How to Format Page Numbers in a Dissertation & Thesis

These instructions are based on using Word 2016 on Windows. To address landscape pages, see:

Tips
• Use Insert > Page Break to move text to the next page. Do not press Enter/Return to push the text onto a new page.
• To display Footer information, double click in the Footer area. To return to the body of the document, double click outside the Footer area.

Page number formats are in three separate parts.

1. **Title page** – The first page is the title page; it is only one page. There is no page number displayed. It counts as page “i”.
   a. On the ribbon select **Insert > Footer > Banded** [page number in middle of Footer]
   b. Go to the first page. Double click on page number 1 in the Footer to select it.
   c. Click on the **Design Tab** on the ribbon. Select **Different First Page**.

![Design Tab](image)

The page number disappears. The Footer is now labeled “First Page Footer.”
This indicates the first page differs from the rest of the document’s Footers.

NOTE: Although there are no Headers allowed in this document, the message First Page Header also displays. The Header area is blank.
2. **Roman Numerals** - Go to the Footer on the next page. This is page “ii”. Format the page number to display Roman numerals.
   a. Double click on the page number to select it.
   b. Right click on the number and select **Format Page Numbers**. Select the **Roman numeral format**. Select **Continue from previous section**. This page should not be numbered “i” [page one]; it must be page ii.

3. **Arabic Numerals** - are used for page numbers on the main text pages, starting with page The body of your text is treated as a separate section. Section breaks allow you to break your document into parts and edit each part separately.
   a. Place your cursor at the end of the text of the last Roman numeral page. Select **Layout > Breaks >Next Page**.
b. Double click in the Footer area. The Footer [and Header] display per below.

See the Design Tab on the ribbon. Unselect “Link to Previous”. The page number format is not continuing from the preceding pages.

c. Select Insert Page number > Bottom of Page > Plain Number 2 [middle of page]
d. Double click on the number to select it
e. Right click and select Format Page Numbers. Select the Arabic numeral format. Select Start at 1.

For the pages that follow, the Footer notation is “Same as Previous”.

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