3-08/040.05 - Margins

Printed: 5/21/2025 (WEB)

All margins shall be from one to one-and-one-half inches in width dependent on the length of the letter. The right margin shall be as even as possible with words divided according to syllabication as shown in Webster's Dictionary. One and two-letter word divisions and division of hyphenated words shall be avoided. The bottom margin should not be less than one inch.
