

# *Welcome to the Psycholinguistics Group!*

This document contains the most important information about our work group, the labs, our rules and our ethics in research and the workplace. Please read the information carefully and adhere to the rules at all times.

## **Administrative start and end procedure in the psycholinguistics group**

**Please note: not all steps will necessarily apply to you. Whether a step applies to you or not depends on**

- a) whether you are an external researcher or a member of the group**
- b) what your position in the group is/will be**

**Whether a step applies to you is marked by the following abbreviations:**

- **PL**= project leader, responsible for a project within the group (PhDs, postdocs)
- **SHK**=group student assistants working on one or more project/s in the group
- **stud**= BA/MA/Intern, etc. student working on a project in the group
- **ext**= group external researcher

**Parentheses indicate that this step may or may not apply to you. Please talk to your PL about your case.**

### **Abbreviations:**

**PL = Project leader**

**SHK = studentische Hilfskräfte (student assistants)**

**KM = Katja Maquate**

**PK = Pia Knoeferle**

**CS = Carsten Schliewe**

**IH = Ingrid Häfner**

Step	Applies to...			
	PL	SHK	stud	ext
<b>1. Start of work in the PK group</b>				
1.1. Send inquiry about lab access / BA / MA thesis to PK* & KM via <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a>			stud	ext
1.1.1. PK sends you lab access form and this procedure to follow				ext
1.2. Send lab access form back to PK via <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a> (if you're the PL of a project, if not, discuss and fill out the form together with your project leader) and arrange a meeting with PK				ext
1.3. Set up a meeting with KM ( <a href="mailto:katja.maquate@hu-berlin.de">katja.maquate@hu-berlin.de</a> )	PL	SHK	stud	ext
1.3.1. A document for welcoming you in the group will be send to you. The document contains crucial information about our ethics in research and the workplace as well as our lab rules. You are required to work through and memorize the contents of the document. You are not entitled to use the labs if you haven't worked through the document. You will get an introduction to the lab you'll be using by KM or your PL. Without this lab introduction, you're not allowed to use the labs				
1.4. You are required to sign data protection document, agreement about use of pre-existing stimuli and agreement about data to be collected. If applies, sign internship / guest researcher contract and sign that you have liability insurance covering work-related incidents →IH gives out the documents to sign	PL	SHK	stud	ext
1.5. Apply for a HU work account. IH can help you to get and fill out the form. This HU account has an e-mail address. The inbox should be checked at least twice a week for important messages and must be used for work	PL	SHK	(stud)	ext
1.6. Introduce yourself to all group members via email to <a href="mailto:psycholinguistics-current@lists.hu-berlin.de">psycholinguistics-current@lists.hu-berlin.de</a> and personally (ask PL or KM to introduce you)	PL	SHK	stud	ext
1.7. Arrange a meeting with PK, KM or your PL to begin developing your project plan and / or to talk about organizational issues (externals only need to talk about organizational issues). To set up a meeting with PK, send an email to: <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a> . Note, this step might be redundant if you already talked about those things in 1.3	PL	SHK	stud	ext
1.7.1. In this meeting, talk to PK / KM / your PL about which projects/folders on the psycholinguistics server you should be given access to. PK / KM / your PL forwards this information to the technician of the psycholinguistics group CS ( <a href="mailto:carsten.schlieuwe@hu-berlin.de">carsten.schlieuwe@hu-berlin.de</a> ). He will contact the IT-Service to set up the access rights accordingly and then CS updates the access list on the server.	PL	SHK	stud	
1.7.2. Also talk about which mailing lists you should be signed in with your official HU-e-mail address (see step 1.3.). PK / KM or your PL then forwards this information to Carsten Schlieuwe. He also updates the "members mailing lists" on the server.	PL	SHK	stud	
1.7.3. Talk about lab and office keys. If you are entitled to your own office and / or lab keys, please contact IH via <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a> . She will arrange obtaining the keys from Mrs. Schenk. Please provide IH with any kind of proof (e.g., email from PK / KM / your PL) indicating if and which keys you should get. Externals and students are usually not entitled to their own keys (exceptions may apply).	PL	SHK	(stud)	

