

Report on Training Session: Formatting Papers and Utilizing Modern Referencing Tools

Introduction:

On February 15th, 2022, Saffrony Institute conducted a training session aimed at equipping students with essential skills for formatting papers in Microsoft Word and utilizing modern referencing and citation tools like Mendeley. With student strength of 45 students of 6th semester, led by Prof. Avani Dedhia, the session was designed to enhance students' proficiency in academic writing and streamline the process of referencing and citation.

Session Overview:

The training session commenced with an overview of the importance of proper formatting in academic papers and the significance of accurate referencing and citation. Prof. Avani Dedhia guided students through the process of formatting papers in Microsoft Word and introduced them to modern referencing tools like Mendeley.

Key Objectives:

1. Formatting Papers in Microsoft Word: Provide students with practical guidance on formatting academic papers, including setting up document layout, styling headings, inserting tables and figures, and creating bibliographies.
2. Utilizing Modern Referencing Tools: Familiarize students with modern referencing and citation tools like Mendeley, enabling them to efficiently manage references, cite sources, and generate bibliographies.

Session Content:

1. Formatting Papers in Microsoft Word:

- Document Layout: Prof. Avani Dedhia demonstrated how to set up document layout parameters such as margins, line spacing, and page numbering for academic papers.
- Styling Headings: Students learned how to apply consistent formatting to headings and subheadings using predefined styles in Microsoft Word.
- Inserting Tables and Figures: Practical guidance was provided on inserting tables and figures into academic papers, formatting them appropriately, and adding captions.
- Creating Bibliographies: Prof. Avani Dedhia introduced students to the process of creating bibliographies using citation management tools in Microsoft Word.

2. Utilizing Modern Referencing Tools:

- Introduction to Mendeley: Students were introduced to Mendeley, a modern referencing and citation management tool, and its features for organizing references, generating citations, and creating bibliographies.

- Managing References: Practical demonstrations were conducted on how to add, organize, and manage references in Mendeley, including importing references from online databases and PDFs.

- Citing Sources: Prof. Avani Dedhia guided students through the process of citing sources using Mendeley's citation plugin in Microsoft Word, ensuring accuracy and consistency in citations.

- Generating Bibliographies: Students learned how to generate bibliographies automatically using Mendeley's citation plugin, saving time and effort in the paper writing process.

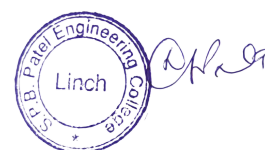
Outcomes:

1. Improved Formatting Skills: Students acquired practical skills for formatting academic papers in Microsoft Word, ensuring adherence to academic writing standards and enhancing the readability of their papers.

2. Efficient Referencing and Citation: By learning to use modern referencing tools like Mendeley, students streamlined the process of managing references, citing sources, and generating bibliographies, improving the accuracy and consistency of their citations.

Conclusion:

The training session on formatting papers and utilizing modern referencing tools conducted by Prof. Avani Dedhia provided students with valuable skills and knowledge essential for academic writing. By mastering the art of formatting papers in Microsoft Word and harnessing the capabilities of modern referencing tools like Mendeley, students are better equipped to produce high-quality academic papers while adhering to academic integrity standards. This reflects Saffrony Institute's commitment to providing students with the tools and resources necessary for success in their academic and professional endeavors.



Photographs:

