

Style Sheet for Grade Sheet Memo

Editor	Cameron Palmer	
Page Elements	Page Size	8.5” x 11”
	Margins	1”
	Layout	Single-column
	Spacing	Single-spaced for body and page header Double-spaced between paragraphs Triple-spaced after page header
	Headings	Flush left
	Paragraphs	Do not indent
Type Elements	Font	Georgia for text Helvetica for heading
	Font size	12 pt for body text 18 pt for heading
	Color	All black
	Style	Bold for emphasis of instructions Italics for other emphasis and to reference word as word
Text Elements	List	Black dot bullet for unordered list Capitalize first word in each item Use end punctuation
	Punctuation	Comma before last item in a series Parenthesis for additional information No informal quotation marks No slash to replace <i>or</i> or <i>and</i> No & to replace <i>and</i>
	Capitalization	Do not capitalize whole words
	Rooms	Reference rooms by writing <full name of building>, room <room number>
	Dates	Reference specific dates by writing <full name of month>, <day number>, <year>
	Style Handbook	A Writer’s Reference by Diana Hacker