Step	Applies to...			
	PL	SHK	stud	ext
1.8. In case you're not entitled to obtain your own lab keys or dongles, you can borrow keys for your testing sessions from CS ( <a href="mailto:carsten.schlieuwe@hu-berlin.de">carsten.schlieuwe@hu-berlin.de</a> ). The labs can only be used during normal working hours from Monday to Friday (between 8am and 8pm).		SHK	stud	ext
<b>2. The following applies if you are working on your own project only or are the head of a project (otherwise do the following together with the head of the project)</b>				
2.1. Develop your project ideas, stimuli etc.	PL	SHK	stud	
2.2. Submit your Experiment Plan via the Moodle lab page (PL) or write your Exposé/Experiment Plan and agree on it with your PLs (SHK, stud). See <a href="smb://hugerm31c.user.hu-berlin.de/germpro2/LING/Psycholinguistik/Documentation/Experiment_Plan_Template">smb://hugerm31c.user.hu-berlin.de/germpro2/LING/Psycholinguistik/Documentation/Experiment_Plan_Template</a> for a template	PL	(SHK)	stud	
<b>2.3. Before starting to conduct your study, the following is mandatory</b>				
2.3.1. Hand in the final version of your Exposé/Experiment Plan (Moodle "The Lab": <a href="https://moodle.hu-berlin.de/course/view.php?id=80478">https://moodle.hu-berlin.de/course/view.php?id=80478</a> , registration key: 1PsychLing1LabsPK) and Project Folder on Server	PL	(SHK)	stud	
2.3.2. Implement your experiment	PL	SHK	stud	
2.3.3. Meeting with the project group in the lab for a test run	PL	SHK	stud	
2.3.4. Before using the labs, you must have worked through the document (see 1.6.1) and provide proof that you have received lab training. If you have not received lab training, talk to your group PL and to KM to discuss and schedule lab training.	PL	SHK	stud	
<b>3. While working on your project, use the following folder structure for your project folder on the server</b> → see here for an example: <a href="smb://hugerm31c.user.hu-berlin.de/germpro2/LING/Psycholinguistik/Documentation/Template">smb://hugerm31c.user.hu-berlin.de/germpro2/LING/Psycholinguistik/Documentation/Template</a> Ordner				
3.1. Create a detailed read-me file that explains the contents of the other files and contains the following points	PL	(SHK)	stud	
3.1.1. Brief description of your experiment(s) and research question → can refer to Experiment Plan	PL	(SHK)		
3.1.2. Describe your design → can refer to Experiment Plan	PL	(SHK)		
3.1.3. Explain how you constructed your lists (including counterbalancing)	PL	(SHK)	stud	
3.1.4. Explain any table column names, i.e., the header row names in your Experiment Builder data source ("type= this indicates whether the item is a critical item or a filler item, 0=filler item / 1=critical item")	PL	(SHK)	stud	
3.1.5. Explain your analyses steps (preprocessing, filtering, descriptive and inferential statistics)	PL	(SHK)		
3.1.6. Description of the contents of your results folder	PL	(SHK)		
3.1.7. Brief summary of your key results → can refer to Experiment Plan	PL			
3.2. Also create the following folders	PL	SHK		
3.2.1. Experiment setup folder: contains any files needed to run your experiment(s)	PL	SHK		
3.2.2. Stimuli folder: folder with your (a) linguistic and (b) visual stimuli	PL	SHK	stud	
3.2.3. Results folder: contains your analyses and an encrypted folder containing the raw data. Note: name the encrypted folder tcc/vcc (depending on the format) followed or preceded by "YOURPROJECTNAME" (e.g., tcc_Gaze_TenseAspect_KM)	PL			

Step	Applies to...			
	PL	SHK	stud	ext
<b>4. After finishing data collection for each experiment in the lab</b> 4.1. Send an email with the subject “Please backup my data” to <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a> to notify CS (a backup copy of your <b>entire project folder</b> will be made by CS. Note: Older back-ups will be replaced by the latest version). → You must provide the exact path name to the <b>project folder</b> !	PL			
<b>5. After publishing a set of experiments from the lab, update your experiment folder (see 3.)</b> 5.1. Send an email with the subject “Please archive my data” to <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a> to inform CS about this (necessary so that relevant folder contents can be archived) → You must provide the exact path name to the <b>project folder</b> ! 5.2. Please attach the published paper or the proofs (depending on what you’re allowed to share) to this email	PL			
<b>6. End of your stay in the psycholinguistics group</b>				
6.1. Tidy up your experiment folder(s) (plan on leaving time for this!) → See folder structure in 3.	PL	SHK	stud	
6.2. Send an email with the subject “I’m leaving, please archive my data” to <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a> to inform CS. Specify the exact path of the project folder to be archived.	PL			
<b>7. Before leaving</b>				
7.1. In case you’re still working on your project or are collaborating on a project after your stay, make sure to <b>extend your HU account</b> to further access the server → you will automatically get an email (from the Computer and Medien Service) informing you about your account closure ahead of time. Attached to that email is a form to request an extension to fill out.	PL	SHK	stud	
7.2. Meet with CS, and KM at least 4 weeks before your last day to explain the contents of your experiment/project folder.	PL	SHK	stud	
7.3. Send a good-bye email to all group members ( <a href="mailto:psycholinguistics-all@hu-berlin.de">psycholinguistics-all@hu-berlin.de</a> ) so they know you are leaving. This email should include the date of your last working day in the group.	PL	SHK	stud	ext
7.4. Return your office keys with Frau Schenk and notify IH about it	PL	SHK		
7.5. Return any borrowed equipment, dongles, lab keys, Laptop etc. to CS/KM	PL	SHK	stud	ext
7.6. Continued access to the server, calendars and mailing lists will be discussed with CS, KM, PK and the PL and depends on the status of the project and continued collaboration with the leaving person.	PL	SHK	stud	
<b>8. Applies to CS and KM</b>				
8.1. Backup version of project folder once data collection is finished 8.2. Move project folder to Archive at project end after inspecting it together with PL				
<b>9. Publishing after you left the group: update your experiment folder (see 3.)</b>				
9.1. Send an email with the subject “Please archive my data” to <a href="mailto:admin-psycholinguistik@hu-berlin.de">admin-psycholinguistik@hu-berlin.de</a> to inform CS about this (necessary so that relevant folder contents can be archived) → You must provide the exact path name to the <b>project folder</b> ! 9.2. Please attach the published paper or the proofs (depending on what you’re allowed to share) to this email				

**Additional notes:** Always keep your Experiment Plan and folder structure / server read-me file up to date! **There will be 2-3 mandatory (zoom) meetings per year in which, as a group, we’ll**

focus on updating and cleaning our individual project folders (approx. 3-hour sessions). Regardless of your status group, if you're invited to these meetings, attendance is mandatory!

