

## **Online course on formatting a doctoral thesis with Word**

Course instructor: Dr. Kerstin Winkelmann

The course consists of two sessions of 120 minutes each and is aimed at both doctoral students who are in the writing process and those who have already completed their dissertation and are preparing the submission version or publication. Maximum number of participants: 4.

### **Dates and times:**

28 January and 4 February 2022 from 10:00 to 12:00.

### **Topics**

- modify and create styles for: headings, running text, footnotes, quotes, references, headers, tables, caption etc.
- automatic numbering of chapters
- pagination (different odd and even; Roman numerals for the preface)
- headers (different odd and even; different for each chapter)
- create and use a template document
- sections breaks
- insert table of contents
- insert lists of tables, figures, maps etc.

further topics according to the interests and needs of the participants

Binding registration via the BIGSAS office by *25 January 2022*: [BIGSAS@uni-bayreuth.de](mailto:BIGSAS@uni-bayreuth.de)