# Standard Formatting

You know the question. You've probably asked it yourself hundreds of times: '*How many pages are required?*'

When writing an essay or making a project submission we all want to know how much to write. But once you know how many pages to write, you then need to know: '*How big is a page?*'. After all, if your writing is bigger, you have to write fewer words to fill a page. This is especially an issue when you type your projects, as it's so easy to choose a large font and to fill a page with just one word! To solve this problem, all submissions are expected to be in what we call 'standard format'.

Standard format defines the font sizes and other characteristics of your submission and makes sure that everyone does the same amount of work.

**The Standard Formatting Specification:**

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| Paper size | A4 (297mm X 210mm) |
| Headings | 16 point, Arial,[1] any alignment. |
| Body text | 12 point, Times New Roman[2], justified. |
| Line spacing | 1.5 line spacing should be used throughout. There should be exactly one blank line between paragraphs. Paragraphs should not have automatic spacing above or below. You may choose to have a blank line under a heading if you wish. |
| Emphasis | Bold and italic. Underlining should be used sparingly. |
| Colors | Excessive use of color is **not** advised. Black text with suitable emphasis is preferred. |
| Page margins | 2.0cm all around. |
| Page numbering | Page numbering is preferred but not essential unless the project is quite long. |
| Cover page | For projects there is a standardised 'My Own Work' form available. Print this page, sign it and use it as a cover page. |

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1   If you do not wish to use Arial for headings, you may *only* use the same font as your body text.
2   Century Schoolbook may be substituted but *only* if used throughout.