Page Numbering with Section Breaks in MS Word
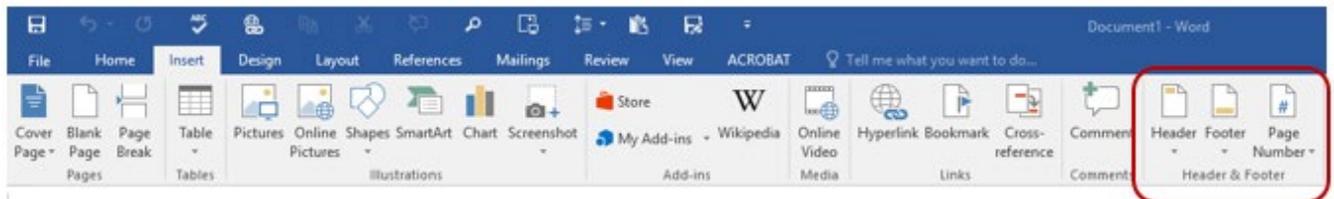
When formatting the page numbers for your manuscript, please keep the following in mind:

    a. Numbers should be at the bottom, center of the page.

    b. All pages, including the Appendices, must be numbered EXCEPT for the Title page. This is counted as page i, but the page number is not displayed

    c. Page numbers for the Front Matter are in small roman numerals (i, ii, iii..)

    d. Page numbers for the body of the manuscript are in Arabic numerals (1, 2, 3..)

Page Numbering for the Front Matter of Your Manuscript

1. **Formatting the Page Number for the Front Matter:**

    a. In your manuscript, go to the first page (Title Page) of your manuscript

    b. To insert page numbers in your document, click on the **Insert Tab**

    c. In the **Header & Footer Group**, select **Footer**

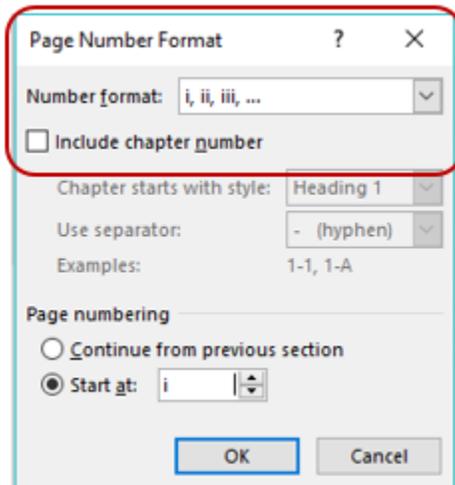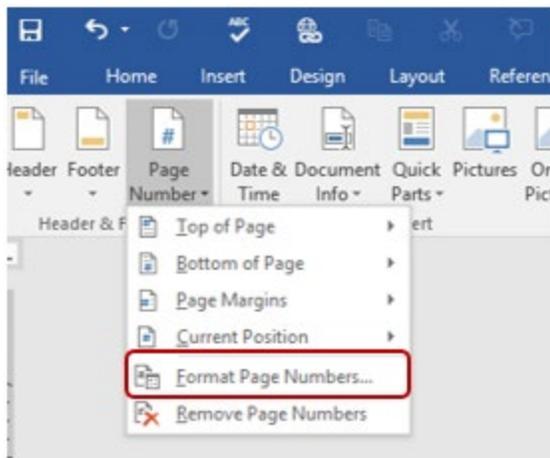   d. From the drop down menu, select the **Banded** design.

2. **Formatting the Page Number for the Front Matter:**

    a. In your manuscript, go to the first page (Title Page) of your manuscript and double click in the Footer section.

