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.
      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)**

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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