



## **Margins and Page Numbers Manual**

This manual provides information on:

- The specific format requirements for margins and page numbers in the thesis or dissertation document.
- It provides step-by-step instructions on how to set the margins as well as the three different page number sections in your Word document.

### **Sections:**

- Section 1: Format Requirements for Margins and Page Numbers (p. 2)
- Section 2: Setting the Margins in the Word Document (p. 3)
- Section 3: Setting the Three Different Page Number Sections in the Word Document (p.5)

## Section 1: Format Requirements for Margins and Page Numbers

### Margins:

- All pages should have a 1" margin on all sides (top, bottom, right, and left).
- Top, right, and left margins must be blank.
- The bottom margin should be blank with the exception of the page number at the bottom center of the page (see below).
- Do not include running headers or footers in your document.

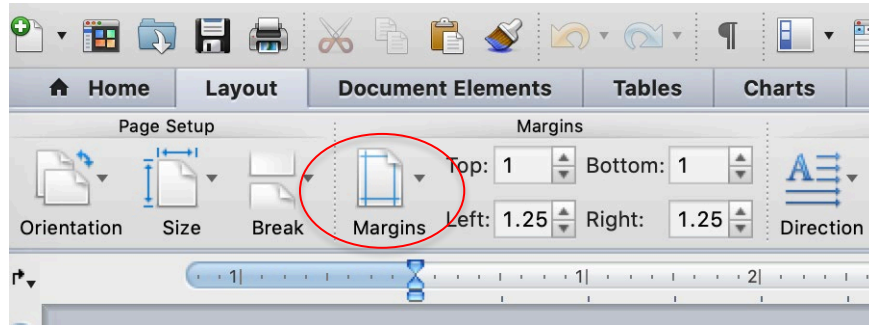
### Page Numbers:

- All numbered pages must be numbered in the **bottom center** of the page.
- When numbering your document, remember that there are **THREE** major sections:
  - **Pages without numbers.** There are two pages in this section:
    - The cover page
    - The copyright statement (optional)
  - **Pages with lower-case Roman numerals.** These represent the front material of your document, preceding the body text and include all materials before the first chapter or section of your thesis or dissertation. Pages that should have Roman numerals include:
    - Approval page (ii)
    - Abstract (starts on page iii)
    - Acknowledgements (optional)
    - Dedication (optional)
    - Preface (optional)
    - Table of Contents
    - List of Tables (if applicable)
    - List of Figures (if applicable)
    - Any other lists, including: List of Definitions, List of Algorithms, List of Equations (if applicable)
  - **Pages with Arabic numerals.** This section is the rest of your document and includes:
    - Main body of your text (Arabic numeral 1 begins the first page of Chapter 1/ Section 1)
    - Appendix or appendices (optional)
    - Bibliography (or appropriate name as prescribed by your chosen style guide)
    - Curriculum Vitae
- The page numbers within each section are continuous (except the cover page and copyright page).

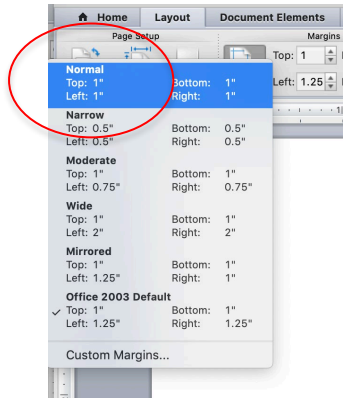
## Section 2: Setting the Margins in the Word Document

We advise to set your margins prior to writing your thesis or dissertation. In order to change or set the correct page margins:

