

# Important information of the Institute of Sociology and Social Psychology

## Summer Term 2024

As of 05.01.2024

# Submission of portfolio

**The submission of portfolios requires - at the latest with the last submission of portfolios - the personally signed declaration\* according to the examination regulations!**

**Details on the type and dates of submission of the individual submissions can be found for each event in KLIPS or ILIAS.**

**\* (see page 9)**

# Submission of portfolio

Portfolios will be submitted via ILIAS.

Should you wish to hand in an extra copy of your portfolio by email, the use of your **gmail account is compulsory.**

Portfolios received from other email- addresses such as @gmail or @hotmail may not be accepted for reasons of examinations rules - they will not be graded!

# 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 smail-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 in Summer Term 24 in Sociology

- Bachelor and master studies :
  - **Admission to your course by KLIPS after the enrolment period is prerequisite for exam registration!** Without admission, exam registration is not possible.
  - The **deadline for exam registration** (or unsubscription) will be published in KLIPS. Please check the entries regularly.
  - This deadline is also the latest deadline for deregistration.

# Exam registration in Summer Term 24 in Sociology

- Bachelor and master studies :
  - Please pay attention to the **module assignment** of the seminars. If you have passed a module examination, you cannot take a second examination in this module.
  - If you register for a module **examination** that you have **already passed**, your registration will be cancelled by the Examination Office after the registration deadline.
  - If you want to **withdraw** your registration or **in case of illness** please refer to: <https://wiso.uni-koeln.de/en/faculty/managing-board/examination-office/2015-2021-examination-regulations/information-about-examinations/subsequent-withdrawal>

# Exam registration in Summer Term 24 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-portfolio>
- **Please note that your registration in Klips for admission to a course is not your exam registration! This has to be effected 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

**There are no exceptions!!!**

# Exam registration in Summer Term 24 in Sociology

- **Examination results are communicated *only* via KLIPS 2.0**



# Any further questions?

- mail to: Petra Altendorf  
([sekretariat.sociologie@wiso.uni-koeln.de](mailto:sekretariat.sociologie@wiso.uni-koeln.de)), Secretary  
Management
- 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@...](mailto:superman94@...) ) to avoid  
spam-filters
- Homepage of the Institute of Sociology and Social  
Psychology: [www.iss-wiso.uni-koeln.de](http://www.iss-wiso.uni-koeln.de)
- **General questions, information on formalities:**  
[sekretariat.sociologie@wiso.uni-koeln.de](mailto:sekretariat.sociologie@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 can be found on the homepage of the examination office:**

# Plagiarism

- **The mandatory text can be found on the homepage of the examination office:**

<https://wiso.uni-koeln.de/en/faculty/managing-board/examination-office/2015-2021-examination-regulations/information-about-examinations/examination-procedure>

- **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, see examination regulations: <https://wiso.uni-koeln.de/en/faculty/managing-board/examination-office/2015-2021-examination-regulations/download>**

# The Institute for Sociology & Social Psychology recommends...

- Special courses of the UB for literature research can be found on the homepage of the UB under Courses & guided tours (<https://ub.uni-koeln.de/en/courses-consulting/courses-by-the-ucl>)
- These courses are free of charge!

- **Download these slides in English from**  
**<https://iss-wiso.uni-koeln.de/en/studies/students/sociology-and-empirical-social-and-economic-research/term-papers-portfolio>**

# How to write a term paper

**These specifications usually apply to texts similar to household chores in portfolios. The examiner's course-specific guidelines are published in Klips or Ilias.**

# 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 (prerequisite for passing the exam!) Requested text under this link: <https://wiso.uni-koeln.de/en/faculty/managing-board/examination-office/2015-2021-examination-regulations/information-about-examinations/examination-procedure>

# Guidelines for the formal layout of term papers

These specifications usually apply to texts similar to household chores in portfolios. The examiner's course-specific guidelines are published in Klips or Ilias.

## 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

These specifications usually apply to texts similar to household chores in portfolios. The examiner's course-specific guidelines are published in Klips or Ilias.

