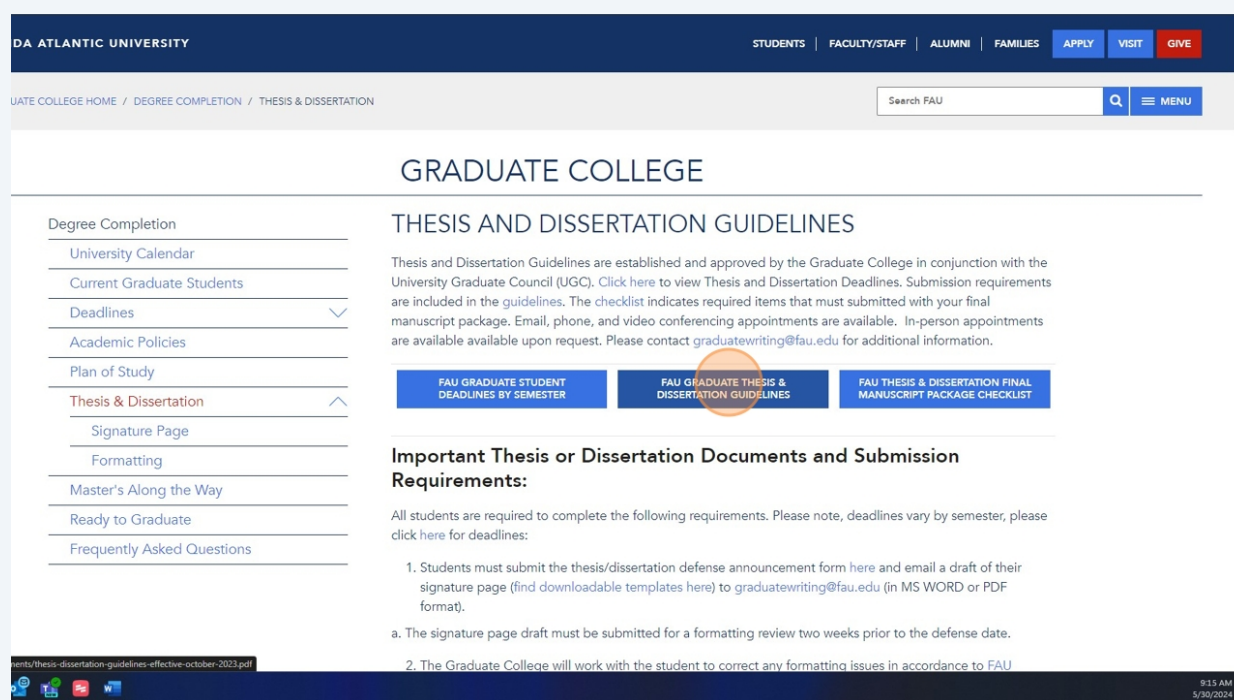


Adding and Formatting Page Numbers Tutorial

This guide provides step-by-step instructions on how to add and format page numbers in Microsoft Word. It includes detailed instructions on inserting page numbers, removing page numbers from specific pages, formatting page numbers for different sections, and fixing page numbering restarts. This guide is ideal for anyone who needs to add and format page numbers in their Word documents, such as students working on theses or dissertations.

1

Please visit our website and open the Thesis/Dissertation Guidelines at <https://www.fau.edu/graduate/degree-completion/thesis-dissertation/>



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 - a. The signature page draft must be submitted for a formatting review two weeks prior to the defense date.
2. The Graduate College will work with the student to correct any formatting issues in accordance to FAU

9:15 AM 5/30/2024

2

Scroll down to page 3 and find the Page Numbering section and click on it to jump to the page numbering requirements.

GRADUATE THESIS AND DISSERTATION GUIDELINES	
Margins	
Spacing.....	
Page Numbering.....	
Headings	
Preliminary Pages	
<i>Title Page</i>	
<i>Copyright Page</i>	
<i>Signature Page</i>	
<i>Vita (optional)</i>	
<i>Acknowledgements</i>	
<i>Abstract</i>	

3

Review the Page Numbering Requirements carefully.

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22 / 52 | 100% + | [Icons]

Page Numbering

All **preliminary pages** are numbered with **Roman Numerals** (i, ii, iii, etc.) except the title page and dedication page (page numbers do not display).

Pagination **restarts at 1** with **Chapter One/Introduction** and is continuously numbered throughout the remainder of the manuscript in Arabic numerals (1, 2, 3, etc.).

Font of page numbers should be consistent with the manuscript font type/size.

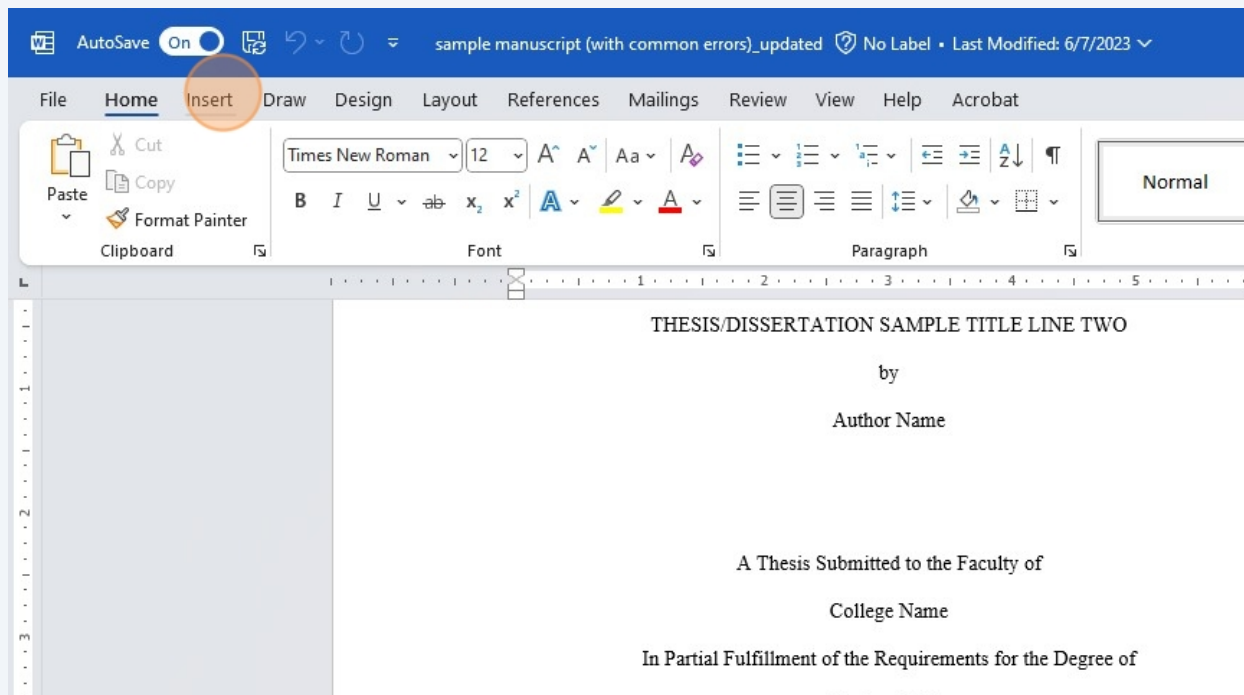
Position of page numbers: bottom, centered, 0.75" from edge of page.

Headings

4

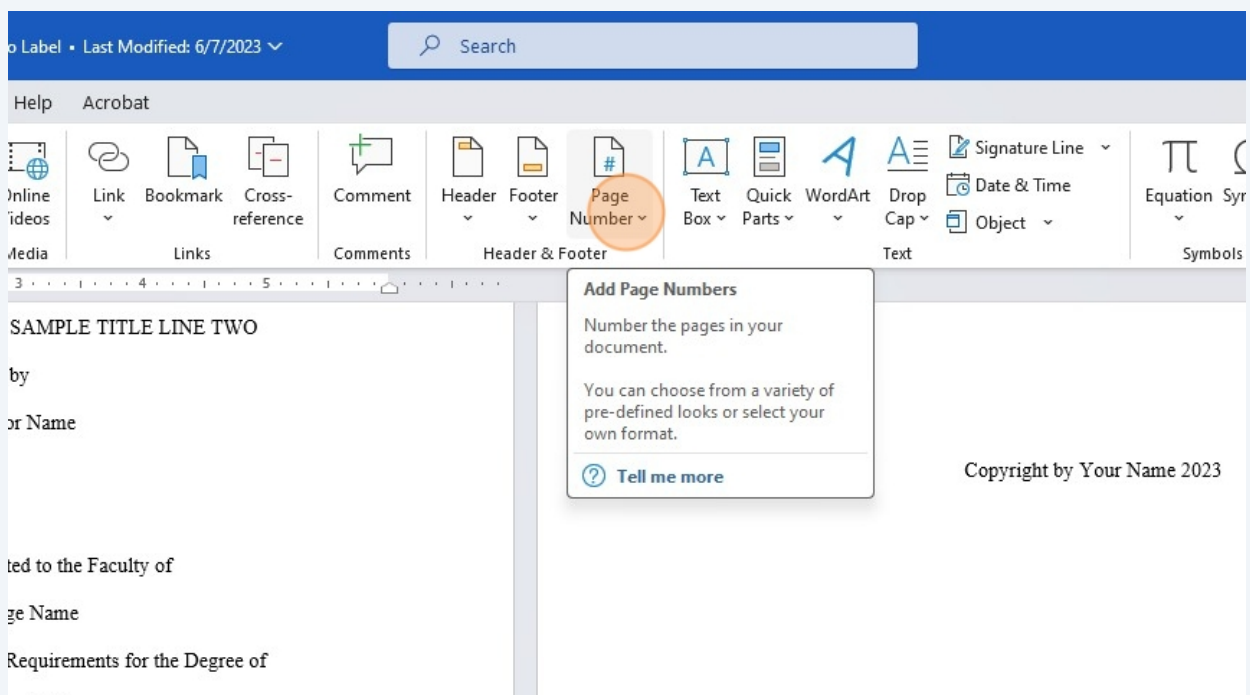
Open your manuscript in Microsoft Word. On the title page please insert the page numbers following these steps.

Click "Insert"



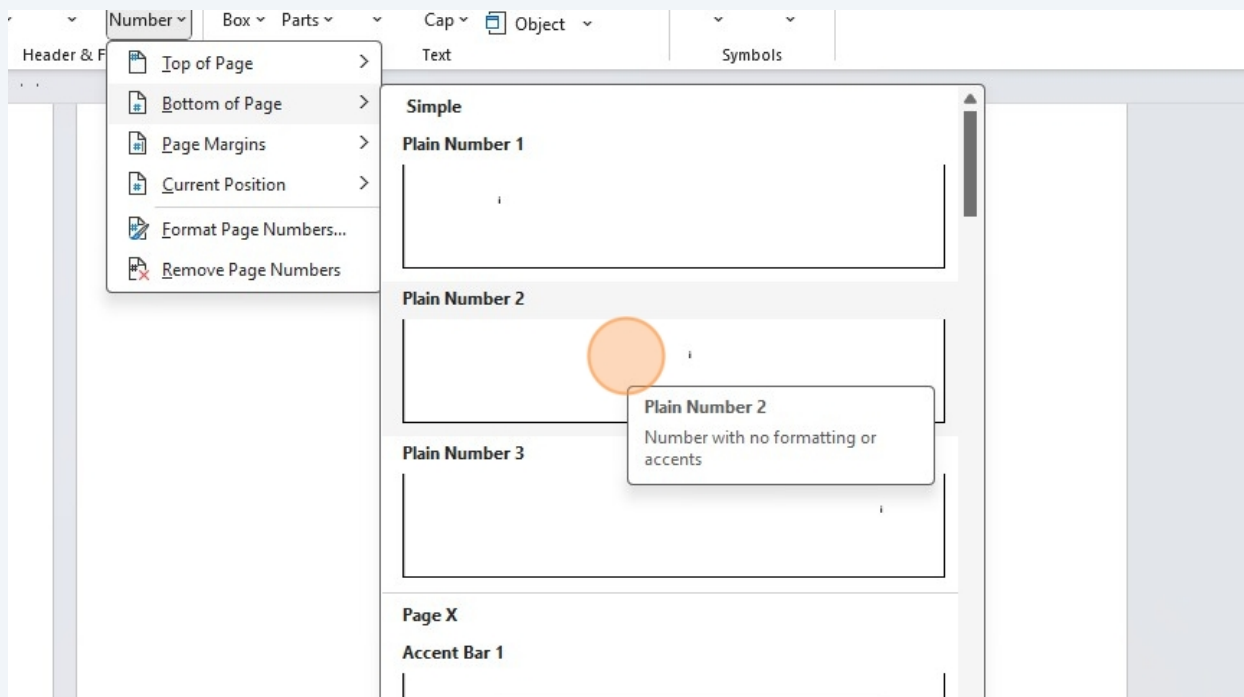
5

Click "Page Number"

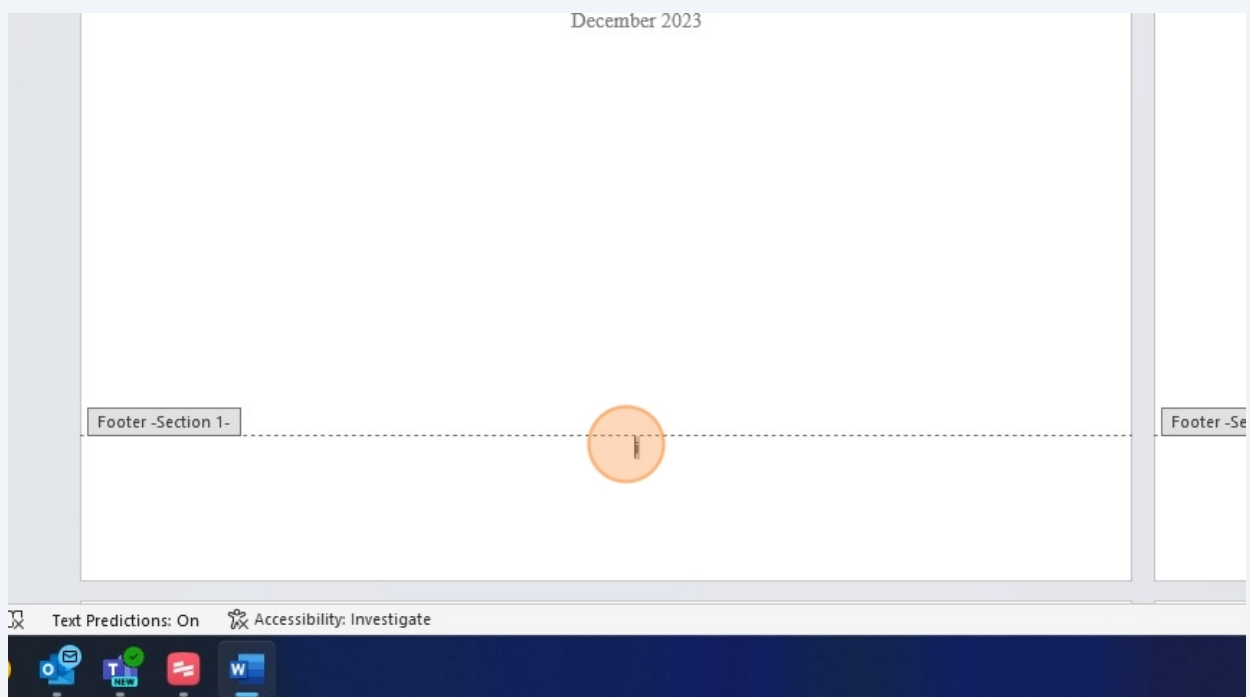


6 Go to 'Bottom of Page'.

Click "Plain Number 2"