1. Go to the Page Layout tab. In the Page Setup group, select Margins.

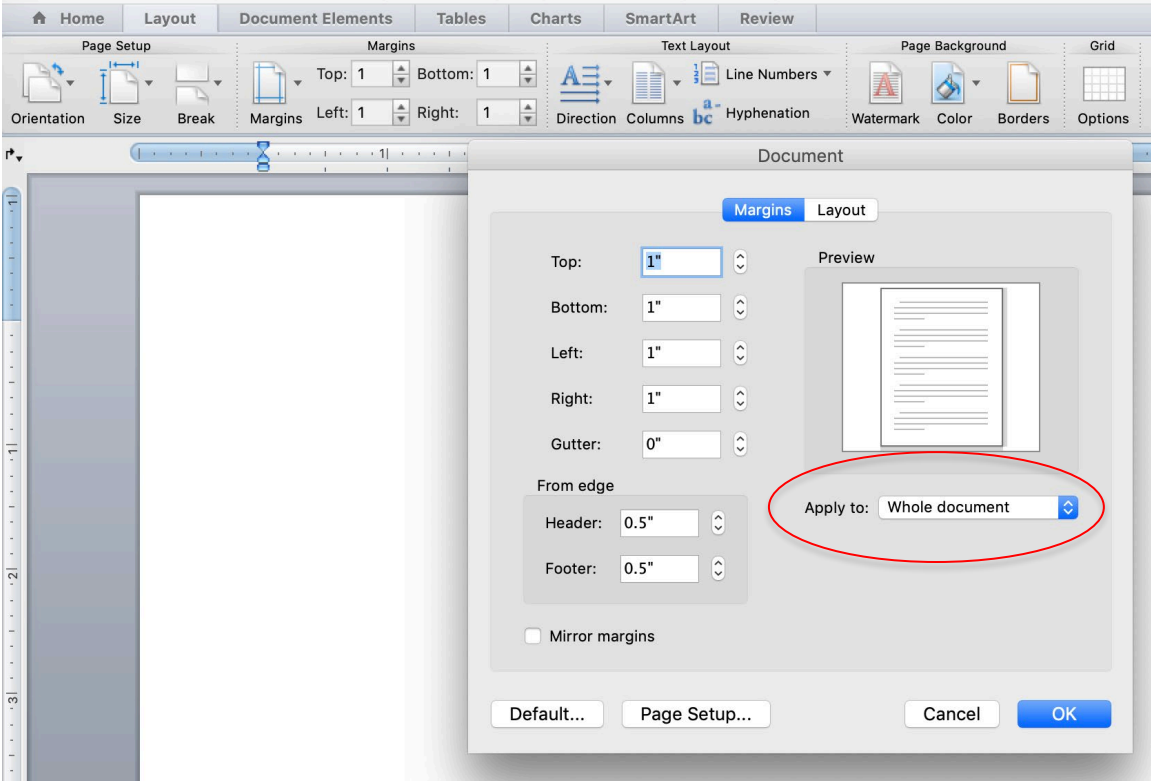


2. Click on Normal. This is not only the most common margin width, but it also fulfills the required format for the margins (1" margins on all four sides of the document).



3. When you click on the Normal margin type, your entire document automatically changes to the margin type you have selected.

**Note:** Because your document will ultimately have three different sections (due to the three different section breaks), you will need to make sure that the margins are applied to the whole document and not just one of the sections. To set this up, go back to the Page Layout Tab and to Margins. Go to Custom Margins. The Page Setup menu appears. At the bottom of this menu, go to "Apply To." From the drop-down menu, select "Whole Document." This ensures that the margins for your entire document are formatted according to the requirements.

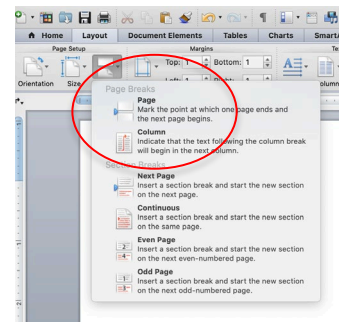
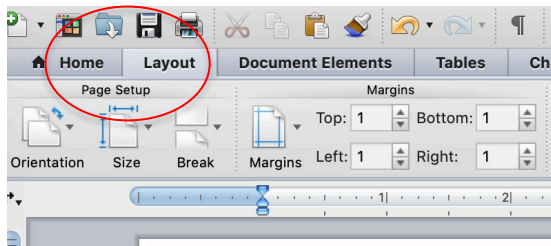


## Section 3: Setting the Three Different Page Number Sections in the Word Document

### A Few Key Points:

Before beginning the instructions on how to set the three different page number sections in your Word document, there are three points we would like to share that make this process easier.

