Page Numbering for a Thesis or Dissertation

This document will follow the Colorado State University Graduate School Electronic Thesis & Dissertation (ETD) formatting guide for pagination of an ETD.

Note: It is best to add Page Numbering to a document after all edits are complete. After the page numbering has been added, then add the Table of Contents and/or update the Table of Contents.

NOTE: Before following this guide, it is recommended to remove all existing page numbering within your Thesis.

Add a Section Break on Copyright page

To add page numbering to the Abstract page, there must first be a section break added to separate the Abstract page from the Title and Copyright page.

Note: It may be useful to view formatting marks when inserting sections. To view formatting marks, click on the Show/Hide paragraph marks icon, which is located in the Paragraph Group on the Home Tab. Paragraph markings and text will not print with the document.
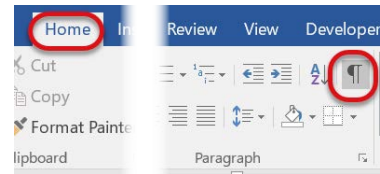
Navigate to the Copyright page and position the cursor after the word Reserved.
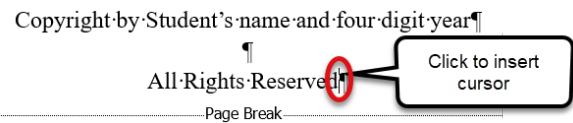
Navigate to the Layout tab, click on the Breaks icon, and select Next Page from the Sections Breaks. This will insert a section break and start the new section on the next page.
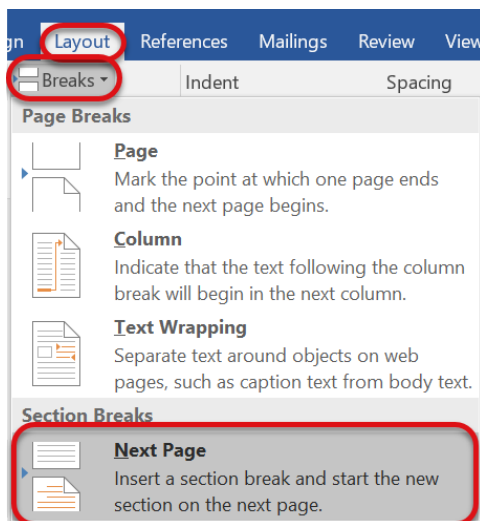
If paragraph marks are turned on, a piece of text that says Section Break (Next page) will appear indicating there is a Continuous Section Break on the document.
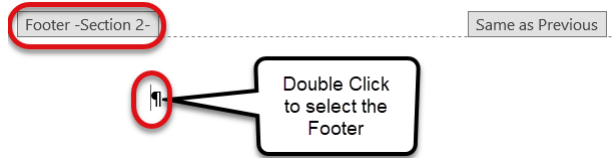
This may move the Abstract page from the top of the next page. If this happens, use the delete key to move the Abstract text back to the top of the page.

Insert Page Number

To insert a page number, navigate to the Footer of the Abstract page.

The footer is the section of a document that appears in the bottom margin of a page.

To select the footer, double click in the footer area.