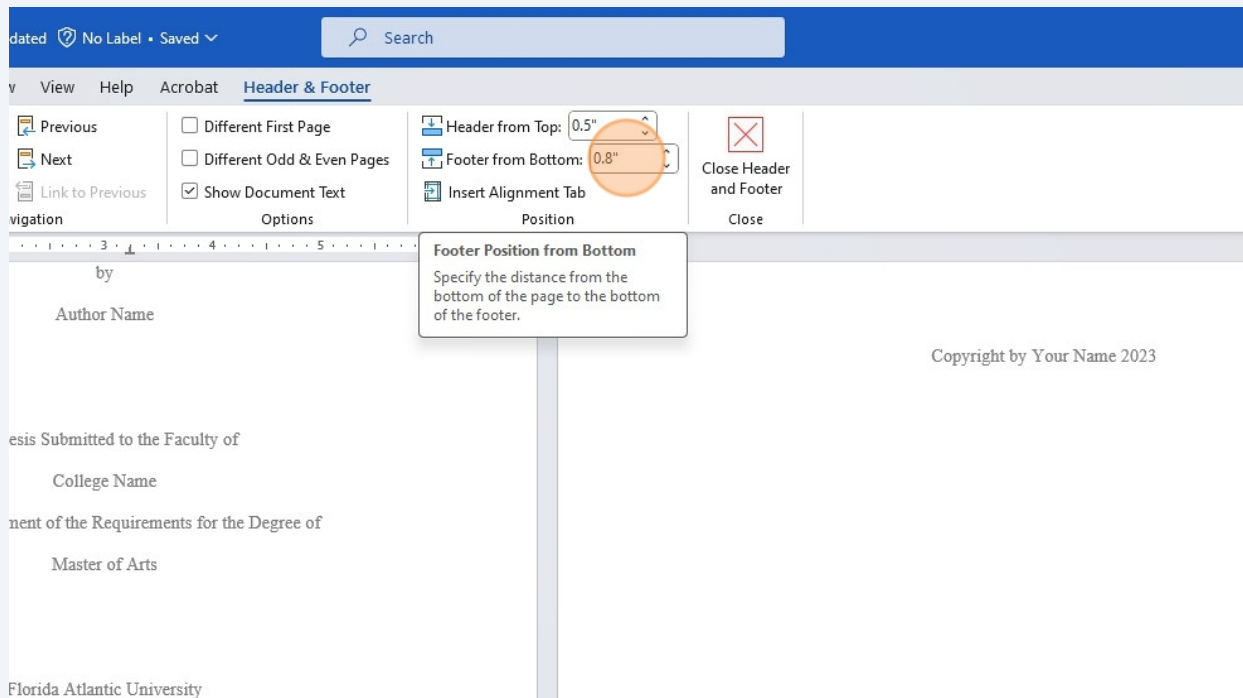


7 Double click into the footer section, the 'Header and Footer' ribbon will open.

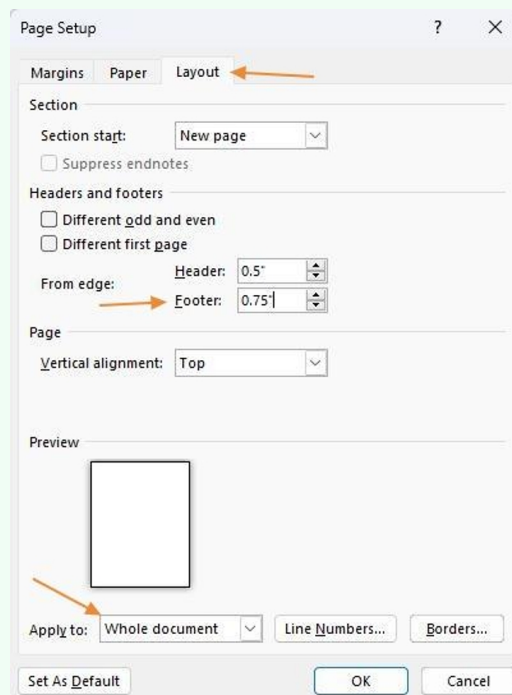


8

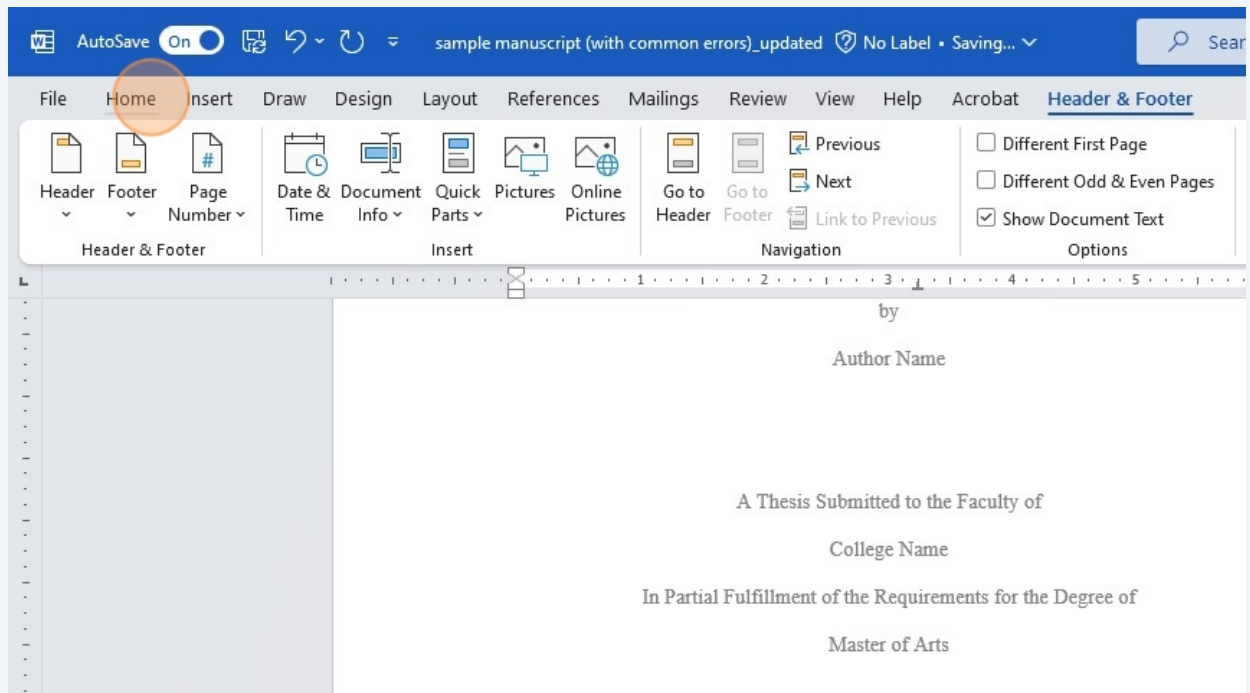
Click "Footer Position from Bottom" and change the footer margin to 0.75"



You can also change the footer margins in the page setup menu. When you do this, you can apply it to the whole document (this also applies for all of the other margin settings, except for the top margin)

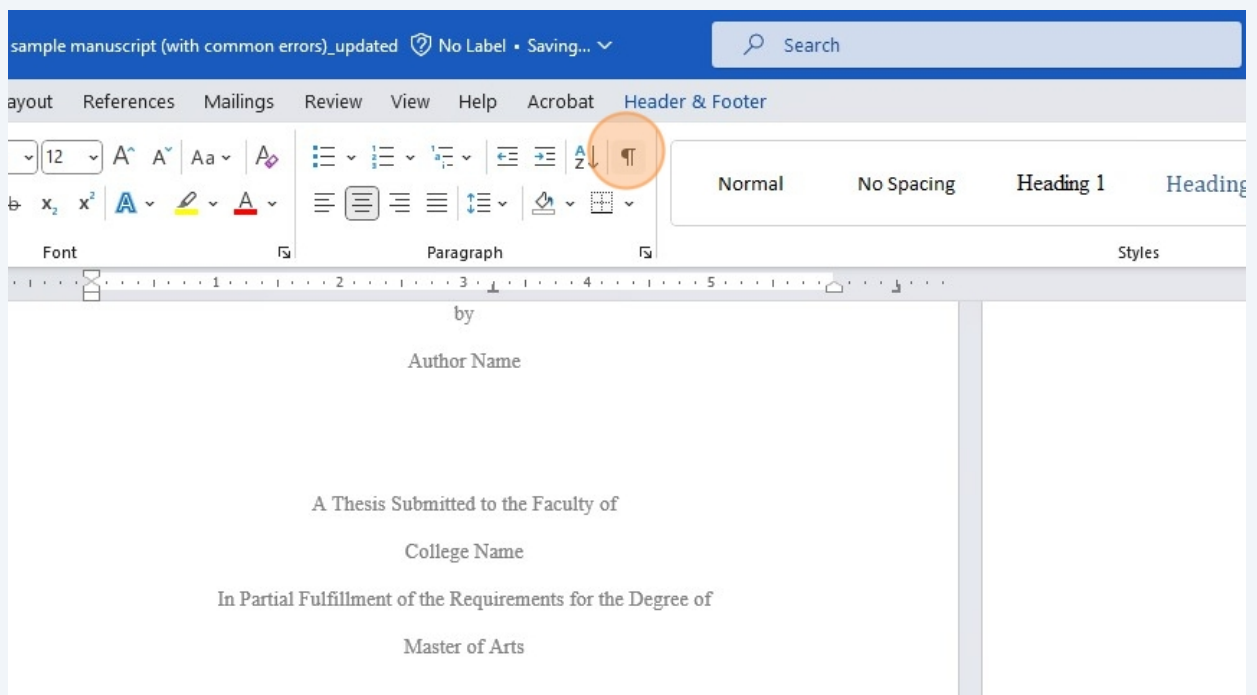


9 Click "Home"



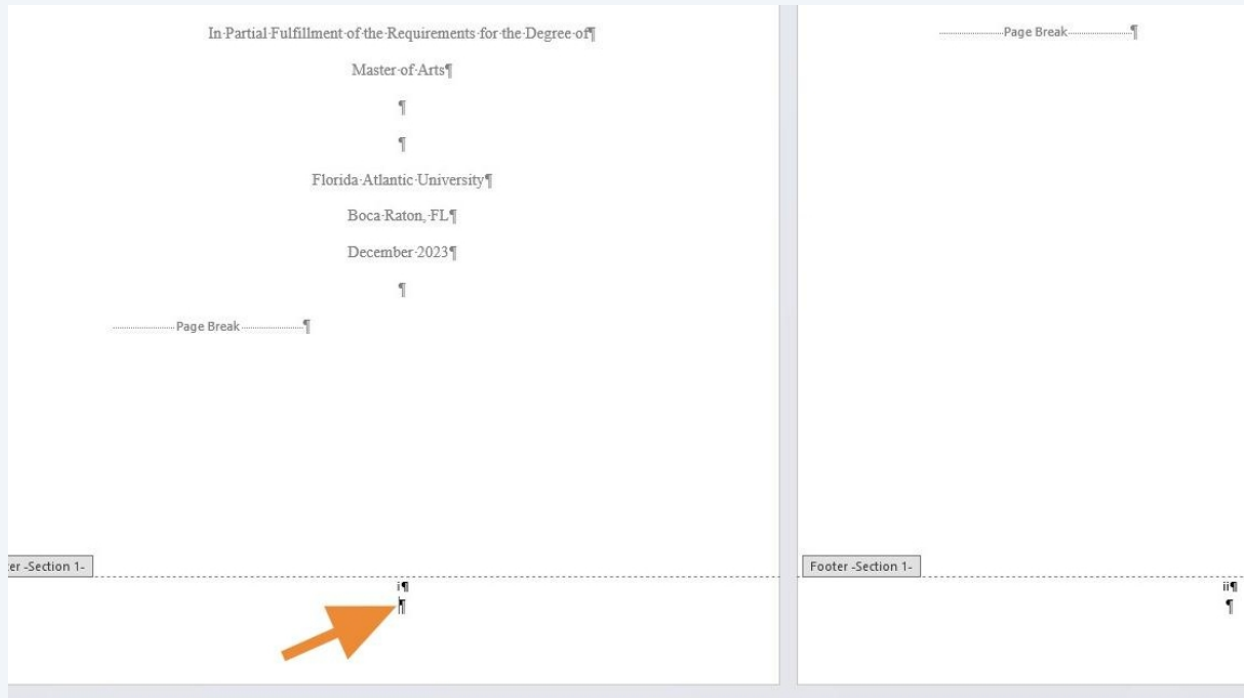
10 Click "Show All", this will enable you to view the page breaks and section breaks that you need to add.

It will also show any extra spacing under the page number that will usually appear.



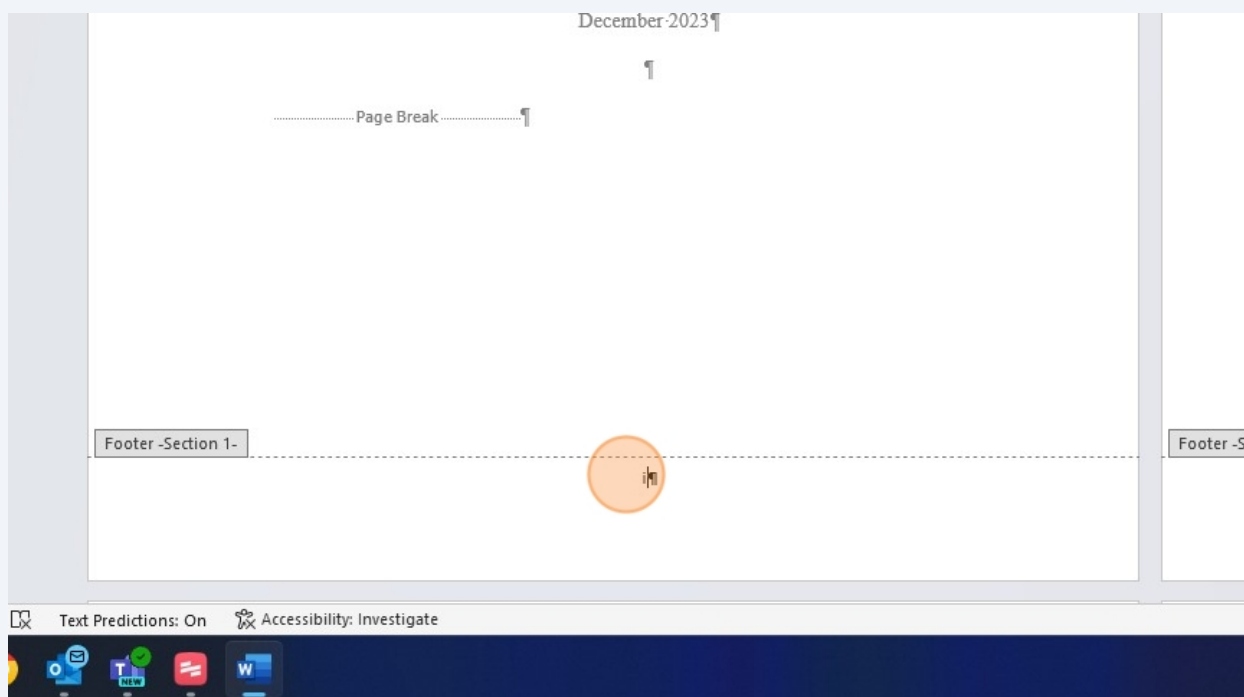
11

As you can see here, there is an extra space under the page number that needs to be deleted. Simply click under the page number by the extra space and hit Delete or Backspace to delete the extra space.



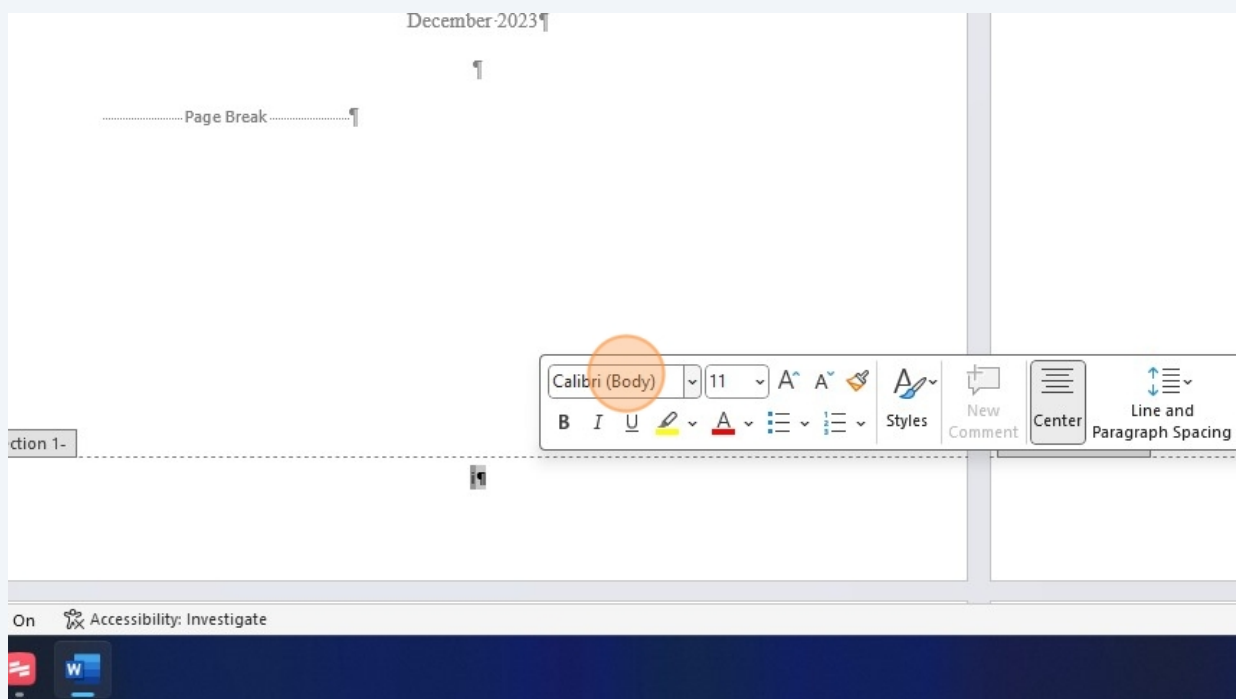
12

The page number should look like this with the extra space deleted from under it.



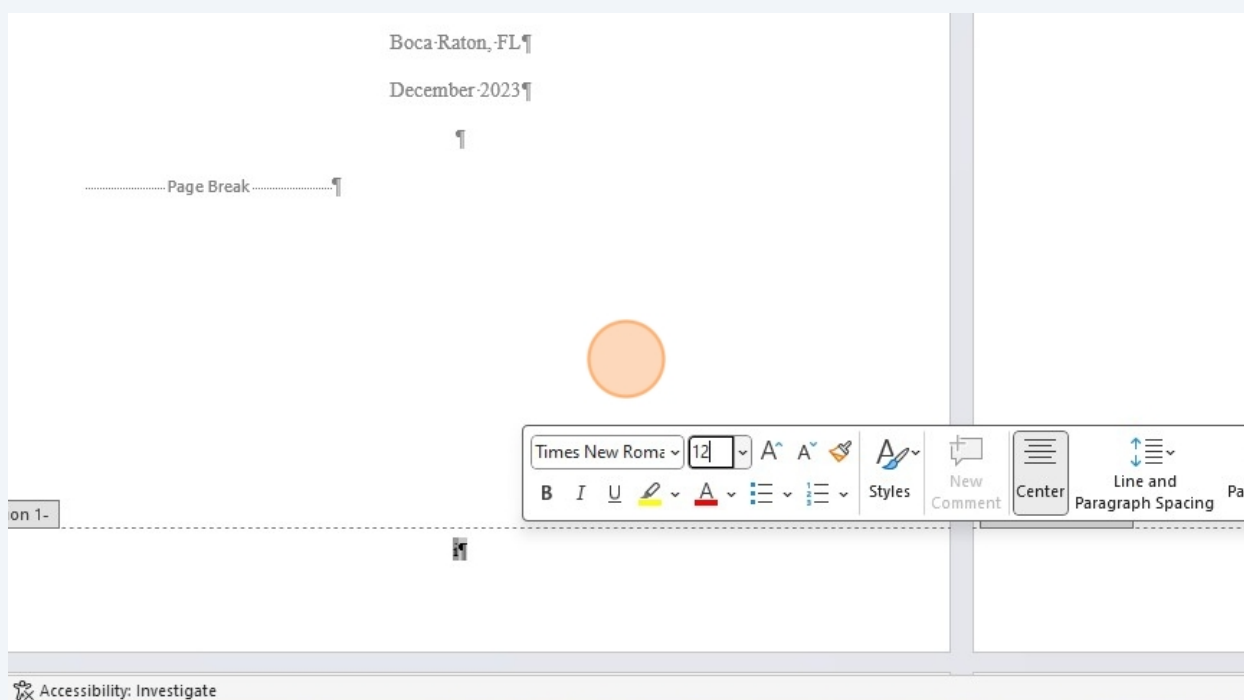
13

Please ensure the page numbers are consistent with the font/size of your manuscript.



