



## Chaos in Your Document? Individual Counselling on Formatting Academic Documents with Microsoft Word

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When	Individual one-hour appointments in the period from Monday, 20 October 2025, to Friday, 30 January 2026
Where	Campus H, building part C, room H-C 6309 Hölderlinstraße 3, 57076 Siegen On request also possible online via Webex
Organiser	House of Young Talents
Language	English (auch auf Deutsch im Programm, Details dazu finden Sie <a href="#">hier</a> )
Intended for	Doctoral and postdoctoral researchers
HYT Certificate	Methods module (1 AE)

The vast majority of dissertations outside the STEM subjects, where LaTeX is often used, are created with Microsoft Word. Many users have taught themselves how to use Word and are quite proficient with the software in everyday use, but especially at the beginning of a project, they are often faced with the question: How do I actually set up my document in a practical way? Without a clear structure and correct style sheets, a lot of time can quickly be lost here. It is not uncommon – especially when the deadline for submitting an important document is approaching – for technical problems to suddenly arise: Format templates no longer work properly, tables of contents do not update correctly, footnotes jump to the wrong places, or page breaks mess up the entire layout. In such situations, you often don't know what to do – the time pressure grows and frustration increases.

In this one-to-one counselling, you will receive individual support in using Word – adapted to your own documents and questions. Whether automated directories, style sheets, section breaks, footnotes or illustrations: the aim is to enable you to use the functions confidently, which saves time, avoids frustration and makes formal requirements reliably implementable, especially in long academic texts. The counselling is individually tailored to your specific needs and documents – from solving acute formatting problems to the structured preparation of the entire document.

Please use the comments field on our registration form to indicate which time period would be suitable for a consultation appointment and briefly describe your specific needs. We will then get back to you with appointment suggestions.

### How to register

Please register using our registration form available at

[www.uni-siegen.de/hyt/registration/](http://www.uni-siegen.de/hyt/registration/)