Element	Standard	Rationale
Paper Size	A4 (29.7 cm × 21 cm)	Globally accepted, readily available, printer-compatible
Paper Quality	75 GSM Only	Balances durability and reduced environmental impact
Printing	Double-sided (duplex)	Reduces paper usage by ~50%, aligning with sustainability goals

Formatting Element	Standard Recommendation	Justification
Font Style	Times New Roman	Highly readable, universally available
Font Size	14 for headings, 12 for text	Standard readability for long documents
Line Spacing	1.5	Readability and space for annotations
Margins	Top: 2.54 cm, Bottom: 2.54 cm, Left: 2.54 cm, Right: 2.54 cm (1 inch)	Standardised for printing, binding, and clarity
Paragraph Format	Justified, no indent, one-line space between paragraphs	Clean visual appearance and uniformity
Pagination	Bottom center	Standard referencing across filings
Header/Footer	Case number, party names, date (optional)	Improves traceability and cross-referencing

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