Page Margins

Top margin: 1"

Top line for major headings: 2"

Left margin: 1.25—1.5"

Right margin: 1"

Bottom margin: 1.25"

Bottom margin for footer: .75"

Font type and size: Use the same typeface throughout the entire document. Use a conventional font such as Times, Garamond, or Palatino in at least a 10- or 12-point size for the basic text. Major headings should be no larger than 14-point.

Page number: centered in footer between margins