Before running a study, all hypotheses must be clearly specified, and the data preprocessing and analysis steps must be laid out in detail. You're only allowed to start data collection after PK and all PL approved the Experiment Plan. After data analysis, also include a summary of your results in your Experiment Plan. In case you deviated from the data analyses laid out before data collection, you need to mark these analyses as exploratory!

In your read\_me file, always refer to your Experiment Plan and provide exact paths!

\*Externals: fill out a new lab access form for each new experiment and send it to [admin-psycholinguistik@hu-berlin.de](mailto:admin-psycholinguistik@hu-berlin.de).

## **General info and guidelines for new group members**

- Please introduce yourself to all members of the group when joining our group
- Always be kind, polite and patient
- No matter what your position and status in this group is, you are a part of this group! You should join group meetings, birthdays, colloquium meetings and group leisure activities as much as possible
- In case a work-related argument comes up or you are experiencing uncomfortable situations of whatever kind, please approach the people involved personally and directly first to resolve potential misunderstandings.

### **How to conduct yourself in our labs and work group:**

- Our labs are equipped with **highly sensitive and very expensive** devices. You must be very careful in handling our lab equipment!
- We have very strict rules regarding lab protocols and data handling. You must adhere to these rules at all times! We might ask you to do certain things in precisely one way only and it might happen that you don't fully understand why we want it done exactly that way. If you don't understand why, you can always ask but under no circumstances should you change or even slightly adapt a procedure that has been taught by a member of the psycholinguistic group in a specific way!
- If in doubt about a certain practice, way of doing something or if you encounter a problem of whatever (work related) sort, ask a knowledgeable person (see "the who-is-who" of the group) for help first.
  - NEVER "just give it a try" first, especially not with lab equipment! We are very strict with this and reserve the right to expel anyone from the lab who does not adhere to these rules.
- You should also know what to do in the case of unforeseen events in the laboratory before starting to run an experiment (e.g., what do you do if a participant faints or is unwell?)
- For SHKs and interns:
  - If you are running out of work, ask the person with whom you have been assigned to work first for what to do next.
    - If your assigned person does not have any work for you they will tell you to (in that order) ask Prof. Knoeferle first, then Dr. Katja Maquate, Dr. Valentina Pescuma, Kateryna Iefremenko, then the PhD candidates and you can also ask Carsten Schlieuwe.

### The who is who of the Psycholinguistics group:

Name	Position	Useful info	Contact details
Prof. Dr. Pia Knoeferle	PI of the group	For appointments contact the secretary. Contact to make an appoint for requesting lab access. Send lab access form to Prof. Knoeferle before that appointment (put Katja Münster in CC).	<a href="mailto:pia.knoeferle@hu-berlin.de">pia.knoeferle@hu-berlin.de</a> , office: 3.328 (DOR 24*)
Dr. Katja Maquate	Senior research scientist, lab manager	Contact for lab keys, when problems running experiments come up, when run out of lab essentials (e.g. tissues), when lab training is required, when lab bookings are required, when participant money is needed	<a href="mailto:Katja.maquate@hu-berlin.de">Katja.maquate@hu-berlin.de</a> , phone: +49 30 2093 9678 In case of lab issues while running a participant: 01737110453, office: 3.326 (DOR 24)
Carsten Schlieve, Dipl. Ing.	Technician  Availability: early morning – early afternoon	Contact for technical issues with lab equipment (put Katja Maquate in CC) and problems with Presentation, contact to borrow dongles, get access to the HU lab calendar, when other technical equipment (camera, beamer, adapters, etc.) is needed, when Laborbelegungsliste is full, contact also for lab keys, also has a master key, contact to backup and archive your data (see points 4., 5., 6. in administrative start and end procedure)	<a href="mailto:carsten.schlieve@cms.hu-berlin.de">carsten.schlieve@cms.hu-berlin.de</a> , office: 3.331 (DOR 24), phone: (030)2093-9676
Georg Lohfink	Technician Z-Lab	Contact for technical issues, programming questions and access to Z-Lab.	<a href="mailto:lohfgk@hu-berlin.de">lohfgk@hu-berlin.de</a> , office: 3.320 (DOR 24) Z-Lab: 3.60 (DOR 65) Phone Z-Lab: (030) 2093-12348
Ingrid Häfner	Secretary  Availability: lunchtime – evening	Contact for administrative questions, also has a master key, contact for all questions related to “who is responsible for XY?”, contact for questions related to contracts and holidays. <b>Note: For SFB related stuff, contact SFB secretaries</b> (sekretariat-sfb1412@hu-berlin.de)!	<a href="mailto:ingrid.haefner@rz.hu-berlin.de">ingrid.haefner@rz.hu-berlin.de</a> , office: 3.327 (DOR 24), phone: (030) 2093-9672
Dr. Valentina Pescuma	Postdoctoral researcher	SFB Register project C03	<a href="mailto:pescumav@hu-berlin.de">pescumav@hu-berlin.de</a> , phone: (030) 2093-91331, office: 3.362 (DOR24) and Mohrenstr. 40/41, office 23
Kateryna Iefremenko	Scientific researcher	SFB Register project C03	<a href="mailto:iefremenko@leibniz-zas.de">iefremenko@leibniz-zas.de</a> , office: ZAS, Pariser Str. 1, 10719 Berlin, room 1.27 phone: (030) 20192 427
Tena Grahovac	Scientific researcher	DFG project: “Effects of lifetime and fact knowledge in language comprehension”	<a href="mailto:tena.grahovac@hu-berlin.de">tena.grahovac@hu-berlin.de</a> , office: 3.321 (DOR 24)
Leiling / Kathrine Li	Doctoral researcher	PhD thesis: “Effect of Emotional Linguistic and Visual cues on Language Comprehension by Newly-arrived Late Bilinguals and Heritage Mandarin Speakers Aged 18-31”	<a href="mailto:leiling.li.1@student.hu-berlin.de">leiling.li.1@student.hu-berlin.de</a> , office: 3.321 (DOR 24)



