



# **PARCC Computer-Based Testing Style Guide**

version 0.3

Reviewers	Review Status	Date	Version

Approvers		Date	Version

DRAFT

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## Change History Log

Date	Version	Change Description	Author
6/21/2012	0.1	Created draft	A. Chrest
7/9/2012	0.2	Incorporated ETS feedback	A. Chrest, L. Flanigan
8/1/2012	0.3	<p>Added art visuals to complete the Art Requirements section and made PARCC updates:</p> <ul style="list-style-type: none"> <li>• <a href="#">art labels</a></li> <li>• <a href="#">art titles</a></li> <li>• <a href="#">bar graphs</a></li> <li>• <a href="#">base-ten blocks</a></li> <li>• <a href="#">box-and-whisker plots (box plots)</a></li> <li>• <a href="#">captions</a></li> <li>• <a href="#">clocks</a></li> <li>• <a href="#">congruency marks</a></li> <li>• <a href="#">coordinate grid (coordinate plane), 1 quad</a></li> <li>• <a href="#">coordinate grid (coordinate plane), 4 quad</a></li> <li>• <a href="#">figure labels</a></li> <li>• <a href="#">geometric shapes</a></li> <li>• <a href="#">graphic organizers</a></li> <li>• <a href="#">histograms</a></li> <li>• <a href="#">line graphs</a></li> <li>• <a href="#">line names</a></li> <li>• <a href="#">line of reflection</a></li> <li>• <a href="#">line of symmetry</a></li> <li>• <a href="#">line plot (dot plot)</a></li> <li>• <a href="#">line weights</a></li> <li>• <a href="#">maps</a></li> <li>• <a href="#">measurement brackets</a></li> <li>• <a href="#">net</a></li> <li>• <a href="#">not to scale</a></li> <li>• <a href="#">number lines</a></li> <li>• number lines &gt; <a href="#">showing addition, subtraction</a></li> <li>• number lines &gt; <a href="#">showing multiplication</a></li> <li>• <a href="#">parallel line marks</a></li> <li>• <a href="#">pattern (shape)</a></li> <li>• <a href="#">photo credits</a></li> <li>• <a href="#">picture graphs</a></li> <li>• <a href="#">point labels</a></li> <li>• <a href="#">scale break</a></li> <li>• <a href="#">scatter plot</a></li> <li>• <a href="#">side labels of geometric figures</a></li> <li>• <a href="#">spinners</a></li> <li>• <a href="#">stem and leaf plot</a></li> <li>• <a href="#">tables</a></li> <li>• <a href="#">tally charts</a></li> <li>• <a href="#">time lines</a></li> <li>• <a href="#">trig value tables</a></li> <li>• <a href="#">Venn diagrams</a></li> <li>• Layout &gt; answer options &gt; <a href="#">equations,</a></li> </ul>	A. Chrest, L. Flanigan

		<ul style="list-style-type: none"> <li>• <a href="#">expressions, inequalities</a></li> <li>• Layout&gt;<a href="#">art width maximum</a></li> <li>• Layout&gt;<a href="#">audio visual presentation</a></li> <li>• Layout&gt;<a href="#">block quotations</a></li> <li>• Layout&gt;<a href="#">bulleted lists</a></li> <li>• Layout&gt;<a href="#">color palette</a></li> <li>• Layout&gt;<a href="#">content-specific directions</a></li> <li>• Layout&gt;<a href="#">equations, expressions, inequalities</a></li> <li>• Layout&gt;MathType&gt;<a href="#">sizes defined</a></li> <li>• Layout&gt;MathType&gt;<a href="#">spacing defined</a></li> <li>• Layout&gt;<a href="#">numbered list</a></li> <li>• Layout&gt;<a href="#">point labels</a></li> <li>• Layout&gt;<a href="#">screen layout</a></li> <li>• Layout&gt;<a href="#">sequences and patterns (number)</a></li> <li>• Layout&gt;<a href="#">side labels of geometric figures</a></li> <li>• Layout&gt;technology-enhanced item (TEI) types&gt;<a href="#">drag-and-drop</a></li> </ul>	
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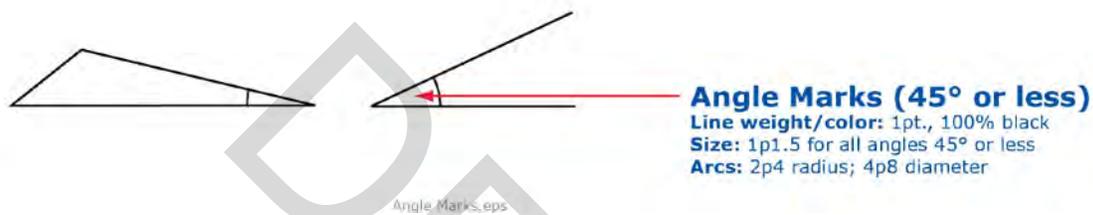
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## Art Requirements

**Note:** The visuals in this section appear larger than they will appear on a screen.

### angle marks



### arrowheads



### art border

A 1pt. white border or a black border will be included in each piece of art to visually distinguish where the art starts and stops when background colors are changed. In regular art, these borders rarely will be visible or noticeable.

### art font

See [font](#) in Layout Requirements.

**art labels**

**Grade 3:**



Rectangle 1

**Art Label**

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** sentence capitalization  
**Alignment/spacing:** horizontally centered/  
5px below art  
**Fill color:** see color palette in  
Layout Requirements

Art Label.eps

**Grades 4 and higher:**



Rectangle 1

**Art Label**

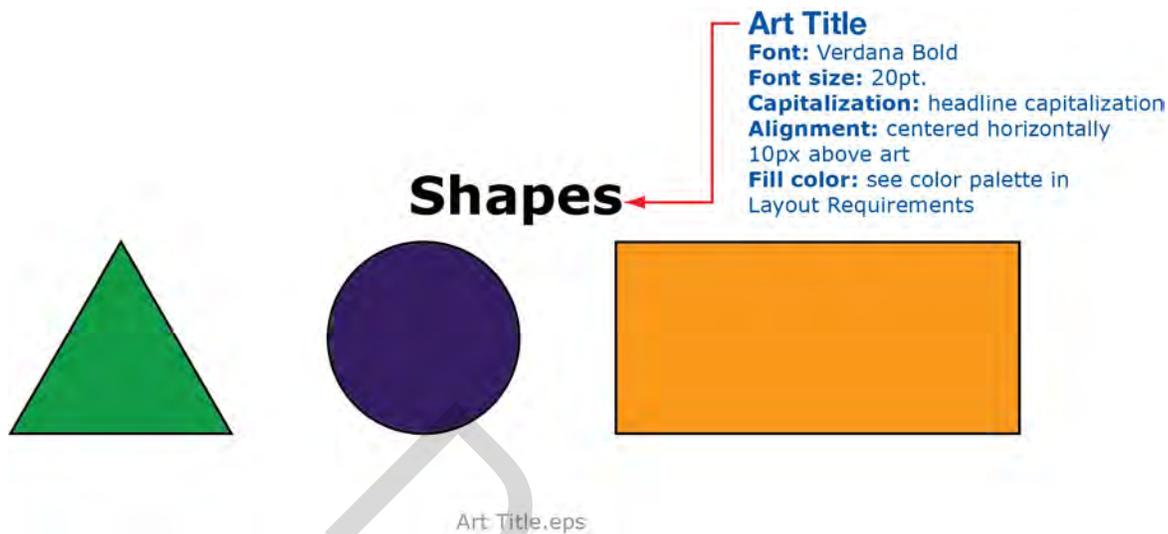
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** sentence capitalization  
**Alignment/spacing:** horizontally centered/  
5px below art  
**Fill color:** see color palette in  
Layout Requirements

Art Label.eps

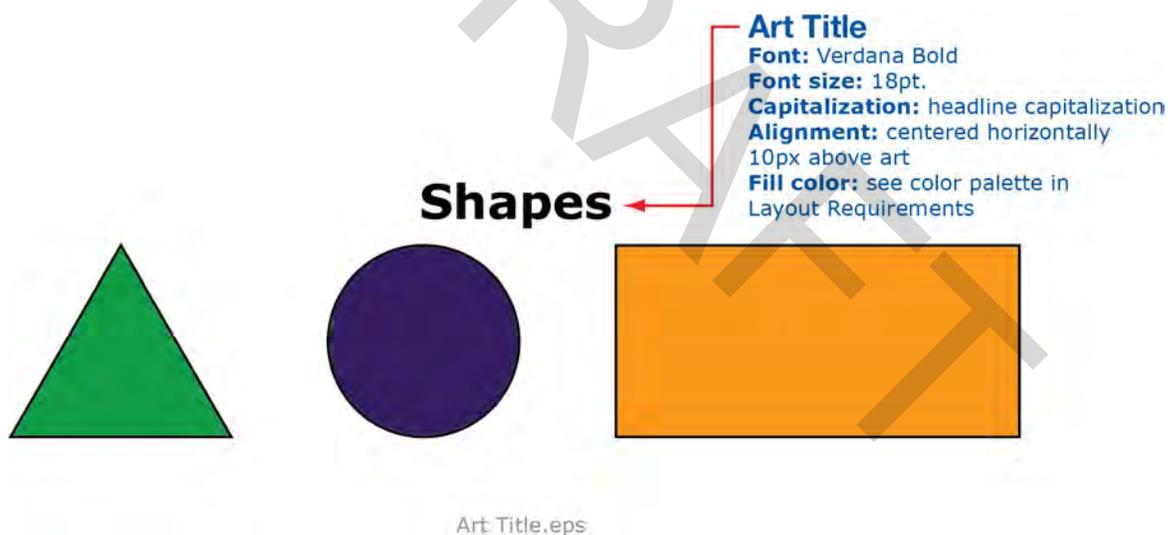
**art titles**

Titles are included on each piece of art only when needed.

