

Briefs Format Summary

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	Spiral or Wire Binding Preferred
Binding Location	Securely bound along left-hand margin