

## Dissertation formatting

Use 1 inch all around, unless you want a bound copy, in which case, use 1½ inch on the left margin.

For tables of contents, lists of figures etc., to get the page numbers lined up correctly:

Insert number and chapter title

Tab to next tab position

Add dots if you want to (dot-space-dot looks nice). The Grad School's example does not have them, but they don't seem to object, and the dots help the reader.

Adjust the page number of the first entry so that it's at the last possible space (if you place the cursor just before the number and tap the spacebar, the number 1 bumps to the next line. Don't forget to move it back.). Tab the same way for succeeding entries, and adjust at the end of the line for larger numbers

Chapter

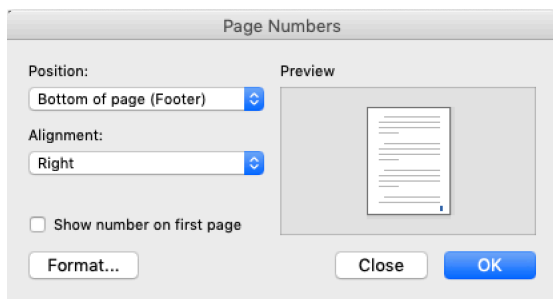
1. Introduction. ....	1
2. Biography .....	23
3. Analysis .....	101

The prefatory material has Roman numerals; the text has Arabic numbers, continuous throughout.

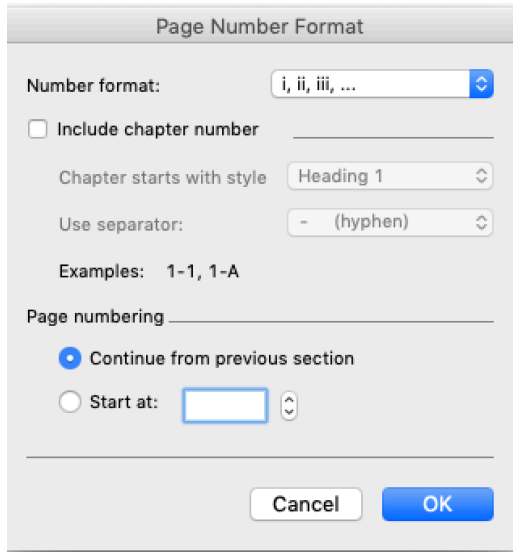
To set this up:

Begin document with Roman numerals:

Under page number, make sure that "Show number on first page" is not checked



Then go to format. change to Roman numerals and insert. So far, it's easy.



Add a section break at the end of the prefatory material.

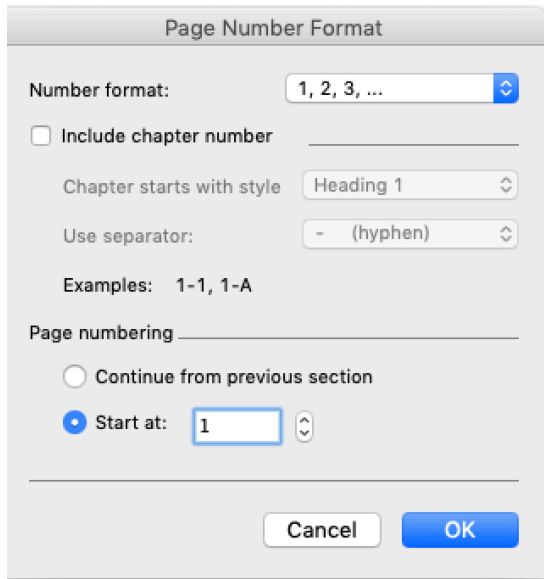
## CHAPTER 1

### PAGE NUMBERS AND FOOTNOTES

Somewhere on the first page of the first chapter, insert the page number. Be sure to click “Show number on first page.”

Then, in formatting, change to 1, 2, 3 and start at 1.

For subsequent chapters, add a section break and click continue from previous section.



Now, for the footnotes. Here’s one.<sup>1</sup> And another one.<sup>2</sup> The first chapter is straightforward.

To get your footnotes to begin at 1 for each subsequent chapter, you need to have the section breaks set up.

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<sup>1</sup> Here’s a not very informative footnote. But it shows you what footnotes are supposed to look like.

<sup>2</sup> Janet K. Page, *The Art of Page Numbers and Footnotes* (Memphis: University of Memphis Press, 2021), 32. This is fictitious book.

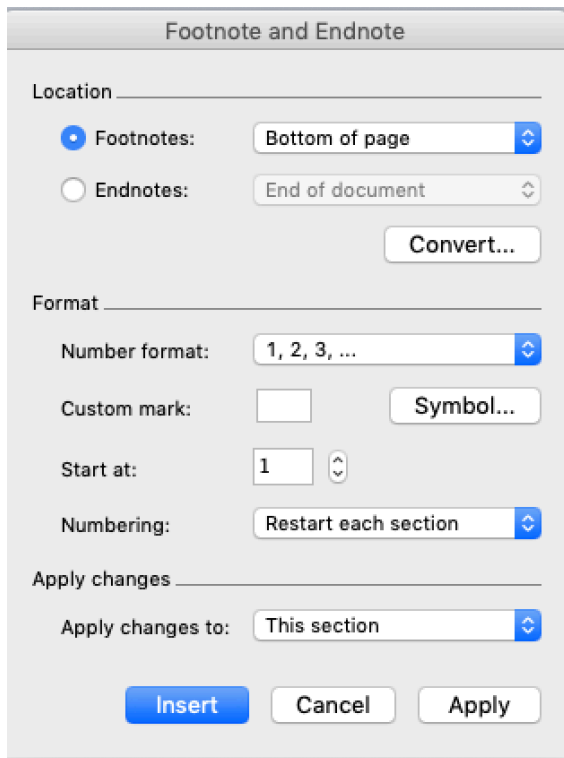
## CHAPTER 2

### MORE TECHNIQUES FOR FOOTNOTES

Here's a new chapter and the footnotes need to restart at 1.

First set the page numbers for the chapter. Open page numbers and make sure “continue from previous section” is selected.

Now, when you enter a footnote,<sup>1</sup> change numbering to “Restart each section.



For subsequent notes in the chapter, keep the numbering set on “Restart each section.”<sup>2</sup>

That's it. If you run into trouble, check your section breaks, and reset them if you're not sure.

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<sup>1</sup> We're back to number 1 again.

<sup>2</sup> Page, *Art of Page Numbers*, 44. If your chapters are long and have lots of notes, you may want to write a complete reference the first time you use an item in each chapter, but if you don't have many notes, you can use short references after the first one in the document. You will use short references within chapters.