Thesis Page Numbering

1. Divide thesis into sections
   a. Section 1
      • Title page
      • Copyright page (optional)
   b. Section 2 Front Matter
      • Unsigned Submittal Page (always page ii)
      • Abstract (always page iii)
      • Table of Contents
      • List of Figures
      • List of Tables
      • List of Equations (if applicable)
      • List of Symbols (if applicable)
      • Acknowledgments
      • Dedication Page (if applicable)
   c. Body of Thesis
      • Chapters – Chapter 1 is always page 1
      • References
      • Bibliography (if applicable)
      • Appendices (if applicable)

2. Add section break at the end of each section
   a. Click at the end of the last page of a section
   b. Click Page Layout > Breaks > Next Page.
3. View Section Breaks:
   - To see where the breaks are located, or
   - To remove a section break (click before the break>delete), if necessary

   a. Click **Home** > In the **Paragraph Section**, Click [Image]

   b. The section breaks will look like this:

   ![Section Break (Continuous)]

4. Unlink section 2 from section 1. *Since section 1 does not have page numbers, this will allow you to start page numbering in section 2.*
   Note: You should do this before adding page numbers.
   a. Double-click in the footer area of the unsigned Submittal Page (beginning of section 2)
   b. Word displays the **Design** tab under **Header & Footer Tools**.
   c. In the **Navigation** area, click **Link to Previous** to turn it off and unlink the footer in section 2 from section 1 (the previous section).

5. Add Page numbers
   a. Go to the unsigned Submittal Page
   b. Click **Insert** > **Page Number** > **Plain Number 2** (Centered-bottom of page)

   ![Insert Page Number]

   d. Format Page Numbers in Sections 2 and 3.
      - You do not need to format page numbers in section 1, because it does not have page numbers.
e. Format page numbers in section 2 with lower case Roman numerals.
   • Double click in the Footer area of the unsigned Submittal Page (if the footer is already open, you do not need to double click, just click once in the footer)
   • Click Insert > Page Number > Format Page Number
     o Number Format = i, ii, iii
     o In the Page Numbering Section,
       ▪ Start At: ii > OK

f. Format page numbers in section 3 with Arabic numerals
   • Double click in the Footer area of Chapter 1
   • Click Insert > Page Number > Format Page Number
     o Number Format = 1, 2, 3
     o In the Page Numbering Section,
       ▪ Start At: 1 > OK

6. When you are done formatting page numbers in both sections, click Close Header/Footer.