COURSE BROCHURE

Footnotes, Endnotes and Bibliographies in Word and Google Docs

Research & Doctoral Support / Academic Referencing & Citation

One-time full-course fee

INR 1,499

Access

12 months course access

Study plan

8 suggested study hours; 12 months access

Learning format

6 self-paced written English lessons with original examples, practical exercises, explained answers and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS.

Programme overview

Six original self-paced written English lessons on creating real notes, selecting citation workflows, checking software style editions, converting notes and validating document exports. Includes original practice documents described in text, answered exercises and a self-assessed capstone. Optional existing automated Course Tutor support; no software licence, recorded lecture, live class or human marking is included. 6 self-paced written English lessons with original examples, practical exercises, explained answers and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS. Independent ZELVU practical study. Software licences, official style manuals, live human teaching, individual marking, recorded lecture series, external accreditation and journal publication are not included. Follow the required institution or journal guide and verify source metadata; examples labelled fictional are for formatting practice only. These same six lessons are included in the comprehensive Academic Referencing Complete Course. Choose the specialist or master route; buying both repeats these lessons.

Who this is for

1. Basic document editing and familiarity with source metadata. Microsoft Word is optional for the Word-specific practical route; Google Docs can be used for the supported tasks. Some desktop or institutional features depend on the learner's own access.
2. Use a personal practice manuscript and permitted, non-confidential source records.

Published topics and learning focus

1. Choose a document reference architecture
2. Word: insert, format, convert and check notes
3. Google Docs: footnotes, pages and pageless layout
4. Native citation tools: editions and bibliography updates
5. Collaboration, cross-references and final export
6. Capstone: a verified notes-and-bibliography document

Before you choose

1. These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
2. ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
3. Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.