14

We will use Times New Roman 12pt font and size.





The title page and dedication page should not display a page number.

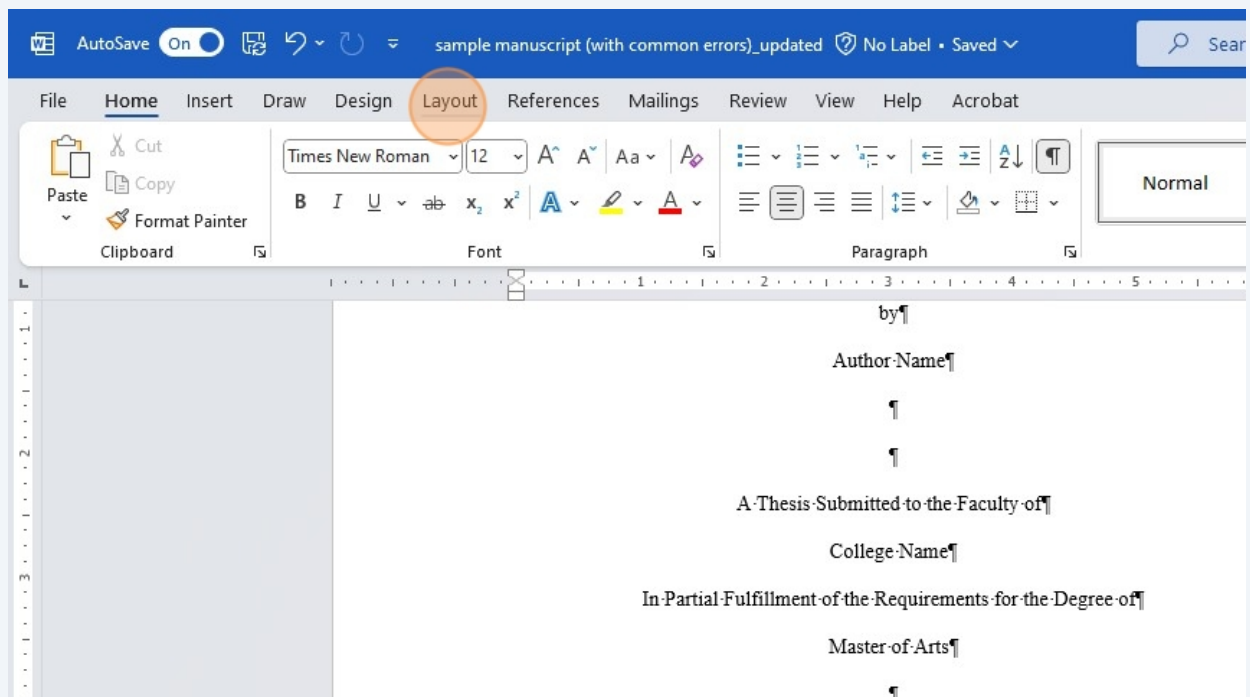
The steps below will show how to remove the page number on those pages but keep the page numbers on the others.

15

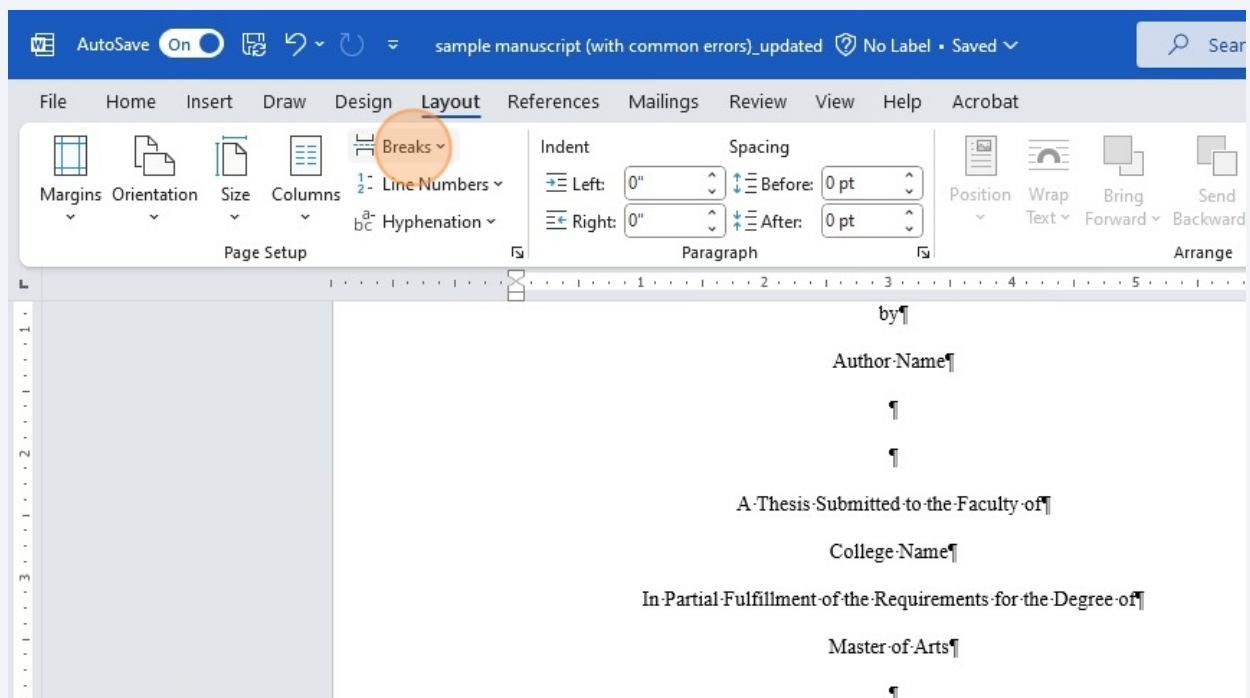
Place your cursor after the Month/Year on the title page.

Author-Name¶ ¶ ¶ A Thesis Submitted to the Faculty of¶ College-Name¶ ial Fulfillment of the Requirements for the Degree of¶ Master of Arts¶ ¶ ¶ Florida Atlantic University¶ Boca Raton, FL¶ December 2023¶ ¶¶	¶ Copyright by Your Name 2023¶ ¶ ¶ ¶Page Break.....¶
---	---

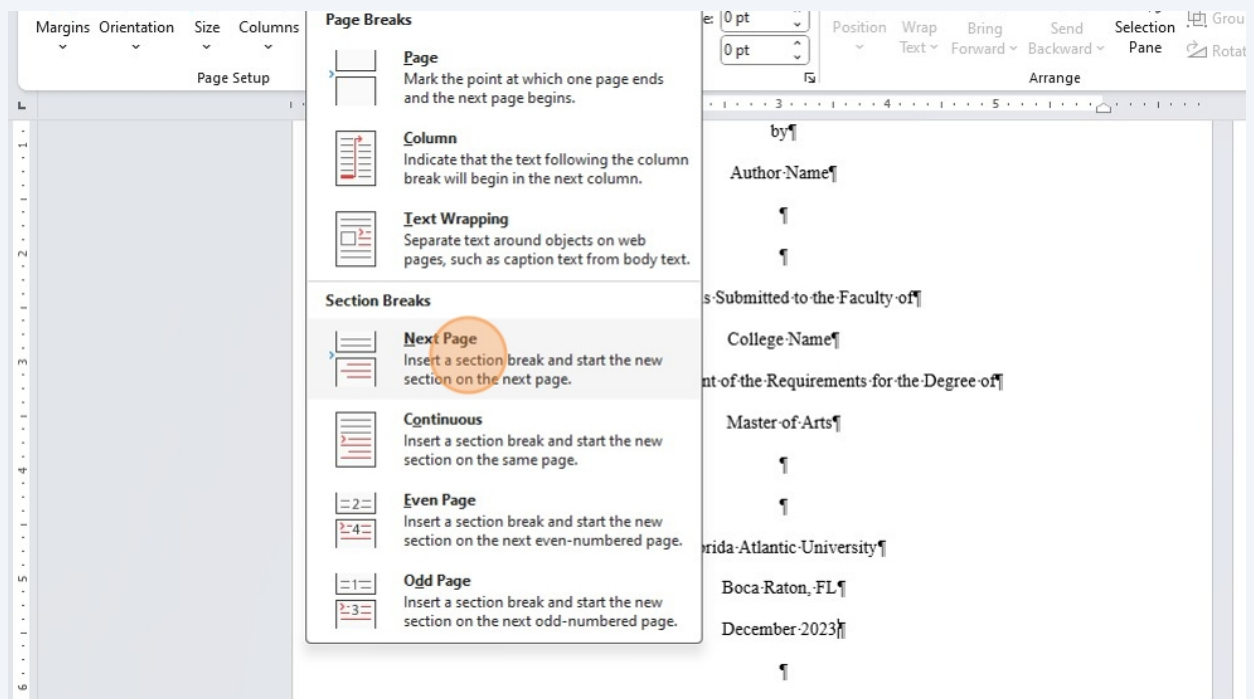
16 Click "Layout"



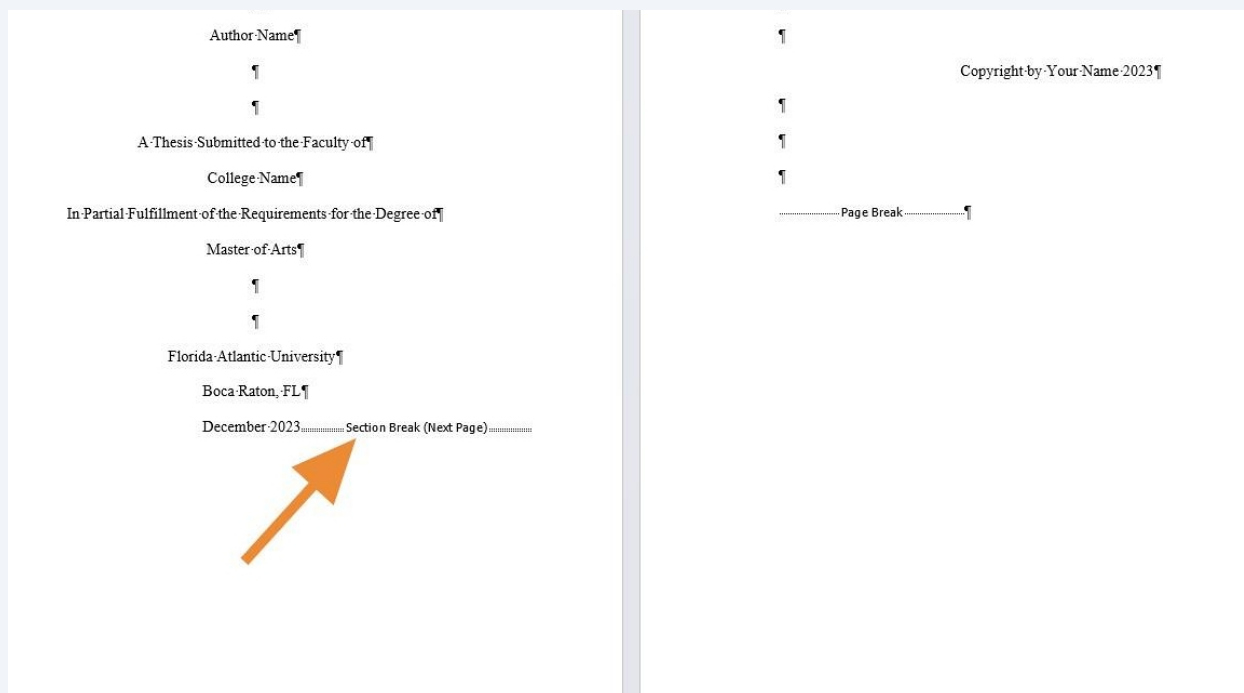
17 Click "Breaks"



18 Click "Next Page"



19 You will see the Section Break (Next Page) at the end of the title page.



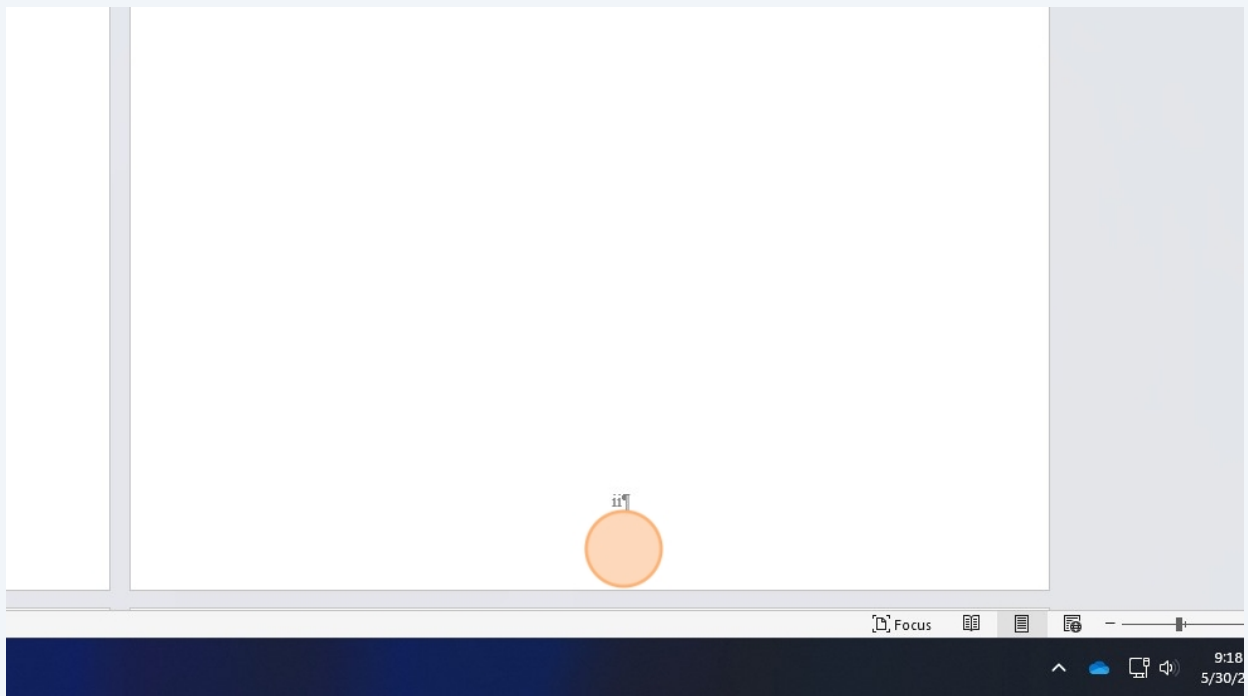


We need to "Unlink" the Header and Footer from the previous section now.

20

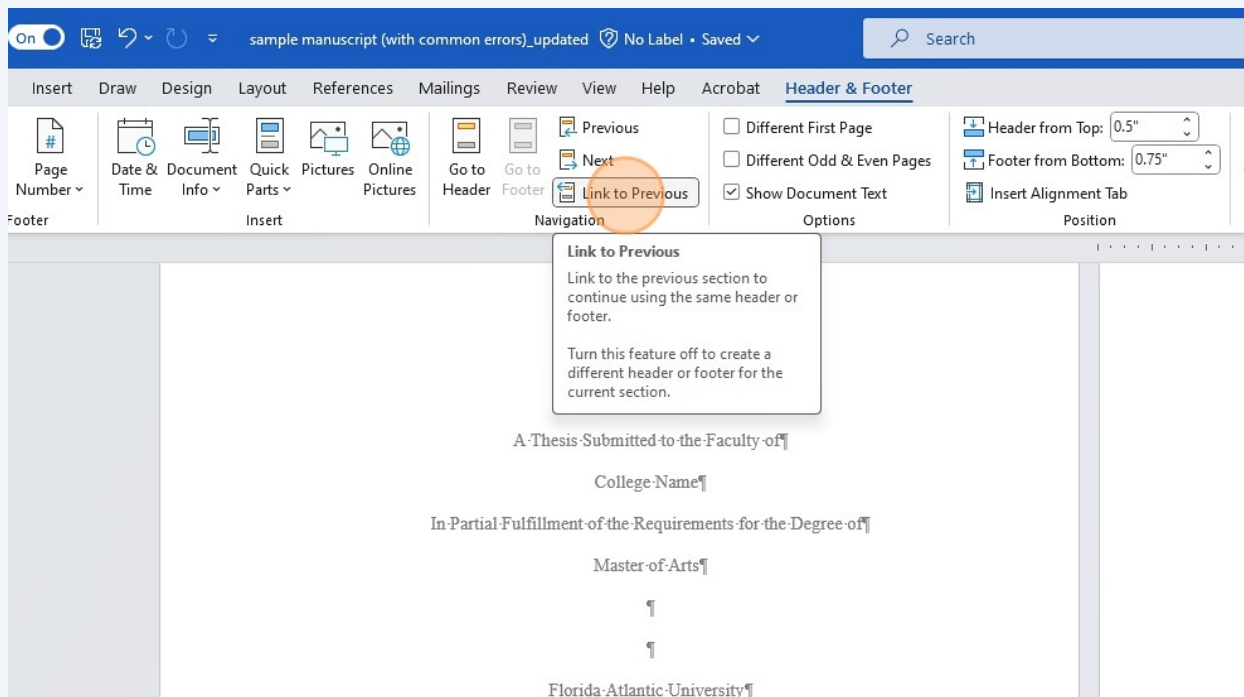
Go to page 2 (ii), which is the copyright page.

Double-click on the page number footer section.



