do not redirect your s-mails to your private email address (unfortunately, the University‘s mails are often classified as spam).
- Check your s-mails regularly.
Exam registration for term papers in summer term 2020 in Sociology

• Bachelor and master studies :

- Attention, NEW from SoSe19: Admission to your course by KLIPS after the enrolment period is prerequisite for exam registration! Without admission, exam registration is not possible.

- Online exam registration (or unsubscription) for papers and presentations must be performed no later than April 20, 2020 via KLIPS 2.0.

- If you want to withdraw your registration or in case of illness please refer to: https://www.wiso.uni-koeln.de/en/faculty/managing-board/examination-office/2015-examination-regulations/information-about-examinations/retroactive-withdrawal/
Exam registration for term papers in summer term 2020 in Sociology

- Detailed information is available under this link: https://iss-wiso.uni-koeln.de/en/studies/students/sociology-and-empirical-social-and-economic-research/term-papers

- Please note that your first registration in Klips for admission to a course is not your exam registration! This has to be done separately.

- If you do not register separately for an exam via KLIPS 2.0,
  - You cannot receive any creditpoints
  - The module examination has to be repeated

Exceptions are not possible!
Exam registration for term papers in summer term 2020 in Sociology

- Examination results are communicated only via KLIPS 2.0
Any further questions?

• mail to: Dr. Joël Binckli (binckli@wiso.uni-koeln.de), Managing Director
• Please include name, matriculation number, study discipline → phrase your questions precisely!
• Please mail from your s-mail account instead of private accounts (e.g. superman94@...) to avoid spam-filters
• Homepage of the Institute of Sociology and Social Psychology: www.iss-wiso.uni-koeln.de
• General questions, information on formalities: sekretariat.soziologie@wiso.uni-koeln.de
Plagiarism

- The presented papers have to be written independently and without using other aids than admitted.
- All passages from published or unpublished sources that have been cited directly or indirectly have to be marked as citations!!
- The mandatory text is online on the homepage of the examination office https://wiso.uni-koeln.de/en/faculty/managing-board/examination-office/2015-examination-regulations/information-about-examinations/procedure-for-examinations

→ This must be confirmed by your personal = handwritten (!) signature at the end of your term paper (see folio 13, „Declaration“)
→ Consequences of plagiarism: grade fail and statement to the examination office
Download these slides in English from

http://www.iss-wiso.uni-koeln.de/en/study/students/sociology-and-empirical-social-and-economic-research/seminar-papers/
How to write a term paper
Guidelines for the formal layout of term papers

- Following the formal guidelines...
  - makes a good impression from the beginning
  - prevents deduction of points
  - is a good practice for your thesis
Guidelines for the formal layout of term papers

• content
  – clear and understandable
    - no run-on sentences
    - no unnecessary foreign words
Guidelines for the formal layout of term papers

Title page
Table of contents (table of figures, where appropriate)
Introduction (1 page)
1. Heading (definition of terms)
2. Heading (subject)
3. Results
4. Literature
5. Appendix with tables and figures, where needed
6. Declaration (in German, prerequisite for passing the exam!) You may find the requested text under:
   http://www.iss-wiso.uni-koeln.de/en/study/students/sociology-and-empirical-social-and-economic-research/seminar-papers/
Guidelines for the formal layout of term papers

Title page →
- Title of the paper
- Universität zu Köln - Institut für Soziologie u. Sozialpsychologie
- Seminar: title of your course
- Lecturer: name of your instructor
- Submitted by: your name
- Matriculation number: 1234567
- Course of studies:
- Date:
- Address, email
Guidelines for the formal layout of term papers

Layout and font

- DIN A4
- Justified
- 1.5-spaced
- Margins:
  - Left 2.5cm
  - Right 3cm
  - Top and bottom 2.5cm
- Font size 12
- Citations and footnotes font size 10
- Proportional font with serifs
  - Times New Roman
  - Garamond
Guidelines for the formal layout of term papers

- Use arabic numbers for table of contents
  - 1. Heading
    - 1.1 Heading
- include page numbers
  - Right or middle on page bottom
- Captions of figures and tables on top of each Tab. or Fig.:
  - Fig. 1: Caption of figure
  - Tab. 1: Caption of Table
Guidelines for the formal layout of term papers

Citation style „Harvard Method“ (1/2)

Reference in brackets after direct or indirect citation.

• If the citation refers to only a part of the paper or book, name page numbers.

• Citation of a page: (Schmidt 2004: 123).

• If you cite a paragraph that extends over more than one page, add 'p.' (Müller 2003: 345f.);

• for more than 2 pages add 'pp.' (Müller 2003: 345ff.).
Guidelines for the formal layout of term papers

Citation style „Harvard Method“ (1/2)

Reference in brackets after direct or indirect citation.

• Direct citation
  „How marriage ruins a man! It is as demoralizing as cigarettes, and far more expensive.“ (Wilde 1860).

• Indirect citation
  Oscar Wilde (Wilde 1860) was convinced that marriage ruins a man because it is demoralizing and expensive.
Guidelines for the formal layout of term papers

Bibliography

Books:

Journal articles:
Guidelines for the formal layout of term papers

Bibliography

Book sections:

Internet page:
Guidelines for the formal layout of term papers

Table 1: Students of the University of Cologne

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of students</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Sociology</td>
<td>950</td>
<td>26,0</td>
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<tr>
<td>Economics</td>
<td>1500</td>
<td>41,0</td>
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<tr>
<td>German</td>
<td>1200</td>
<td>33,0</td>
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<tr>
<td>Total</td>
<td>3650</td>
<td>100,0</td>
</tr>
</tbody>
</table>

Source: Klöckner 2009: 33.