Important information of the Institute of Sociology and Social Psychology

Winter Term 2023/24

As of 10.08.2023

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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)

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Submission of portfolio

Portfolios will be submitted via ILIAS.

Should you wish to hand in an extra copy of your portofolio by email, the use of your smail 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!

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Further information

➢ Please activate your <u>s-mail account</u> ! ! !

➢ Any information, e.g. changes of (examination) dates, inspections of written examinations, etc. will be sent <u>to your smail-account</u>

➢ Please do <u>not</u> redirect your s-mails to your private email address (unfortunately, the University's mails are often classified as spam).

➢ Check your s-mails regularly.

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Exam registration in Winter Term 23/24 in Sociology

- **Bachelor and master studies :**

  - ➢ **Admission to your course** <u>**by KLIPS**</u> **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.**

  - ➢ **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**

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Exam registration in Winter Term 23/24 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!!!

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Exam registration in Winter Term 23/24 in Sociology

➢ **Examination results are communicated _only_ via KLIPS 2.0**

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Any further questions?

- mail to: Petra Altendorf (sekretariat.soziologie@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@...) 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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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:**

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

The Institute for Sociology & Social Psychology recommends…

- **Special courses of the UB for literature research can be fount 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!**

Universität zu Köln

ISS
INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

- **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

INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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**

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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. Sozial-psychologie**
- **Seminar: title of your course**
- **Lecturer: name of your instructor**
- **Submitted by: your name**
- **Matriculation number: 1234567**
- **Course of studies:**
- **Date:**
- **Address, email**

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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**

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Guidelines for the formal layout of term papers

Table 1

Students of the University of Cologne

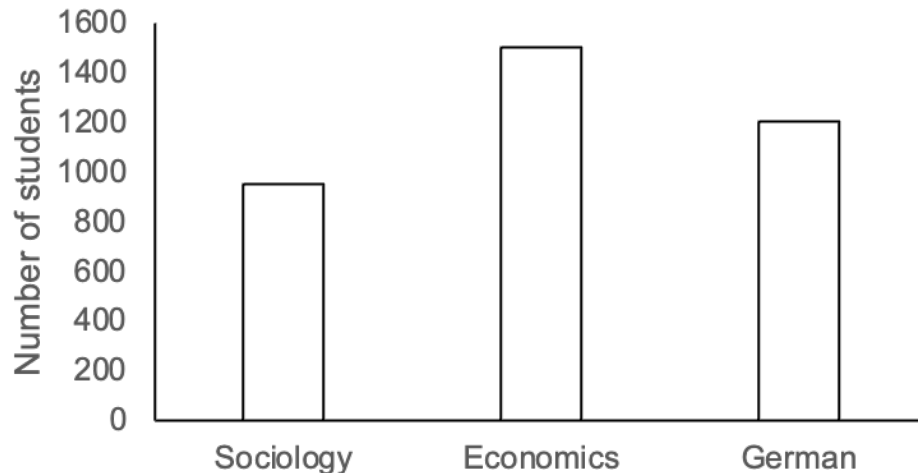|	Number of students	%
Sociology	950	26.0
Economics	1500	41.0
German	1200	33.0
Total	3650	100.0

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"

Own numbering system

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE

Guidelines for the formal layout of term papers

Figure 1

Students of the University of Cologne

Own numbering system

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

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

Universität zu Köln

ISS INSTITUT FÜR SOZIOLOGIE UND SOZIALPSYCHOLOGIE