FORMAT REQUIREMENTS
INTRODUCTION TO LAW & LAWYERING PROCESSES

With the exception of the workshop exercises and the in-class exercises, all writing assignments in the course must follow these guidelines. Failure to follow these guidelines will result in a grade penalty.

1. Your writing exercise will be on white paper of size 8 ½” x 11 inches.

2. Your writing exercise will be typed on one side of the paper.

3. Your writing exercise will have a left, right, top and bottom margin of one inch. Page numbers may appear in the bottom margin, but no other text may appear in the margins.

4. Your writing exercise will have all pages consecutively numbered after the cover sheet.

5. Your writing exercise will use characters throughout that are either 13 or 14 font, Times New Roman on Microsoft Word or on WordPerfect. This document is prepared in the required font and size.

6. Your writing exercise will be double-spaced, except that the headings of an objective memorandum and the point headings of a brief should be single-spaced.

7. Your writing exercise will not be right-justified, center-justified, or full-justified.

8. The instructions for each writing exercise will set forth the maximum number of words allowed on that exercise. All material contained in the writing exercise, except for the cover sheet, count toward the word limitations.

9. Each writing exercise shall contain the required cover sheet, which includes a declaration of compliance. Failure to attach a completed cover sheet with declaration will result in a grade penalty on that exercise.

10. Each writing exercise should be saved as a “.doc” file. Any other extension including “.docx” causes problems with the electronic submission.