

Page Numbering for a Thesis or Dissertation

Tip: Add Page Numbering to your document after you are finished making all edits. After the page numbering has been added, then add the Table of Contents and/or update the Table of Contents.

A typical document consist of three main parts:

1. Preliminaries
2. Text (chapters)
3. Supplementaries

The preliminary pages with the exception of the Title page use lowercase Roman numerals, which are centered and at least ½” from the bottom of the page (in the footer).

The text and supplementary pages uses Arabic numerals for page numbering and start with the page number 1. Page numbers are centered and at least ½” from the bottom of the page (in the footer).

Title Page:

Per the Graduate School Thesis and Dissertation manual, the cover page should not include any page numbering.

CopyRight Page:

The Copyright Page is an optional page in the document. The CopyRight page does not use a page number and is **not** “counted” in the page numbering.

Abstract Page:

The Abstract Page is the first page in your document that should include a page number. Per the Graduate School manual, the Abstract page starts with lowercase Roman numeral ii.

Tip: Add page numbering to your document when it is in “final draft” to avoid unnecessary issues with page numbering.

Other Preliminary Pages:

All other required and/or optional preliminary pages will use the lowercase Roman numeral and continue numbering from the previous page(s).

Text Pages:

The text of a thesis/dissertation features an introduction and several chapters, sections, and subsections. Text pages will use the Arabic numbering and start with Page 1.

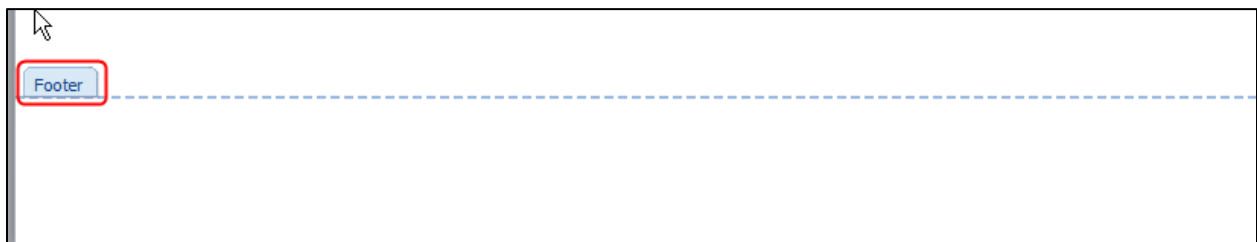
How to Add Page Numbering → starting at the Abstract Page

Use the scenario that best fits your document:

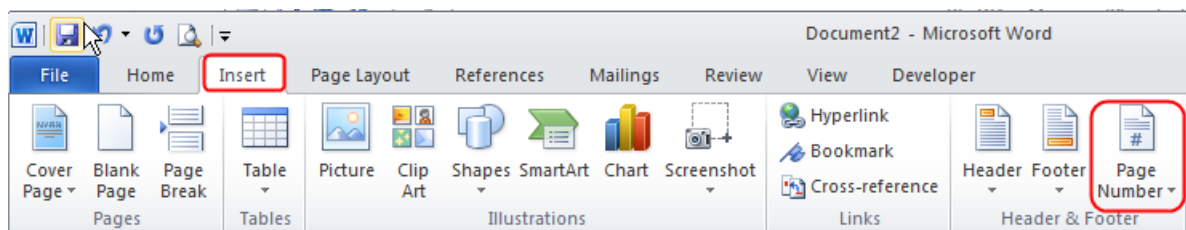
Scenario one: document has a Title page and **NO** copyright page

Step 1:

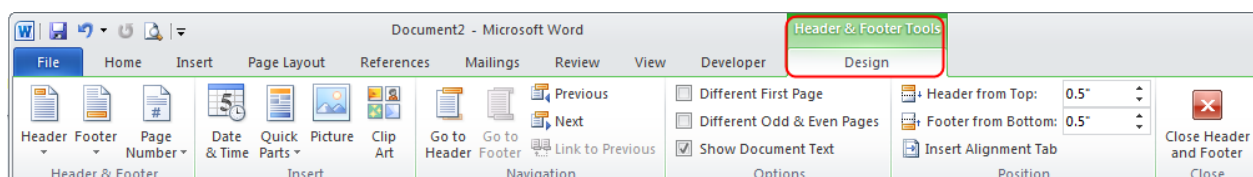
If your document has a Title page and you do not plan on using a copyright page, then double click with the mouse in the footer area of your **Title** page to access the Header/Footer tools:



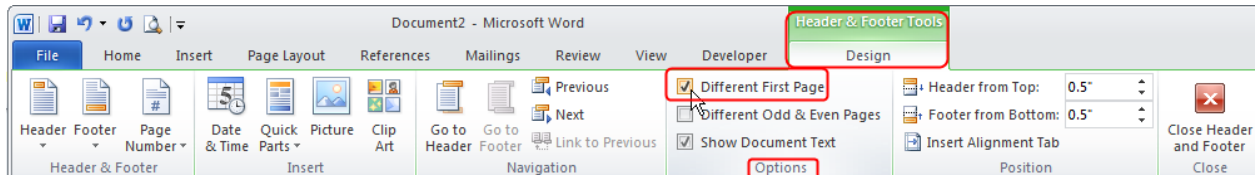
Tip: you could also select the Insert Tab of the Ribbon and choose Insert Page Number to access the Header/Footer tools.