- It is easiest to set the three different page number sections **prior to writing** your thesis or dissertation document.
- Understand page breaks.
  - Word typically inserts a page break automatically once you have reached the end of a page. However, you can insert a page break manually. This should be done when you have completed a chapter and are ready to start on the new chapter. Often individuals hit the Enter key until a new page appears (if they are not at the very bottom of the page). This is not advised because this extra space can cause some of your content to shift unintentionally.
  - In order to insert a page break, find the Page Layout Tab and click Breaks. Another menu appears. Under Page Break, click Page. You can follow these steps whenever you want to start a new page (or chapter/ section in your document)



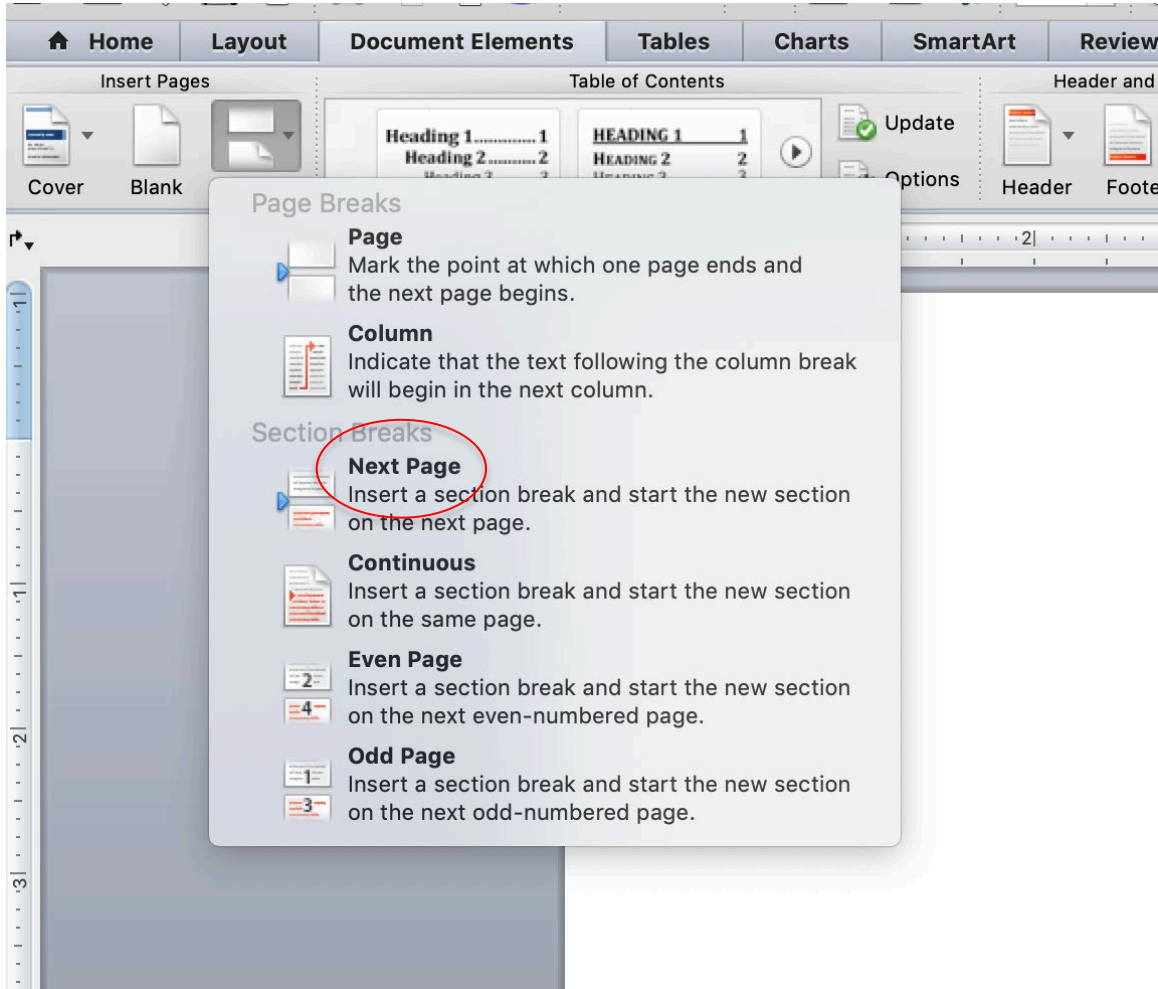
- Understand section breaks.
  - Section break are primarily used when you want to change the page numbering style of your document or page orientation (portrait versus landscape).