Dandan Li	Doctoral researcher	PhD thesis: “Older Adults' Language processing during bi-modal situated sentence Verification: An ERP Study.”	<a href="mailto:dandan.li@hu-berlin.de">dandan.li@hu-berlin.de</a> , office: 3.321 (DOR 24)
Adler Zhou	Doctoral researcher	PhD thesis: “Metaphor in L2 English by Chinese Learners.”	<a href="mailto:zhouyang@hu-berlin.de">zhouyang@hu-berlin.de</a> , office: 3.321 (DOR 24)
Angelina Ioannidou-Tsiomou	Doctoral researcher	PhD thesis: “Music, Movement, Metaphor: A Psycholinguistic Study on the Comprehensibility and Processing of Music-Language Metaphors about Space and Motion and on their Applicability and Effectiveness in Language Didactics.”	<a href="mailto:angeliki.ioannidou-tsiomou.1@hu-berlin.de">angeliki.ioannidou-tsiomou.1@hu-berlin.de</a> office: 3.311 (DOR 24)
Dimitra Tsiapou	Student assistant		<a href="mailto:dimitra.tsiapou@hu-berlin.de">dimitra.tsiapou@hu-berlin.de</a> , <a href="mailto:shk-psycholinguistik@hu-berlin.de">shk-psycholinguistik@hu-berlin.de</a> office: 3.335 (DOR 24)
Santina Kemper	Student assistant		<a href="mailto:kempersa@student.hu-berlin.de">kempersa@student.hu-berlin.de</a> , <a href="mailto:shk-psycholinguistik@hu-berlin.de">shk-psycholinguistik@hu-berlin.de</a> office: 3.335 (DOR 24)
Berna Öskasap	Student assistant		<a href="mailto:oezlem.berna.oezkasap.1@hu-berlin.de">oezlem.berna.oezkasap.1@hu-berlin.de</a> , <a href="mailto:shk-psycholinguistik@hu-berlin.de">shk-psycholinguistik@hu-berlin.de</a> office: 3.335 (DOR 24)

\*Dorotheenstr. 24 or 65, 10117 Berlin

## Mailing Lists:

We employ different mailing lists that you might be added to / can contact depending on the information you'd like to share:

1. [psycholinguistics-current@lists.hu-berlin.de](mailto:psycholinguistics-current@lists.hu-berlin.de): reaches all current group members
2. [psycholinguistics-all@lists.hu-berlin.de](mailto:psycholinguistics-all@lists.hu-berlin.de): reaches current and former group members
3. [admin-psycholinguistik@lists.hu-berlin.de](mailto:admin-psycholinguistik@lists.hu-berlin.de): reaches PK, CS, IH and KM
4. [shk-psycholinguistik@hu-berlin.de](mailto:shk-psycholinguistik@hu-berlin.de): reaches the SHKs
5. [colloquium-psycholinguistics@lists.hu-berlin.de](mailto:colloquium-psycholinguistics@lists.hu-berlin.de): reaches everyone signed up for the psycholinguistics colloquium

There are also other mailing lists e.g., from the Institut für deutsche Sprache und Linguistic (IdSL) or the SFB 1412 “Register” which might be interesting for you, depending on your status in the group. You can search for the relevant lists here <https://sympa.cms.hu-berlin.de/sympa/lists> and then subscribe in the lower left corner after having clicked on the respective list.