**Grade 3:**



**Grades 4 and higher:**

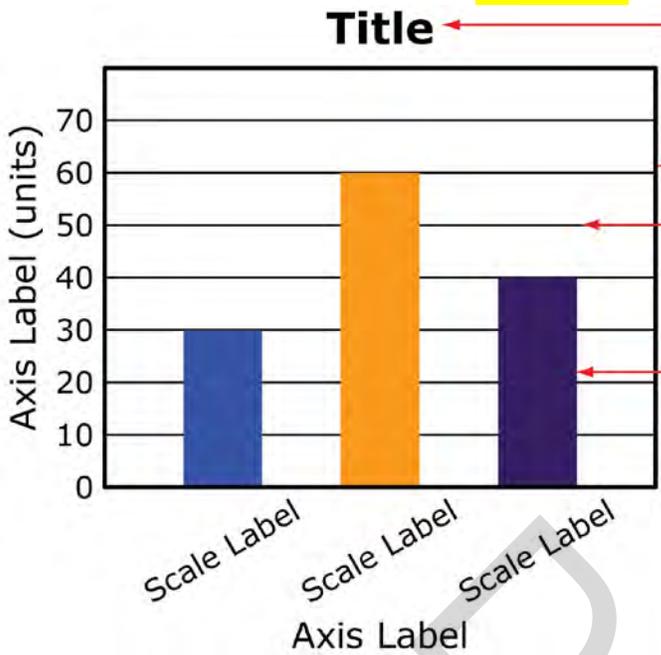


**bar graphs**

The use of interior grid lines depends on the data being represented.

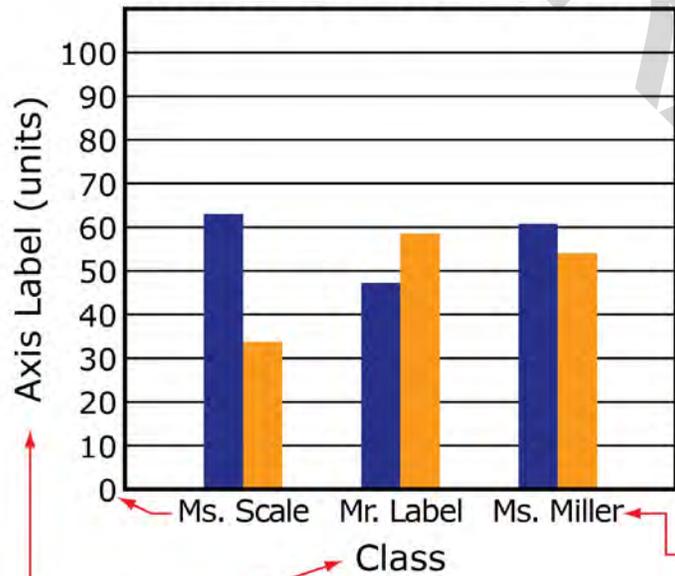
See abbreviations in the Language Requirements section of the PARCC Editorial Style Guide.

**Grade 3:**



- Title**  
**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above graph
- Border**  
**Line weight/color:** 2pt./100% black
- Grid Lines**  
**Line weight/color:** 1pt./100% black  
**Alignment/spacing:** 24px default spacing between lines,  
 minimum 20px, spacing will need to be adjusted to fit scale  
 labels, so the text is not overlapping  
**Note:** grids may not always be square
- Bars**  
**Single (shown)**  
**Size:** 3p (default) bar width  
**Fill color:** see color palette in Layout Requirements  
**Spacing:** equal to the width of a bar (this includes  
 between border and first/last bars; between bars)
- Double (shown below)**  
**Size:** 1p6 (default) bar width  
**Fill color:** see columns 1, 2, and 3 in the color palette in  
 Layout Requirements  
**Spacing:** equal to the width of a double bar (this includes  
 between border and first/last bars; between bars)

### Minimum Line Spacing

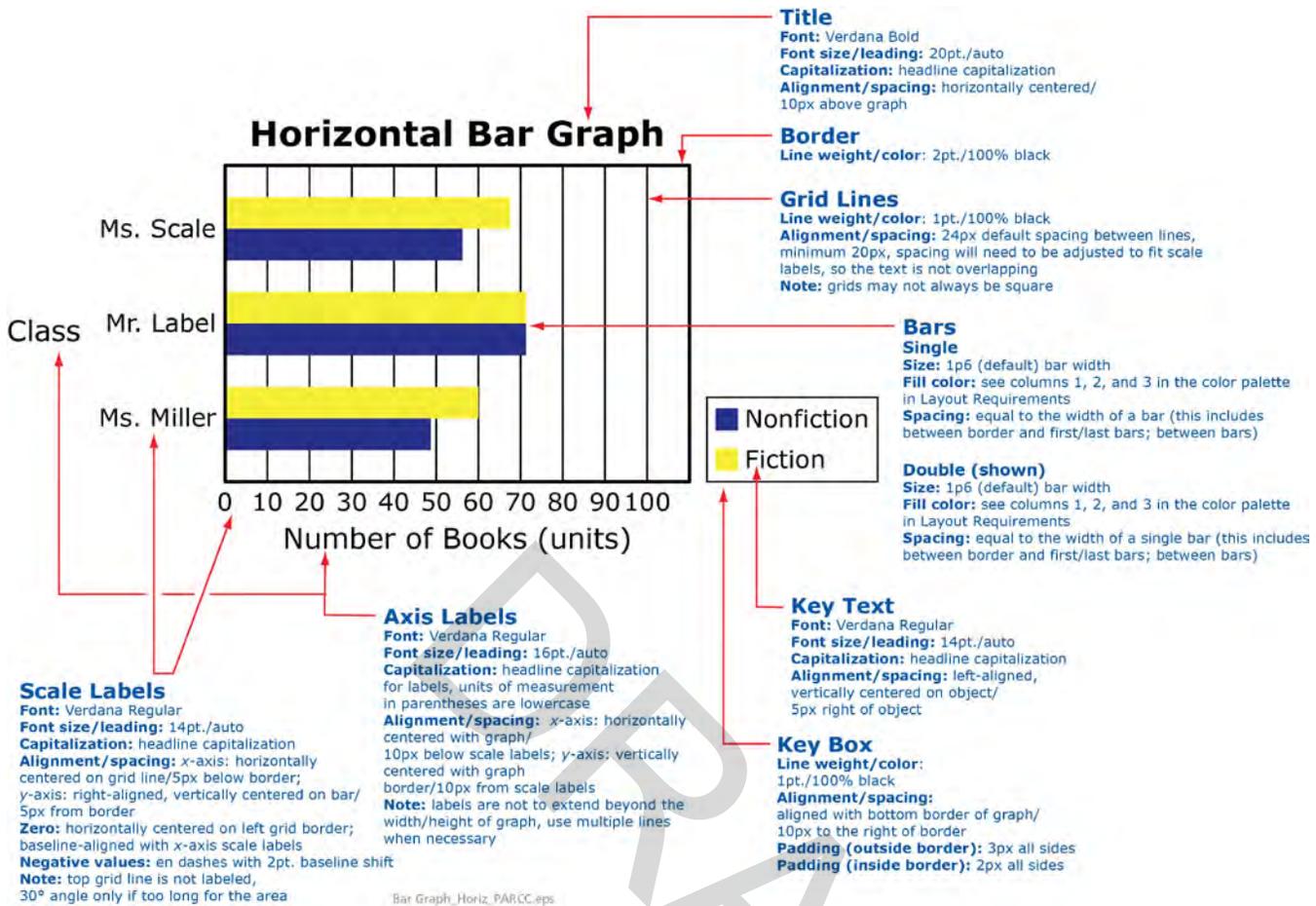


- Key Text**  
**Font:** Verdana Regular  
**Font size/leading:** 14pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** left-aligned,  
 vertically centered on object/  
 5px right of object
- Key Box**  
**Line weight/color:**  
 1pt./100% black  
**Alignment/spacing:**  
 aligned with bottom border of graph/  
 10px to the right of border  
**Padding (outside border):** 3px all sides  
**Padding (inside border):** 2px all sides