**Note:** Understanding the difference between section and page breaks ensures that you do not use one when you actually meant to use the other. Confusing the breaks can result in formatting issues.

Setting the three different page number sections using section breaks:

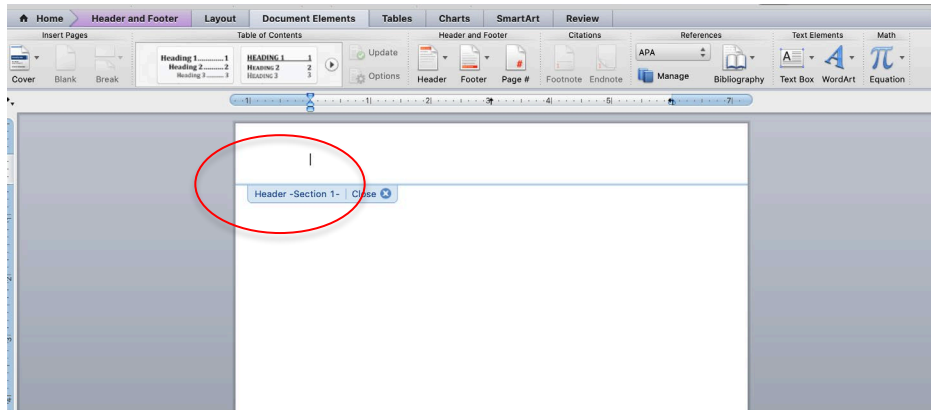
### Step 1: Breaking Your Document into Three Parts

1. Place your cursor on the first blank page of your new Word template. Go to the Page Layout tab and select Breaks. A menu will appear. In order to insert a section break, you must click Next Page. This breaks your document into two parts.



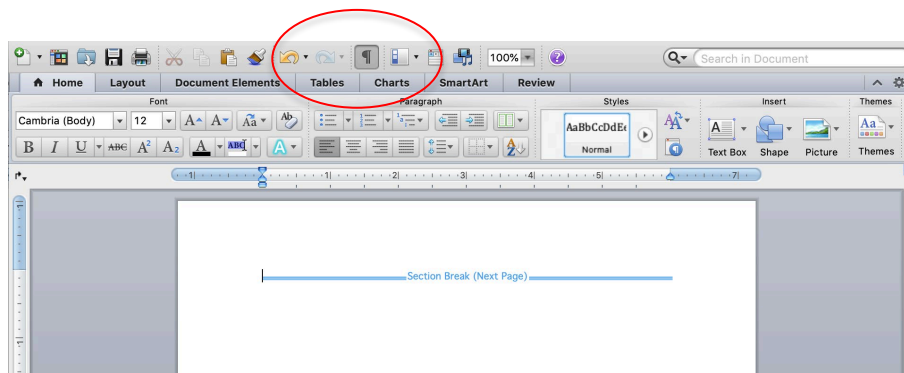
2. Go to the page that just appeared and repeat Step 1 so that your document is now split into three sections.

- To determine that the section breaks were put in place correctly, double click on the top of your first page. The headers and footers are displayed, along with the section number.



