

A Guide to Research Etiquette

Below are a few guidelines that will help the research process run more smoothly. If you have any questions or concerns, please contact Prof. Jeremy Loebach (loebach@stlaf.edu)

1. If you sign up for an experiment, please show up on time! Sometimes tardiness may be unavoidable, but a study may be very time sensitive, and being late may block you from participating (and hence you will not get credit for the study).
2. If you sign up for an experiment, please show up for it! Do not sign up for time slots that you are unsure of or know you will be unable to keep. This wastes the times of the researchers and makes signing up for studies more difficult for other students in the class.
3. If you have signed up for a time slot, but cannot keep the commitment due to a conflict, there are two options:
 - A. If you are aware of the conflict and it is less than 24 hours before your scheduled time slot (ex. You realize at 3 AM that you will be unable to attend your time slot at 3 PM later that day), please email the researcher and let them know. Do not just erase your name from the Google document... the researcher may be planning on your participation and end up waiting around for you at the experiment location, which is no fun for anyone (it is like being stood up for a date!).
 - B. If you are aware of the conflict and it is more than 24 hours before your scheduled time slot (ex. You realize at 10 PM Monday that you will be unable to attend your time slot Wednesday at 9 AM), it is OK to erase your name from the document, as this gives enough time for other students to sign up for that time.
4. If you miss an appointment, please do not go back to the Google document and erase your name. We print hard copies of these every day, and will know who it was. If you are still interested in participating in that study, you may want to sign up for another time slot, or contact the researcher about additional times.
5. If you sign up for an experiment, please write down the name of it, the time, the location and the researcher's name! It is your responsibility to get to where you need to be on time. Not everyone in the Psychology department knows who is doing what project where, so they may not be able to help you. You can always log back in to the Google Document "Research Participation Sign Up Sheet" from a public computer terminal and check where you need to be.
6. Be courteous to other users on the Google Document! Please do not add time slots (the researchers may have limited time and may not be able to accommodate you). Please do not erase the name of another participant from any time slot (we can track who changed what when and will know who was responsible). Please read the experiments carefully! Some may have specific requirements or procedures for your participation!