Navigate to the Header & Footer Tools Design Tab and uncheck the Different First Page option and then click on the Link to Previous icon to deselect (unhighlight) it.
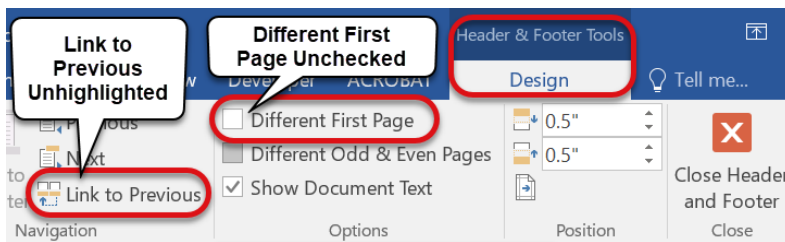
Click on Page Number dropdown list, which is located on the left side of the Header & Footer Design Tab, select Bottom of Page, and choose the Plain Number 2 option, which will center, the page number in the footer.
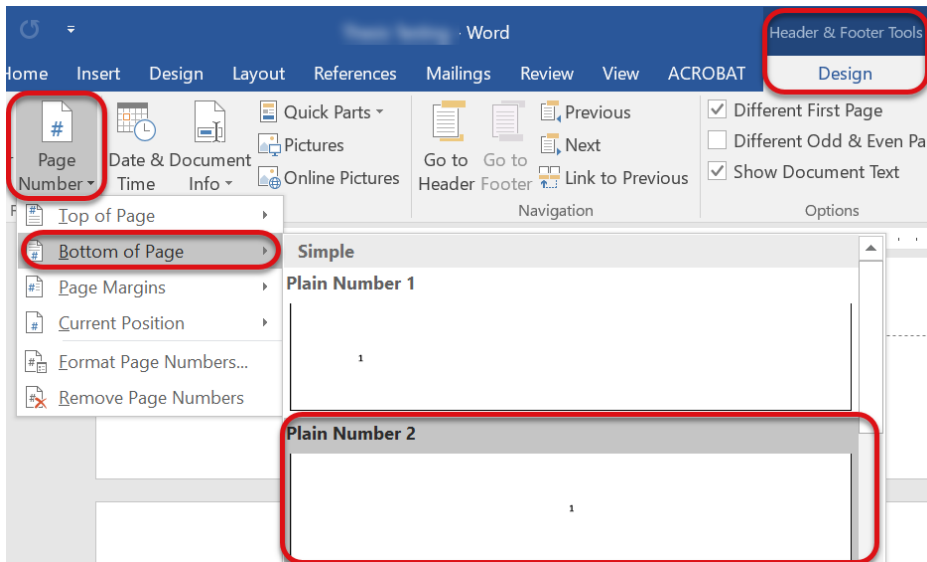
By default, the page number will not appear as the ETD formatting guide requires, which is to use Roman numerals starting with "ii" on the Abstract.

Format Abstract page number

To change the page number to meet the ETD formatting guide requirements, make sure the cursor is in the Footer where the page number was just inserted. Navigate to the Header & Footer Tools Design tab, click on the Page Number icon and select Format Page numbers.

Note: If the Header & Footer Tools is not appearing, the cursor is not located in the Footer.

On the Page Number Format window, select the lower case Roman numeral option (i, ii, iii, …) from the Number format dropdown. In the Page numbering section, click on the Start at radio button and enter in a lower case "ii". Click OK when these options have been changed.

Note: If the page number in the Footer is not displaying correctly, the Start at option may need to be changed. For example, if "i" is displayed as the page number, change the start at option to "ii". The number entered in the start at option will all depend on where the Section Break was inserted within the document.

Note: When inserting the page number, Word may insert and extra return under the page number, which will make the page number move from the ½" requirement. If this paragraph marking does appear, move the cursor next to the paragraph mark and hit the Backspace key to delete it. When the return has been removed, the page number will appear at the ½" mark.
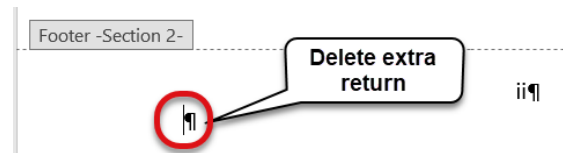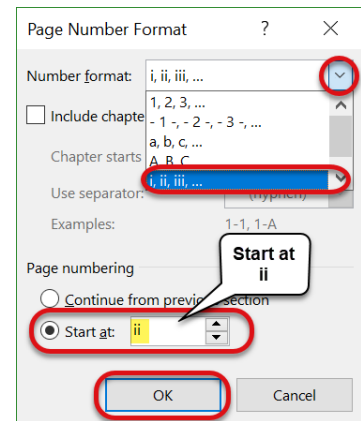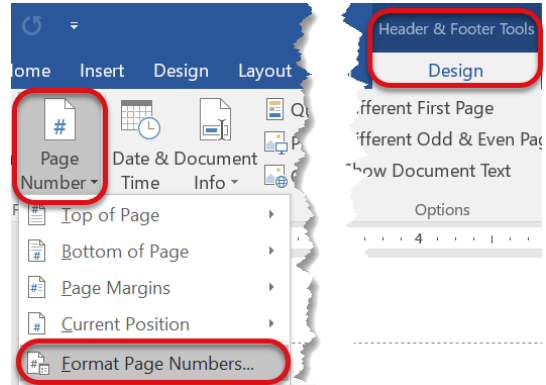
Insert Page Numbers for Thesis Text

The body and references of the ETD use Arabic numerals starting with 1 on the first page of the text of the document. The page numbers must be centered and located ½" from the bottom of the page, just as the page numbers in the Preliminaries.