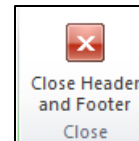
Once in the Footer, the Ribbon at the top of the screen should reflect Header/Footer tools:



Select the check box for Different First Page in the Options group of the Header/Footer Tools | Design tab:



Click on the Close Header and Footer button to switch out of the footer and move back into the document.

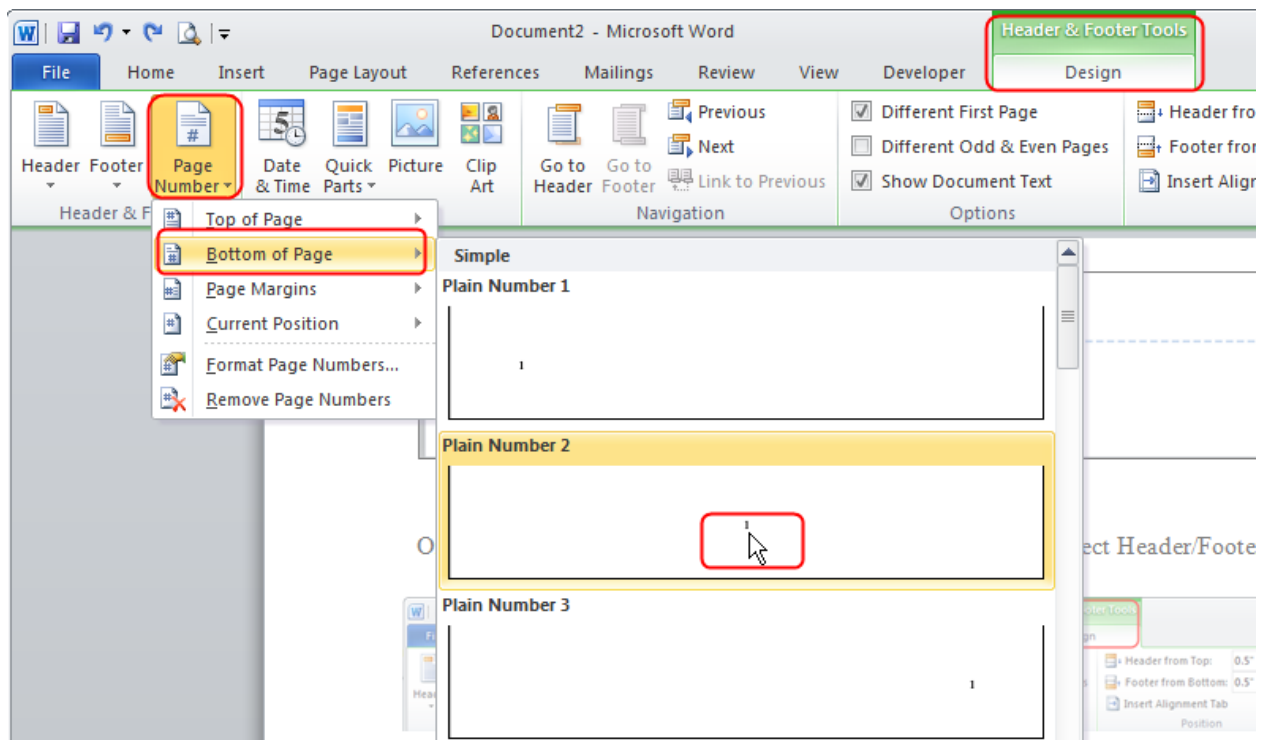


Step 2:

Next, navigate to the Abstract Page and double click with the mouse in the Footer.

From the Header/Footer tools, select the Page Number Icon drop-down list, Bottom of Page, and the Center option.

This will add a page number of “2” to the Abstract page and leave the Title page without a page number since we turned on Different First Page.



