

Briefs Format Summary

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| Type of Paper | Light, Opaque, and Unglazed |
| Color of Ink | Black |
| Spacing Between Lines | Double-spaced |
| Spacing of Quotations | Single-spaced |
| Spacing of Headings | Single-spaced |
| Spacing of Footnotes | Single-spaced |
| Required Paper Size | 8 ½ x 11 inches |
| Minimum Top/Bottom Margins | 1 inch |
| Minimum Side Margins | 1 inch |
| Minimum Type Size | If proportionally spaced: 14 point Times Roman (or similar); if not proportionally spaced: 10 ½ characters per inch. |
| Number of Sides Available for Text | One side only |
| Cover Type | 90 lb. index or more durable |
| Binding Location | Securely bound along left-hand margin |