**Honors Thesis Page Number Formatting**

**Pagination Requirements:**

* Every page should be assigned a number with the exception of the title page and signature page
* Front matter is numbered using lower-case Roman numerals centered at 1" from bottom of page.
* Restart numbering with Arabic numerals for the Body of the Thesis. These page numbers should be in the same position, 1 inch from bottom of page and 1 inch from right edge.

In order to meet the requirements above you will initially need to insert Roman page numerals on the third page of your thesis (after the title page and signature page). Follow these steps in order to correctly number your pages.

* At the end of your signature page go to **Layout > Breaks > Next Page***(make sure that you select****Next Page****not****Page****).*
* Go to the third page, double-click in the footer area where you want to display page numbers.
* Select **Link to Previous** to turn it off and unlink the footer from the previous section.
* Select **Page Number > Page Number**and then make sure the Position is **Bottom of page (Footer)** and the Alignment is **Center**. Also, click on the box to show the number of first page. Do not click **OK** yet, instead click on the **Format** box.
* Choose the number format style as **(i, ii, iii...) .**
* Select the **Start at: \_\_\_\_** option and click the up arrow until you reach **iii.**
* Click **ok** and click **ok** again.
* Close the Header/Footer to ensure that your page numbers are showing correctly.

To switch to Arabic numerals, follow these steps:

* On the last page of your front matter once again go to **Layout > Breaks > Next Page.**
* Go to the next page (the first page of the body of your thesis), double-click in the footer area where you want to display page numbers.
* Select **Link to Previous** to turn it off and unlink the footer from the previous section.
* Select **Page Number > Page Number**and then make sure the Position is **Bottom of page (Footer)** and the Alignment is **Right**. Also, click on the box to show the number of first page. Do not click **OK** yet, instead click on the **Format** box.
* Choose the number format style as **(1, 2, 3...) .**
* Select the **Start at: \_\_\_\_** option and make sure it says **1.**
* Click **ok** and click **ok** again.
* Close the Header/Footer to ensure that your page numbers are showing correctly.