    b. On the **Design** tab, in the **Header & Footer Group**

        i. In the Options Section, check the box next to **Different Front Page**

        ii. In the Header & Footer Section, choose **Page Numbers => Bottom of Page** From the drop down menu, select: **Plain Number 2 (bottom/center)**
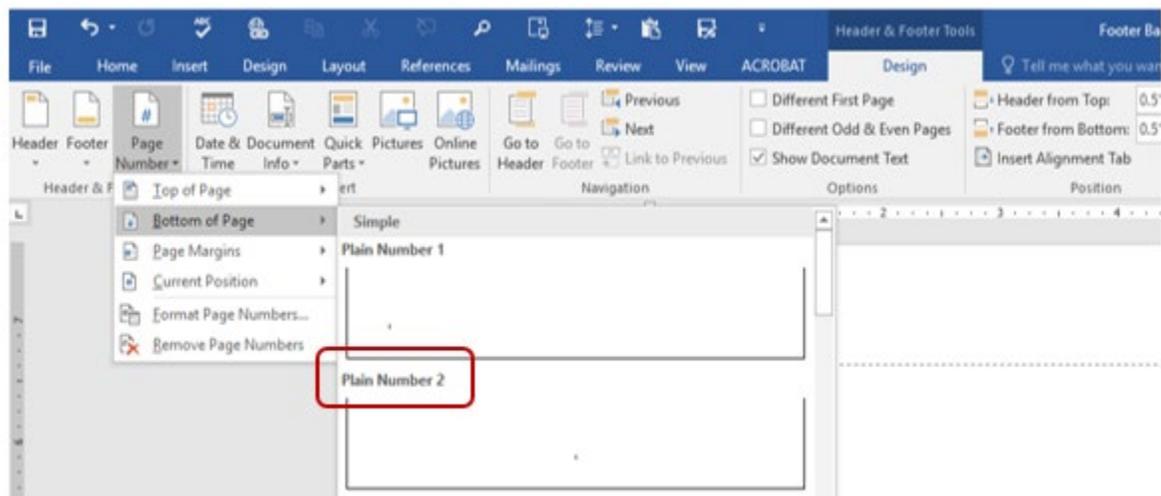
3. **From the Page Number drop down box**
   a. Select **Format Page Numbers**
   b. On the **Page Number Format** menu
      i   Under **Number format**, Select: **i, ii, iii**
      ii Under **Page numbering**, then **Start at**: Type in "**i**"
      iii Click on **OK**

Page numbering for the Body of Your Manuscript – Arabic Numerals

Insert a Section Break

1. Move the cursor to the end of your last page for the front matter.

2. Insert a **Section Break** to change the page numbering to Arabic numerals for the body of your manuscript.
    a. On the **Layout** tab in the **Page Setup** section
    b. Click on **Breaks** and select **Next Page** from the drop down menu
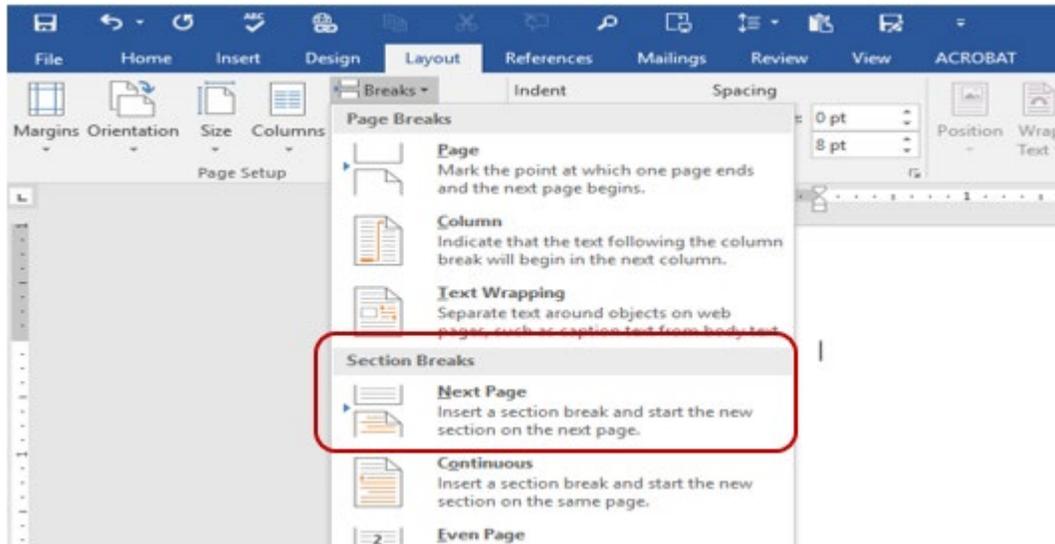
    c. On the **Insert tab**, click on **Footer** in the **Header & Footer** group. Select **Edit Footer**