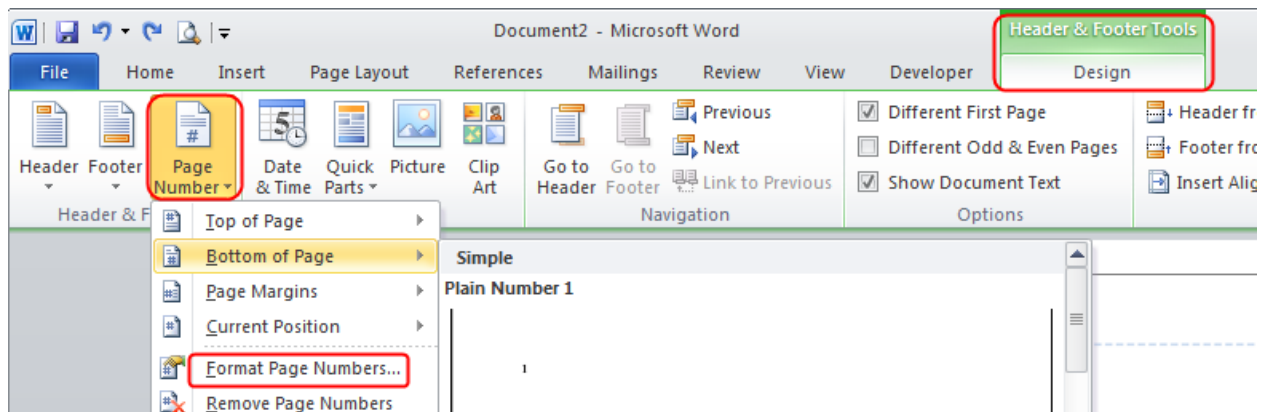
Step 3:

Format the page number so it displays in lowercase Roman numeral. Start by double clicking with the mouse in the footer and selecting the page number. Left click the mouse and drag it over the page number so that it's highlighted in "blue".

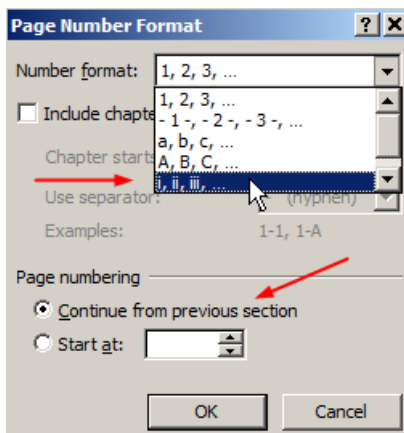


Step 4:

Next, from the Header/Footer tools Design tab in the Ribbon, select the drop-down menu for Page Number, Format Page Numbers.



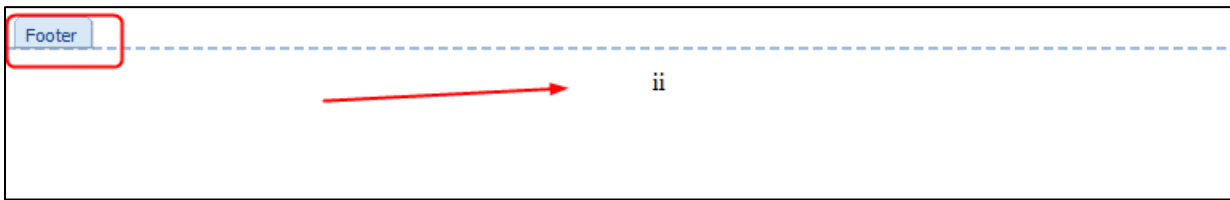
From the Format Page Number dialog box, select the formatting style for Roman numeral.



Make sure "continue from previous section" is selected so Word knows what page number to start with; in this case "ii".

Tip: if your Abstract page shows a page number of "iii", then double click in your footer, select the page number so that it's blue, navigate back into the Page Number Format dialog box and change the Page Numbering option to "start at ii". If the page numbering still shows "iii", then repeat the steps and set page numbering to start at "i".

Result:



Continue the lowercase Roman numerals for all preliminary pages.