Insert Section Break

To be able to separate the text of the document from the preliminaries, a section break must be inserted on the last page of the preliminaries.

Navigate to the last page in the preliminaries section and move the cursor to the end of the text on that page. (In this example, the last page is the List of Figures).
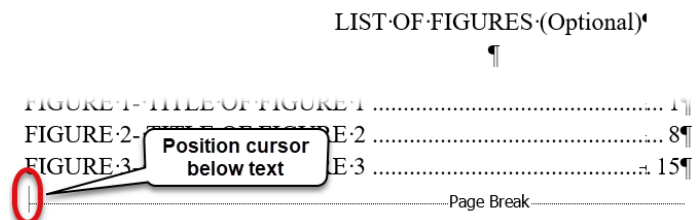
Navigate to the Layout Tab, click on the Breaks dropdown and select Next Page from the Sections Breaks section.
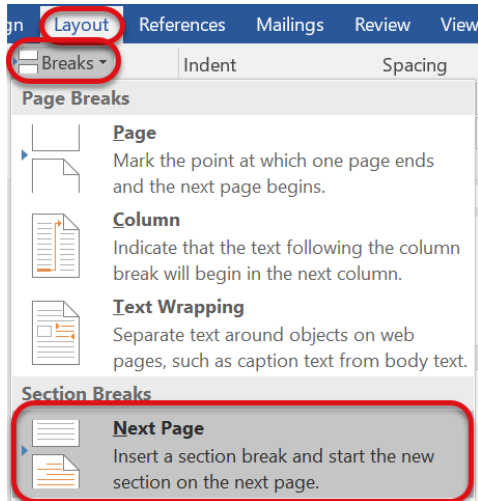

FIGURE·3·-TITLE·OF·FIGURE·3 ....
¶..Section Break (Next Page)............

This may move the first page of the thesis down from the top of the next page, or it may even insert an extra blank page. If this happens, use the delete key to move the title of the first page of the document back to the top of the page.

Insert page number on First page of thesis text

Navigate to the first page of text in the document and double click in the Footer area at bottom of the page.

On the Header & Footer Tools Design tab, uncheck Different First Page and click on the Link to Previous icon so it is un-highlighted.

The page number will appear as a lower case roman numeral because of the settings that were changed previously.

To adhere to the ETD formatting guide, the formatting of the page number must be changed to Arabic.
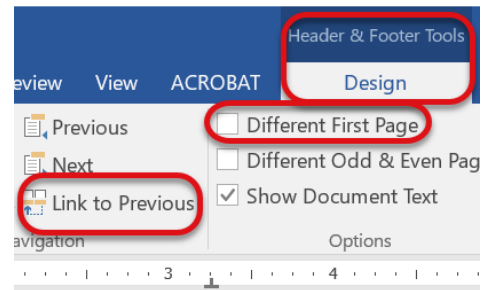
Format Page Numbers

To change the page number to Arabic numbering, make sure the cursor is in the Footer where the page number was just inserted. Navigate to the Header & Footer Tools Design tab, click on the Page Number icon and select Format Page numbers.