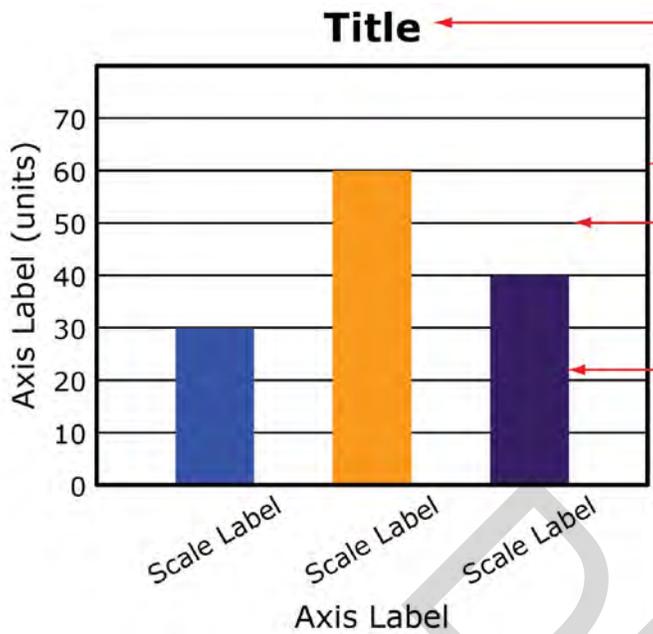
- Axis Labels**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** headline capitalization for labels,  
 units of measurement in parentheses are lowercase  
**Alignment/spacing:** x-axis: horizontally centered with graph/  
 10px below scale labels; y-axis: vertically centered with graph  
 border/10px from scale labels  
**Note:** labels are not to extend beyond the width/height of graph,  
 use multiple lines when necessary

- Scale Labels**  
**Font:** Verdana Regular  
**Font size/leading:** 14pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** x-axis: horizontally  
 centered on grid line/5px below border;  
 y-axis: right-aligned, vertically centered on bar/  
 5px from border  
**Zero:** right-aligned with y-axis scale labels, vertically centered  
 on bottom grid line  
**Negative values:** en dashes with 2pt. baseline shift  
**Note:** top grid line is not labeled,  
 30° angle only if too long for the area (shown on top graph)

Bar Graph\_PARCC.eps

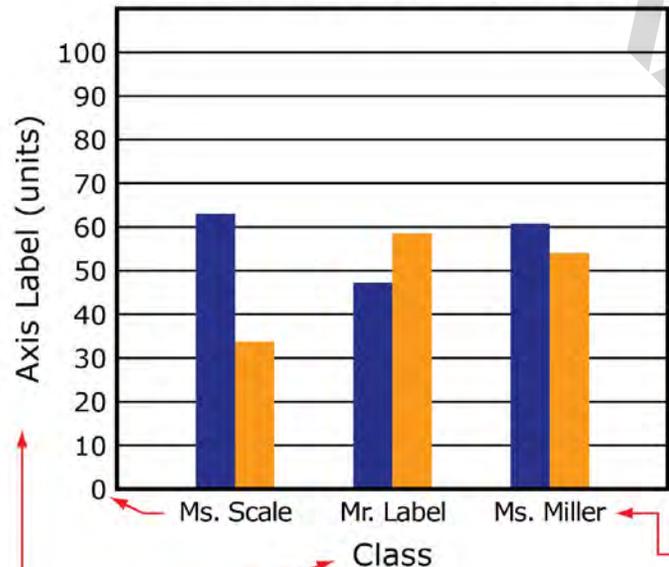


**Grades 4 and higher:**



- Title**  
**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above graph
- Border**  
**Line weight/color:** 2pt./100% black
- Grid Lines**  
**Line weight/color:** 1pt./100% black  
**Alignment/spacing:** 24px default spacing between lines,  
 minimum 20px, spacing will need to be adjusted to fit scale  
 labels, so the text is not overlapping  
**Note:** grids may not always be square
- Bars**  
**Single (shown)**  
**Size:** 3p (default) bar width  
**Fill color:** see color palette in Layout Requirements  
**Spacing:** equal to the width of a bar (this includes  
 between border and first/last bars; between bars)
- Double (shown below)**  
**Size:** 1p6 (default) bar width  
**Fill color:** see columns 1, 2, and 3 in the color palette  
 in Layout Requirements  
**Spacing:** equal to the width of a double bar (this includes  
 between border and first/last bars; between bars)

**Minimum Line Spacing**

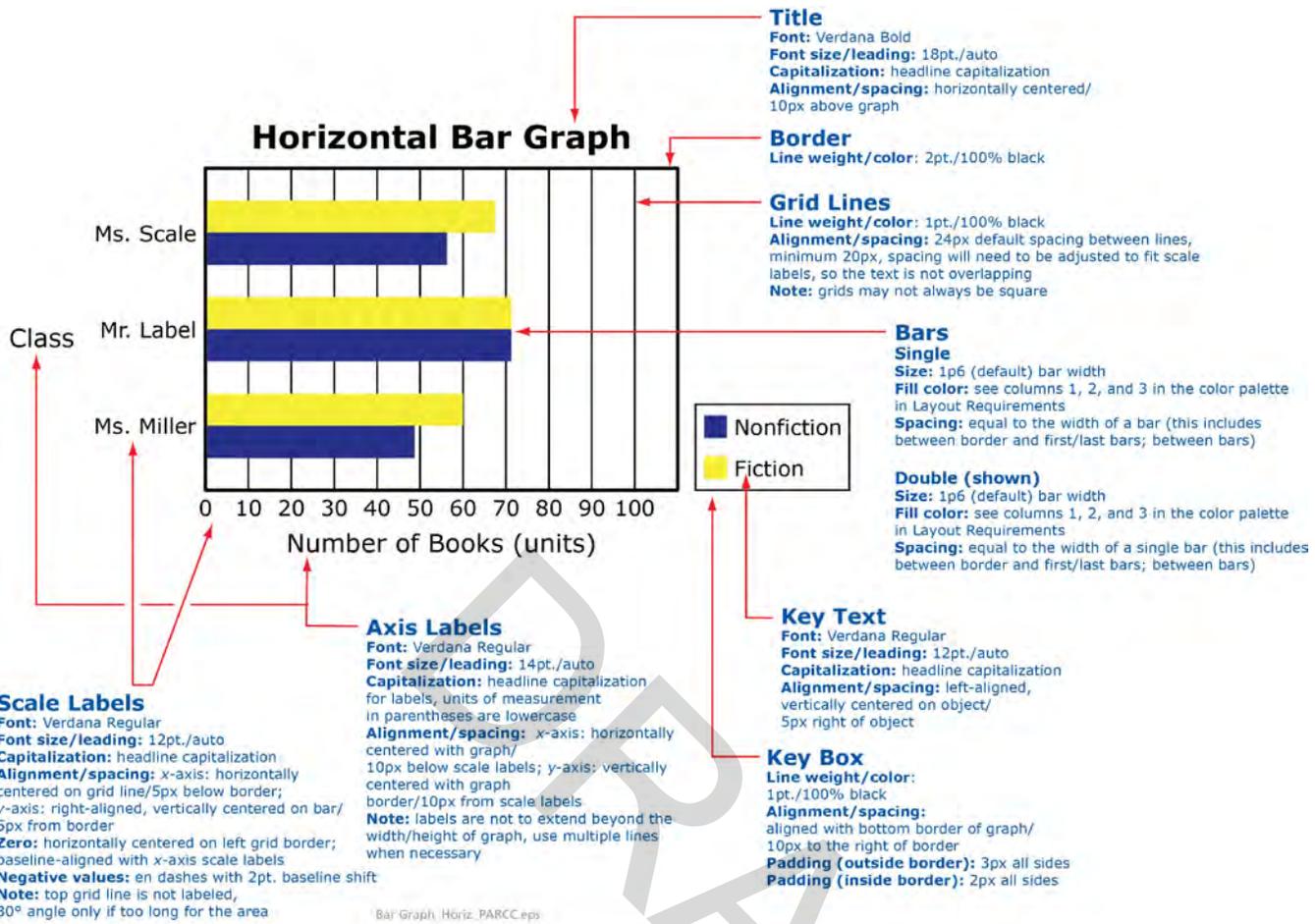


- Key Text**  
**Font:** Verdana Regular  
**Font size/leading:** 12pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** left-aligned,  
 vertically centered on object/  
 5px right of object
- Key Box**  
**Line weight/color:**  
 1pt./100% black  
**Alignment/spacing:**  
 aligned with bottom border of graph/  
 10px to the right of border  
**Padding (outside border):** 3px all sides  
**Padding (inside border):** 2px all sides

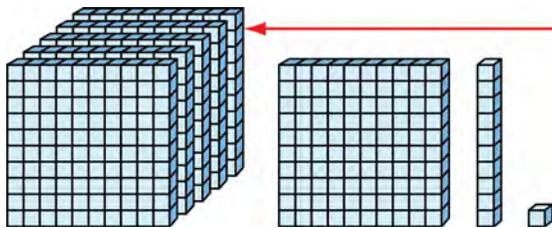
- Axis Labels**  
**Font:** Verdana Regular  
**Font size/leading:** 14pt./auto  
**Capitalization:** headline capitalization for labels,  
 units of measurement in parentheses are lowercase  
**Alignment/spacing:** x-axis: horizontally centered with graph/  
 10px below scale labels; y-axis: vertically centered with graph  
 border/10px from scale labels  
**Note:** labels are not to extend beyond the width/height of graph,  
 use multiple lines when necessary

- Scale Labels**  
**Font:** Verdana Regular  
**Font size/leading:** 12pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** x-axis: horizontally  
 centered on grid line/5px below border;  
 y-axis: right-aligned, vertically centered on bar/  
 5px from border  
**Zero:** right-aligned with y-axis scale labels, vertically centered  
 on bottom grid line  
**Negative values:** en dashes with 2pt. baseline shift  
**Note:** top grid line is not labeled,  
 30° angle only if too long for the area (shown on top graph)