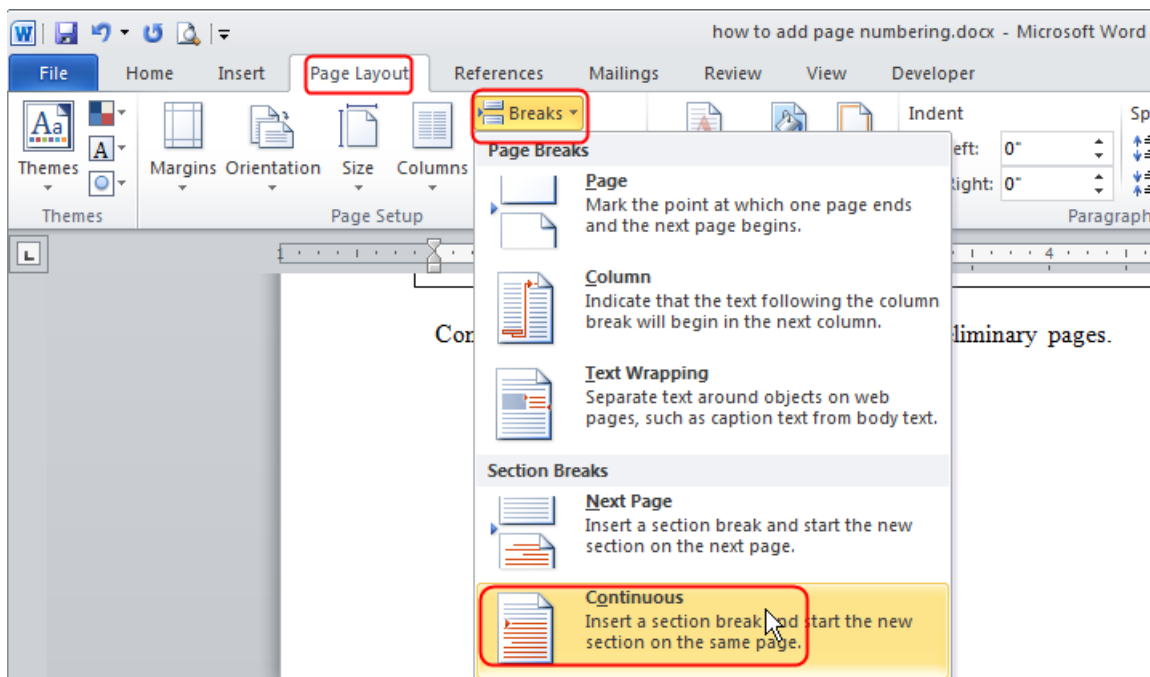
Step 5:

How to Add Arabic Page Numbers to Chapters → text following the preliminary pages

A Section Break must be added in order to change the page numbering from lowercase Roman numeral to Arabic page numbers for the remainder of the text.

Tip: section breaks are necessary in a document when margins, page orientation, and headers/footers need to vary.

Section Breaks are located under the Page Layout tab, Breaks drop-down menu. When adding a section break, it is best practice to add a “continuous” section break so that it appears more “transparent” within the text and doesn’t move text to the next page.

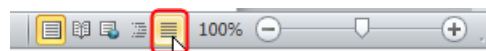


Position the cursor at the bottom of the text on the last preliminary page, above the footer. Next, navigate to the Page Layout tab and click on the Breaks icon, Continuous. This will add a section break to your document.

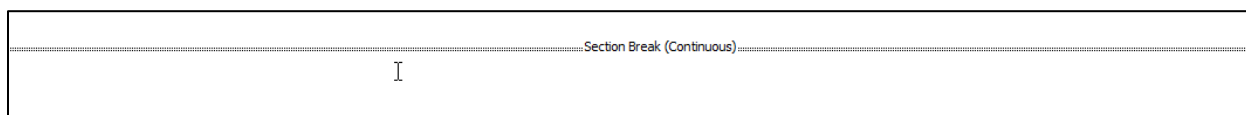
Tip: The section break is not “visible” when working in the Print Layout View. The section break is only visible when working in the Draft view.

Verify the Section Break from the Draft View:

Located in the bottom right corner of the Status Bar, the grey bar at the base of your MS Word Window, you will see **View** icons. Click on the Draft icon to view the section break.



Example of Section Break, Continuous, from Draft View

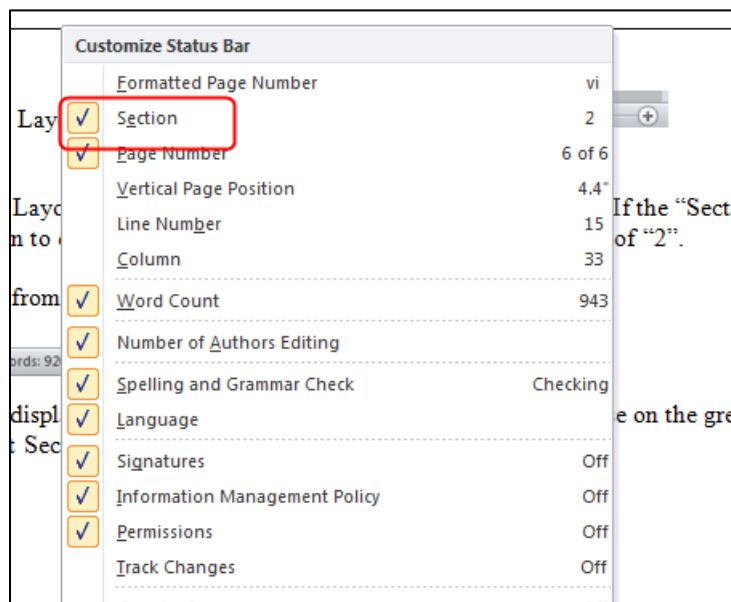
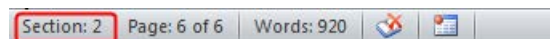


Switch back to Print Layout view when done viewing; it’s easier to format your document in Print Layout View.



Tip: from the Print Layout View, look at the base of the Status Bar, left side. If the “Section” identifier is turned on to display in the Status Bar, it will show the new section of “2”.