Note: If the Header & Footer Tools is not appearing, the cursor is not located in the Footer.
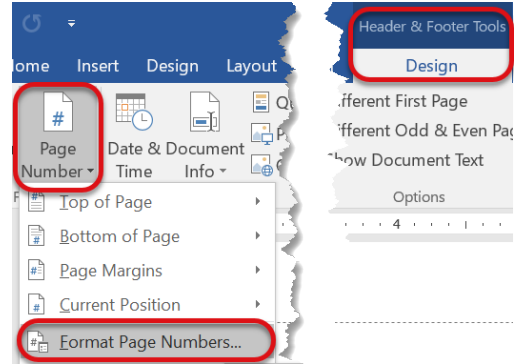
On the Page Number Format window, select the Arabic (1, 2, 3…) option from the Number format dropdown. In the Page numbering section, click on the Start at radio button and enter in a "1". Click OK when these options have been changed.
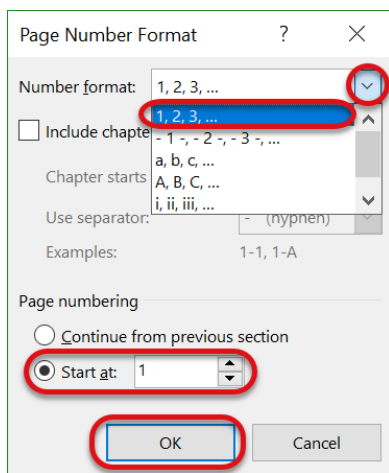
Note: If the page number in the Footer is not displaying correctly, the Start at option may need to be changed. For example, if "2" is displayed as the page number, change the start at option to "0". The number entered in the start at option will all depend on where the Section Break was inserted within the document.

Note: When inserting the page number, Word may insert and extra return under the page number, which will make the page number move from the ½" requirement. If this paragraph marking does appear, move the cursor next to the paragraph mark and hit the Backspace key to delete it. When the return has been removed, the page number will appear at the ½" mark.

Continue Arabic Page Numbers throughout the document

If the document contains sections breaks, the page numbering may not continue from the previous section.

Page numbers are not continuous because of a Section break
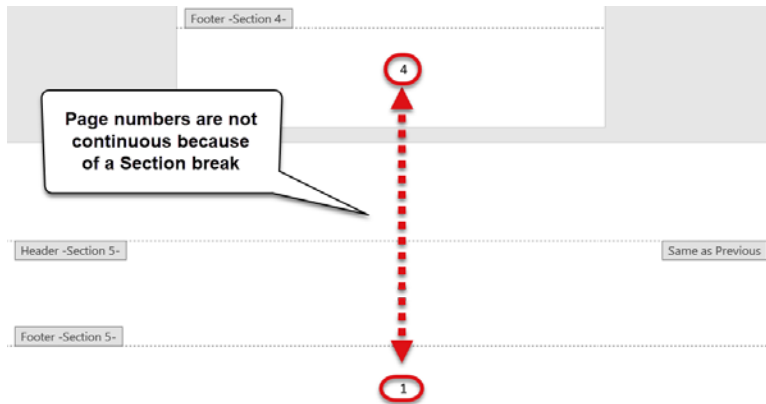
To format the page numbers so they continue, highlight the first page number that is incorrect, navigate to the Header & Footer Tools Design tab, click on the Page Number dropdown and select Format Page Numbers.

Highlight page number in the Footer
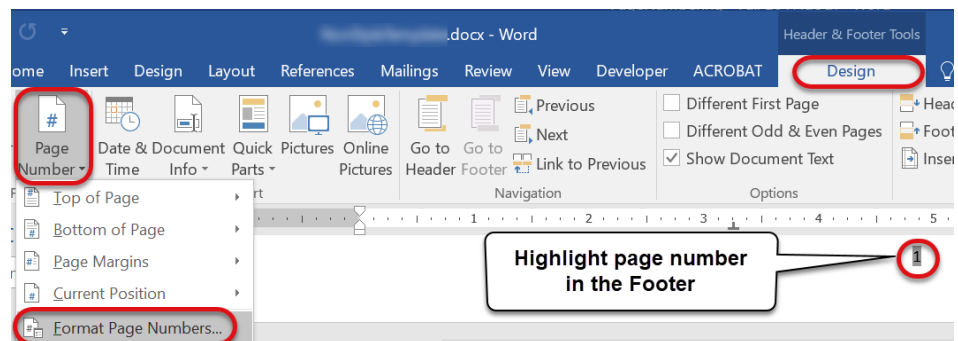
On the Page Number Format window, select the Continue from previous section option and then click OK.