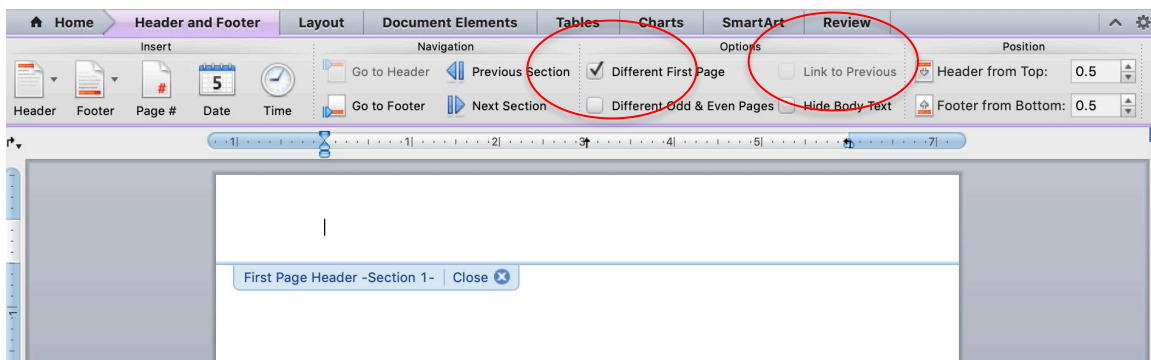
**Note:** If you have already have written a large portion of your body text without having place holders for the two different page number sections that are found in your front material, you can still insert section breaks. You will need to insert a blank page before the start of your body text. You can insert a blank page by going to the Insert tab and clicking Blank Page. Make sure that your cursor is placed at the top of the first page of your body text (preceding the chapter/ section heading) so that the blank page precedes the body text. You will need to repeat this step again in order to separate your document into three pages. Once this is done, you can add in your section breaks following the directions above. You might need to double check and make sure that no additional paragraph marks have been added to your document. In order to check this, go to the show/ hide icon on your Home tab under the paragraph section. If there are extra paragraph markers in your document, make sure you delete them.

You can also use the show/hide icon to check your section breaks. You should see a double-line beneath the words "Section Break"



## Step 2: Setting the Different Page Number Sections

- Setting the first page number section with no page numbers
  1. Go to the second section break, specifically the first page of the second section break.
  2. Go to the Insert tab and the Header and Footer section. Select Page Numbers. A menu will appear.
  3. Select Bottom of Page. Another menu will appear. Choose Plain Number 2 (shows the page number is centered at the bottom of the page as per the format requirements).
  4. A new ribbon will appear, entitled “Header and Footer Tools: Design”
  5. There are several steps that you need to do here:
    - a. Make sure that the option “Different First Page” is selected. If it is not checked, click the box.
    - b. If the “Link to Previous” is highlighted (under Navigation), this means that it is active. Click on it and it will make sure that the first page in the second section break is **not linked** with the last page in the first section break.



6. Before getting rid of the Header and Footer display, check to see if your first section break has a page number. If it does, highlight the page number and hit delete on your keyboard.

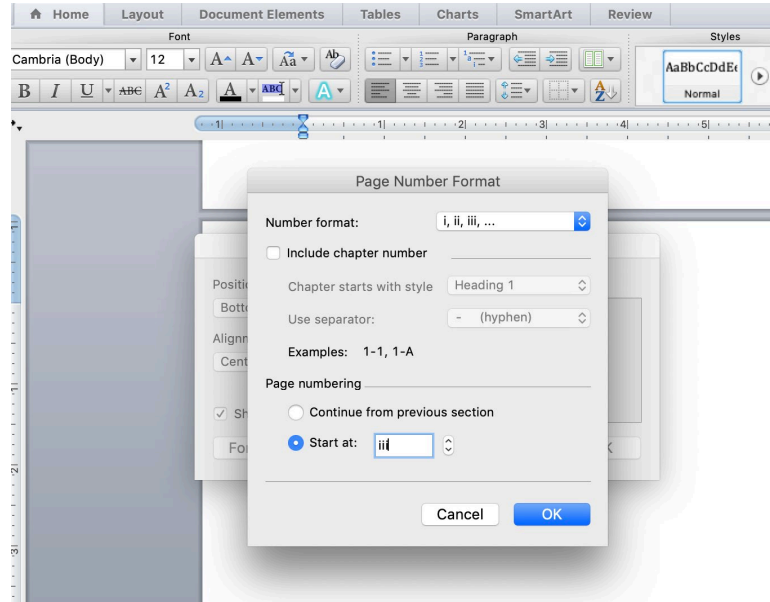
These steps have enabled you to format the page number for the first section break.