Example of Section identifier turned on from the Print Layout View, Left-side of the Status Bar



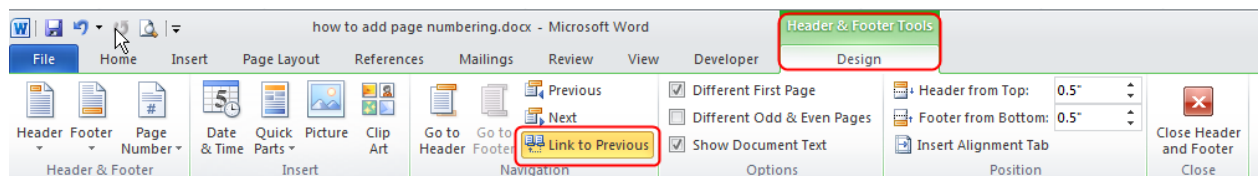
If the Section is not displaying in the Status Bar, then right-click with the mouse on the grey Status Bar and select Section.

Step 6:

Once the Continuous Section Break is in place, go to the first page of your text (chapter 1), which is the page after the last preliminary page in your document.

The first page number in your text and/or chapter 1 must show Arabic page 1. Double click in the footer to display the header/footer tools.

Example of the footer on first page of your chapter and/or regular text:



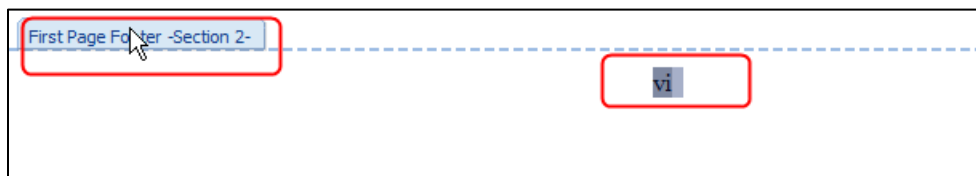
Step 7:

From the Header & Footer Tools, Design tab, notice the Link to Previous button in the Navigation Group is turned on or highlighted “orange”.

Click on the Link to Previous icon to turn the linking tool off (the highlight should be off). Unlinking the two sections is required so that you can vary the formatting from Roman numeral to Arabic.

Step 8:

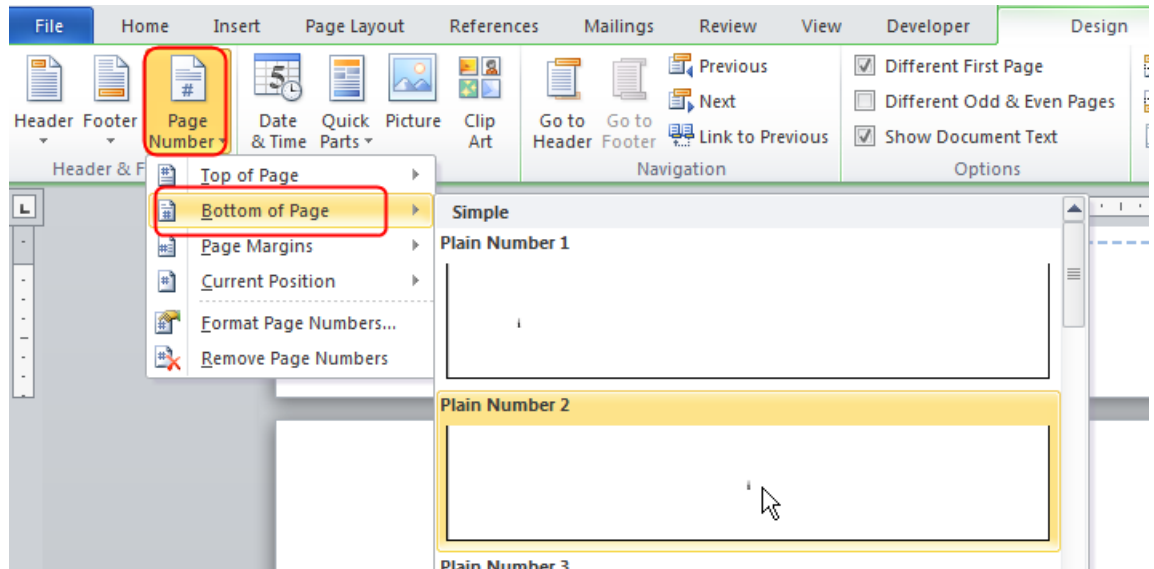
Next, highlight the Roman numeral page number and delete it.



Step 9:

Next, from the Header/Footer Tools Design tab, click on the Page Number icon drop-down menu. Select Bottom of Page, Plain Number 2, Center.

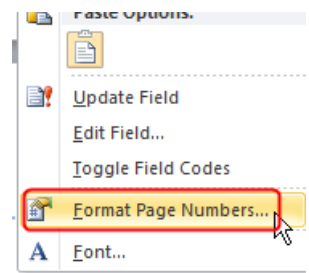
Example:



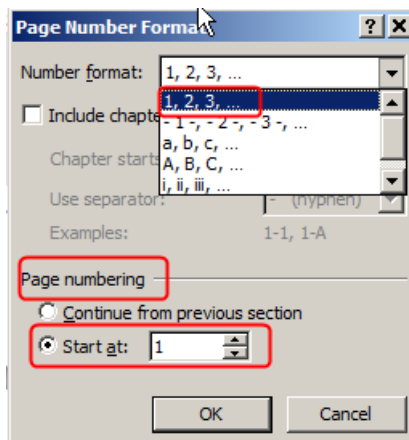
Step 10:

Next, format the page number to show Arabic.

Select the page number, right-click on it and choose Format Page Numbers



From the Page Number Format dialog box, set the following options:



Number Format: choose 1,2,3 (Arabic)

Start At: select 1

Click on the OK button.

Tip: if when you close your footer and the page number starts with a “2” instead of a “1”, then format the page number again to start at “0”.

The Arabic Page numbering should continue through the rest of the document.

Scenario two: document has a Title page and a Copyright page

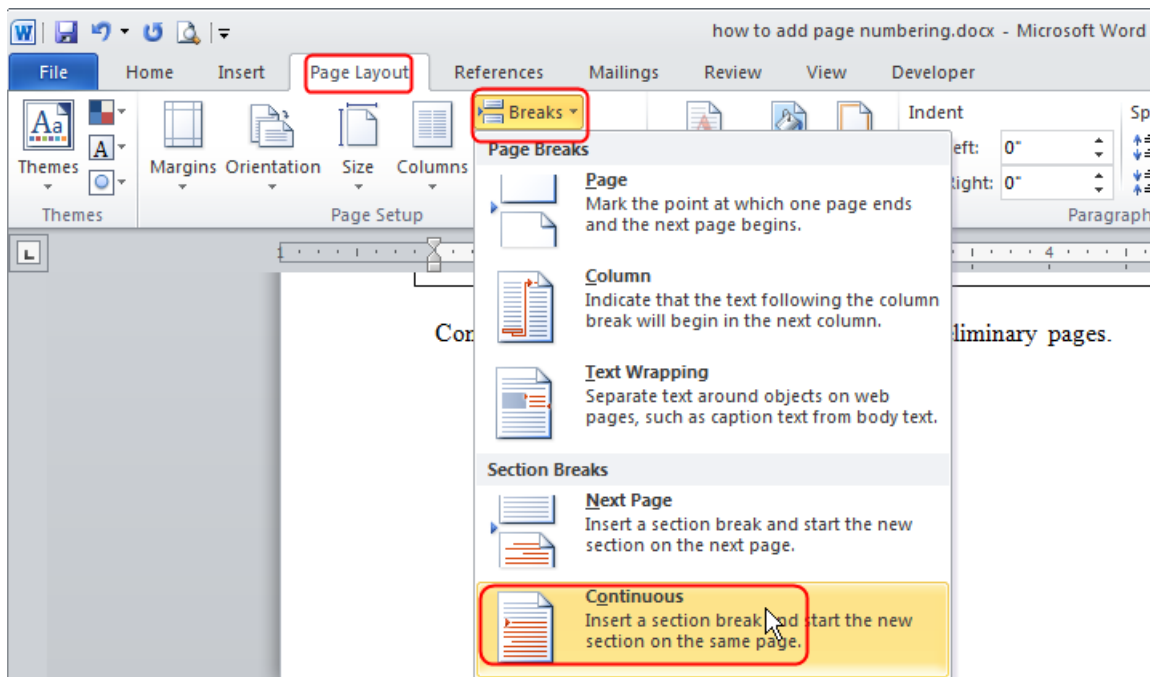
If a document has a Title page and a Copyright page, then page numbering should start on the Abstract page with lowercase Roman numeral ii.

NOTE: all the step by step instructions on how to insert a section break, unlink sections, insert page numbering, and format page numbering is listed above in scenario one. The steps listed for scenario two aren't detailed. Please review the topic areas above if you need detailed instructions on the tools mentioned below.

The Title page and the Copyright page do not display page numbering. Also, the Copyright page is not included in the page count for the document. The Abstract page is the first page to show a page number and it should start with lowercase Roman numeral ii.

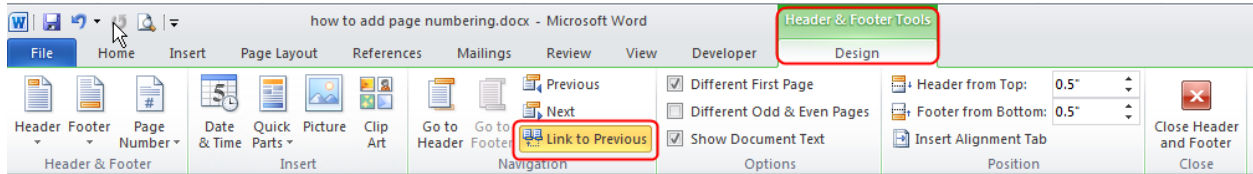
Step A:

Add a Section Break Continuous to the base of the Copyright page.



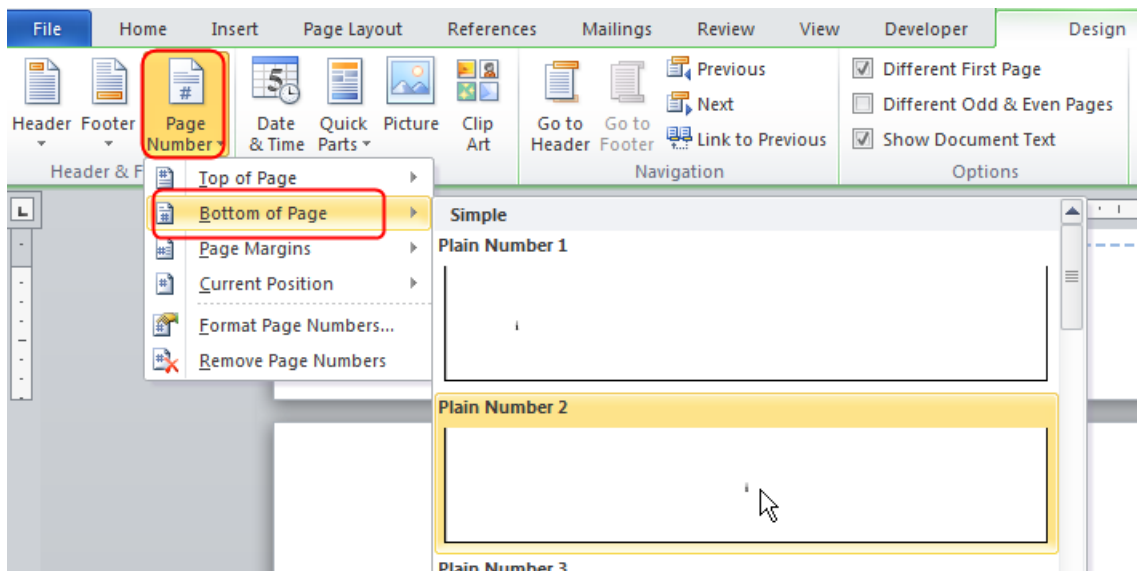
Step B:

Next, navigate to the footer of the Abstract page, click in the footer and unlink the sections. Click on the Link to Previous to turn it off.



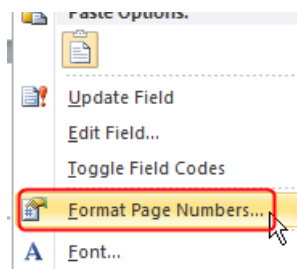
Step C:

Next, from the Page Number drop down list of the Header and Footer Design tools, select the Bottom of the Page, Center, to add the page numbering.

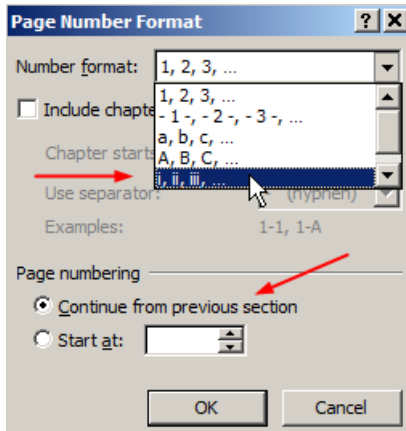


Step D:

Next, format the page numbering to start at lowercase Roman numeral. Select the page number in the footer and right-click your mouse, choose Format Page Numbers.



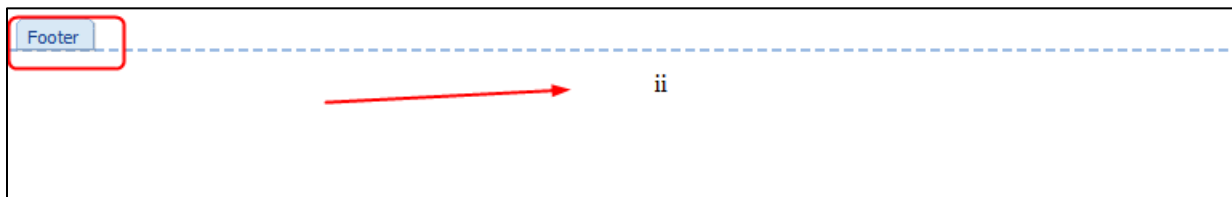
From the Format Page Number dialog box, select the formatting style for Roman numeral.



Make sure Start At is set to lowercase Roman numeral ii.

Tip: if your Abstract page shows a page number of “iii”, then double click in your footer, select the page number so that it’s blue, navigate back into the Page Number Format dialog box and change the Page Numbering option to “start at ii”. If the page numbering still shows “iii”, then repeat the steps and set page numbering to start at “i”.

Result:

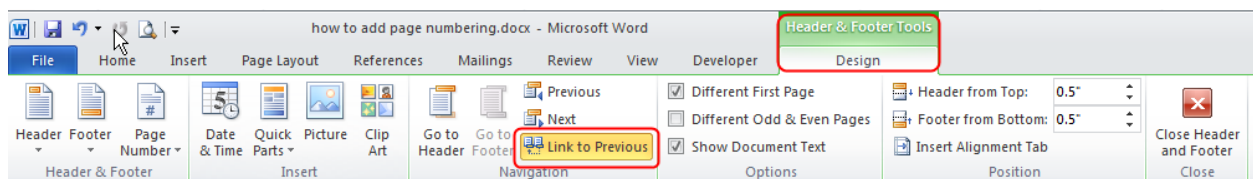


Continue the lowercase Roman numerals for all preliminary pages.

Step E and F:

Next, add a section break continuous to the last page of the preliminary pages.

Navigate to the first text page (chapter 1) and turn and double click in the footer. Turn off the Link to Previous.



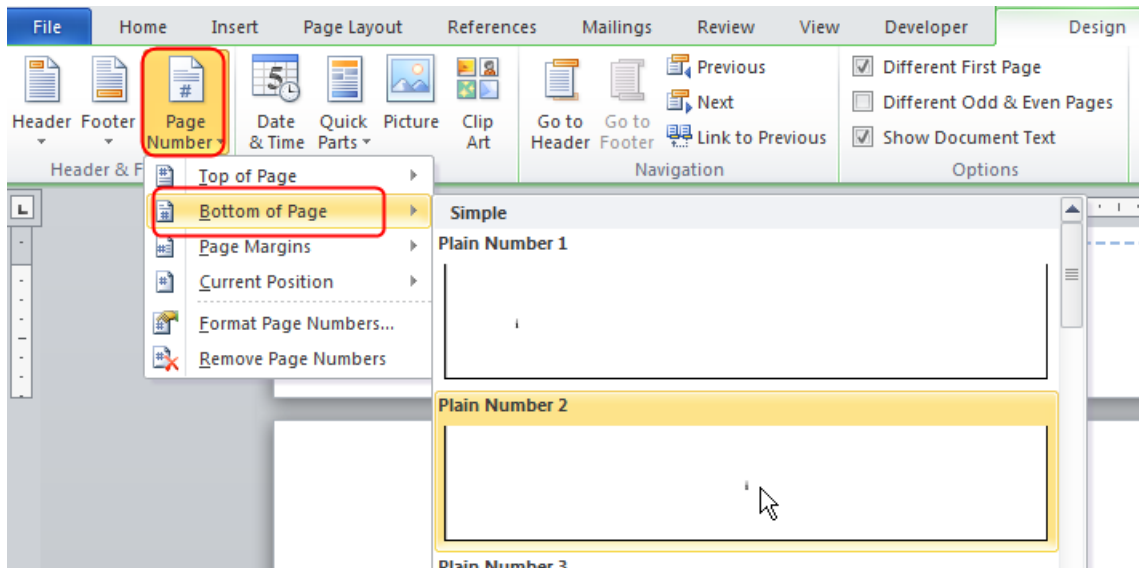
Step G:

Next, select the page number listed and delete it.



Step H:

Add the new Arabic page numbering. Select the Page Number icon, Bottom of Page Plain Number, Center.

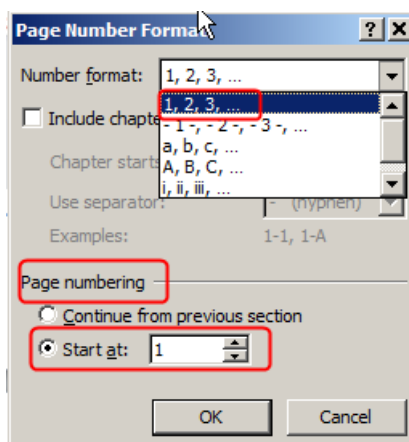


Step I:

Last, format the page number to show Arabic.

Select the page number, right-click on it and choose Format Page Numbers

From the Page Number Format dialog box, set the following options:



Number Format: choose 1,2,3 (Arabic)

Start At: select 1

Click on the OK button.

Tip: if when you close your footer and the page number starts with a “2” instead of a “1”, then format the page number again to start at “0”.

The Arabic Page numbering should continue through the rest of the document.