- [linguistik-mitarbeiter@lists.hu-berlin.de](mailto:linguistik-mitarbeiter@lists.hu-berlin.de): for all employees of the IdSL
- [linguistik-mittelbau@lists.hu-berlin.de](mailto:linguistik-mittelbau@lists.hu-berlin.de): for all Mittelbau employees (PostDocs)
- [ling-vortrag@lists.hu-berlin.de](mailto:ling-vortrag@lists.hu-berlin.de): for distributing information about talks
- [sfb1412-all@lists.hu-berlin.de](mailto:sfb1412-all@lists.hu-berlin.de): for all SFB 1412 members
- [sfb-deutsche\\_sprache@lists.hu-berlin.de](mailto:sfb-deutsche_sprache@lists.hu-berlin.de): for all members of the sprach- und literaturwissenschaftliche Fakultät

## **Information about obtaining a HU account and the use of the Psycholinguistics server**

Ask Ms Häfner for help with getting a HU account and going through the following steps. These are the steps you need to take:

1. If you're joining the group and are not from the HU or if you are starting as a new SHK in the group, you will need a HU (work) account.
  - a. You will have to get a personnel number first
  - b. Then you can get a HU account.
  - c. You also need the Organisationskennziffer (a number classifying the department you belong to, can be obtained via VPN or HU network here: <http://hu.berlin/zis>)
2. Next, fill out the form that applies to you (student or employee). See here: [https://www.cms.hu-berlin.de/de/dl/beratung/anmeld\\_html?set\\_language=de](https://www.cms.hu-berlin.de/de/dl/beratung/anmeld_html?set_language=de).
3. This form needs to be sent via Hauspost to the Computer und Medienservice (CMS). You will receive a password via post (the letter will be sent to IH).
4. After you have received the letter with your account name and password, you need to inform CS (email [admin-psycholinguistik@lists.hu-berlin.de](mailto:admin-psycholinguistik@lists.hu-berlin.de)) about your user name and your email address.  
He will inform the IT-Service to give you access to the folders on the server previously agreed upon with PK, KM or PL (see 1.7.1 in the administrative start and end procedure)
5. Please make sure that you check the inbox of your HU account at least twice a week for new messages.

## How to use the lab calendars

- We use HU calendar for lab bookings, to indicate working hours of student assistants and to inform the group about events, longer absence and holidays
- You can log in with your HU account
- Please enter your holidays, conference travels, longer sick leaves into the PK\_lab events calendar and remember to set it to “public” so that group members know when you’re not available (Note: no need to give reasons in calendar or provide personal information e.g., in case of longer sick leave could just put “absent”)
- Student Assistants: please enter your working hours into the “SHKs” (for home office) and “SHK\_office 3.335” (if you’re in DOR 24) calendar so that group members know when you’re available.
- If you need access to one of the calendars, send a request to CS using the [admin-psycholinguistik@lists.hu-berlin.de](mailto:admin-psycholinguistik@lists.hu-berlin.de) email.
- When using the EEG, Eye-tracking or Reaction Time calendar, you are required to use the following structures to indicate that you will be using the lab:
  - Note whether you’re collecting data, setting up an experiment or pre-processing data in the following ways
    - YOUR NAME testing?? → slot size =length of reserved slot(e.g., 8-12am)
    - YOUR NAME testing! → slot size= length of experimental session (e.g., 9-10am)
    - YOUR NAME set up → signals you’re in the lab but don’t have a participant
    - YOUR NAME Data Viewer/Presentation/EB → signals you’re using the program in the lab but don’t have a participant
  - Please mark the lab use regardless of your reserved times per week as this allows better planning and swapping of unused (but reserved) times
  - Only book slots at agreed-upon times. If you’d like to use a spot that does not fall within your reserved time, please contact the person who’s slot it is to ask about availability
  - If in need of additional slots for a longer time (e.g., min. 4 weeks), email KM
  - Delete slots you don’t need after all, even on short notice!
  - Sign a list indicating the time and date you’ve used the lab (each time), i.e., Laborbelegungsplan (if the list is full, notify Carsten Schlieuwe)
    - Lists are in each lab
  - In rare, exceptional cases, license keys for lab software can be made available for use outside of the labs. Please get in touch via [admin-psycholinguistik@lists.hu-berlin.de](mailto:admin-psycholinguistik@lists.hu-berlin.de).

**General lab rules**  
(apply to all labs of the Psycholinguistics Group)

- No food or drinks in the labs. Water is allowed if placed 2 m away from any equipment!
- Before entering: knock softly on the door in case someone forgot to put the „do not disturb“ sign up
- Put the “Do not disturb” sign up while testing!
- Lock the door each time you’re leaving the lab
- You must lock participant information in a cabinet/drawer at all times!
- Do not change the default setup, do not save files/data in locations not agreed upon beforehand
- You are not allowed to install software or change hardware!
- NEVER connect the participant or experimenter PC to the internet!
  - You can use your own laptop (eduroam) or the additional PC in the lab (requires a HU account)
- Minor temporary changes must all be agreed upon; any changes to the default setup (additional items in the lab, chair adjustments, etc.) must be set back to original state/removed before leaving the lab
- Make sure to leave the lab clean and tidy!
- Double-check that power is disconnected, windows are closed, light is off, sensitive participant information/money is locked away, etc. before leaving (for specific details see “lab rules” documents)
- If you encounter problems with the equipment, contact us immediately!
  - Katja Maquate: [katja.maquate@hu-berlin.de](mailto:katja.maquate@hu-berlin.de)
  - Carsten Schlieuwe: [carsten.schlieuwe.cms.hu-berlin.de](mailto:carsten.schlieuwe.cms.hu-berlin.de)
  - Z-lab Georg Lohfink: [lohfinkg@hu-berlin.de](mailto:lohfinkg@hu-berlin.de)

