One of the most difficult tasks for student preparing their dissertation or thesis manuscripts is pagination. This document provides a quick reference for how to paginate your document.

**Organizing Your Dissertation**

CGU standards for paginating your manuscript are summarized in the table below.

### ORDER OF SECTIONS AND NUMBERING PROTOCOL

<table>
<thead>
<tr>
<th>PAGE</th>
<th>COUNT</th>
<th>PRINT</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Title Page</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>2 Copyright Page (optional)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>3 Signature Page</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>4 Abstract</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>5 Dedication (optional)</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| 6 Acknowledgements (optional) | Yes | Yes | FIRST PAGE WITH A NUMBER
Small Roman numeral, page v or vi |
| 7 Preface (optional) | Yes | Yes | Small Roman numeral |
| 8 Table of Contents | Yes | Yes | Small Roman numeral |
| 9 Table of Figures or Plates (optional) | Yes | Yes | Small Roman numeral |
| 10 Introduction (optional) | Yes | Yes | FIRST ARABIC PAGE NUMBER
Arabic, page 1 |
| 11 Chapter One | Yes | Yes | Arabic |
The table provides the accepted ordering of your manuscript sections. It also indicates when pages display a page number and when both the Roman and Arabic numerals begin in your document. It is this change of numbering protocol that causes authors frustrations.

The following instructions are provided for paginating your manuscript in Microsoft Word 2010. The primary steps in this process involve the following.

- Create your Continuous Breaks
- Insert Page Numbers
- Format Page Numbers

**Create Continuous Breaks**

Technically, the pagination protocol asks you to incorporate three types of sections into your manuscript.

- A section where no page numbers print
- A section where Roman numerals print
- A section where Arabic numerals print

1. You must tell Word where your new breaks occur—your first page of Roman numerals and your first page of Arabic numbering.

2. Go to the very top of the page where the new numbering occurs. Important: you must have your cursor in the first field of the page where you would be able to type.

3. From the main navigation bar, select **Page Layout**.

4. From the Page Layout navigation bar, note the tool for Breaks in the **Page Setup** grouping.

5. From the Breaks ▼ drop down menu, select **Continuous**.

6. You will not notice anything different if you are in the Print Layout view. To verify that your Continuous Break has been inserted in the appropriate place, select the **Draft** view. You will notice that a dotted line has appeared in your text indicating the Continuous Break.

Two options are provided for you to access the Draft view.

- At the lower right hand bottom of your screen, you will notice five icons next to the 100% and zoom button. Using your cursor, hover over the icons to locate Print Layout (the first icon) and Draft (the last icon). You can click on an icon to change your view back and forth. Your current view is the one that is highlighted.
• From the main navigation bar, select View. Document Views is the first grouping, from which you may select Print Layout or Draft. Your current view is the one that is highlighted.

Creating and Formatting Page Numbers

Now that you have inserted your Continuous Breaks, you can assign page numbers.

1. Go to the first page of your new numbering sequence, with your cursor again in the first field in which you type on the page.

2. Click Insert from the main navigation bar.

3. From the Header & Footer grouping, locate Page Number.

4. From the Page Number ▼ drop down menu, select Bottom of the Page. A number of options will be displayed, from which you will select the option to print the page number in the center of the page (the second option).

5. Notice that the top navigation bar changes to Header & Footer Tools. At the far right end of this navigation bar is a red button with an X and the indicator Close Header & Footer. This button is used to exit the Header & Footer Tools. Do not exit, but be aware of this button.

6. At the bottom of your page, the following editing prompts appear.

   • A dotted line appears across the bottom of your page.
   • At the top of the left end of the dotted line, a tab indicating Footer – Section 2 appears. (The number will change depending upon the section of your manuscript.)
   • At the top of the right end of the dotted line, a tab indicating Same as Previous appears.
   • A page number has been inserted in the center of the field below the dotted line. Ignore the page number. You will change it momentarily.

7. Notice that Link to Previous has been highlighted in the Navigation grouping of the top navigation bar. This option means that the numbering will be continued from the previous section of your manuscript. This is not what you want. Click on Link to Previous so it no longer highlighted.

8. Your cursor should be positioned on the page number just inserted. In the Header & Footer grouping, locate Page Number.

9. From the drop down menu for Page Number ▼, select Format Page Numbers. This is where you will change the sequencing.
10. You must indicate your instructions to two sections of the Page Number Format dialogue box.

- From the Number Format ▼ dialogue box, select the type of numbering desired. For your dissertation, you will use either i, ii, iii. . . or 1, 2, 3. . .
- In the Start at box, indicate the first number to be used for this first page of your section.
- Click OK to exit.

11. Click the Close Header & Footer button to exit this process.

Troubleshooting

Page numbering does not start where it should

Make sure your Continuous Breaks are inserted at the beginning of each section, specifically in the first field of type entry for that page.

Make sure that you clicked off Link to Previous when inserting your page numbers.

Page numbers not sequencing properly

- Go to Insert, Footer ▼, and Edit Footer.
- Once in the Header & Footer navigation bar, select Format Page Numbers from the Page Number ▼ drop down menu.

Page numbers appear in the section where they should not be displayed

Verify your first Continuous Break is position properly.

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Prepared by the CGU Registrar’s Office, April 2012.