2025/07/28 02:08 1/1 paper-use-and-formatting

Element	Standard		Rationale	
Paper Size A4 (29.7 cm × 21 cm		Globally accepted, readily available, printer-compatible		
Paper Quality 75 GSM		Only Balances durability and re		educed environmental impact
Printing	Double-sided (duplex)		Reduces paper usage by ~50%, aligning with sustainability goals	
Formatting Element		Standard Recommendation		Justification
Font Style		Times New Roman		Highly readable, universally available
Font Size		14 for headings, 12 for text		Standard readability for long documents
Line Spacing		1.5		Readability and space for annotations
Margins		Top: 2.54 cm, Bottom: 2.54 cm, Left: 2.54 cm, Right: 2.54 cm (1 inch)		Standardised for printing, binding, and clarity
Paragraph Format		Justified, no indent, one-line space between paragraphs		Clean visual appearance and uniformity
Pagination		Bottom center		Standard referencing across filings
Header/Footer		Case number, party names, date (optional)		Improves traceability and cross- referencing

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