

| 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 reduced 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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