

Single Spacing

Spacing in written communication is a fundamental aspect that significantly impacts the text's readability, clarity, and overall presentation.

1.15 Spacing

In business writing, the effective use of spacing can make the difference between a document that is easily understood and one that is challenging to navigate. At its core, spacing is about the distribution of text on a page or screen.

1.5 Spacing

Each element is critical in how a reader interacts with a document. Starting with line spacing, it's the vertical distance between lines of text. Adequate line spacing prevents the text from appearing cramped and helps reduce eye strain, especially in longer documents. Single spacing is standard in most professional documents, but increasing the line spacing to 1.15 or 1.5 times can enhance readability, particularly for those with visual impairments. As I've gotten older, I genuinely appreciate writers who provide generous spacing!

Double Spaced

Academic and manuscript formatting often requires double spacing, which provides room for annotations and comments. This is not typically used in business writing, however, because the writing takes up more of the page. For drafts that will be reviewed for feedback, however, it may be preferable to use double-spacing so that the reviewer can provide in-line comments.