Formatting the Page Number for the Body of the Document

1. In your manuscript on the first page of the body of the document, click on the **Design** tab
2. In the **Header & Footer Group**
   a. Under **Options**, uncheck the box next to **Different Front Page**
   b. Choose **Page Numbers => Bottom of Page=> Plain Number 2 (bottom/center)**
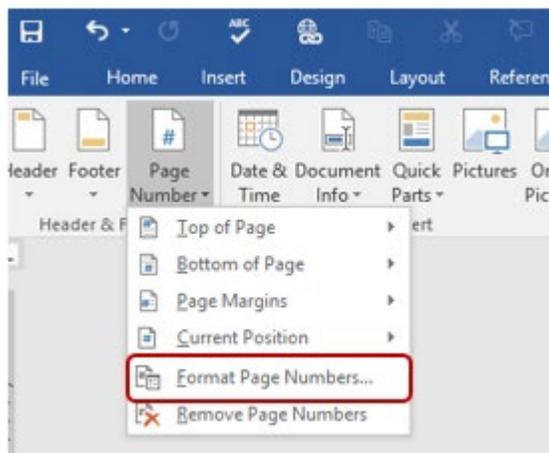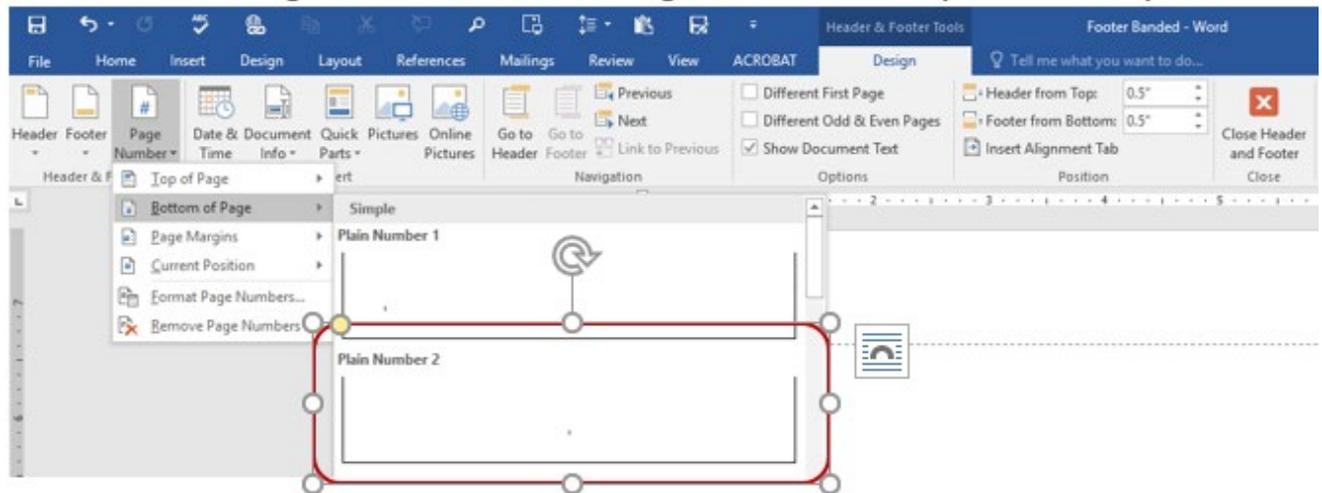
1. In the **Header & Footer Group**
   a. **Footer=> Edit Footer**
   b. Choose **Page Numbers => Format Page Numbers=>**
2. From the **Page Number Format** box:
   a. Select (for the front matter) **"1, 2, 3.."**
   b. **Start at: 1**
   c. Click on **OK**

Page Number Format   ?   ✕

Number format: 1, 2, 3, …   ▼

☐ Include chapter number

     Chapter starts with style: Heading 1   ▼

     Use separator: - (hyphen)   ▼

     Examples: 1-1, 1-A

Page numbering

○ Continue from previous section

◉ Start at: 1   ▲▼

        OK   Cancel