## 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 „APA 7th Edition“**
- **References in brackets after direct or indirect citation (parenthetical) ...**
  - „How marriage ruins a man! It is as demoralizing as cigarettes, and far more expensive.“ (Wilde, 1860, p. 125).
  - Marriage can be perceived as demoralizing and expensive (Wilde, 1860)
- **...or as narrative citation**
  - Oscar Wilde (1860) was convinced that marriage ruins a man because it is demoralizing and expensive.

Check out official APAstyle homepage → <https://apastyle.apa.org/style-grammar-guidelines/citations>

# Guidelines for the formal layout of term papers

- **Citation style „APA 7th Edition“**
- **For more than one author: sort references alphabetically by first author's last name and separate by semicolon**
  - (Dalí, 1985; Kahlo, 1951; Warhol, 1972)
- **If the citation refers to only a part of the paper or book, you can add the page number using ,p.‘ (also for all direct citations!)**
  - (Müller, 2003, p. 345)
- **for more than one page add ,pp.‘**
  - (Müller, 2003, pp. 345–346)

Check out official APAstyle homepage → <https://apastyle.apa.org/style-grammar-guidelines/citations>

# Guidelines for the formal layout of term papers

## References (APA 7th Ed.)

- Adhere to rules for upper and lower case, punctuation, and font style (italics)!
- Recommended to use programs like Zotero, Citavi, or RefWorks

### Books:

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.).  
Publisher. DOI or URL

### Journal articles:

Author, A. A., & Author, B. B. (Year). Title of the article. *Name of the Periodical*,  
*volume*(issue), page–page. <https://doi.org/xxxx>

Check out official APAstyle homepage → <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

# Guidelines for the formal layout of term papers

## References (APA 7th Ed.)

### Book sections:

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #–#). Publisher. DOI or URL

### Internet page:

Author, A.A. [or Publisher or Institution] (Publication Date) *Title of source*. [if applicable: Publishing Institution.] [if applicable: Retrieved January 9, 2020, from] full URL

Check out official APAstyle homepage → <https://apastyle.apa.org/style-grammar-guidelines/references>



# Guidelines for the formal layout of term papers

**Table 1**

*Students of the University of Cologne*

	Number of students	%
Sociology	950	26.0
Economics	1500	41.0
German	1200	33.0
Total	3650	100.0

Own numbering system

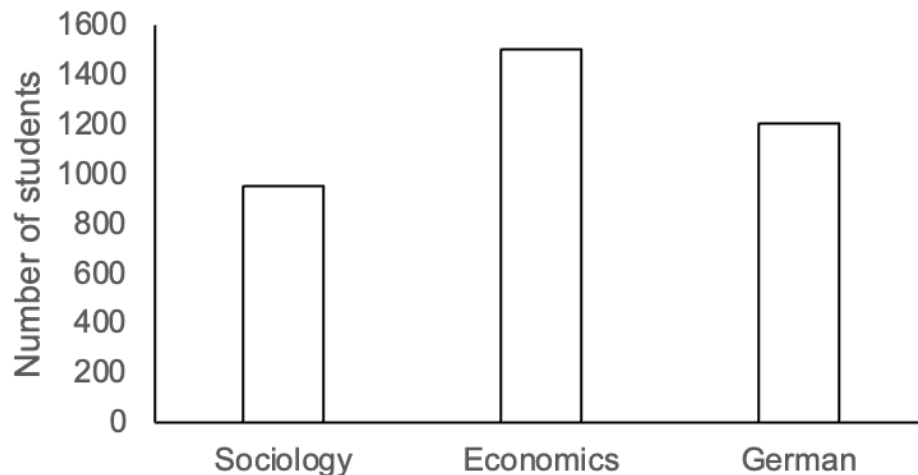
*Note.* This is where any additional information belongs, such as the original sources, if applicable. E.g., „Adapted from *Title*, by A. Author, Year, Publication, p. X“

Check out official APAstyle homepage → <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables>

# Guidelines for the formal layout of term papers

**Figure 1**

*Students of the University of Cologne*



*Note.* This is where any additional information belongs, such as the original sources, if applicable.

Own numbering system

Check out official APAstyle homepage → <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures>