PAGE NUMBERING FOR THESIS/DISSERTATION

PAGE NUMBERS – A BRIEF OVERVIEW:

Though normally we insert page numbers at the beginning of documents, the graduate school has special requirements regarding page numbers. They require that Arabic page numbers are placed after the Prefatory pages. In which case, the first page number appearing in the document will be on page number 2 of the main body of your Thesis/Dissertation (the second page of the first chapter). In order to achieve this, you can use the following steps.

• Page numbers should be ¾ inch from the bottom of the page in the center.

• The Prefatory pages (all pages from the Title Page to the first page of the body of the thesis or dissertation, i.e., the title page, copyright page, signature page acknowledgement page, etc.) should NOT have any page numbers on them, but are numbered on the Table of Contents as Roman Numerals (i, ii, iii) starting with the Signature Page (blank) listed as page i.

• The only pages within your document that are not listed or numbered on your Table of Contents are your Abstract and Blank pages. Your Title and Copyright pages are counted along with your Signature page as page “i” of your document.

• Page numbers for all pages after the start of the body of the text of the Thesis/Dissertation should be in standard Arabic numbers (1, 2, 3).

• The first page of each section, including the body of the text, Reference section, and Appendices, should NOT have a page number on it. You can use section breaks for each section, then selecting “Different First Page” in Header and Footer options to clear the page number for the first page of the section.

• The first page number appearing in the body of the text will be page number 2 (second page of the first chapter. Although counted as pages, NO page number
appears on the first page of any chapter or section (References, Appendices, etc.).

- Landscape pages will be printed in Portrait Orientation. If you have Landscape pages in your document, center the page numbers at the left hand side of the Landscape page so that when printed, the page numbers line up with the other Portrait orientated pages. If you have a graphic or table that would appear better in Landscape format, consider rotating the graphic or table so it appears on a Portrait page instead of having to re-orientate the page numbers to fit the Landscape pages. You could also print off the Landscape and Portrait pages, arrange them in order, then scan them into a single document for submission.

- For your Thesis/Dissertation, you cannot have page numbers on the first page of each chapter, reference, or appendices sections. To achieve this, you can simply use section breaks in MS Word to start a new “section” so that the first page header/footer is different. See our handout on Page Numbers for more information.

**ON A PC:**

1. Double click on the bottom of the page before the main body of your Thesis/Dissertation.
2. Select the “Page Layout” tab.
3. Click the “Breaks” button to access the drop down menu.
4. Under the Section Breaks section of the drop down menu, click on the “Continuous” button.
   a. If you have not written or inserted the main body of your paper yet, you may consider doing a “Next Page” section break, which will not only break the formatting but will also insert a page break as well so you can start (or paste) the main body of your paper on a new page.
5. Next, double click on the footer of the second page of the main body of the paper.
6. Under the Header & Footer section on the Header and Footer Design tab, click on the “Page Number” button to show the drop down menu for page numbers.
7. Mouse over “Bottom of Page” button from the drop down menu to show all the options for inserting page numbers into the footer.
8. Select “Plain Number 2”, which should show a centered single page number.
9. On the Header and Footer Design tab, select the checkbox next to “Different First Page” to make the page number on the first page of your main body to disappear.
10. If the button “Link to Previous” is highlighted, click on it to de-select the button so the following pages can have a different format from the rest of the paper.
11. Click on “Page Number” in the Header & Footer Tools tab or the Page Layout tab.
12. Go to the bottom of the drop down menu and click on “Format Page Numbers“. This should bring up the page number format box.
13. Make sure the format of the numbers in the dropdown menu next to “Format Numbers:“ is set to “1, 2, 3, …” or Arabic numbers.
14. Under the Page Numbering section, select the round button next to “Start at:” and change the number to 1.
15. This will cause the second page of your Thesis/Dissertation to show page number 2, while leaving page 1 without a page number.
   a. Note: With these settings, a page number is not supposed to show up on the first page of the main body of your Thesis/Dissertation, so to check page numbers, scroll to the second page of the section you have just added page numbers.
16. Hit “Ok” to exit the menu.

**ON A MAC:**

1. First, click on the bottom of the page before the main body of your Thesis/Dissertation.
2. Click on the “Insert” menu button at the top of the MAC desktop to access the drop down menu.
3. Click on “Breaks” with the arrow next to it, showing a side menu.

4. Select “Section break (Continuous)” from the list to insert a section break on the page before the body of your thesis/dissertation.
   a. If you have not written or inserted the main body of your paper yet, you may consider doing a “Section break (Next Page)”, which will not only break the formatting but will also insert a page break as well so you can start (or paste) the main body of your paper on a new page.

5. Next, double-click on the footer of the second page of the main body of the paper.

6. Click on the “Insert” menu button again at the top of the MAC desktop.

7. Click on “Page Numbers…” to bring up the Page Numbers options box.

8. Under the Position section, select “Bottom of page (Footer)” from the drop down menu.

9. Under the Alignment section, select “Center” from the drop down menu.

10. De-select the checkmark box next to “Show number on first page” so that the page number does not appear on the first page of that section.

11. Click the “Format” button to bring up the Page Number Format box.

12. Check that the format for the numbers is “1, 2, 3, ...” or Arabic numbers.

13. Under the Page Numbering section, click the button next to “Start at” and put it at “1” so the first page of that section starts at one.
   a. Note: With these settings, a page number is not supposed to show up on the first page of the main body of your Thesis/Dissertation, so to check page numbers, scroll to the second page of the section you have just added page numbers.

14. Click “Ok” to close the Page Number Format box.

15. Click “Ok” to close the Page Numbers Options box.

HOW TO BREAK THE PAGE NUMBERS INTO SECTIONS:
For your Thesis/Dissertation, you cannot have page numbers on the first page of each chapter, reference, or appendices sections. To achieve this, you can simply use section breaks in MS Word to start a new “section” so that the first page header/footer is different.

**ON A PC:**

1. Click on the bottom of the last page of your previous chapter (i.e. Chapter 1).
2. Select the “Page Layout” tab.
3. Click the “Breaks” button to access the drop down menu.
4. Under the Section Breaks section of the drop down menu, click on the “Continuous” button.
   a. If you have not written or inserted the next chapter into the body of your paper yet, you may consider doing a “Next Page” section break, which will not only break the formatting but will also insert a page break as well so you can start (or paste) the main body of your paper on a new page.
5. Double click on the footer of the second page of the next chapter (i.e. Chapter 2).
6. On the Header and Footer Design tab, select the checkbox next to “Different First Page” to make the page number on the first page of that chapter (i.e. Chapter 2 or subsequent chapters) to disappear.
7. Check that the button “Link to Previous” is selected so the following pages have the same format as before.
8. Click on “Page Number” in the Header & Footer Tools tab or the Page Layout tab.
9. Go to the bottom of the drop down menu and click on “Format Page Numbers “. This should bring up the Page Number Format box.
10. Under the Page Numbering section, select the round button next to “Continue from previous section” so your pages continue the page numbering as before.
   a. Note: With these settings, a page number is not supposed to show up on the first page of the chapter or section, so to check page numbers, scroll to the second page of the section you have just added page numbers.
11. Click “Ok” to exit the Page Number Format box.
ON A MAC:

1. First, click on the bottom of the last page of your previous chapter (i.e. Chapter 1).
2. Click on the “Insert” menu button at the top of the MAC desktop to access the drop down menu.
3. Click on “Breaks” with the arrow next to it, showing a side menu.
4. Select “Section break (Continuous)” from the list to insert a section break on the page before the body of your thesis/dissertation.
   a. If you have not written or inserted the next chapter into the body of your paper yet, you may consider doing a “Section break (Next Page)”, which will not only break the formatting but will also insert a page break as well so you can start (or paste) the main body of your paper on a new page.
5. Double click on the footer of the second page of the next chapter (i.e. Chapter 2).
6. Click on the “Insert” menu button again at the top of the MAC desktop.
7. Click on “Page Numbers...” to bring up the Page Numbers options box.
8. De-select the checkmark box next to “Show number on first page” so that the page number does not appear on the first page of that section.
9. Click the “Format” button to bring up the Page Number Format box.
10. Check that the format for the numbers is “1, 2, 3, …” or Arabic numbers.
11. Under the Page Numbering section, click the button next to “Continue from previous section” so your pages continue the page numbering as before.
   a. Note: With these settings, a page number is not supposed to show up on the first page of the chapter or section, so to check page numbers, scroll to the second page of the section you have just added page numbers.
12. Click “Ok” to close the Page Number Format box.
13. Click “Ok” to close the Page Numbers Options box.