**We reserve the right to expel anyone from the lab who does not adhere to these rules.**

## Laboratory Rules Psycholinguistic Eye-tracking Lab (Prof. P. Knoeferle, PK)

**Please read these rules carefully before using the lab. We reserve the right to expel anyone from the lab who does not adhere to these rules.**

### 1. LABORATORY ACCESS

- **Use of the laboratory and its equipment without prior consent by PK is not permitted.**
- If you would like to use the lab and its equipment, please address your request to Prof. P. Knoeferle at admin-psycholinguistics@hu-berlin.de

### 2. GENERAL RULES OF CONDUCT

**If you have been granted access to the laboratory as specified in 1., be sure to follow the GENERAL RULES OF CONDUCT**

- When arriving, knock and enter carefully in case someone forgot to put the “Experiment” sign on the door – don’t forget to put up the sign if you’re experimenting.
- **No food** anywhere in the lab; no liquids within 2 m of any equipment! Only water is allowed in the lab. Definitely no coffee/tea or hot cocoa.
- The **default setup** is as you see it now. **DO NOT CHANGE ANYTHING.** Failure to **ADHERE TO THIS RULE** will result in exclusion from lab access.
  - **Temporary adjustments** (e.g. moving chairs, adjusting tracker settings)
    - **must be set back to the original state before leaving the lab** (remember, someone else’s experiment may depend on the exact configuration!).
- If you notice any **problem** with the equipment, please get in touch with Katja Maquate and Carsten Schlieuwe (our technician, carsten.schlieuwe@cms.hu-berlin.de) right away, so we can fix it as soon as possible.
- Lock the door any time you leave the lab, even if it’s only for a few moments.
- **When you’re done for the day:** switch off the computers, lock the filing cabinet, put your materials away, **disconnect power**, switch off light, lock door.
  - Please tidy up when you leave, so the lab looks exactly as it did when you came in.
    - Save files into your own folder, not on the desktop.

### MEMBERS OF THE PSYCHOLINGUISTICS GROUP:

- Don’t forget to encrypt your newly collected data and store it in the relevant folder on the server. Make sure you always adhere to the current data protection concept!
- When your data collection (for one experiment or your whole project) is complete, notify Carsten Schlieuwe for a backup (see point 4., 5., & 6. in the administrative start and end procedure)

### NON-MEMBERS OF THE PSYCHOLINGUISTICS GROUP:

- If you have been granted access to the lab for data collection, please keep in mind to **only book the lab during the slots that were agreed upon beforehand.**

### Contacts – if in doubt, don’t hesitate to get in touch at any time – im Zweifelsfall bitte jederzeit anrufen!

- Dr. Katja Maquate (lab manager):  
*Office (3.326): 030 2093 9678* *email: katja.maquate@hu-berlin.de*
- Prof Dr. Pia Knoeferle (Principle Investigator):  
*Office: 030 2093 9672* *email: admin-psycholinguistik@hu-berlin.de*

- **If you are in need of additional slots or to change the slots**, please contact Katja Maquate.
- **Please also be aware that members of the psycholinguistics group are granted priority access to the lab.** This might for example mean that we reserve the right to block the lab for one or two weeks if in need.
  - However, we will always inform you **at least 2 days in advance** if we have to change lab bookings.

**EVERYBODY:**

- **Keep ANY participant data locked up** securely at all times.
- **Please adhere to the data protection document, and the Berliner Datenschutzgesetz and make sure all your data processing steps are in line with the current rules.**
- Use the HU calendar to **book the lab** (see page 5 of this document), but please delete bookings you don't require after all (even at short notice – someone else may be glad about the slot). **Please also note whether you are collecting data, setting up an experiment or pre-processing data** (using Data Viewer). Use the following codes in the calendar:
  - YOUR NAME testing! → signalling that you booked the lab and have a participant coming (slot size in the calendar has the duration of your experiment)
    - This can overlap with the “lab booked but no confirmed participants yet”
  - YOUR NAME testing ?? → signalling that you booked the lab but don't have any confirmed participants yet (slot size has the size of your reserved time slot, e.g., from 1-5pm).
  - YOUR NAME set up → signalling that you're setting up/modifying an experiment/using the lab but don't have a participant
  - YOUR NAME Data Viewer → signalling that you're using Data Viewer in the lab
- We have a standardized set of forms (participant lists, consent forms, payment receipts,...) which you should use unless there is a reason not to. If you're not a member of the psycholinguistics group you may use your own forms as long as they are in line with our data protection plan.
- The host and participant PCs are not connected to the internet (AND SHOULD NEVER BE CONNECTED!) but you can either use your own laptop (and connect to eduroam) or the other PC in the room (this PC, however, can be only used with a valid HU account).