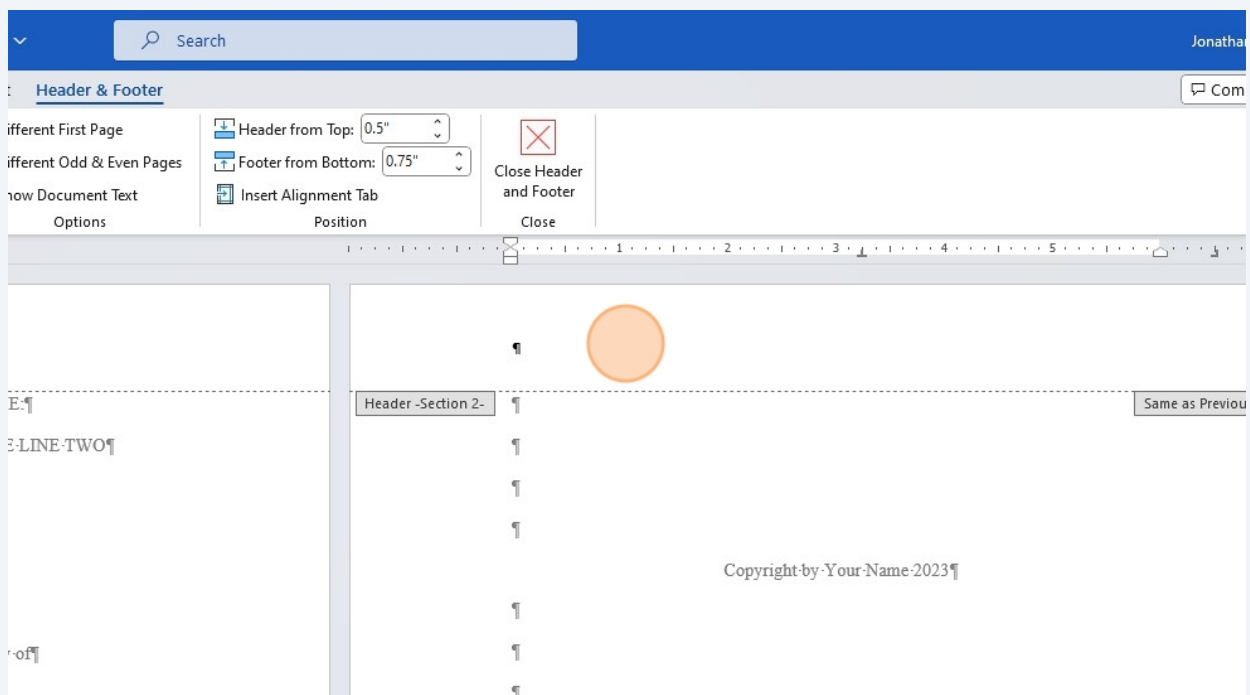
21 The Header & Footer tab will open.

Click "Link to Previous" to turn it off.

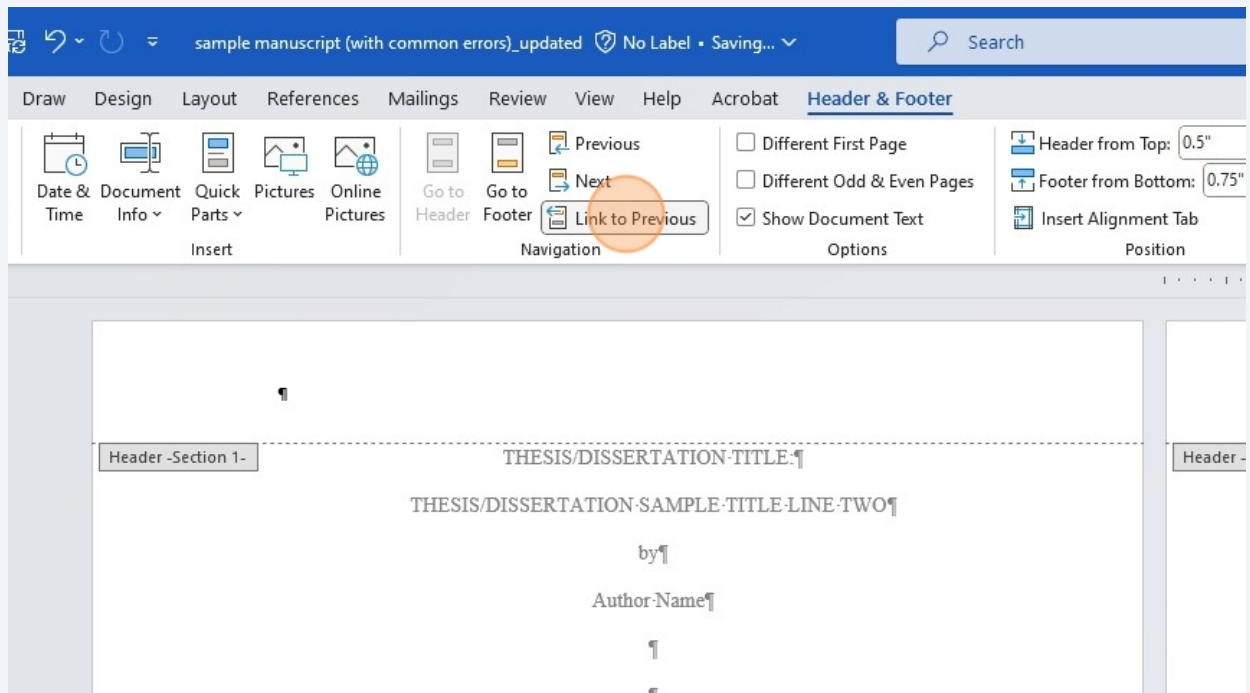


22 Do the same in the header of the copyright page.

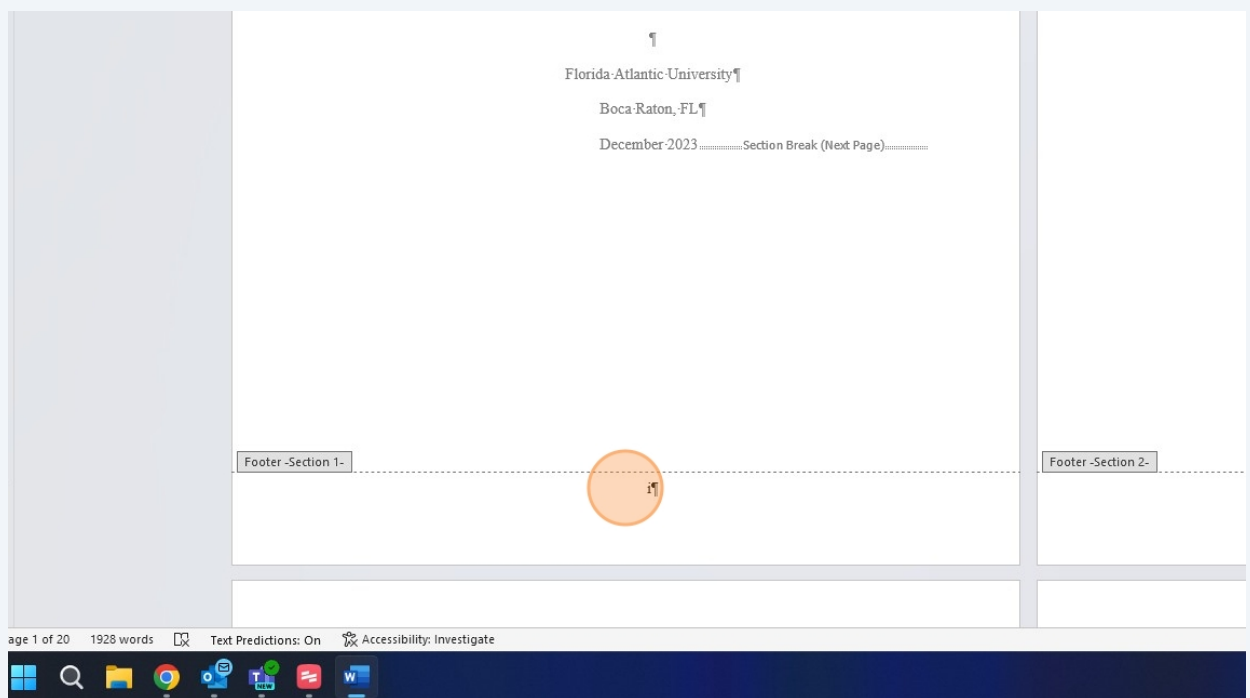
Click in the Header area.



23 Click "Link to Previous" to turn it off.

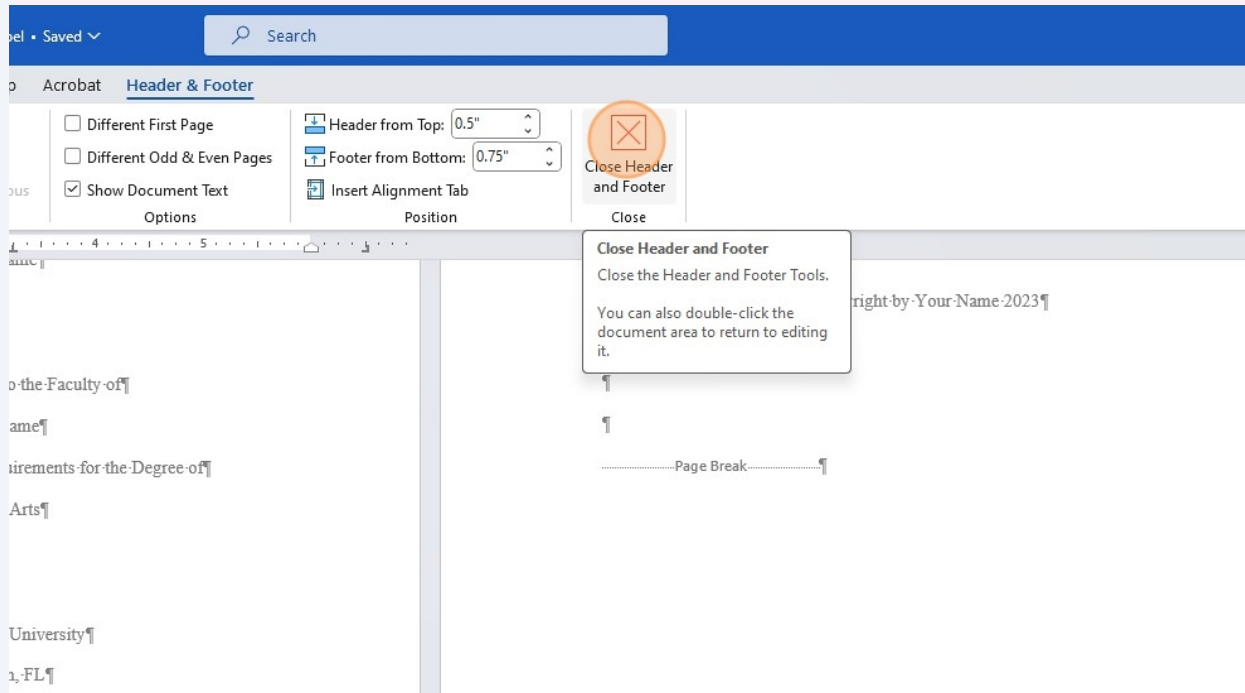


24 Now go to the title page, highlight the page number.



25 Press **Delete**

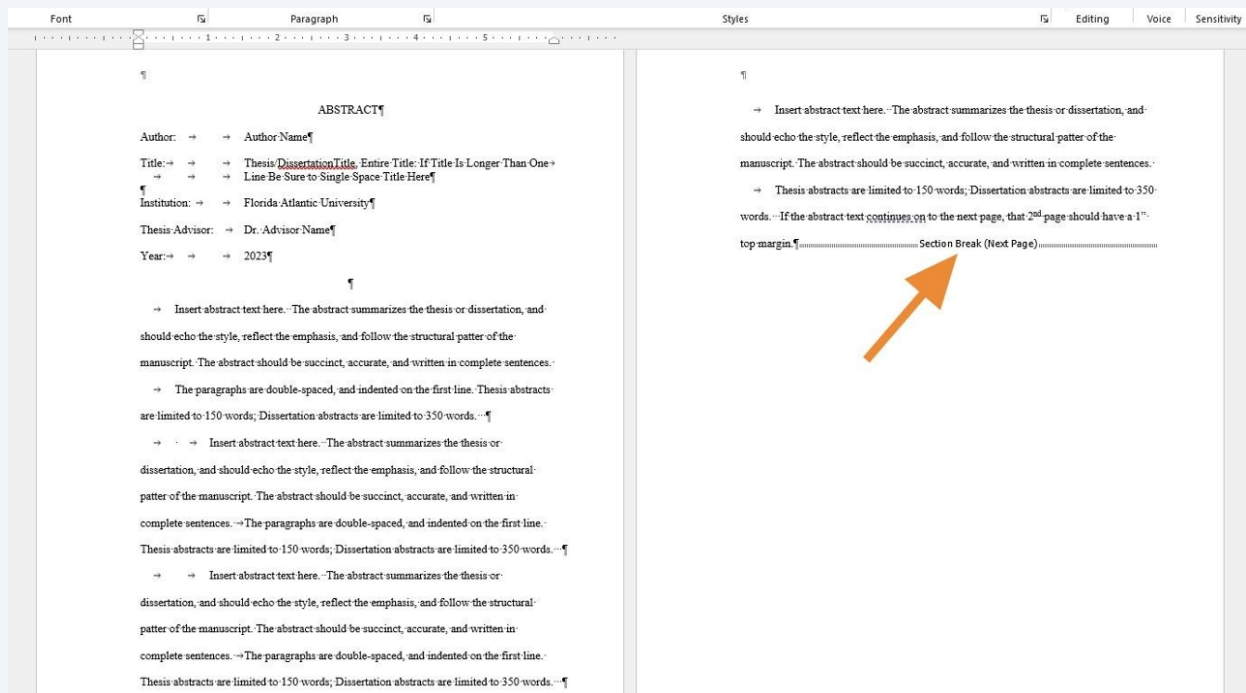
26 Click "Close Header and Footer"



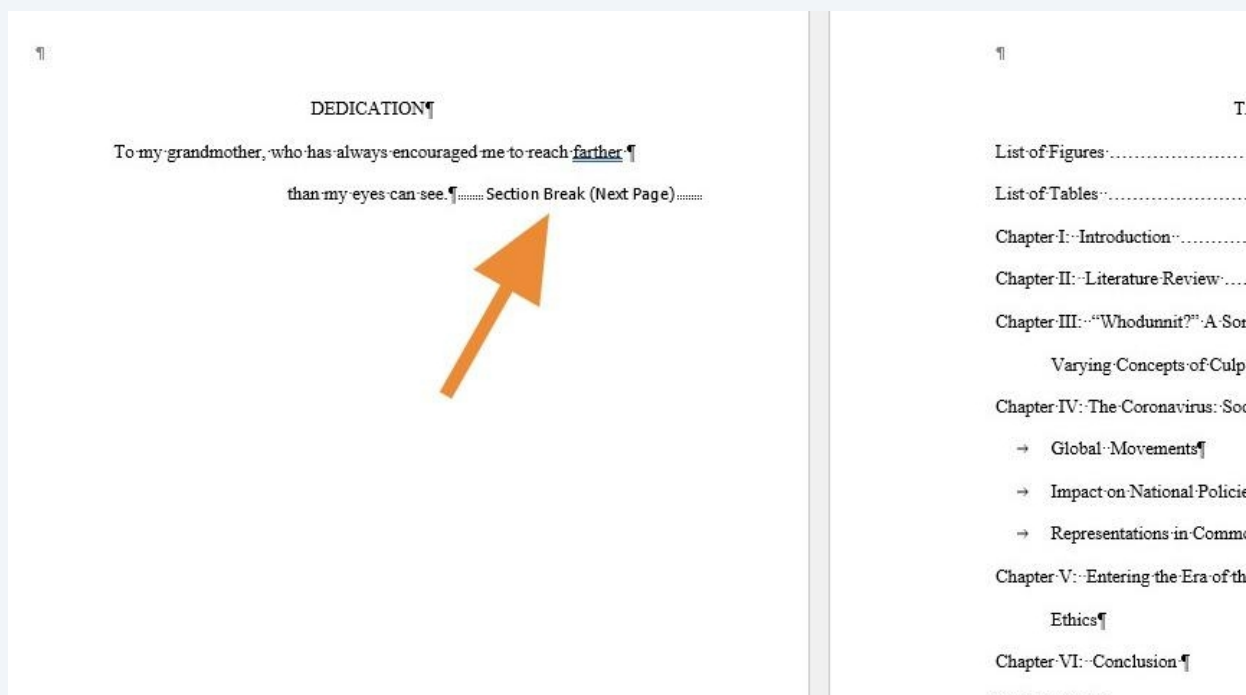
How to remove the Dedication page number (if you have one)

27 Go to the page before the Dedication, which is the Abstract.

Insert the Section Break - Next Page at the end of your abstract text.



28 Now, go to the Dedication page, and place a Section Break - Next Page at the end of the Dedication text.





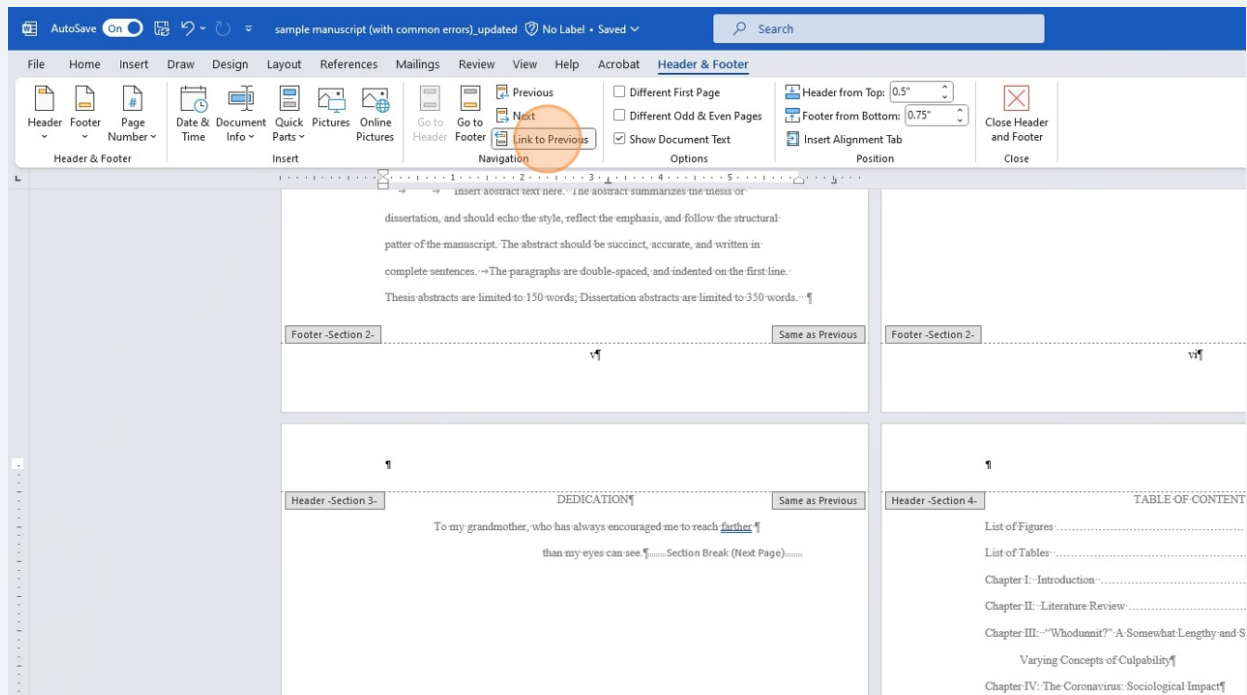
We need to "Unlink" the Header and Footer from the Dedication page and the following section (Table of Contents).

29

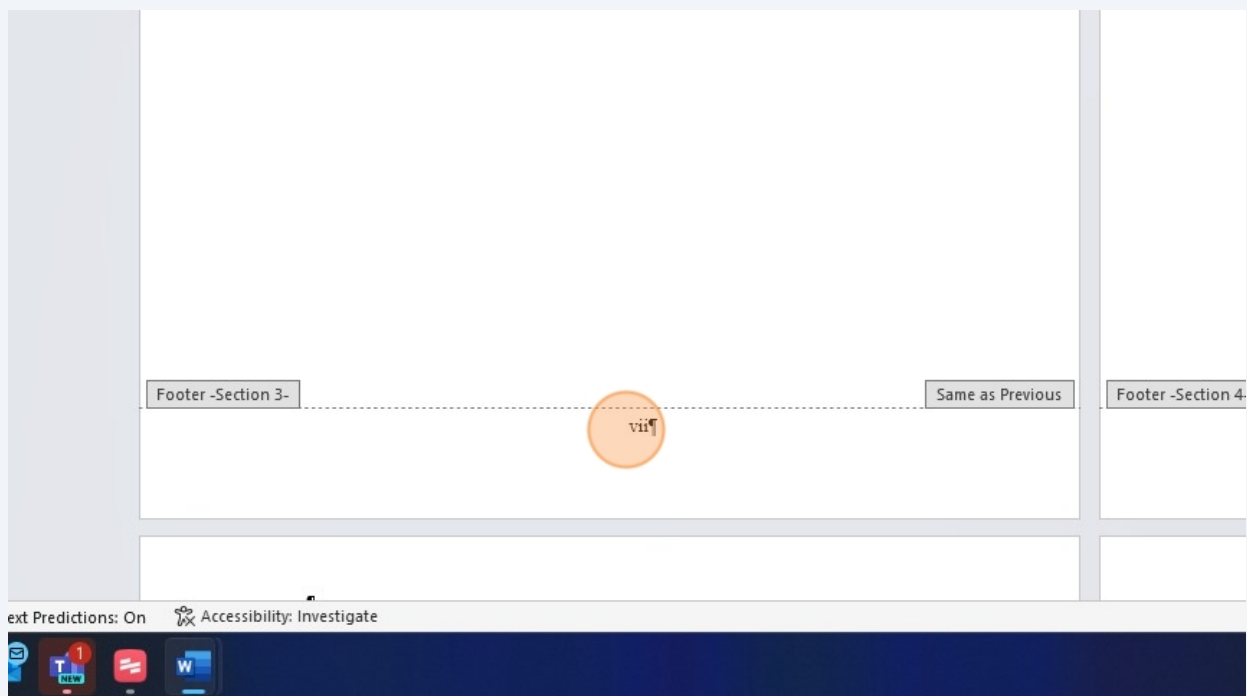
Double-click into the Dedication Header section.

complete sentences. → The paragraphs are double-spaced, and indented on the first line. Thesis abstracts are limited to 150 words; Dissertation abstracts are limited to 350 words. ...¶ v¶	
DEDICATION¶ To my grandmother, who has always encouraged me to reach <u>farther</u> ¶ than my eyes can see. ¶ Section Break (Next Page).....	List of Fi List of Ta Chapter I Chapter I Chapter I V;

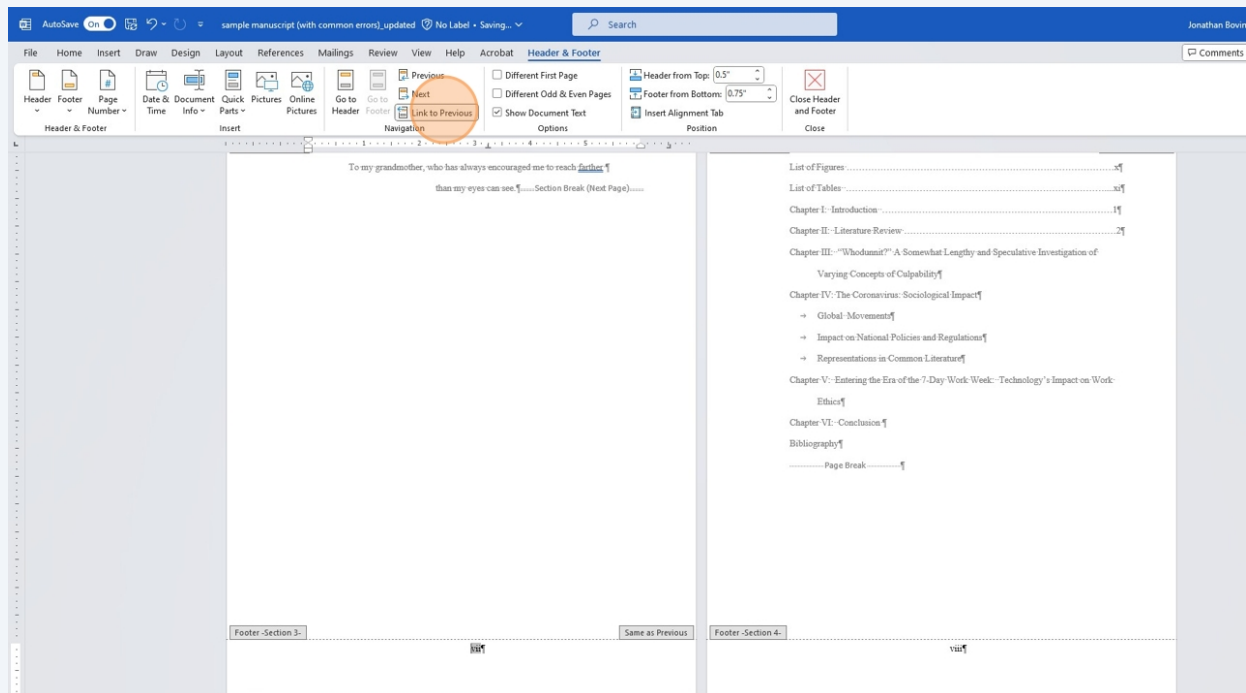
30 Click "Link to Previous" to turn it off.



31 Now go to the footer of the dedication page and click into the footer.

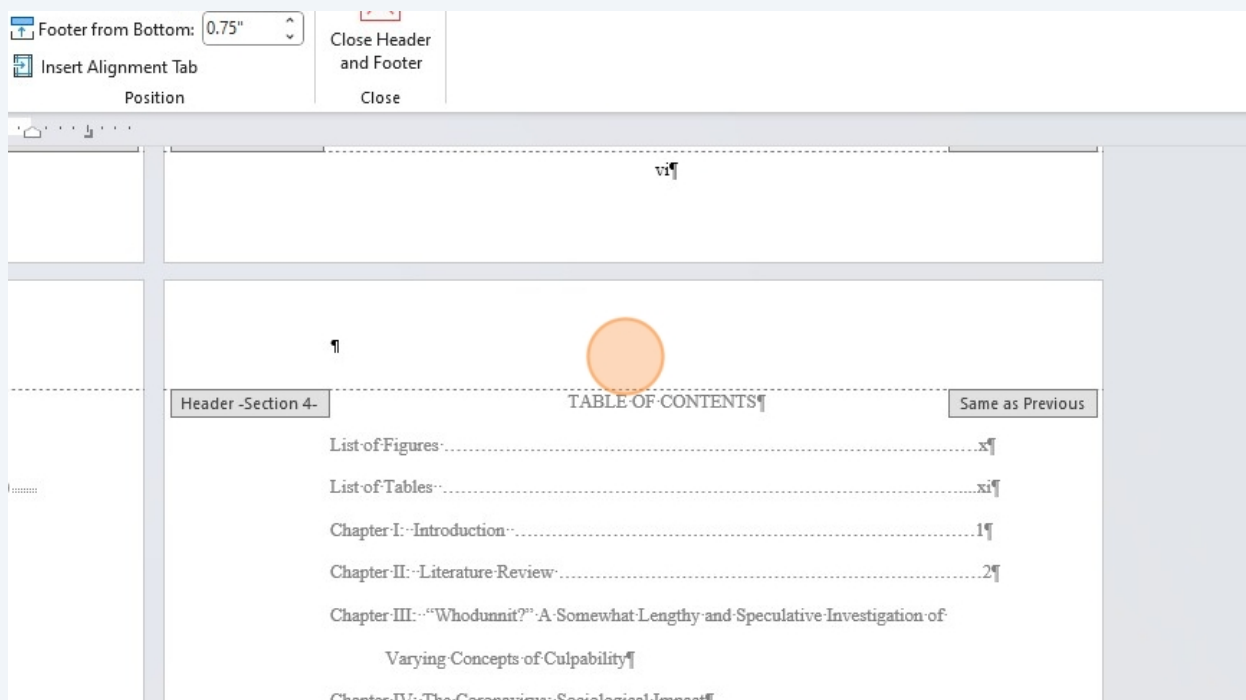


32 Click "Link to Previous" to turn it off.

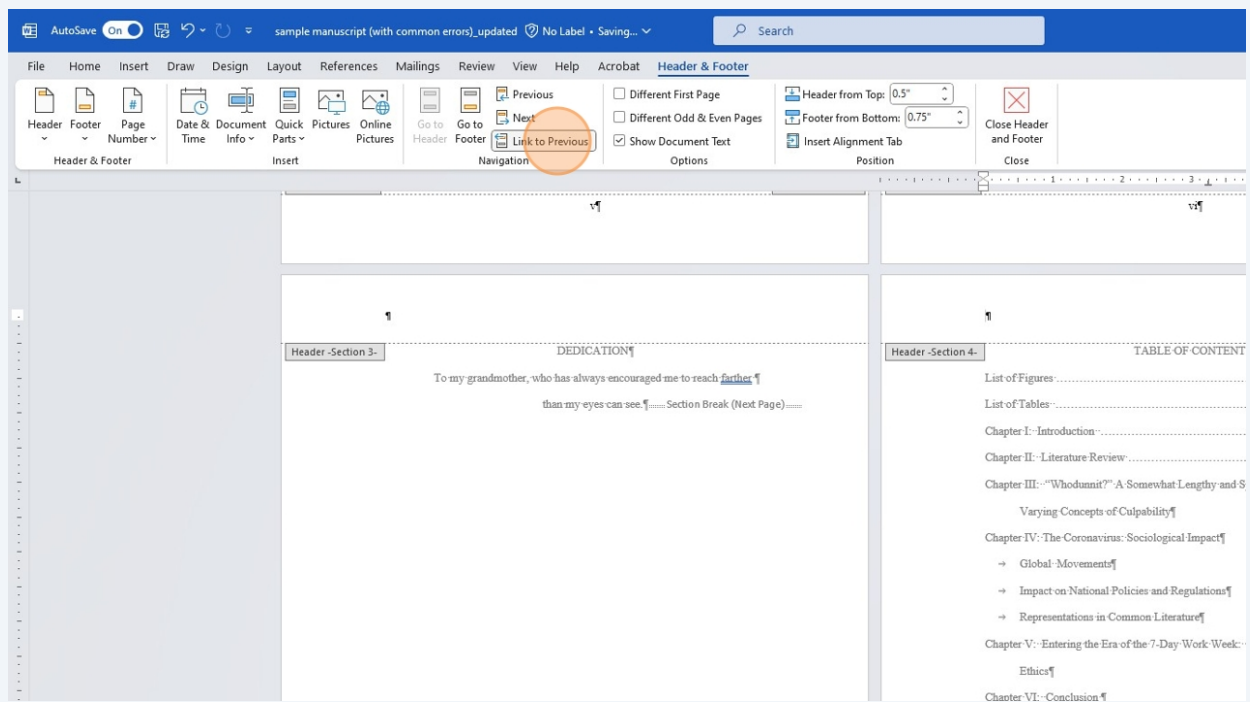


33 Do the same for the Table of Contents section.

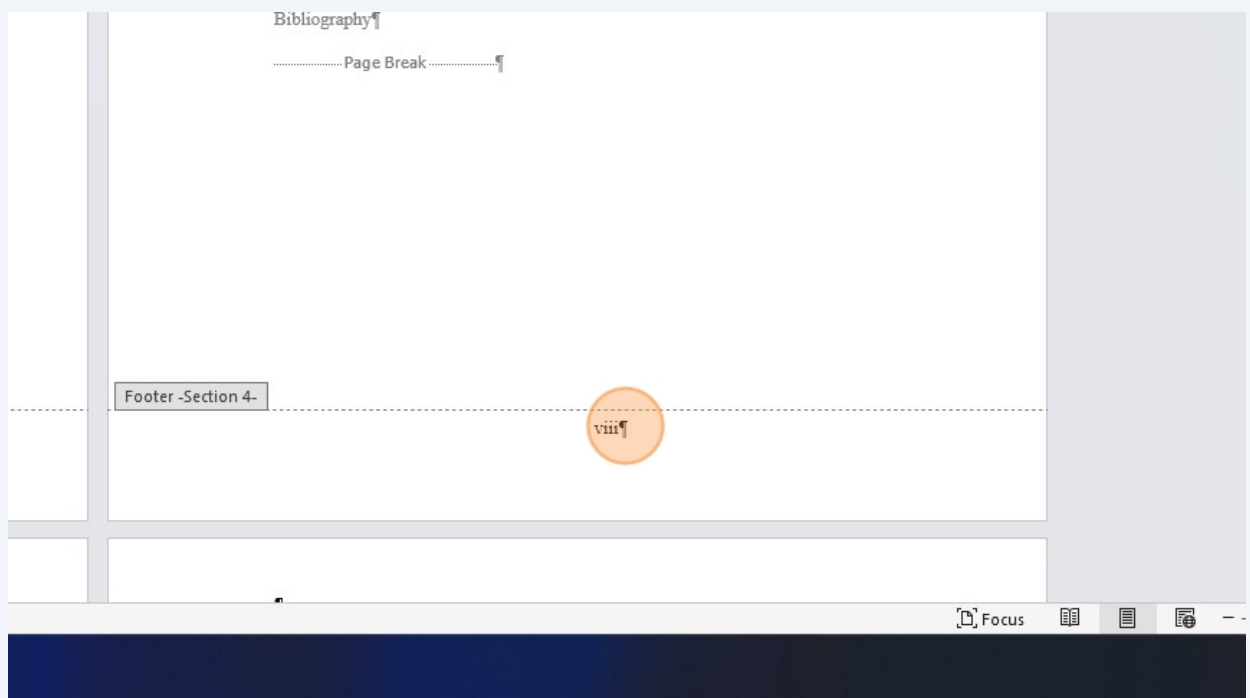
Click into the Header of the Table of Contents.



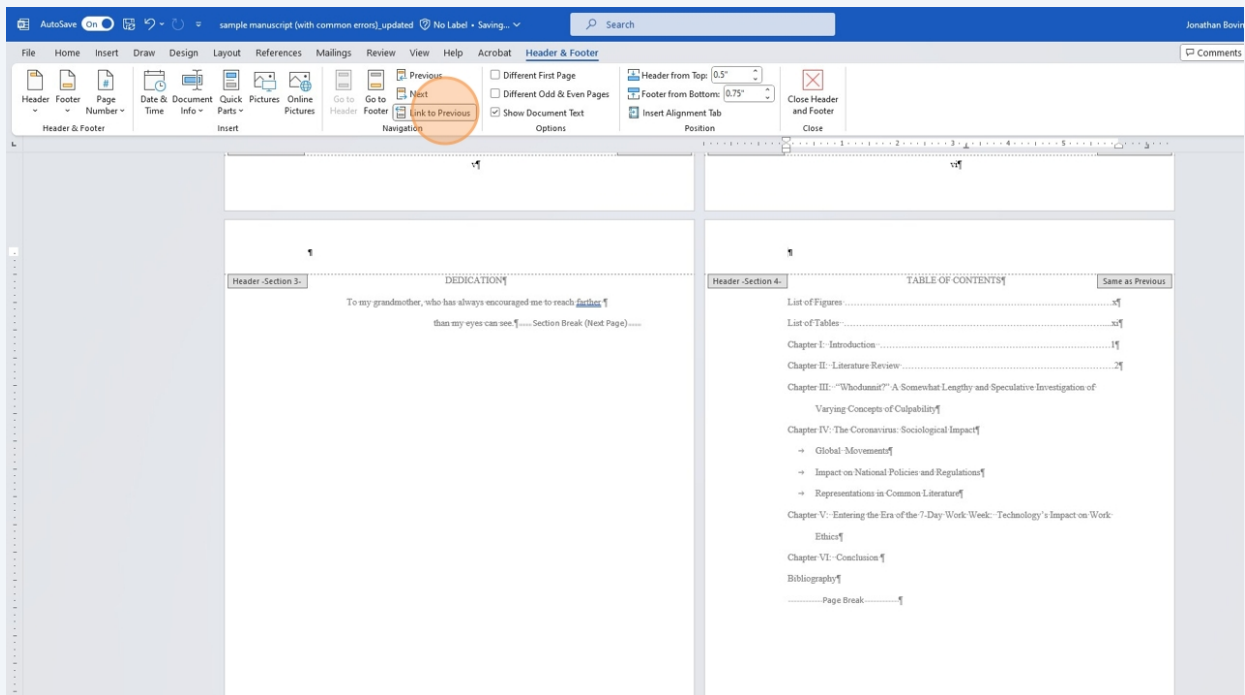
34 Click "Link to Previous" to turn it off.



35 Now go to the footer of the Table of Contents page and click into the footer.

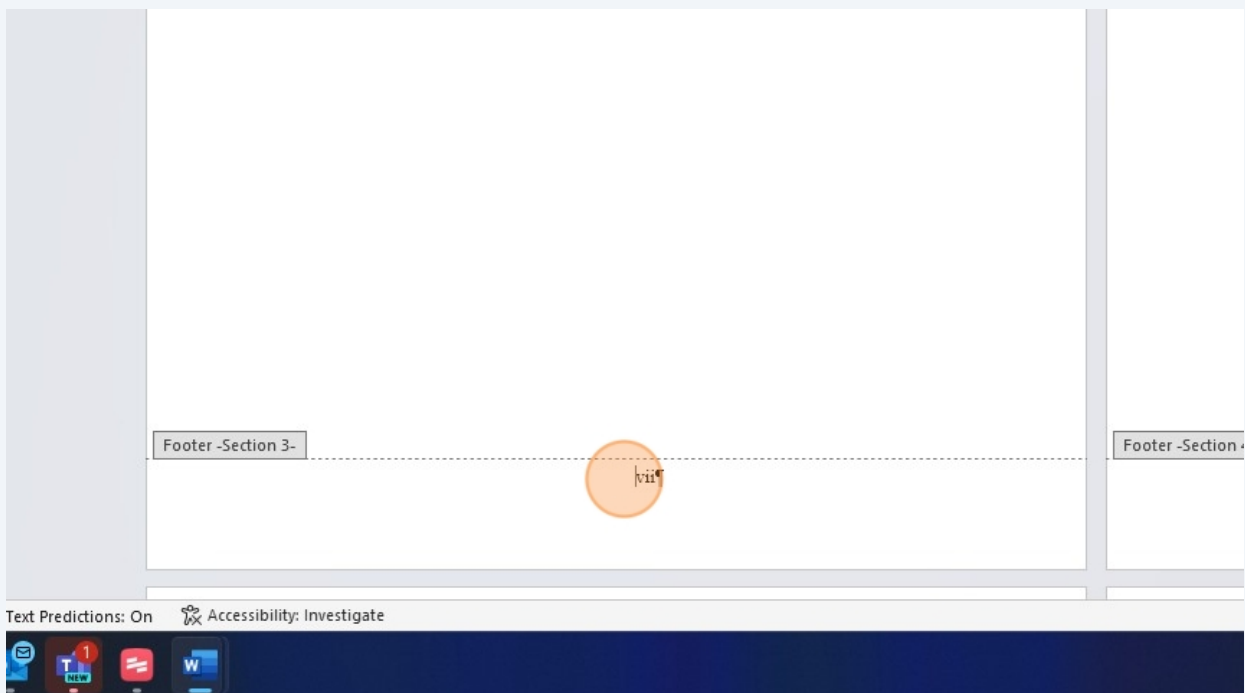


36 Click "Link to Previous" to turn it off.

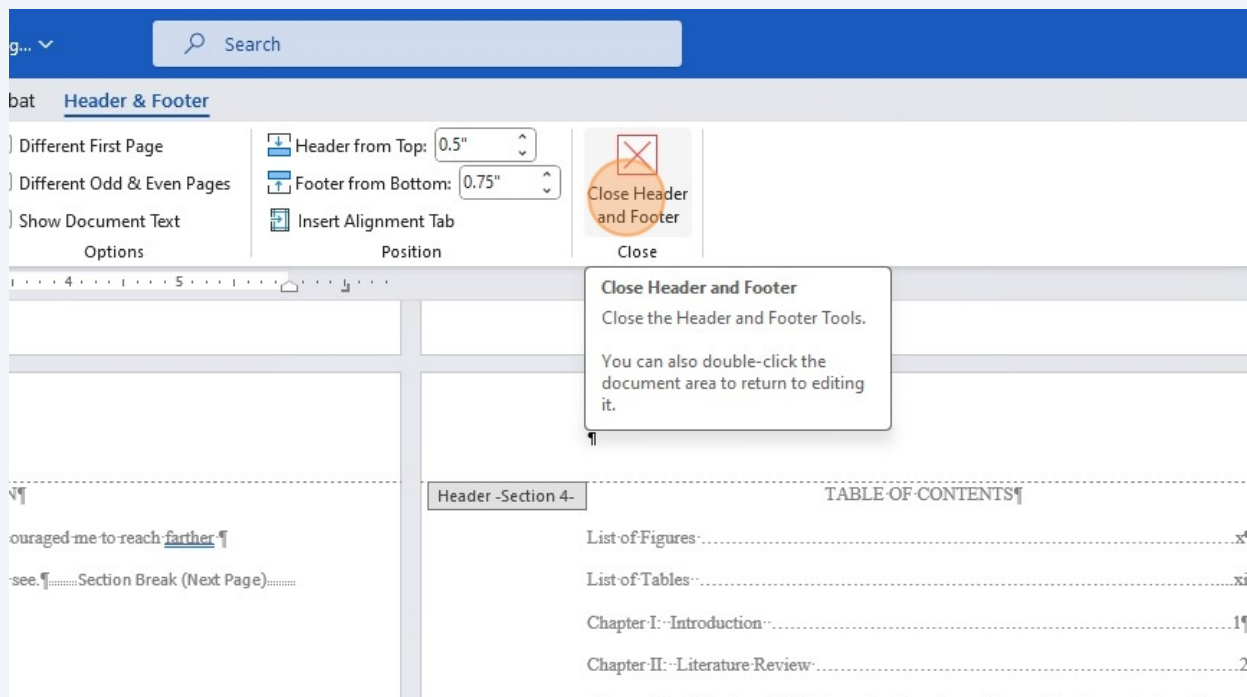


37 Now go to the page number on the Dedication Page.

Highlight the page number and delete it.



38 Click "Close Header and Footer"



How to format the page numbers for the Introduction (or Chapter 1).

39

Go to the page before the Introduction (or Chapter 1). This is the last page of the preliminary pages. You will need to insert a Section Break - Next Page here.

ABLES¶

LIST OF FIGURES¶

¶

Figure 1: Varying levels of culpability, 1st person¶Figure 2: Varying levels of culpability, 3rd person¶

Figure 3: Emerging Trends, CA5—CS9¶

Figure 4: Current Movements, CA5—CS9¶

¶

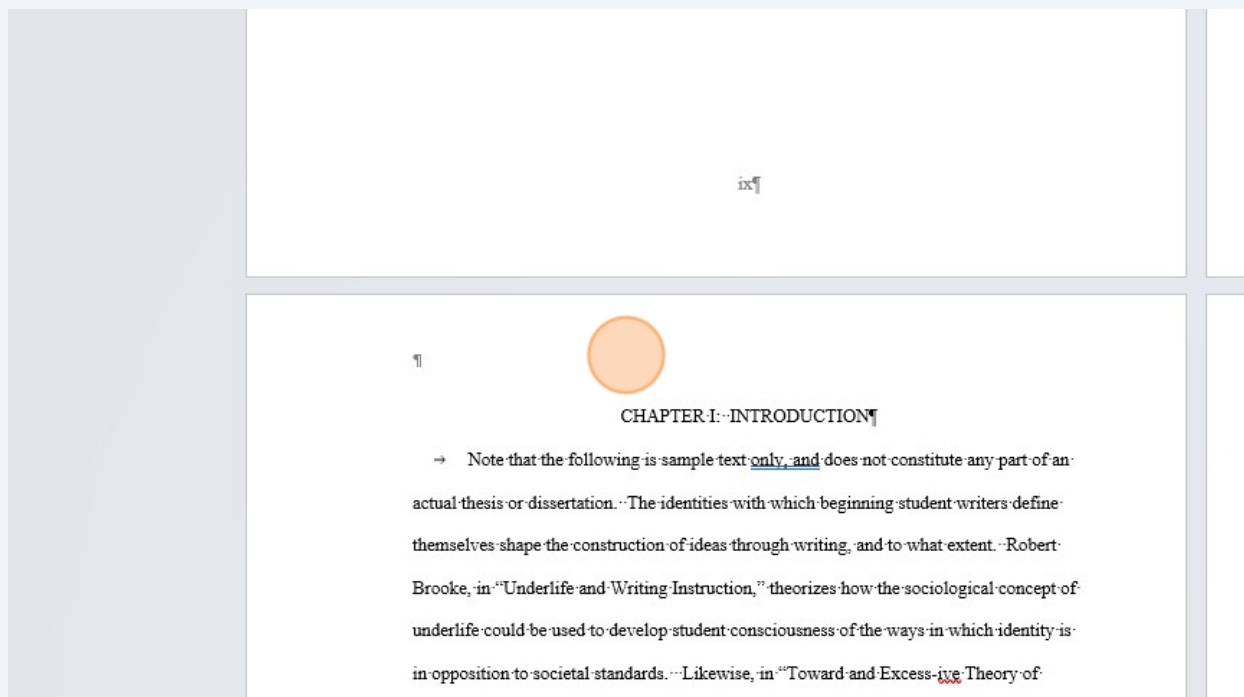
¶

Section Break (Next Page).....

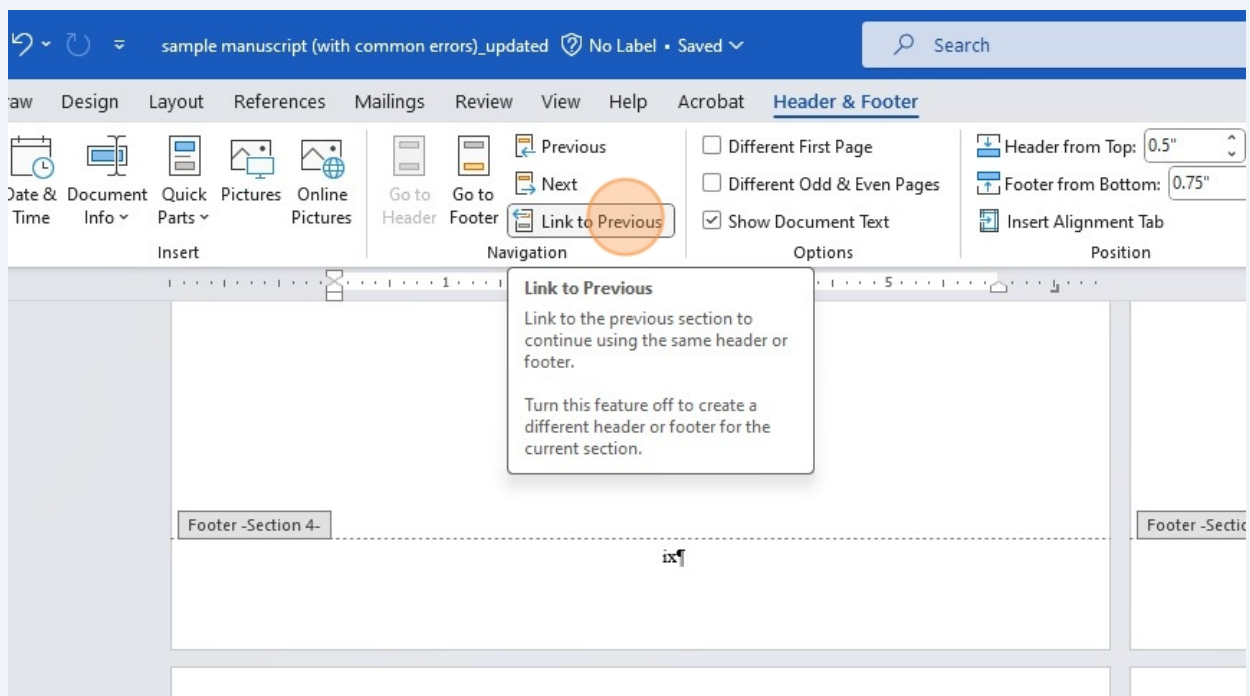


We need to "Unlink" the Header and Footer from the first page of the Introduction (or Chapter 1).

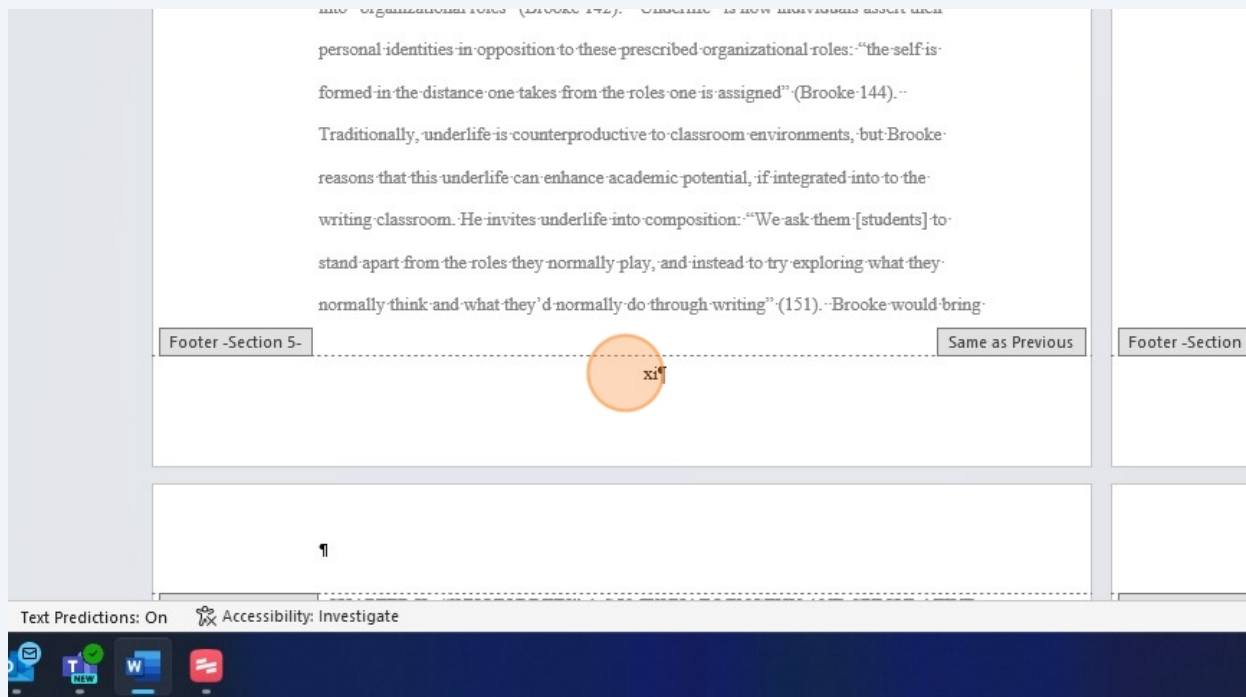
40 Double-click into the Chapter 1 header.



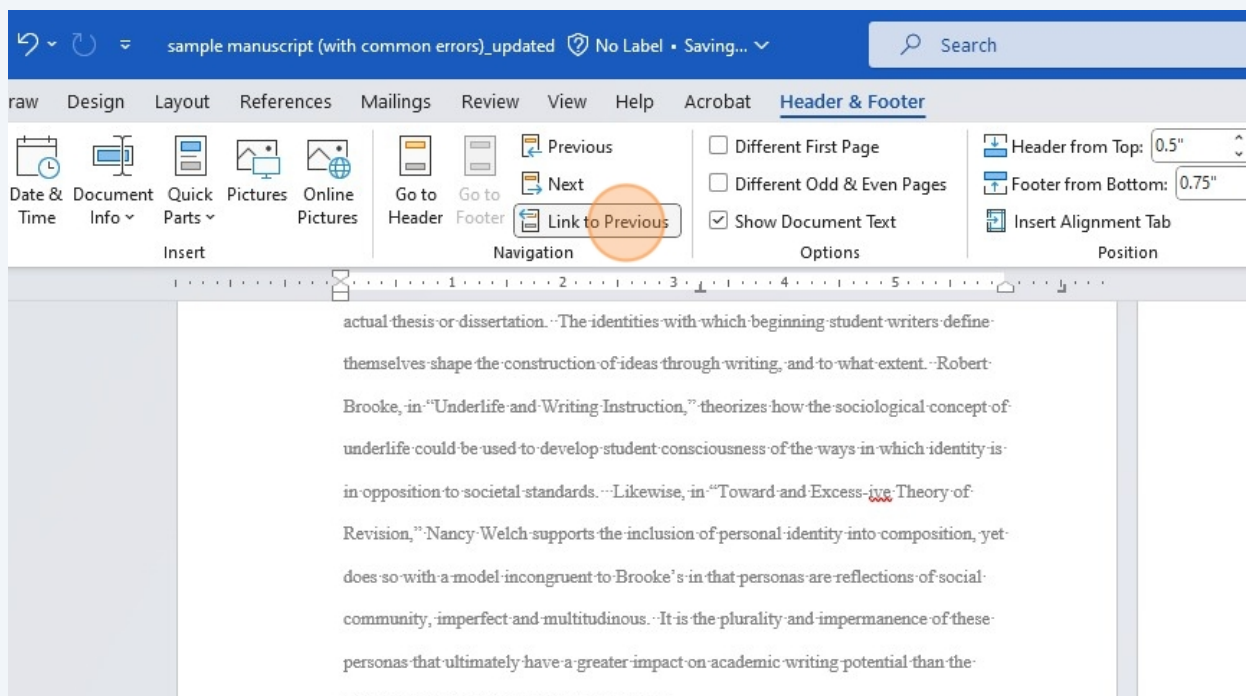
41 Click "Link to Previous" to turn it off.



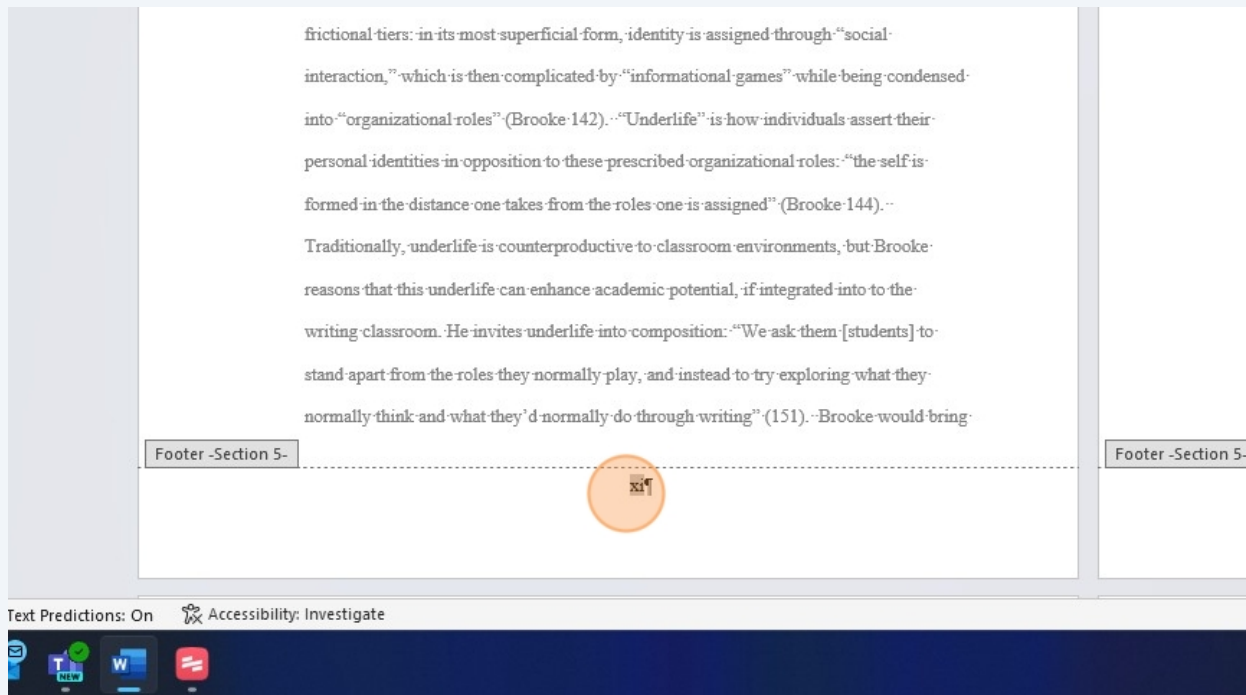
42 Click into the footer section.



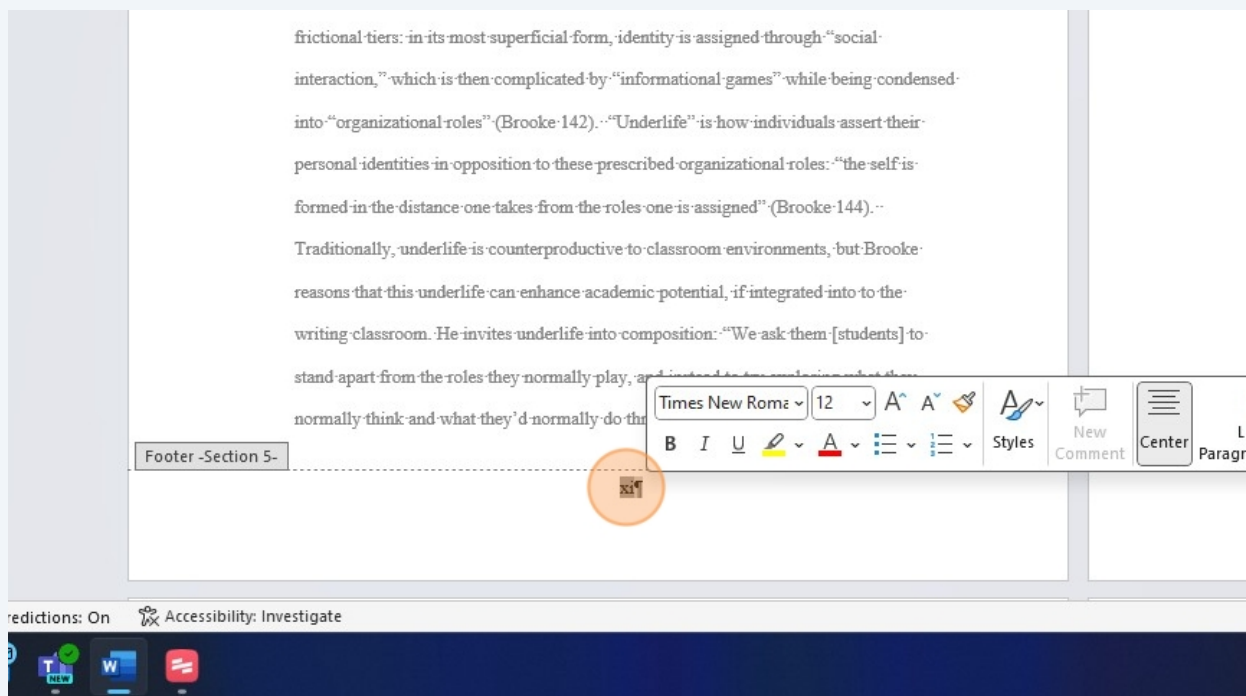
43 Click "Link to Previous" to turn it off.



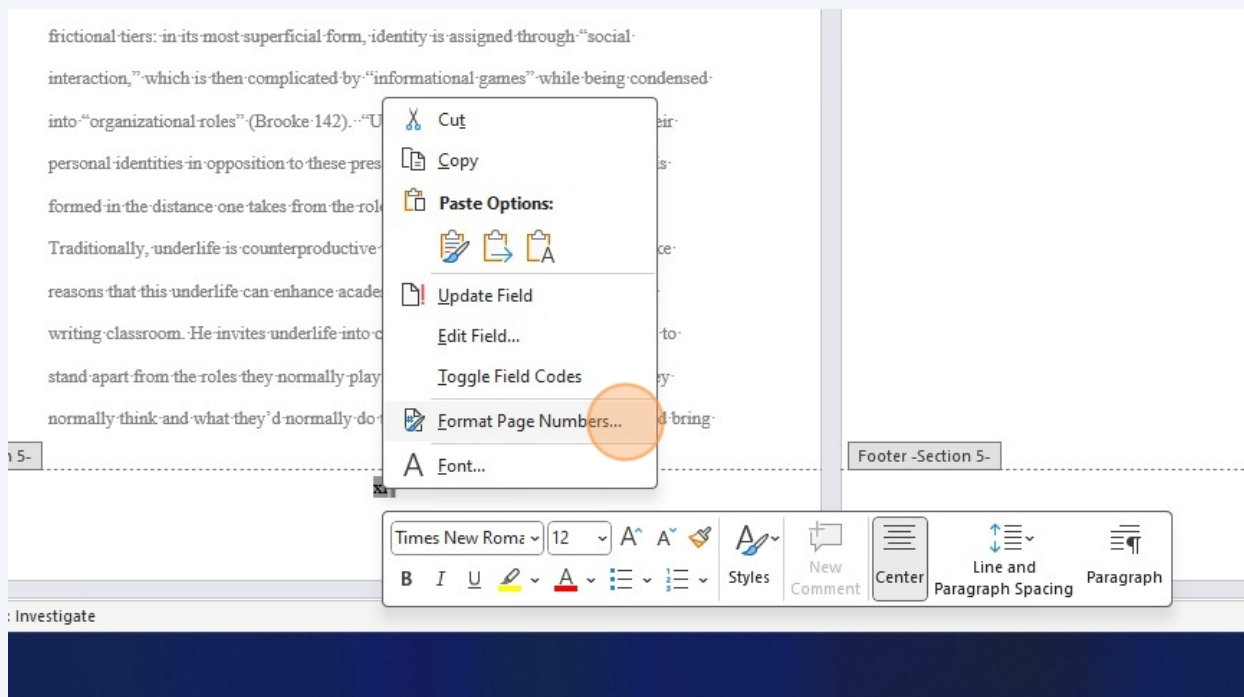
44 Click into the footer of the first page of the Introduction (or Chapter 1).



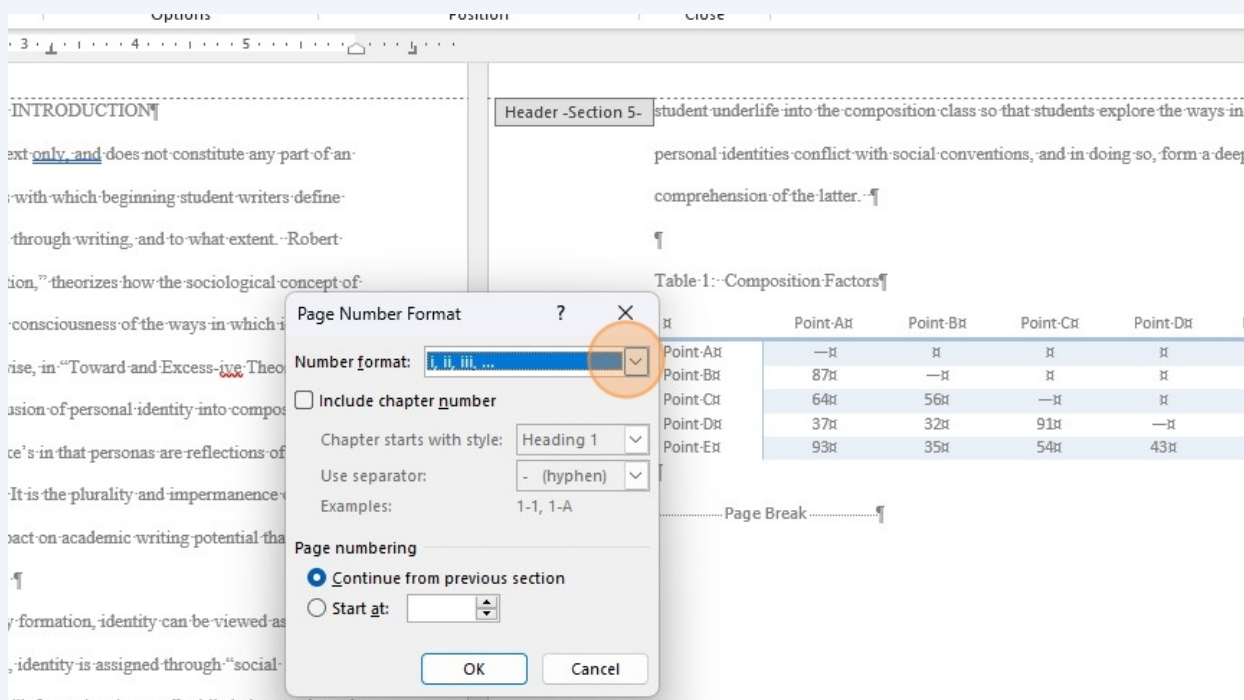
45 Right click the page number.



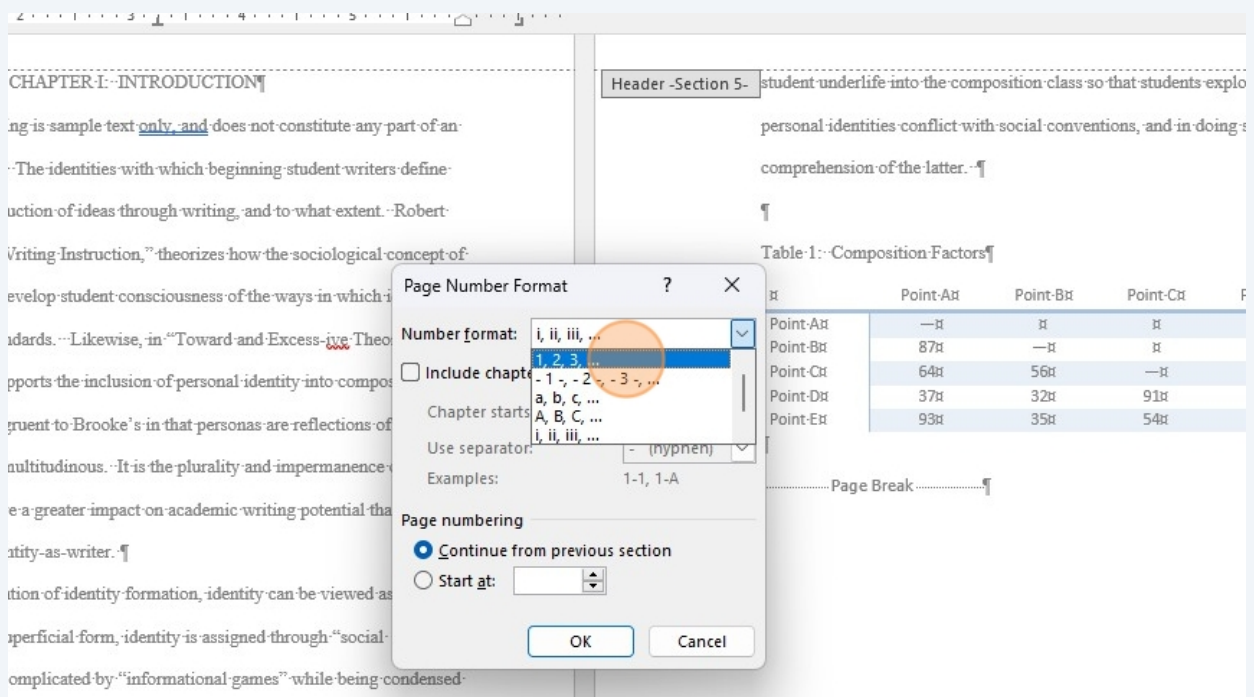
46 Click "Format Page Numbers..."



47 Click "Number format:"

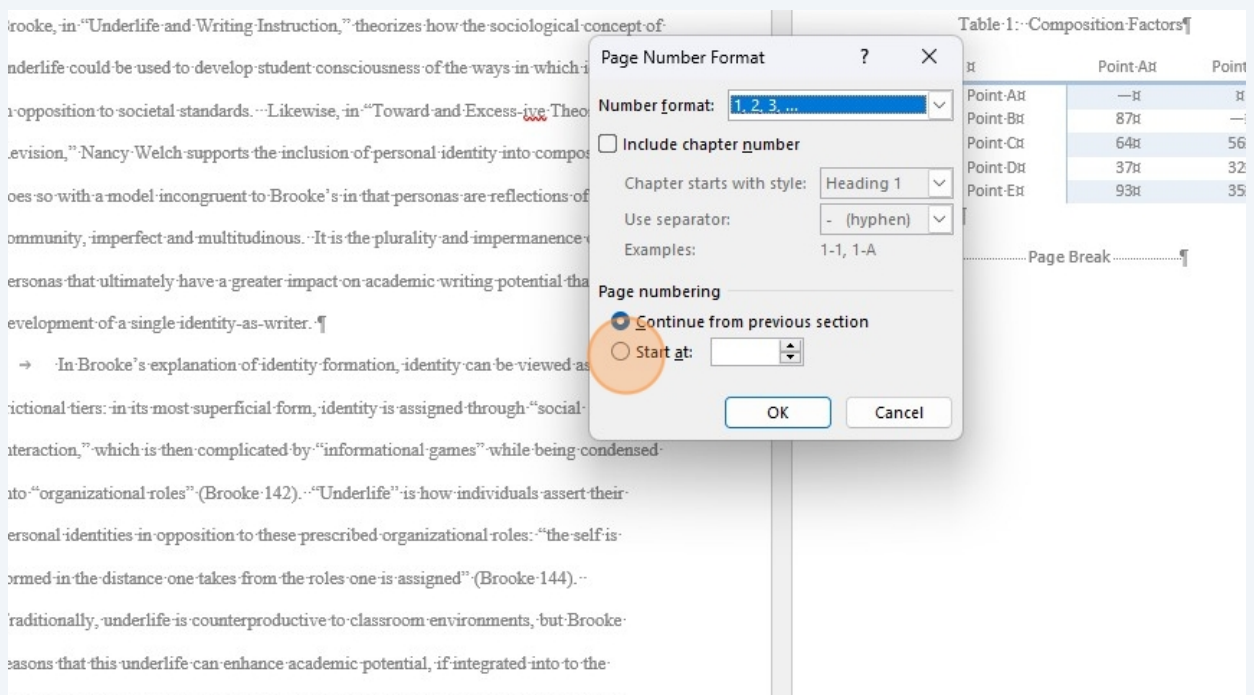


48 Click "1, 2, 3, ..."



49 Click "Start at:"

Change the number 1 one (if it isn't already). So the first page of this chapter starts over at page 1.



50 Click "OK"

in "Underlife and Writing Instruction," theorizes how the sociological concept of...

could be used to develop student consciousness of the ways in which...

tion to societal standards. Likewise, in "Toward and Excess-ive Theo...

, "Nancy Welch supports the inclusion of personal identity into compos...

with a model incongruent to Brooke's in that personas are reflections of...

ity, imperfect and multitudinous. It is the plurality and impermanence...

that ultimately have a greater impact on academic writing potential than...

ment of a single identity-as-writer. ¶

in Brooke's explanation of identity formation, identity can be viewed as...

ltiers: in its most superficial form, identity is assigned through "social...

on," which is then complicated by "informational games" while being condensed...

anizational roles" (Brooke 142). "Underlife" is how individuals assert their...

identities in opposition to these prescribed organizational roles: "the self is...

n the distance one takes from the roles one is assigned" (Brooke 144). ...

ally, underlife is counterproductive to classroom environments, but Brooke...

hat this underlife can enhance academic potential, if integrated into the...

lassroom. He invites underlife into composition: "We ask them [students] to...

art from the roles they normally play, and instead to try exploring what they...

think and what they'd normally do through writing" (151). Brooke would bring...

Table 1: Composition Factors

	Point-Ax	Point-Bx	Point-Cx	Point-
Point-Ax	—x	x	x	x
Point-Bx	87x	—x	x	x
Point-Cx	64x	56x	—x	x
Point-Dx	37x	32x	91x	—x
Point-Ex	93x	35x	54x	43x

Page Break

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

51 Now the first page of the Introduction (or Chapter 1) is page number 1.

frictional tiers: in its most superficial form, identity is assigned through "social...

interaction," which is then complicated by "informational games" while being condensed...

into "organizational roles" (Brooke 142). "Underlife" is how individuals assert their...

personal identities in opposition to these prescribed organizational roles: "the self is...

formed in the distance one takes from the roles one is assigned" (Brooke 144). ...

Traditionally, underlife is counterproductive to classroom environments, but Brooke...

reasons that this underlife can enhance academic potential, if integrated into the...

writing classroom. He invites underlife into composition: "We ask them [students] to...

stand apart from the roles they normally play, and instead to try exploring what they...

normally think and what they'd normally do through writing" (151). Brooke would bring...

Footer -Section 5-

1

Footer -Section

Text Predictions: On Accessibility: Investigate



When doing other formatting edits, if you find that the page numbering restarts in future chapters there is an easy fix to correct this.

52

When adding in section breaks sometimes the page numbers can 'restart'. To fix this see below steps.

