Page Numbering for a Thesis or Dissertation With a Copyright Page

Tip: Add Page Numbering to your document after you are finished making all edits. After the page numbering has been added, then add the Table of Contents and/or update the Table of Contents.

A typical document consists of three main parts:

1. Preliminaries
2. Text (chapters)
3. Supplements

The preliminary pages with the exception of the Title page use lowercase Roman numerals, which are centered and at least ½” from the bottom of the page (in the footer).

The text and supplementary pages use Arabic numerals for page numbering and start with the page number 1. Page numbers are centered and at least ½” from the bottom of the page (in the footer).

Title Page:

Per the Graduate School Thesis and Dissertation manual, the cover page should not include any page numbering.

CopyRight Page:

The Copyright Page is an optional page in the document. The CopyRight page does not use a page number and is not “counted” in the page numbering.

Abstract Page:

The Abstract Page is the first page in your document that should include a page number. Per the Graduate School manual, the Abstract page starts with lowercase Roman numeral ii.

Tip: Add page numbering to your document when it is in “final draft” to avoid unnecessary issues with page numbering.
Other Preliminary Pages:

All other required and/or optional preliminary pages will use the lowercase Roman numeral and continue numbering from the previous page(s).

Text Pages:

The text of a thesis/dissertation features an introduction and several chapters, sections, and subsections. Text pages will use the Arabic numbering and start with Page 1.

How to Add Page Numbering → starting at the Abstract Page

Document has a Title page and a Copyright page

If a document has a Title page and a Copyright page, then page numbering should start on the Abstract page with lowercase Roman numeral ii.

NOTE: all the step by step instructions on how to insert a section break, unlink sections, insert page numbering, and format page numbering is listed above in scenario one. The steps listed for scenario two aren’t detailed. Please review the topic areas above if you need detailed instructions on the tools mentioned below.

The Title page and the Copyright page do not display page numbering. Also, the Copyright page is not included in the page count for the document. The Abstract page is the first page to show a page number and it should start with lowercase Roman numeral ii.

Step A:

Add a Section Break Continuous to the base of the Copyright page.
Step B:

Next, navigate to the footer of the Abstract page, click in the footer and unlink the sections. Click on the Link to Previous to turn it off.

Step C:

Next, from the Page Number drop down list of the Header and Footer Design tools, select the Bottom of the Page, Center, to add the page numbering.

Step D:

Next, format the page numbering to start at lowercase Roman numeral. Select the page number in the footer and right-click your mouse, choose Format Page Numbers.
From the Format Page Number dialog box, select the formatting style for Roman numeral.

Make sure Start At is set to lowercase Roman numeral ii.

**Tip:** if your Abstract page shows a page number of “iii”, then double click in your footer, select the page number so that it’s blue, navigate back into the Page Number Format dialog box and change the Page Numbering option to “start at ii”. If the page numbering still shows “iii”, then repeat the steps and set page numbering to start at “i”.

Result:

![Footer](image)

Continue the lowercase Roman numerals for all preliminary pages.

**Step E and F:**

Next, add a section break continuous to the last page of the preliminary pages.

Navigate to the first text page (chapter 1) and turn and double click in the footer. Turn off the Link to Previous.
Step G:
Next, select the page number listed and delete it.

Step H:
Add the new Arabic page numbering. Select the Page Number icon, Bottom of Page Plain Number, Center.

Step I:
Last, format the page number to show Arabic.

Select the page number, right-click on it and choose Format Page Numbers

From the Page Number Format dialog box, set the following options:

- Number Format: choose 1,2,3 (Arabic)
- Start At: select 1

Click on the OK button.

Tip: if when you close your footer and the page number starts with a “2” instead of a “1”, then format the page number again to start at “0”.

The Arabic Page numbering should continue through the rest of the document.