***Good luck and happy experimenting!***

**Contacts – if in doubt, don't hesitate to get in touch at any time – im Zweifelsfall bitte jederzeit anrufen!**

- Dr. Katja Maquate (lab manager):  
Office (3.326): 030 2093 9678 email: katja.maquate@hu-berlin.de
- Prof Dr. Pia Knoeferle (Principle Investigator):  
Office: 030 2093 9672 email: admin-psycholinguistik@hu-berlin.de

## Laboratory Rules Psycholinguistic EEG Lab (Prof. P. Knoeferle, PK)

**Please read these rules carefully before using the lab. We reserve the right to expel anyone from the lab who does not adhere to these rules.**

### 1. LABORATORY ACCESS

- **Use of the laboratory and its equipment without prior consent by PK is not permitted.**
- If you would like to use the lab and its equipment, please address your request to Prof. P. Knoeferle at admin-psycholinguistics@hu-berlin.de

### 2. GENERAL RULES OF CONDUCT

**If you have been granted access to the laboratory as specified in 1., be sure to follow the GENERAL RULES OF CONDUCT**

- When arriving, knock and enter carefully in case someone forgot to put the “Experiment” sign on the door – don’t forget to put up the sign if you’re experimenting.
- **No food** anywhere in the lab; no liquids within 2 m of any equipment! Only water is allowed in the lab. Definitely no coffee/tea or hot cocoa.
- The **default setup** is as you see it now. **DO NOT CHANGE ANYTHING.** Failure to **ADHERE TO THIS RULE** will result in exclusion from lab access.
  - **Temporary adjustments** (e.g. moving chairs, microphone in chamber)
    - **must be set back to the original state before leaving the lab** (remember, someone else’s experiment may depend on the exact configuration!).
- If you notice any **problem** with the equipment, please get in touch with Katja Maquate and Carsten Schlieuwe (technician, carsten.schlieuwe@cms.hu-berlin.de) right away, so we can fix it as soon as possible.
- Lock the door any time you leave the lab, even if it’s only for a few moments.
- **When you’re done for the day:** switch off the computers, lock the filing cabinet, put your materials away, **disconnect power**, switch off light, lock door.
  - Please tidy up when you leave, so the lab looks exactly as it did when you came in.
  - Save files into your own folder, not on the desktop.

### MEMBERS OF THE PSYCHOLINGUISTICS GROUP:

- Don’t forget to encrypt your newly collected data and store it in the relevant folder on the server. Make sure to adhere to the data protection concept.
- When your data collection (for one experiment or your whole project) is complete, notify Carsten Schlieuwe for a backup (see point 4., 5., & 6. in the administrative start and end procedure)

### NON-MEMBERS OF THE PSYCHOLINGUISTICS GROUP:

- If you have been granted access to the lab for data collection, please keep in mind to **only book the lab during the slots that were agreed upon beforehand.**

### Contacts – if in doubt, don’t hesitate to get in touch at any time – im Zweifelsfall bitte jederzeit anrufen!

- Dr. Katja Maquate (lab manager):  
*Office (3.326): 030 2093 9678* *email: katja.maquate@hu-berlin.de*
- Prof Dr. Pia Knoeferle (Principle Investigator):  
*Office: 030 2093 9672* *email: admin-psycholinguistik@hu-berlin.de*

- **If you are in need of additional slots or to change the slots**, please contact Katja Maquate.
- **Please also be aware that members of the psycholinguistics group are granted priority access to the lab.** This might for example mean that we reserve the right to block the lab for one or two weeks if in need.
  - However, we will always inform you **at least 2 days in advance** if we have to change lab bookings.

**EVERYBODY:**

- **Keep ANY participant data locked up** securely at all times.
- **Please adhere to the data protection document, and the Berliner Datenschutzgesetz and make sure all your data processing steps are in line with the current rules.**
- Use the HU calendar to **book the lab** (see page 5 of this document), but please delete bookings you don't require after all (even at short notice – someone else may be glad about the slot). **Please also note whether you are collecting data, setting up an experiment or pre-processing data.** Use the following codes in the calendar:
  - YOUR NAME testing! → signalling that you booked the lab and have a participant coming (slot size in the calendar has the duration of your experiment)
    - This can overlap with the “lab booked but no confirmed participants yet”
  - YOUR NAME testing ?? → signalling that you booked the lab but don't have any confirmed participants yet (slot size has the size of your reserved time slot, e.g., from 1-5pm).
  - YOUR NAME set up → signalling that you're setting up/modifying an experiment/using the lab (and Presentation) but don't have a participant
  - YOUR NAME data pre-processing → signalling that you're using the Brain Vision Analyzer but don't have a participant
- We have a standardized set of forms (participant lists, consent forms, payment receipts,...) which you should use unless there is a reason not to. If you're not a member of the psycholinguistics group you may use your own forms as long as they are in line with our data protection plan.
- The Presentation and EEG-recording PCs are not connected to the internet (AND SHOULD NEVER BE CONNECTED!) but you can either use your own laptop (and connect to eduroam) or the other PC in the room (this PC, however, can be only used with a valid HU account).

***Good luck and happy experimenting!***

**Contacts – if in doubt, don't hesitate to get in touch at any time – im Zweifelsfall bitte jederzeit anrufen!**

- Dr. Katja Maquate (lab manager):  
Office (3.326): 030 2093 9678 email: katja.maquate@hu-berlin.de
- Prof Dr. Pia Knoeferle (Principle Investigator):  
Office: 030 2093 9672 email: admin-psycholinguistik@hu-berlin.de



## Description of participant forms

We have a set of forms for running studies and collecting data. If you are a member of the Psycholinguistics group, you must use these forms. You should familiarize yourself with all of these forms before running your experiment. They contain important content regarding the research and a participant's rights. You are their first point of contact and responsible in interacting with them as the experimenter.

