JOHNS HOPKINS
UNIVERSITY

Center for Clinical Trials

11 November 2016

Memorandum

To: Center personnel

Fr: Curtis Meinert

Re: Page numbering

You want to cause a rant; give me a multipage loose leaf document without page numbers. Drop it on the floor or mess it up on your desk and see how long it takes to get it back in order.

Avoid the rant. Set your word processor for page numbering. Now!

If you have not done this you will discover there are various options. Choose the upper right corner of facing pages and the upper left corner for flip sides (see my rant on two-sided printing 17 October 2016).

Choose arabic numerals (nobody understands Roman numerals beyond XII).

Number continuously from beginning to the end of a document. Avoid schemes involving two numbers like a section number and page number within the section because it is like driving with two maps.

Avoid the top center location. It looks silly.

Avoid the ping pong style of page numbering (page number at the bottom of the page) because of head moment necessary simply to find where you are in a document.

Suppress page numbering on the first page of a document because it looks silly to have a page number on a one page document and because Mary Higgins Clark books do not number the first page.

Position the page number on flip sides of pages so the page number is not obscured if the document is stapled.

Reserve formats giving page number and total number of pages, e.g., "3 of 7 pages" in legal type document like data collections forms; position in the bottom right corner and bottom left corner for reverse sides.