



[Welcome](#) > [Editorial Policies](#) > [Tagging Guidelines](#) > Headers, Footers and Page Numbers

## Headers, Footers and Page Numbers

`<pb/>` is used to indicate the existence of a page break within the text. While the `n` attribute is used to indicate the number of the page, any actual page (or folio) number that happens to appear within the original document will have to be coded separately using the `<fw>` element.

- `n` is used to indicate the page or folio number of the page.

For example, the first and second pages document would be encoded `<pb n="1" />` and `<pb n="2" />`. If the document is being recorded as folios, then the first two pages contained on the front and back of the first sheet would be encoded as `<pb n="1r" />` and `<pb n="1v" />` at the beginning of their pages in the transcription.

`<fw>` is used to tag material like headers, footers, catchwords, page and signature numbers that are written on the original document.

- **type** Valid values include **header**, **footer**, **page**, **sig** and **catch** to indicate respectively headers, footers, page numbers, signature numbers and catchwords in the original body of the text.
- **place** is used to indicate the location of the tagged text. The values for this attribute are **top**, **bottom**, **left**, **right**, **topright**, **topleft**, **bottomright**, and **bottomleft** for text appearing at the top, bottom, left, right top right, top left, bottom right and bottom left of the page.

Thus, if a document has a page number 5 in the upper right corner, it would be coded as `<fw type="page" place="topright">5</fw>`.

If a two page document happened to have page numbers in the top left corner, the pagination (as well as these numbers) would be coded as `<pb n="1" /><fw type="page" place="topleft">1</fw>` and `<pb n="2" /><fw type="page" place="topleft">2</fw>` at the start of their respective pages.

Find out about encoding [Editorial Interventions](#)