

# Guidelines for Drawings, Charts, Tables and Graphs

- Center the title above the drawing, chart, table or diagram.
- Each drawing, chart, table or diagram must cover a minimum of 3/4 of a page of plain white 8 1/2 " x 11 " paper.
- Plain white 8 1/2 " x 11 " paper must be used.
- Clear and accurate labels should be used where appropriate.
- All titles, labels and outlining must be done in black ink.
- All labels and titles should be facing the same direction.
- Use lines to connect a label to the section of the drawing indicated. These lines must be black, straight and should not cross one another.
- Every drawing, chart, table and graph should have appropriate text accompanying it to explain it fully.
- Whether you print or use cursive, use the same style throughout. Do not switch from one style to another.
- No pencil marks should be showing.
- Use only one side of each piece of paper.
- Neatness counts.