Bar Graph\_PARCC.eps



**base-ten blocks**



**Border**  
**Line weight/color:** 1pt./100% black  
**Interior:** 1pt./100% black  
**Fill color:** see color palette in Layout Requirements

**box-and-whisker plots (box plots)**

**Grade 3:**

**Title**

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered with plot/  
10px above plot

**Plots**

**Box**  
**Line weight/height:** 1pt./1p6 tall  
**Line color/fill:** 100% black stroke, 0% black fill  
**Alignment/spacing:** horizontally centered on plot/  
10px above tick marks  
**Fill color:** see color palette in  
Layout Requirements

**Whiskers**

**Line weight/height:** 1pt./1p6 tall  
**Line color/fill:** 100% black stroke, 0% black fill  
**Alignment/spacing:** horizontally centered over tick marks/  
10px above tick marks

**Number Line**

**Line**  
**Line weight/color:** 1pt./100% black  
**Arrowhead type/size:** #2 arrowhead at 100%

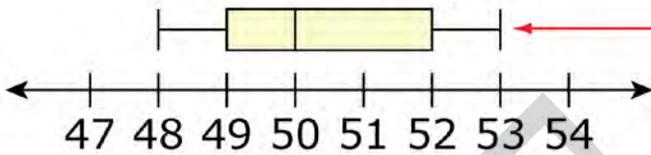
**Tick Marks**

**Line weight/color/height:** 1pt./100% black/1p3 tall  
**Alignment/spacing:** vertically centered on the number line/  
3p space between each tick mark  
**Note:** whiskers do not extend to first and last values

**Scale Labels**

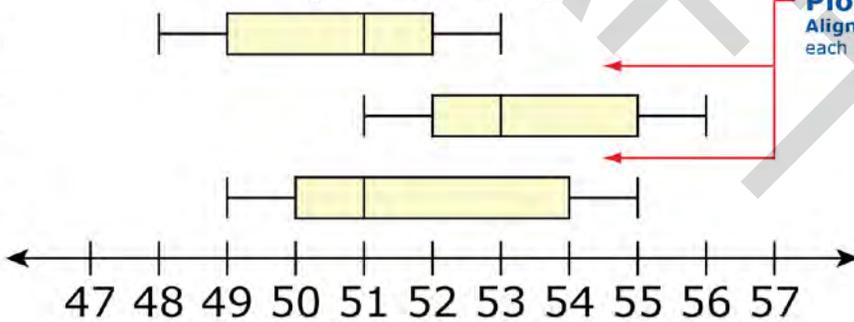
**Font:** Verdana Regular  
**Font size:** 18pt./auto  
**Alignment/spacing:** horizontally centered on the tick mark/  
5px below number line

**Box and Whisker Plot  
(Box Plot)**



**Box and Whisker Plot  
(Box Plot)**

Plot Label  
Plot Label  
Plot Label



**Plots**

**Alignment/spacing:** 1p6 between  
each plot

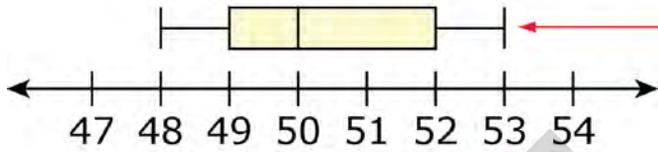
**Plot Labels**

**Font:** Verdana Regular  
**Font size:** 18pt./auto  
**Alignment/spacing:** vertically centered on plot/  
5px left of arrowhead (left side of plot)

Box Plot\_PARCC.eps

**Grades 4 and higher:**

### Box and Whisker Plot (Box Plot)



#### Title

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered with plot/  
 10px above plot

#### Plots

**Box**  
**Line weight/height:** 1pt./1p6 tall  
**Line color/fill:** 100% black stroke, 0% black fill  
**Alignment/spacing:** horizontally centered on plot/  
 10px above tick marks  
**Fill color:** see color palette in  
 Layout Requirements

#### Whiskers

**Line weight/height:** 1pt./1p6 tall  
**Line color/fill:** 100% black stroke, 0% black fill  
**Alignment/spacing:** horizontally centered over tick marks/  
 10px above tick marks

#### Number Line

**Line**  
**Line weight/color:** 1pt./100% black  
**Arrowhead type/size:** #2 arrowhead at 100%

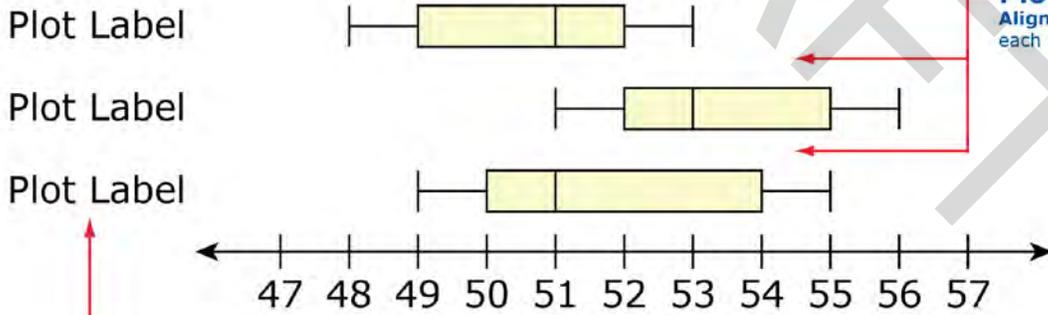
#### Tick Marks

**Line weight/color/height:** 1pt./100% black/1p3 tall  
**Alignment/spacing:** vertically centered on the number line/  
 3p space between each tick mark  
**Note:** whiskers do not extend to first and last values

#### Scale Labels

**Font:** Verdana Regular  
**Font size:** 16pt./auto  
**Alignment/spacing:** horizontally centered on the tick mark/  
 5px below number line

### Box and Whisker Plot (Box Plot)



#### Plots

**Alignment/spacing:** 1p6 between  
 each plot

#### Plot Labels

**Font:** Verdana Regular  
**Font size:** 16pt./auto  
**Alignment/spacing:** vertically centered on plot/  
 5px left of arrowhead (left side of plot)

Box Plot\_PARCC.eps

## captions

Captions created for photos or other artwork should contain information that is not in the passage or other text so it is known where students read the information.

### Grade 3:



**Alaska mountains**



**Alaska vacations  
are becoming  
more popular.**

#### Photo Caption

**Font/color:** Verdana Bold/100% black

**Font size/leading:** 16pt./auto

**Capitalization/punctuation:** lowercase, except for proper names and nouns/no punctuation, except for complete sentences

**Alignment/spacing:** horizontally centered, left-align when caption is a sentence/5px below photo

**Note:** wrap text when longer than photo width

**Grades 4 and higher:**



**Alaska mountains**



**Alaska vacations are becoming more popular.**

**Photo Caption**

**Font/color:** Verdana Bold/100% black

**Font size/leading:** 14pt./auto

**Capitalization/punctuation:** lowercase, except for proper names and nouns/no punctuation, except for complete sentences

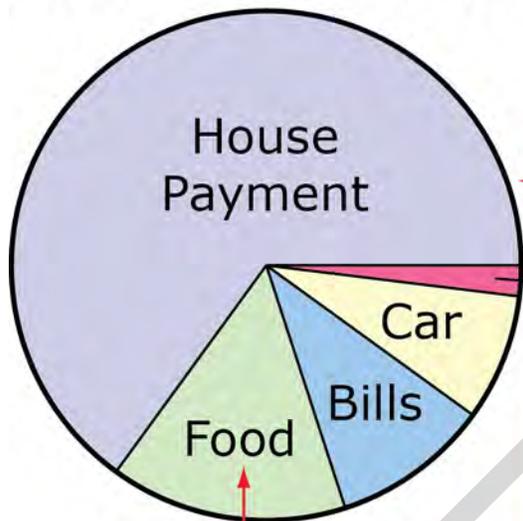
**Alignment/spacing:** horizontally centered, left-align when caption is a sentence/5px below photo

**Note:** wrap text when longer than photo width

circle graphs

Grade 3:

# Circle Graph Title



## Title

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
10px above circle only, not labels extending from circle

## Border

**Line weight/color:** 2pt./100% black  
**Diameter:** 16p  
**Interior line weight/color:** 1pt./100% black  
**Fill color:** see color palette in  
Layout Requirements

## Section Labels

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** inside labels: centered within section;  
outside labels: always horizontal/5px from hash marks

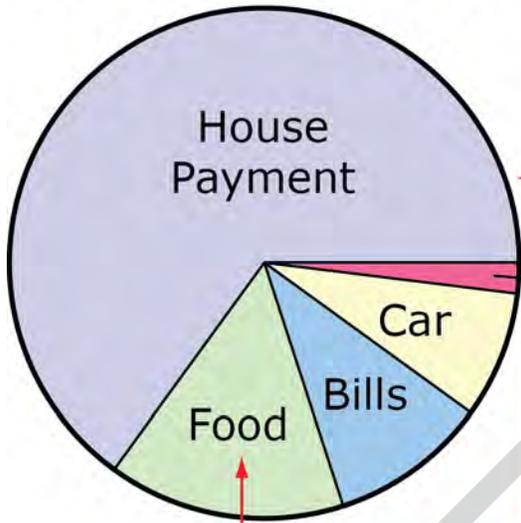
## Hash Marks

**Line weight/color/length:** 1pt./100% black/1p6  
**Alignment/spacing:** centered on circle border/  
0p9 inside and outside of circle

