

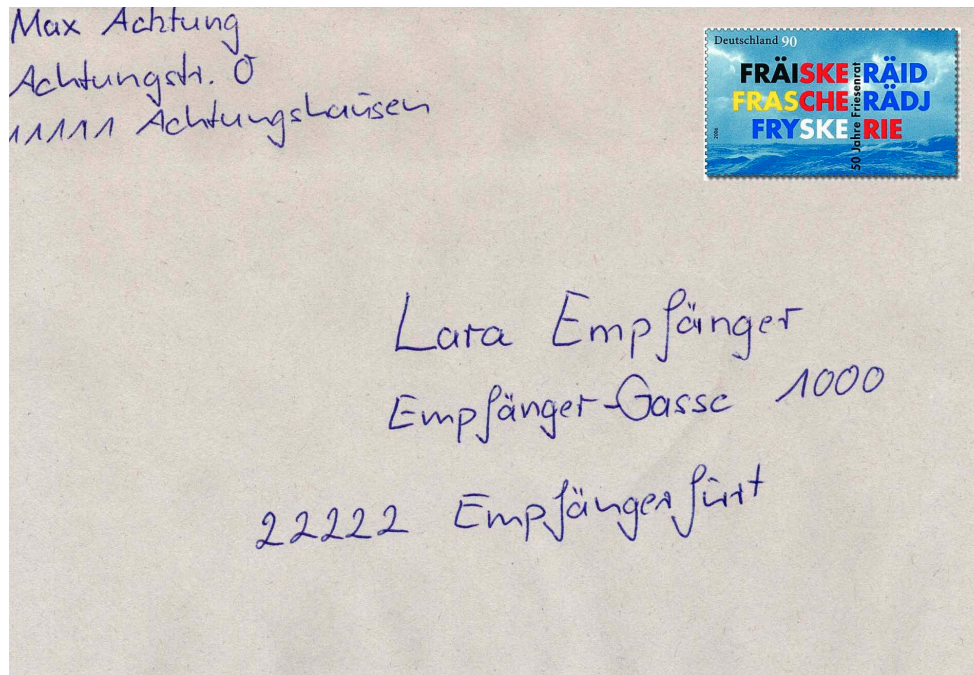
Tips and Information

1. Emails

- 1.1. Pay attention to case sensitivity.
- 1.2. Use adjectives.
- 1.3. Write complete sentences.
- 1.4. Plural-S with apostrophe does not exist in German.
- 1.5. Use the correct address. Not hi, hello and by no means without a salutation.
- 1.6. Put your full name at the end, before "Sincere greetings" or "Many greetings".
- 1.7. If you communicate with employees of Johannes Gutenberg University: this may only be done via your university e-mail address. Think of your matriculation number, the course of study, the combination of subjects.
- 1.8. Precisely formulate your concern, this is possible in short form too. Write in which course/exam you have problems.
- 1.9. Contact only one person, not tens of people.
- 1.10. If you communicate with potential employers, use an e-mail address from which you will be clearly identified as the sender. Email addresses with some "funny" shortcuts are often inappropriate.
- 1.11. If you are uncertain about orthography, use the orthography program, but note that there are some things that do not exist. If necessary, ask someone.

2. Correctly address letters (see below)

- 2.1. Write legibly.
- 2.2. Proper envelopes.
- 2.3. Franking correctly.



3. Compose protocols

3.1 Do not write "copy-and-paste" protocols based on files/slides/presentation of speakers. This is equivalent to plagiarism.

3.2 On protocols, the full name, course and matriculation number must be in the top right-hand corner.

3.3 Furthermore, the name of the speaker and the date of the presentation must be before the start of the summary.

4. Fill in and sign cover sheet correctly

Use the current cover sheet of the compartment in which the work is written

5. Front page (not identical to a cover page)

5.1 Top left: Name of the university, including faculty, department and subject. Below the course type and the name of the course. Among them the lecturer. At the end the semester in which the course was attended and the semester in which you have registered for the exam.

5.2 In the middle of the page the titles of the work. Highlight with a larger font.

5.3 Lower left or lower right: Own name, below the matriculation number, then the course of study, then the students e-mail address.

5.4 Do not use the university logo. This is only permitted for employees in your role as part of the JGU (Administrative Communication No 12/2016 for the university as a whole, guidelines for the use of the university logo).

6. Think of the page number

Term papers without page numbers are incomplete.

7. Quote correctly

7.1 How this is done will be communicated to you by the respective lecturer.

7.2 This also applies to quotations from the Internet. There the link, as well as the date and time at which this link was accessed/used, must be specified.

8. Academic integrity

8.1 Information about academic integrity and how to avoid plagiarism can be found here <https://www.ub.uni-mainz.de/de/akademische-integritaet/fehlverhalten-und-taueschung> (accessed on Thu., 28.10.2021. 08 o'clock 10).

8.2 If the term "integrity" does not tell you anything, here is a summary: <https://karrierebibel.de/integritaet/> (retrieved on Thu., 28.10.2021. 08 o'clock 13).

9. Dealing respectfully with each other

Treat all people respectfully! At university this means: Whether the other person is a fellow student, a professor, an administrative employee, a service or cleaner, be respectful.