CHAPTER II: "WHODUNNIT?" A SOMEWHAT LENGTHY AND SPECULATIVE INVESTIGATION OF VARYING CONCEPTS OF CULPABILITY ¶

→ Under normal circumstances, this would follow the topic of the title. . . . This sample text clearly has no academic purpose whatsoever. . . . Another method is for students to personally adopt the identity of "writer," to supplement the organizational role identity of "student." His ideal is that students would "see themselves as writers first and students second" (Brooke 141). where, "writer" is a target role that serves to enhance academic potential, as it motivates students to "take initiative to communicate with readers, to use writing to help better their world, to use writing to help them understand their world" (Brooke 150). Since underlife is present in everyone, it is an available, inexhaustible resource for writing teachers to tap into, to utilize in the development of this academic target. ¶

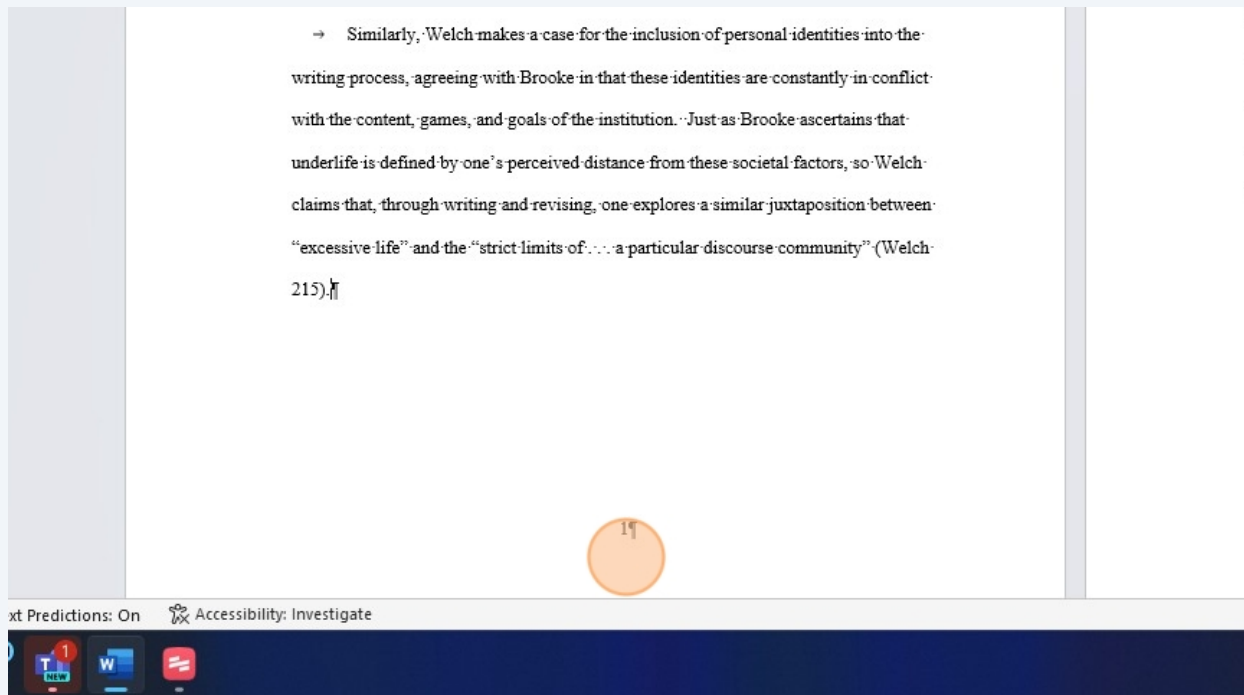
→ Similarly, Welch makes a case for the inclusion of personal identities into the writing process, agreeing with Brooke in that these identities are constantly in conflict with the content, games, and goals of the institution. Just as Brooke ascertains that underlife is defined by one's perceived distance from these societal factors, so Welch claims that, through writing and revising, one explores a similar juxtaposition between "excessive life" and the "strict limits of . . . a particular discourse community" (Welch 215). ¶

→ Figure 1: Varying levels of culpability, 1st person ¶

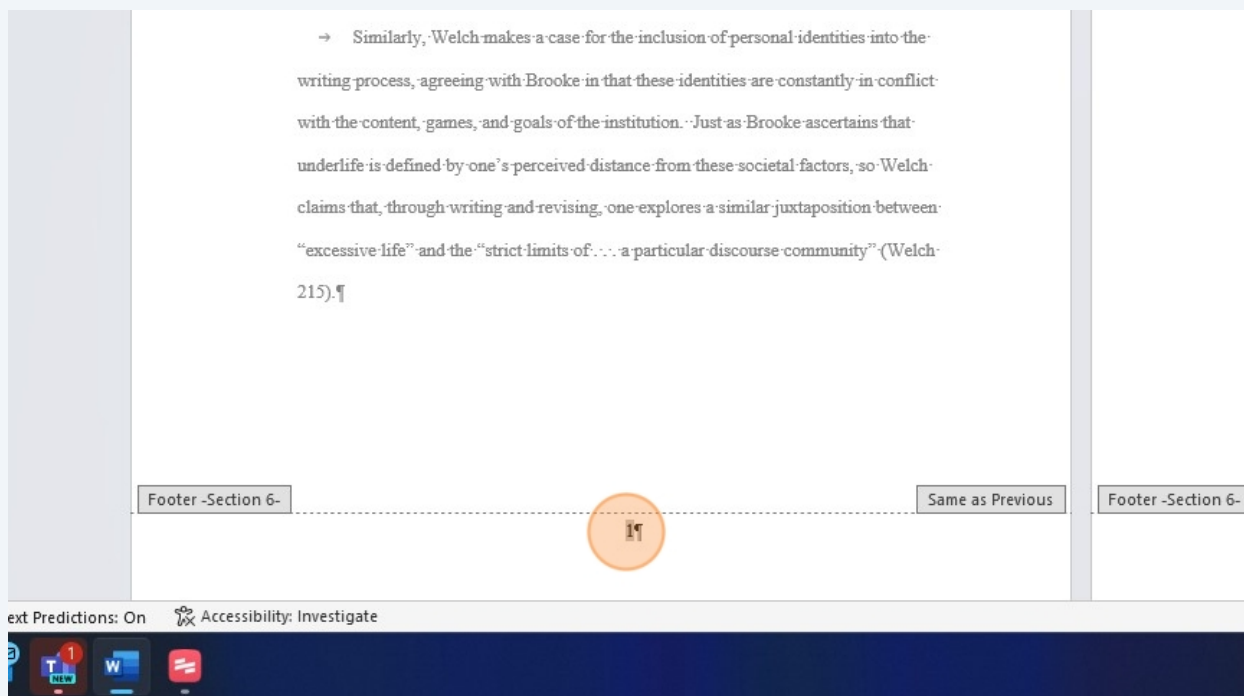
→ However, where Brooke advocates student writers to de-emphasize social discourse in favor of this identity-exploration (150), Welch asserts its essentiality: "[R]evision involves both movement toward social goals *and* questioning what's being perpetuated or omitted in the process" (233). In Welch's theory, *both* halves are crucial to extend writing into critical and stimulating places. Furthermore, Welch's article disrupts Brooke's targeted goal of student identities-as-writers by instead exposing identities as mirrors, social reflections that are instable, impermanent, and therefore having the propensity to change. ¶

Series1	300-400	200-300	100-200	0-100
1	100	150	100	50
2	150	200	150	100
3	200	250	200	150
4	250	300	250	200
5	300	350	300	250
6	350	400	350	300
7	300	350	300	250
8	250	300	250	200
9	200	250	200	150
10	350	400	350	300
11	300	350	300	250
12	250	300	250	200
13	200	250	200	150
14	150	200	150	100
15	100	150	100	50

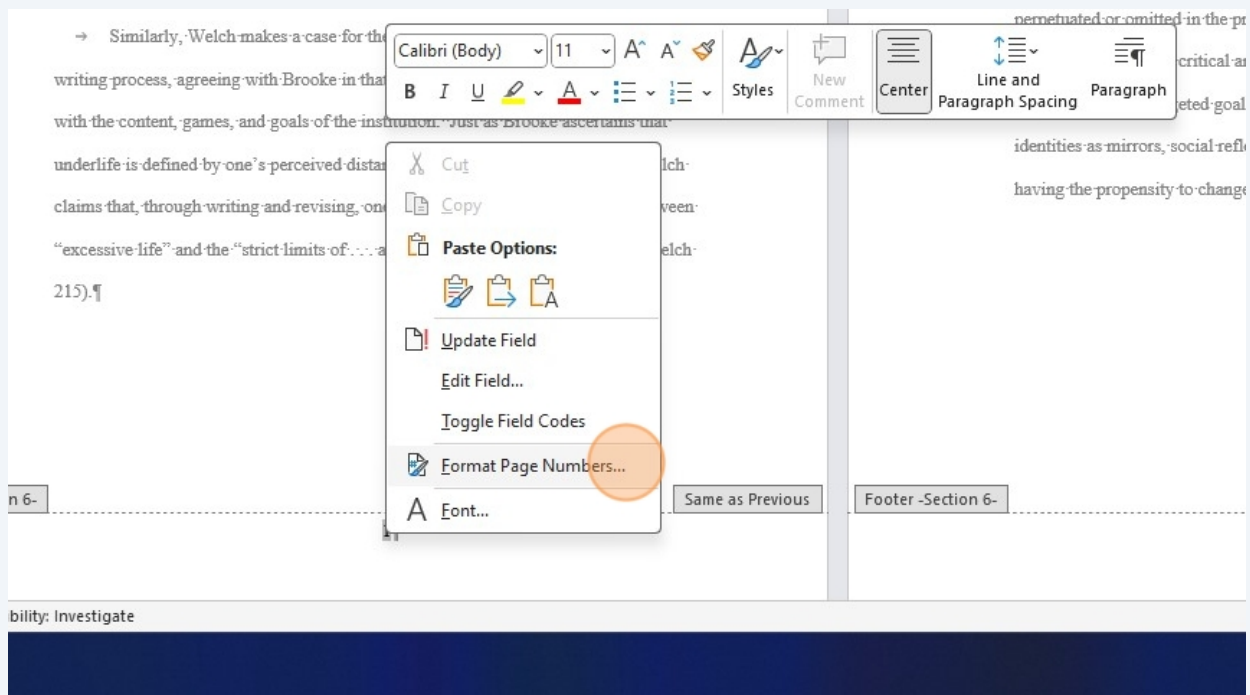
53 Double-click in the footer section.



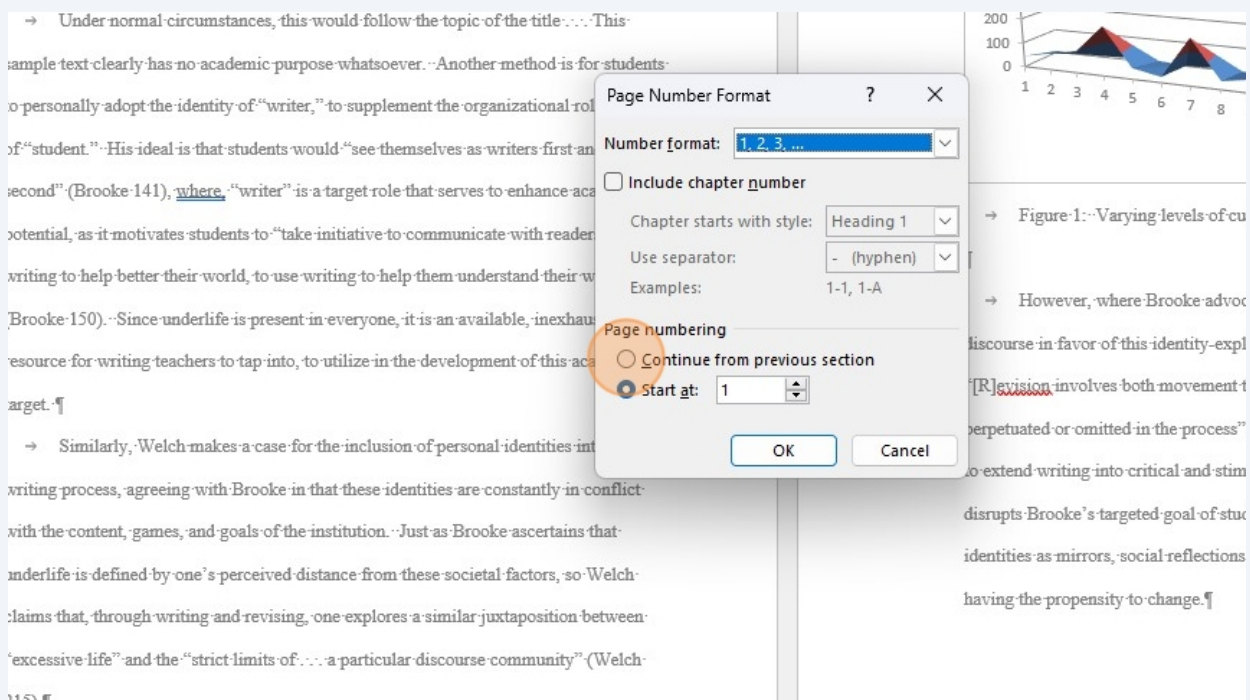
54 Right click on the page number.



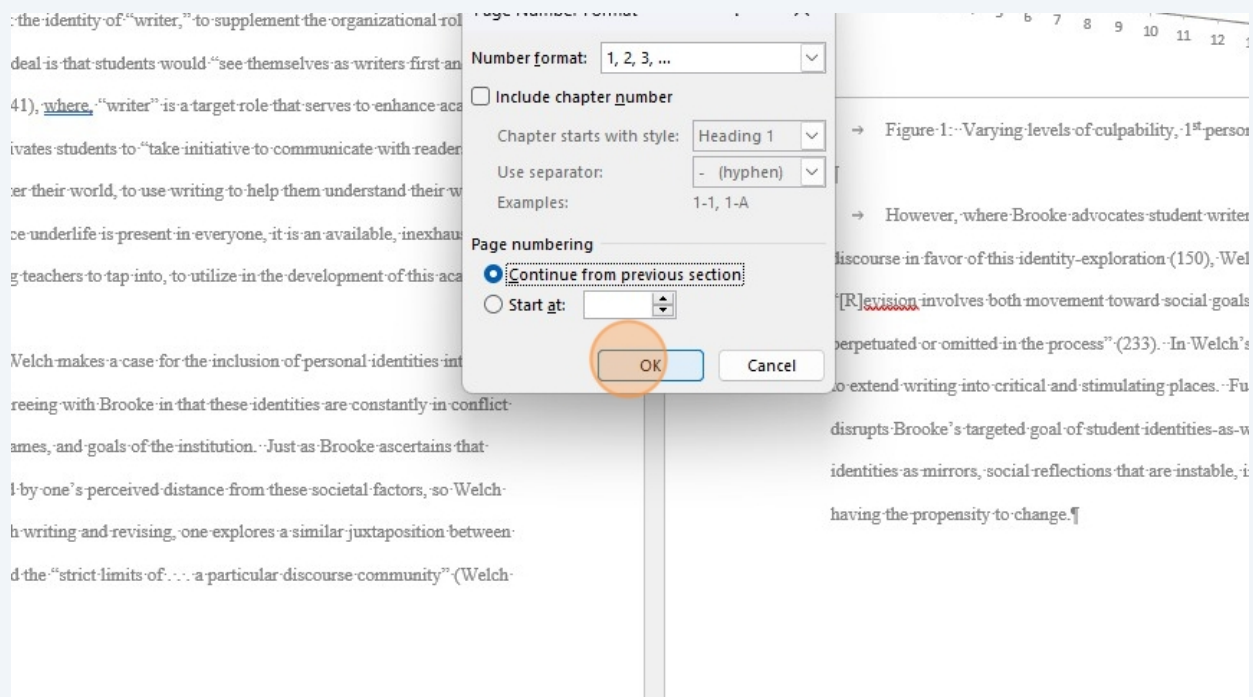
55 Click "Format Page Numbers..."



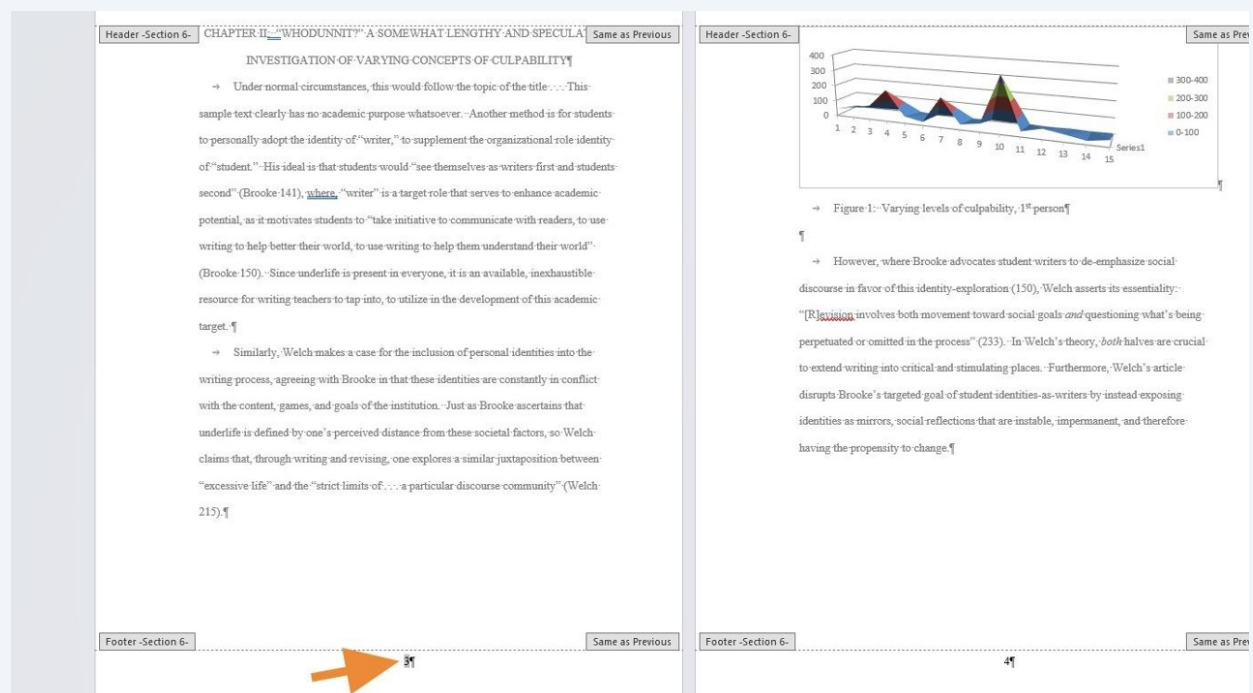
56 Click "Continue from previous section"



57 Click "OK"



58 Now the page number will continue from the previous section and continue counting correctly. If you find this occurring later into your manuscript, simply follow the instructions again and ensure that 'continue from previous section' is selected.





Now that the page numbering is correct, it is ideal to review the margin tutorial.