Circle Graph.eps

Grades 4 and higher:

**Circle Graph Title**



**Title**

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above circle only, not labels extending from circle

**Border**

**Line weight/color:** 2pt./100% black  
**Diameter:** 16p  
**Interior line weight/color:** 1pt./100% black  
**Fill color:** see color palette in  
 Layout Requirements

**Section Labels**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** inside labels: centered within section;  
 outside labels: always horizontal/5px from hash marks

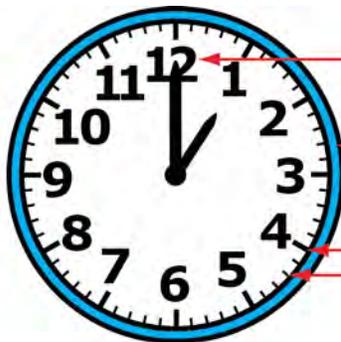
**Hash Marks**

**Line weight/color/length:** 1pt./100% black/1p6  
**Alignment/spacing:** centered on circle border/  
 0p9 inside and outside of circle

Circle Graph.eps

clocks

The AM/PM designation in the digital clock is an option.



**Text**

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto

**Line**

**Line weight/color:** 2pt./100% black  
**Fill color:** 100% cyan

**Tick Marks**

**Line weight/color/height:** 2pt./100% black/7px tall  
**Line weight/color/height:** 1pt./100% black/4px tall

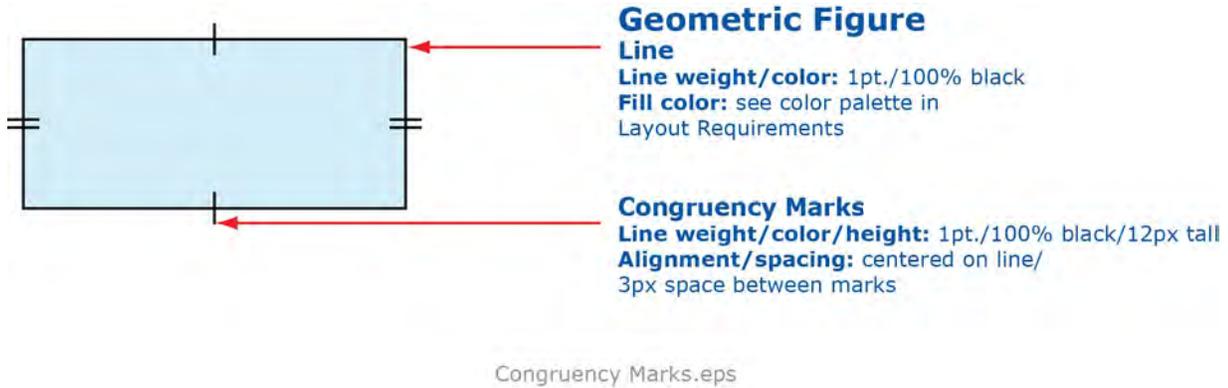


**Line**

**Line weight/color:** 1pt./100% black  
**Fill color:** 100% cyan  
**Dot:** 5px circle/100% black  
**AM/PM:** Verdana Regular; 10pt./auto  
**Line weight/color:** 2pt./100% black  
**Fill color:** numbers are 100% black



## congruency marks

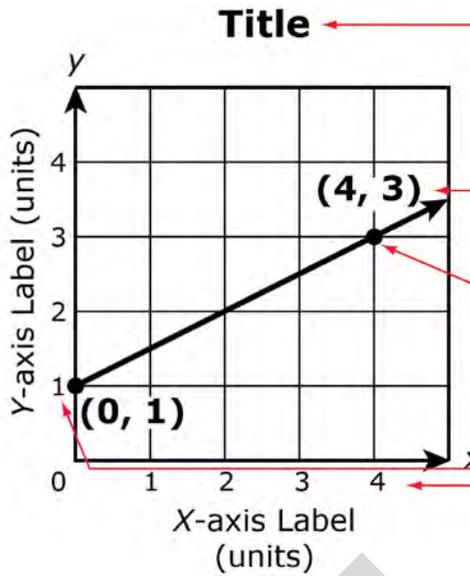


## coordinate grid (coordinate plane), 1 quad

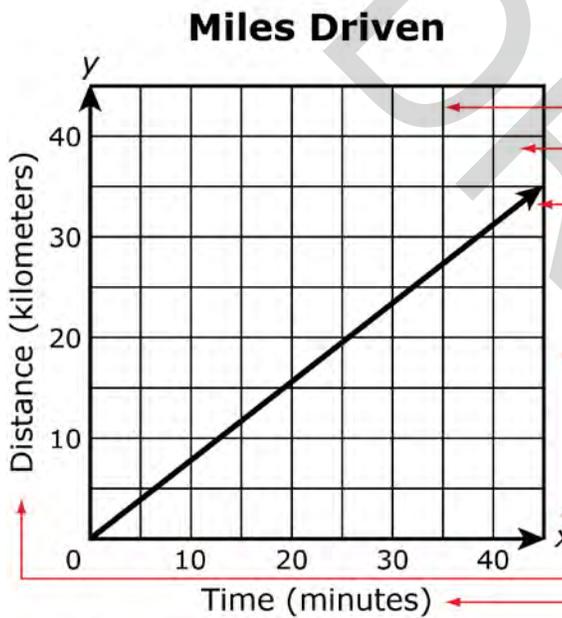
Titles are not required on all grids. See [scale break](#) in this section.

### Grade 3:

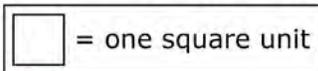
DRAFT



- Title**  
Font: Verdana Bold  
Font size/leading: 20pt./auto  
Capitalization: headline capitalization  
Alignment/spacing: horizontally centered/  
10px above graph y-axis label  
Note: titles are not required on all grids
- Ordered Pairs (Coordinates)**  
Font: Verdana Bold  
Font size/leading: 18pt./auto  
Mask: 0% black mask over grid lines when necessary
- Plotted Point**  
Height/width: 9pt./9pt. circle  
Fill: 100% black
- Scale Labels**  
Font: Verdana Regular  
Font size/leading: 14pt./40pt  
Capitalization: lowercase, except for proper nouns  
Alignment/spacing: x-axis: horizontally centered on grid lines/5px below axis  
y-axis: right-aligned, vertically centered on grid lines/5px from graph  
Zero: right-aligned with y-axis scale labels;  
vertically centered with x-axis scale labels  
Note: top line is not labeled



- Grid Lines**  
Outer Line weight/color: 2pt./100% black  
Inner Line weight/color: 1pt./100% black  
Spacing: 27px spacing between lines,  
minimum 27px; maximum 40px spacing  
between lines
- Grid Size**  
Default: 27px square  
Minimum: 27px square  
Maximum: 40px square
- Graphed Lines**  
Line weight/color: 3pt./100% black  
**Arrowhead**  
Type/size: #2/50%  
Alignment: arrowheads touch grid line
- Axis Labels**  
Font: Verdana Regular  
Font size/leading: 16pt./auto  
Capitalization: headline capitalization,  
units of measurement in parentheses are lowercase  
Alignment: x-axis: horizontally centered with graph border,  
10px below scale labels; y-axis: vertically aligned with graph  
border, 10px from scale labels  
Note: labels are not to extend beyond the width/height of graph,  
use multiple lines when necessary
- Grid**  
Default grid size: 27px square  
y-axis leading: 14pt./27pt.  
Minimum grid size: 27px square  
y-axis leading: 14pt./27pt.  
Maximum grid size: 40px square  
y-axis leading: 14pt./40pt.
- x/y Axis Labels**  
Font: Verdana Italic  
Font size/leading: 16pt./auto  
Alignment/spacing:  
x-axis label: vertically centered with  
graph border/5px from graph  
border;  
y-axis label: horizontally centered with  
graph border/5px from graph  
border
- Arrowheads**  
Type/size: #2/75%  
Alignment: arrowheads touch grid line

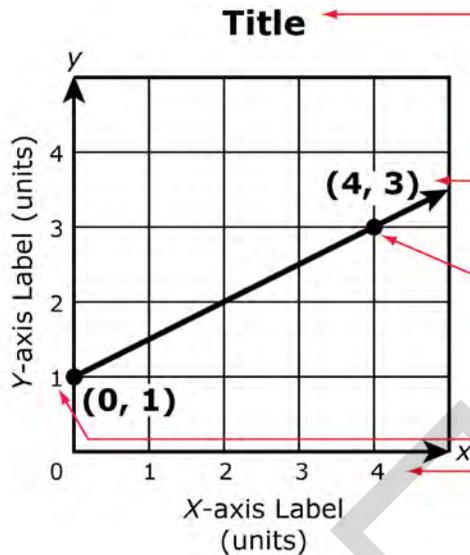


- Key Box**  
Line weight/color: 1pt./100% black  
Padding (outside border): 3px all sides  
Padding (inside border): 2px all sides