We have different forms depending on the type of study and the funding agency. If you're running a study please clarify in advance if your study is part of the **SFB 1412 "Register" Phase 2 or part of the psycholinguistics group and where you will be testing, i.e., psycholinguistics lab or Z-lab**. Moreover, there are different forms for:

- Internet-based experiments
  - o 16-18 years and 65+ years
  - o Between 18 and 65 years
- lab experiments
  - o 16-18 years and 65+ years
  - o Between 18 and 65 years

If you're in doubt or want to locate the correct files on the server, please ask Katja Maquate or your project leader.

### Prepare all documents well in advance!

**Before data collection starts**, participants get the

1. Probandeninformationsblatt
  - You have to tick the boxes that apply to your experiment and insert the name of the project. This information sheet gives the participant general information about our research, what they might be doing in the study and how we handle our data. The participant is required to take a copy of the information sheet. You can also send the information sheet to the participant via email in advance.
2. Einverständniserklärung
  - Here you have to tick the boxes that apply to your experiment, insert the project's name and sign it. The participant has to read the consent form and you have to make sure they understand it. Answer all further questions the participant may have. Then ask the participant to also sign the consent form and put it in its designated folder. The participant is required to take a copy of the consent form. You can also send the consent form to the participant via email in advance and let them sign in the lab (from 2025: ask for a signed copy back via mail. If you get a signed copy, make sure to store it in an encrypted folder on the server and delete the email and downloaded attachment.)
3. Demographischer Fragebogen
  - Here you have to insert the participant's code first. Then hand it to the participant and ask her/him to fill it out. If it's an eye-tracking study, ask the participant if s/he knows what her/his dominant eye is. If the participant does not know, explain and do the test. For RT and EEG studies, the dominant eye is not relevant.

**During data collection** you have to fill out the

4. Experimentbogen

- This is only for the experimenter. Fill out the respective fields for that participant and study. Then take detailed notes about the data collection process. This could for example be information such as: Does everything work without problems? Did you have to re-calibrate? Are there a lot of artifacts? Did the participant move a lot? Were there problems with understanding the tasks?

**After data collection**, participants get the

5. Postexperiment Fragebogen

- Fill in the participant code and the date and hand it to the participant to fill out. The participant notes what s/he thinks the experiment was about, any strategies s/he used, any pattern s/he noticed and if anything was weird about the study.

6. Quittungsliste

- BEFORE THE PARTICIPANT LEAVES make her/him sign that s/he has received the monetary reward. Make her/him sign the list in random order, so that it won't be possible to determine the participant code from the order of entries in the Quittungsliste. They have to provide all the information indicated in the Quittungsliste. If they are not from the HU, they don't have to fill in the Matrikelnummer.

After the participant has left, fill in the participant code on all the forms, and store the forms in their corresponding folders. Make sure that the consent form (Einverständniserklärung) is stored separately from any forms that contain a participant code.

Of course, depending on your project, additional pre- and post-questionnaires can be used as long as they are in line with the corresponding data protection agreement.

## Experiment Plan Template

Project group: NAMES BRIEF DESCRIPTION OF

- RESEARCH QUESTION AGAINST STATE OF THE ART;
- MOTIVATION
- HIGH-LEVEL PREDICTIONS

#####

### Experiment N (N=NUMBER OF EXP)

KÜRZEL: PROJECTFOLDERNAME\_N

Participants: NUMBER, AGE RANGE, MALE/FEMALE RATIO

Critical items: NUMBER

Filler items: NUMBER

Laboratory (RT/Eyetracking/EEG):

Start of testing:

End of testing:

Requested participant fees:

#####

### Design:

INDEPENDENT VARIABLES

DEPENDENT VARIABLES

#####

### Example critical item

Critical region 1:

Critical region 2:

...

### Example critical item

Critical region 1:

Critical region 2:

...

#####

### ONLINE TASK:

ONLINE MEASURE(S): eye-tracking

### POST-TRIAL TASKS:

POST-TRIAL MEASURE(S):

### POST-EXPERIMENT TASK:

## POST-EXPERIMENT MEASURE(S):

#####

### Pretests:

- DESCRIPTION
  - PRETEST 1 – ...
  - PRETEST 2 – ...
- EXPECTATIONS

#####

## MAIN EXPERIMENTS Hypotheses (operationalized, within-participants)

### Experiment 1 - German

Table 1: **NULL HYPOTHESIS**

Table 2: **ALTERNATIVE HYPOTHESIS (AH) 1**

Table3: **AH 2**

Table 4: **AH 3**

## Predictions regarding any between-participant variables

#####

### Lists: DESIGN OF THE LISTS

Description to be added; including explanation of counterbalancing and repetitions

#####

## ANALYSES: HOW ARE YOU GOING TO ANALYSE THE DATA?

- WHAT TYPE IS YOUR DATA?
- WHAT ASSUMPTIONS MUST BE VERIFIED?
- WHAT STATISTICAL MODELS WILL BE USED?
  - OMNIBUS TESTS FOLLOWED BY
    - POST-HOC OR
    - PLANNED CONTRASTS?
- LMER, WHAT REFERENCES IN THE LITERATURE DO YOU FOLLOW? HYPOTHESIS TESTING OR MODEL COMPARISON?

#####

## Potential problems

- ??