

Format Requirements for All LRW Assignments

(unless otherwise indicated for a specific assignment by Prof. Foster)

A. Technical Requirements for All Assignments

This Rule is the default rule applicable to all written assignments. Because certain types of assignments may require slight variations to these rules, a Professor may announce modifications of these rules for a particular assignment. Students are required to comply with these default rules, any modifications, and any supplemental formatting rules announced by their Professor.

1. Generally.

All assignments requiring that a hard copy be submitted must be submitted on white opaque paper measuring 8-1/2 by 11 inches in width and length, respectively.

2. Fonts

- a. Students shall use font size Arial 12 in Word format. This document has been typed entirely in Arial 12. Page numbers must also be in Arial 12. NOTE: - your computer has a default for the page numbers that is most likely NOT Arial 12 – you MUST change the default, or be certain to change the font/size for all assignments you submit to Arial 12.
- b. Arial 12 measures 13-15 characters per inch. Use of Arial Narrow is prohibited because it will yield 15-18 characters per inch.
- c. Students should submit assignments that are printed as close to letter quality as possible.

3. Margins

- a. All assignments submitted must have margins of ***no less than*** one inch on each side.
- b. Top and bottom margins of text must also be ***no less than*** one inch. Page numbers or required headers may be placed within the one-inch margin.
- c. Do not justify the right hand margin. Use left hand margin alignment.

4. Binding and Covers

- a. Multi-page assignments must be held together by a single staple in the upper-left corner. No method of binding other than staples may be used on any assignments, (e.g., no paperclips, binder clips, dog-ears, etc.).
- b. Assignments must not be covered in any manner, unless your Professor instructs you to do so for a particular assignment.

5. Line Spacing

- a. Assignments must be double-spaced throughout, with two exceptions:
 - Headings of more than one line must be single-spaced.
 - Block quotations must be single-spaced and indented left and right when the Bluebook (Rule 5.1) requires single-spacing.
 - Double-spacing is defined as three lines of type per inch.
 - Each double-spaced page should contain approximately 24-26 lines of text, except when the page also contains single-spaced headings and block quotations appear on a page.
- b. Continue to double-space between paragraphs. Do not use triple- or quadruple-spacing, even when the rest of the text is double-spaced.
- c. Check the spacing after your paragraphs using the tool bar. Newer versions of Word include a default that inserts an additional 6 point space after paragraphs. Change the default setting to 0.
- d. Indent one half inch to begin each new paragraph, even when text is double-spaced.

6. Headings, Survivors, and Orphans

- a. Never place a heading or a subheading at the bottom of a page without at least 2 lines of text following it.

b. Never leave survivors or orphans. Your word processing program can be set to eliminate this problem.

i. A *survivor* is a paragraph that begins on the bottom of a page, but, because there is not more room on the page, only has one line. If this occurs, start the paragraph on the top of the next page.

ii. An *orphan* is a paragraph that continues from one page to another, but only one line is carried over to the following page. Move one line from the bottom of the first page to the top of the second page.

7. Assignment Length

a. No assignment may exceed the length stated in its instructions.

b. Do not use proportional spacing, compressed pitch, "make-it-fit" features, or any other method to circumvent page limitations.

c. The grade for any exercise not strictly conforming to this requirement will be reduced to the next available grade, and excess material will not be read or graded. In other words, **non-conforming material will be penalized twice**: once for the non-conformity itself and again when the excess material is unread and ungraded.

8. Page Numbering

a. All assignments exceeding one page in length must have numbered pages.

b. Pages must be numbered by placing an appropriate number at the center bottom of the page. A page number need not appear on the first page.

c. The first page is always counted as number 1, whether or not it is numbered.

B. Form and Content of All Assignments

1. All assignments must comply with the form and content requirements announced by the Professor for the particular assignment.

2. A professor may lower a student's score earned on an assignment if a student submits a non-conforming assignment. A student may receive a failing grade for an assignment which substantially deviates from the form or content specified for a particular assignment.
3. **RULE SPECIFIC TO PROF. FOSTER'S CLASS: No one but you may edit your work**, or any assignment you submit in this course. You may NOT have ANYONE else edit your work, unless specifically given permission to do so when Prof. Foster conducts group exercises in class. This means that you cannot have any student, any professor, any parent, any friend, ANYONE edit your work. Editing itself is a critical legal skill that you must learn on your own.
4. **RULE SPECIFIC TO PROF. FOSTER'S CLASS: The "Official Time" governing the timeliness of assignments not turned in during class.** When you submit assignments electronically, the "official time" on the assignment is the time recorded by the Web Course. Your connectivity problems will not be taken into consideration. Do NOT wait until the *last minute* to turn in assignments.