- Key Text**  
Font: Verdana Regular  
Font size/leading: 14pt./auto  
Capitalization: lowercase capitalization,  
except for proper nouns or first words of sentences  
Note: use "=" or "represents" for key information
- Location**  
Alignment/spacing: vertically aligned with x-axis label/10px from art;  
left-aligned to y-axis border

Grid 1 Quad.eps

**Grades 4 and higher:**

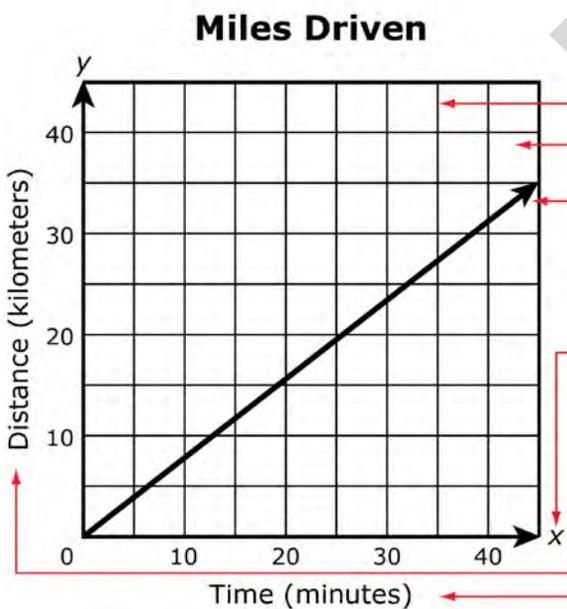


**Title**  
 Font: Verdana Bold  
 Font size/leading: 18pt./auto  
 Capitalization: headline capitalization  
 Alignment/spacing: horizontally centered/  
 10px above graph y-axis label  
 Note: titles are not required on all grids

**Ordered Pairs (Coordinates)**  
 Font: Verdana Bold  
 Font size/leading: 16pt./auto  
 Mask: 0% black mask over grid lines when necessary

**Plotted Point**  
 Height/width: 9pt./9pt. circle  
 Fill: 100% black

**Scale Labels**  
 Font: Verdana Regular  
 Font size/leading: 12pt./40pt.  
 Capitalization: lowercase, except for proper nouns  
 Alignment/spacing: x-axis: horizontally centered on grid lines/5px below axis  
 y-axis: right-aligned, vertically centered on grid lines/5px from graph  
 Zero: right-aligned with y-axis scale labels;  
 vertically centered with x-axis scale labels  
 Note: top line is not labeled



**Grid Lines**  
 Outer Line weight/color: 2pt./100% black  
 Inner Line weight/color: 1pt./100% black  
 Spacing: 27px spacing between lines,  
 minimum 27px; maximum 40px spacing  
 between lines

**Grid**  
 Default grid size: 27px square  
 y-axis leading: 12pt./27pt.  
 Minimum grid size: 27px square  
 y-axis leading: 12pt./27pt.  
 Maximum grid size: 40px square  
 y-axis leading: 12pt./40pt.

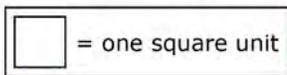
**Grid Size**  
 Default: 27px square  
 Minimum: 27px square  
 Maximum: 40px square

**Graphed Lines**  
 Line weight/color: 3pt./100% black  
**Arrowhead**  
 Type/size: #2/50%  
 Alignment: arrowheads touch grid line

**x/y Axis Labels**  
 Font: Verdana Italic  
 Font size/leading: 14pt./auto.  
 Alignment/spacing:  
 x-axis label: vertically centered with  
 graph border/5px from graph  
 border;  
 y-axis label: horizontally centered with  
 graph border/5px from graph  
 border

**Arrowheads**  
 Type/size: #2/75%  
 Alignment: arrowheads touch grid line

**Axis Labels**  
 Font: Verdana Regular  
 Font size/leading: 14pt./auto  
 Capitalization: headline capitalization,  
 units of measurement in parentheses are lowercase  
 Alignment: x-axis: horizontally centered with graph border,  
 10px below scale labels; y-axis: vertically aligned with graph  
 border, 10px from scale labels  
 Note: labels are not to extend beyond the width/height of graph,  
 use multiple lines when necessary

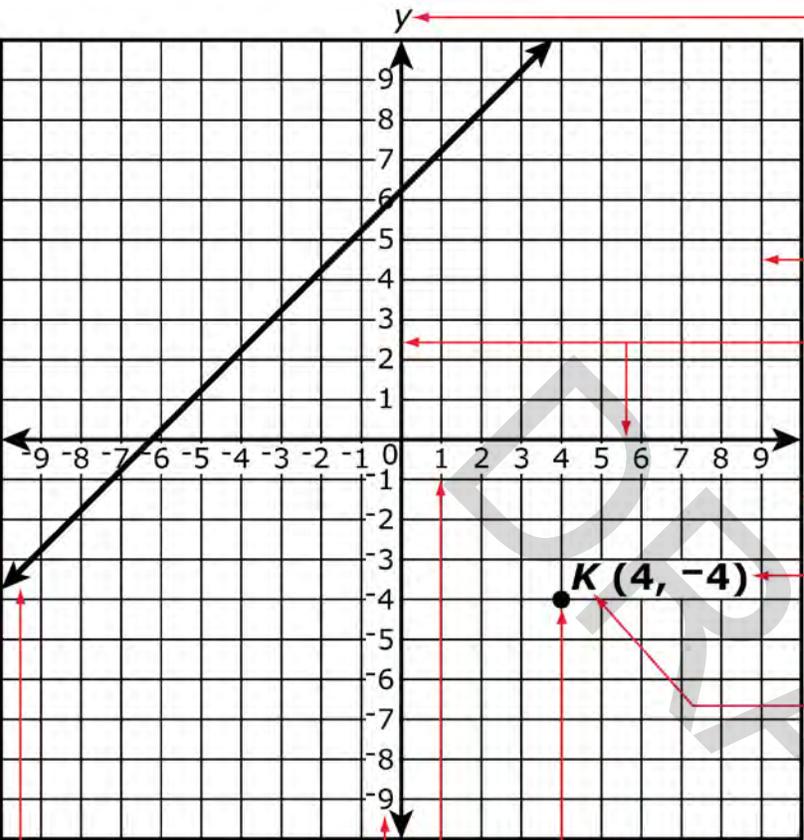


**Key**  
**Text**  
 Font: Verdana Regular  
 Font size/leading: 12pt./auto  
 Capitalization: lowercase capitalization,  
 except for proper nouns or first words of sentences  
 Note: use "=" or "represents" for key information

**Location**  
 Alignment/spacing: vertically aligned with x-axis label/10px from art;  
 left-aligned to y-axis border

Grid 1 Quad.eps

**coordinate grid (coordinate plane), 4 quad**  
**Grade 3:**



- x/y Axis Labels**  
Font: Verdana Italic  
Font size/leading: 16pt./auto  
Alignment/spacing:  
x-axis label: vertically centered with graph border/5px from graph border;  
y-axis label: horizontally centered with graph border/5px from graph border
- Grid Lines**  
Line weight/color: 1pt./100% black  
Spacing: 20.25px square grid
- x/y Axis Lines**  
Lines  
Line weight/color: 2pt./100% black  
Arrowheads  
Type/size: #2/75%  
Alignment: arrowheads touch grid line
- Border**  
Line weight/color: 2pt./100% black
- Ordered Pairs (Coordinates)**  
Font: Verdana Bold  
Font size/leading: 18pt./auto  
Mask: 0% black mask over grid lines when necessary  
Negative values: en dashes with 2pt. baseline shift
- Point Label**  
Font: Verdana Bold Italic  
Font size/leading: 18pt./auto  
Capitalization: capitalized  
Alignment/spacing: alphabetical and clockwise order when possible/5px from point  
Note: avoid using I, O, X, Y

= one square unit

**Plotted Point**  
Height/width: 9pt./9pt. circle  
Fill: 100% black

**Scale Labels**  
Font: Verdana Regular  
Font size/leading: 14pt./20.25pt.  
Alignment: x-axis: horizontally centered on grid lines/3px below axis; y-axis: right-aligned with axis, vertically centered on grid lines/3px from axis  
Zero: equal distance from x-axis and y-axis  
Negative values: hyphens with 2pt. baseline shift

**Graphed Lines**  
Line weight/color: 3pt./100% black  
**Arrowhead**  
Type/size: #2/50%  
Alignment: arrowheads touch border