**REMEMBER:** This section break cannot have page numbers.

- Setting the second page number section with lower case Roman numerals:
  1. Go back to the page number on the first page of your second section break.
  2. In order to set lower case Roman numerals, double click on the page number.
  3. This will re-display the Header and Footer Tools.
  4. Go to the Header and Footer section (left-hand corner).
  5. Click on page number and then format page number. The Page Number Format menu will appear.

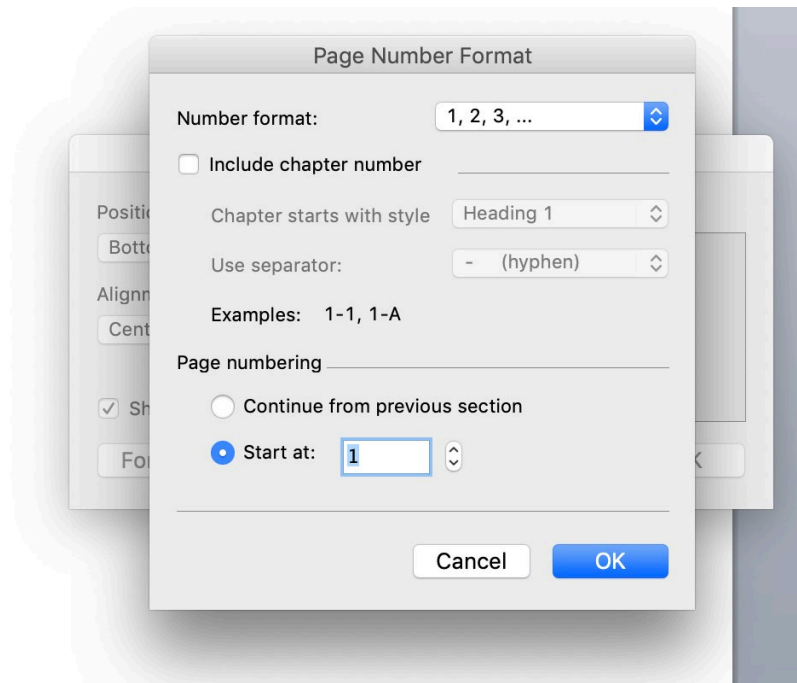


6. Under number format, select the lower case Roman numeral option from the drop-down menu.
7. In the same Page Number Format Menu, go to Page Numbering.
8. Click Start at.



9. You can either choose lower case Roman numeral ii or iii. The former is chosen if you want to have a placeholder for the approval page (This is not required—see **Approval Page PDF** for more information on the Approval Page). If you do not want to have a placeholder, than you must chose the latter (iii), which is the **Abstract**. The Abstract page technically represents the first numbered page in your document (not including the Approval page).
10. All pages in this section should now have lower case Roman numerals, continuous from either ii or iii.

- Setting the third page number section with Arabic numbers.
  1. Go to the first page number on the first page of your third section break.
  2. In order to set Arabic numbers, double click on the page number.
  3. This will re-display the Header and Footer Tools.
  4. First make sure, that the “Link to Previous” under Navigation is not highlighted.
  5. Go to the Header and Footer section (left-hand corner).
  6. Click on page number and then format page number. The Page Number Format menu will appear.
  7. Under number format, make sure Arabic numbers are selected from the drop-down menu.
  8. In the same Page Number Format menu, go to Page numbering.
  9. Select Start at. Make sure it is 1.



10. All pages in this section should have Arabic numbers, continuous from 1.

**Note:** If you are having issues with your number per each section break not being continuously numbered after the first page, look for the presence of additional section breaks in the rest of your document. Multiple section breaks (outside of the three) can cause inconsistencies in the pagination of your thesis or dissertation document.