



# Year 9-12 Style Guide

Essay Topic/Title of Work/Proposition

Student Name

Name: 12pt font  
Right Aligned

Title: Left Aligned - 16pt font

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## Body Text:

Justified  
& Minimum 1.5  
Spaced

11-12pt font size

## Fonts:

Arial  
Times New Roman  
Verdana  
Geneva  
Palatino  
Calibri

## Footer Contents

Date: Left Aligned

Page Number:  
Centre Aligned

Class Details:  
Right Aligned



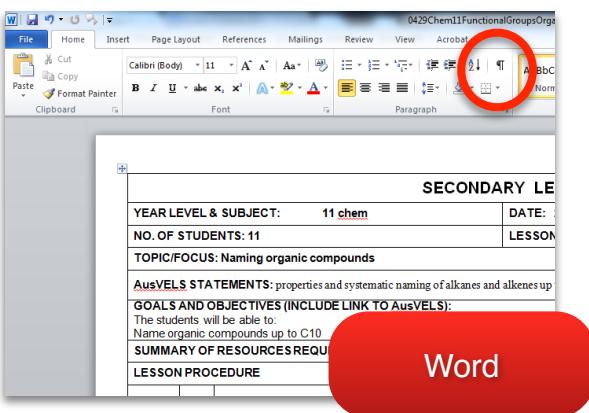
# Year 9-12 Style Guide

## Submission Guidelines

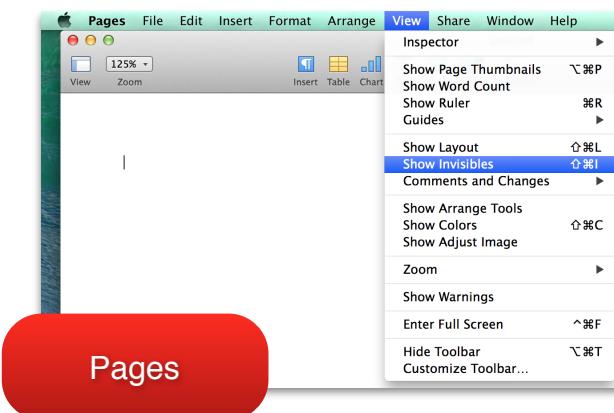
Before submitting task, please ensure the following guidelines are adhered to.

- Submission follows the YCP-12 Style Guide
- Use of chosen font is consistent throughout the item
- Single-space only between sentences
- Task has been proof-read for correct spelling, grammar and punctuation

It is recommended that you use the “Show all nonprinting characters” feature in Microsoft Word, or “Show Invisibles” in Apple Pages to view formatting and spacing used.



Word



Pages

## Permitted fonts

The following fonts have been chosen to allow for ease of reading. Please adhere to these recommendations. All text needs to be in BLACK to allow marking and correction in colour. Text MUST be in 11 or 12-point font size.

### Font List:

Arial

Times New Roman

Verdana

Geneva

Palatino

Calibri