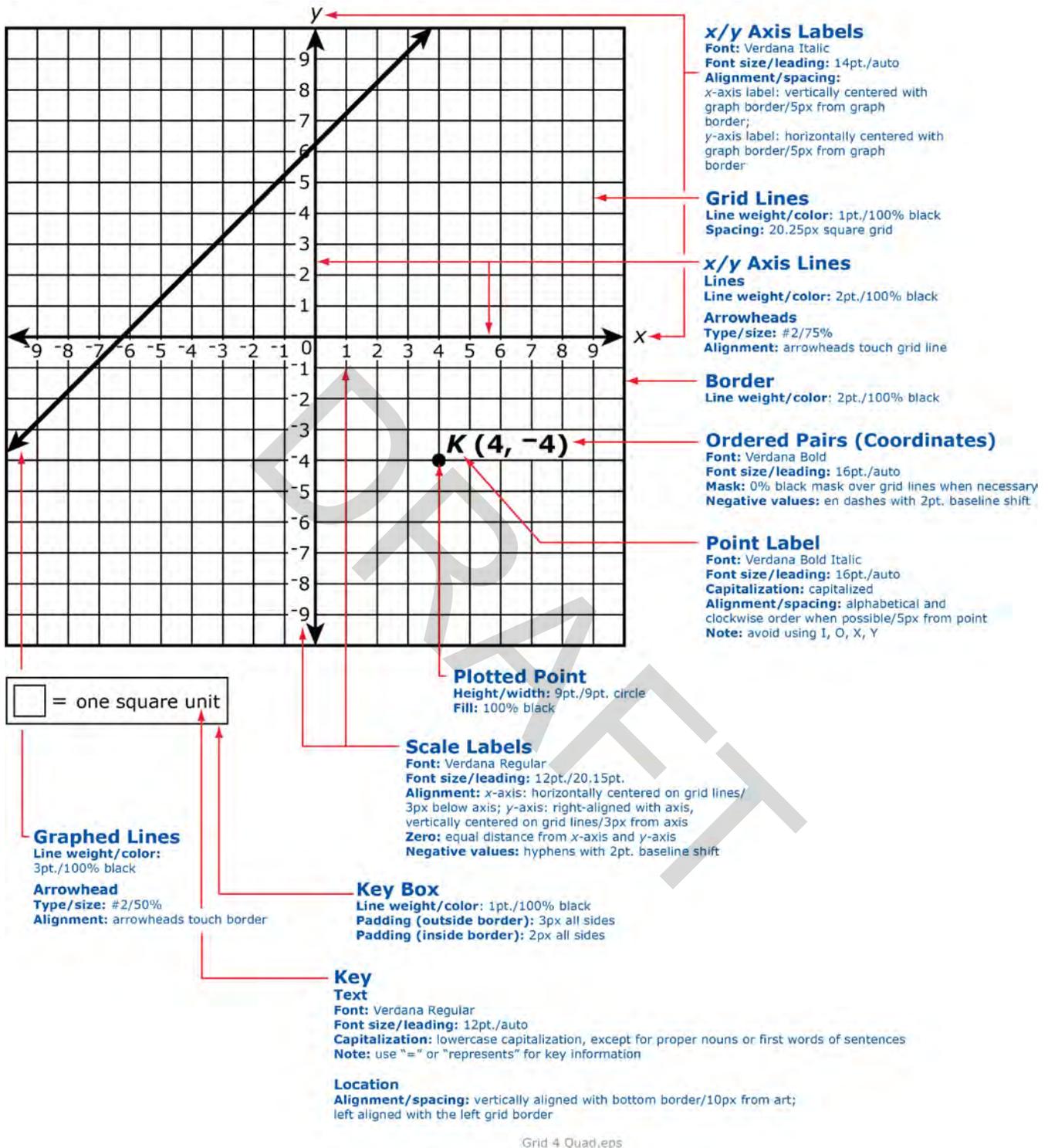
**Key Box**  
Line weight/color: 1pt./100% black  
Padding (outside border): 3px all sides  
Padding (inside border): 2px all sides

**Key Text**  
Font: Verdana Regular  
Font size/leading: 14pt./auto  
Capitalization: lowercase capitalization, except for proper nouns or first words of sentences  
Note: use "=" or "represents" for key information

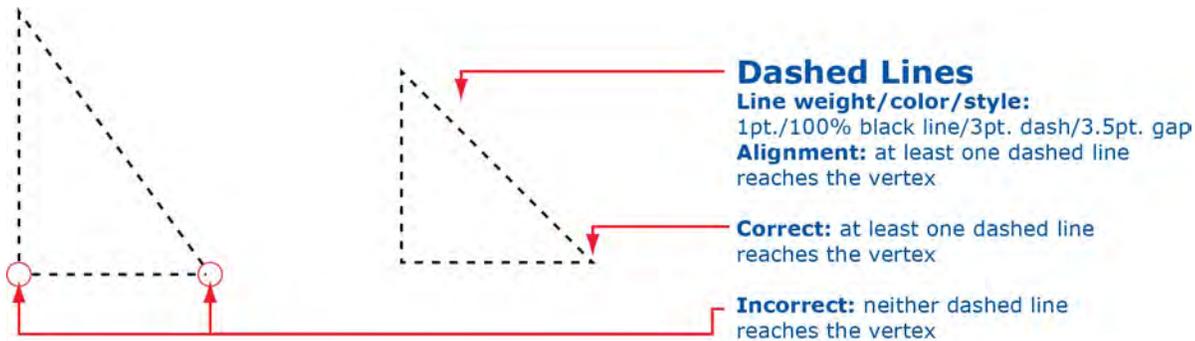
**Location**  
Alignment/spacing: vertically aligned with bottom border/10px from art; left aligned with the left grid border

Grid 4 Quad.eps

**Grades 4 and higher:**



### dashed lines



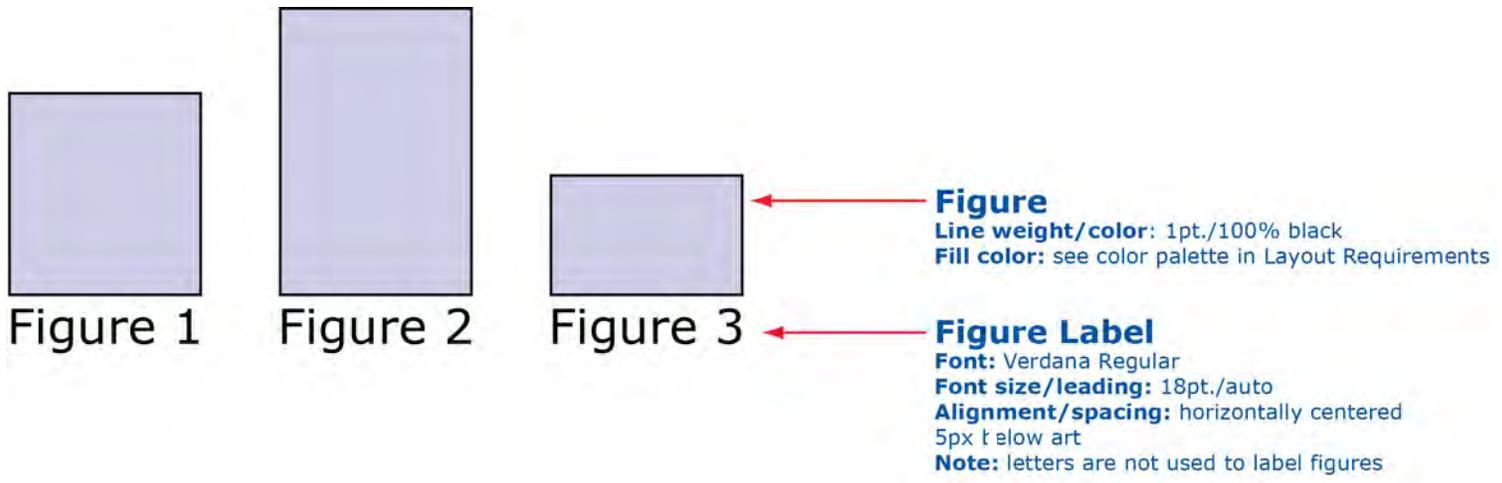
### figure labels

The language used is Figure 1, Figure 2, Figure 3, etc.

Retain the capitalization of Figure in text. e.g., The safety equipment in Figure 1 is what a student should wear when performing a science experiment.

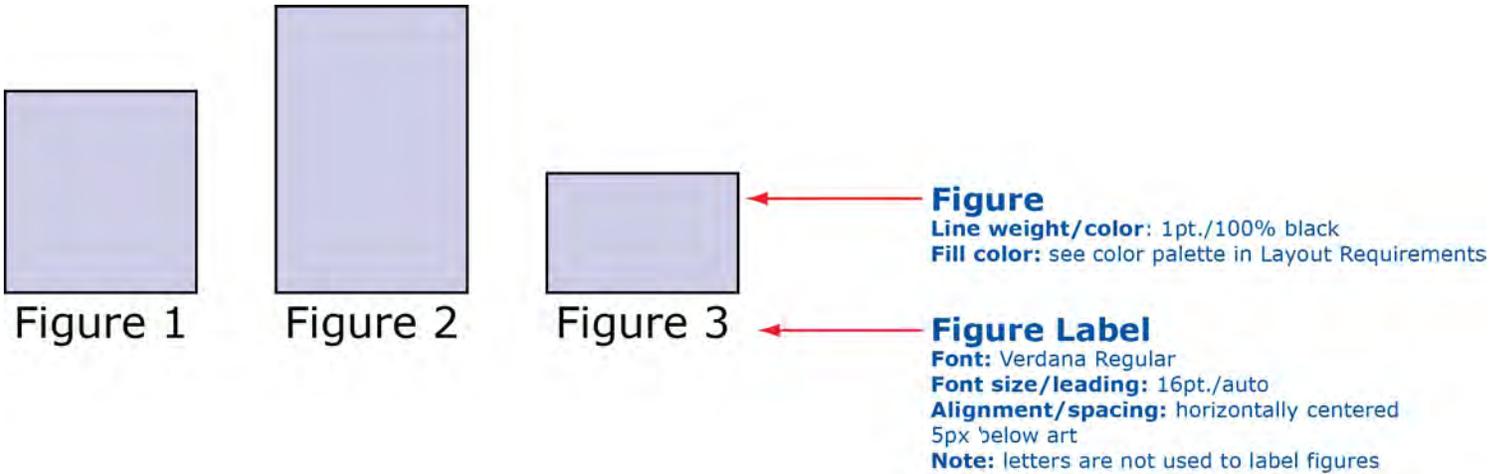
See [art labels](#) in Art Requirements and figure labels in the Language Requirements section of the PARCC Editorial Style Guide.

**Grade 3:**



Figure\_Label.eps

**Grades 4 and higher:**

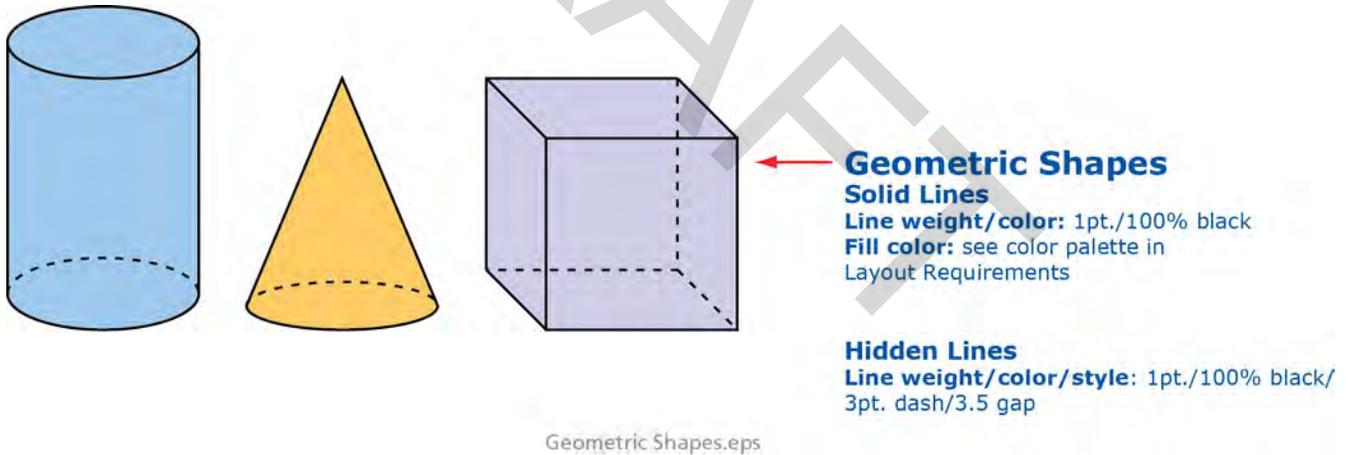


**flow charts**

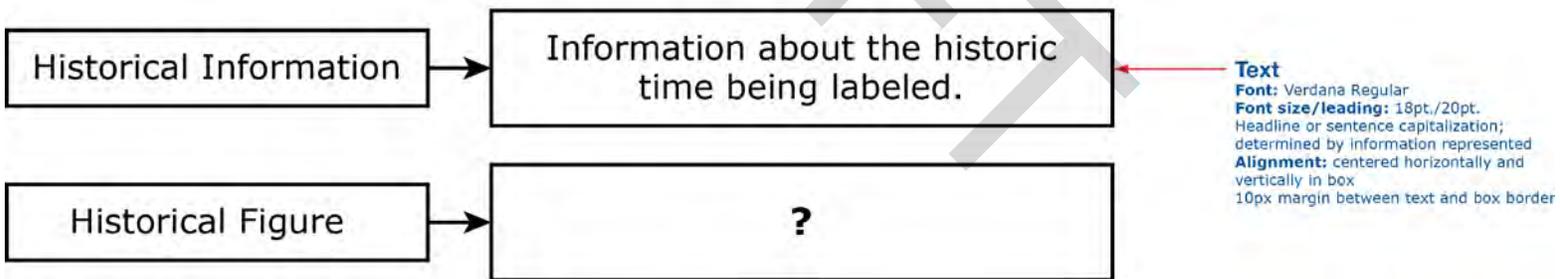
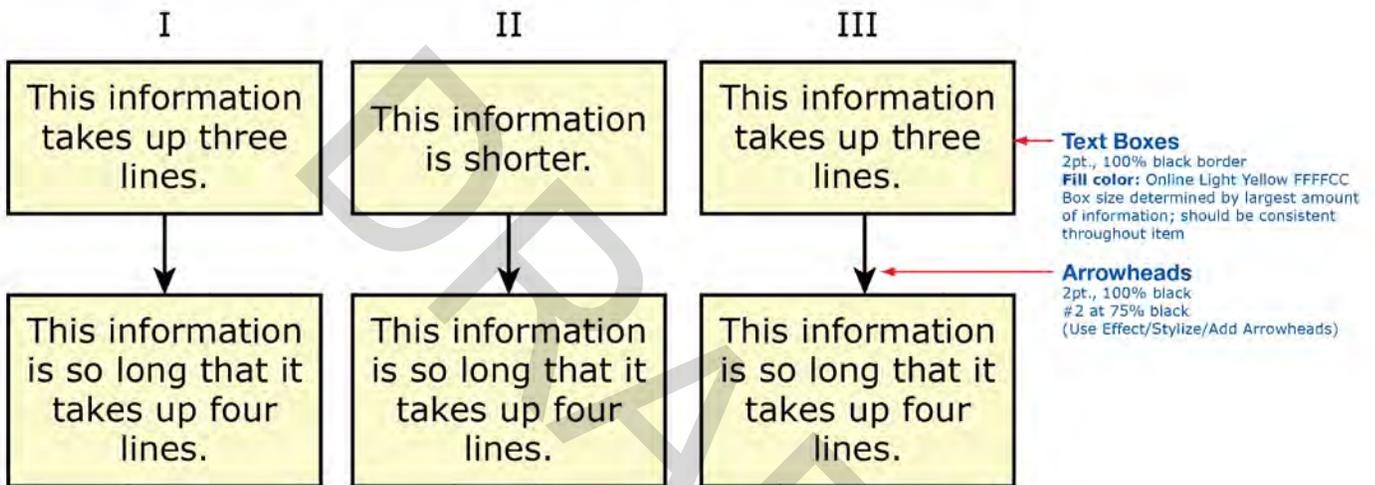
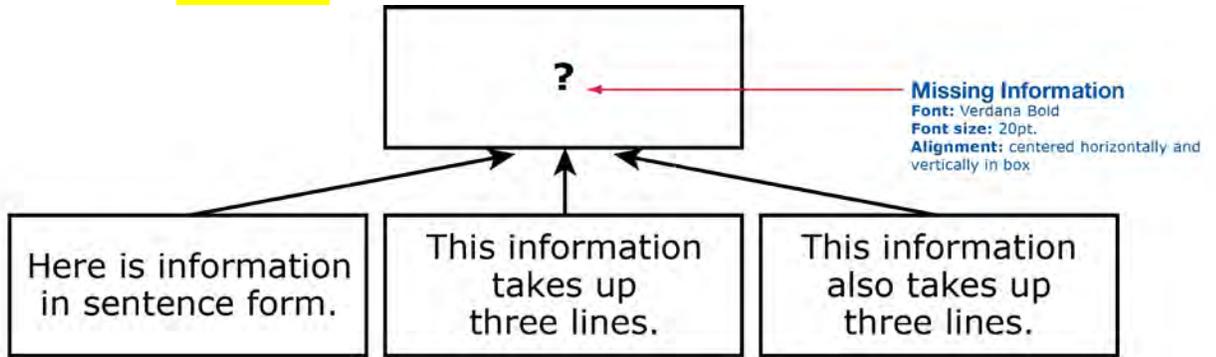
See [graphic organizers](#) in this section.

**geometric shapes**

Three-dimensional geometric shapes should show hidden lines as dashed lines.

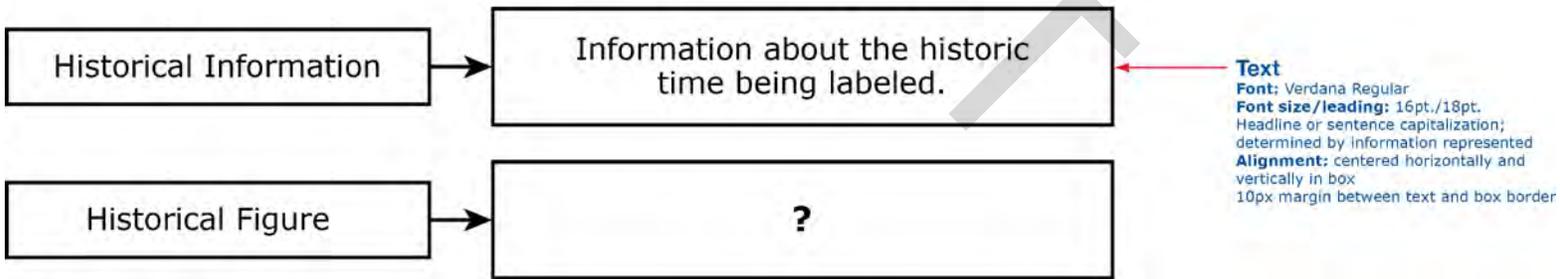
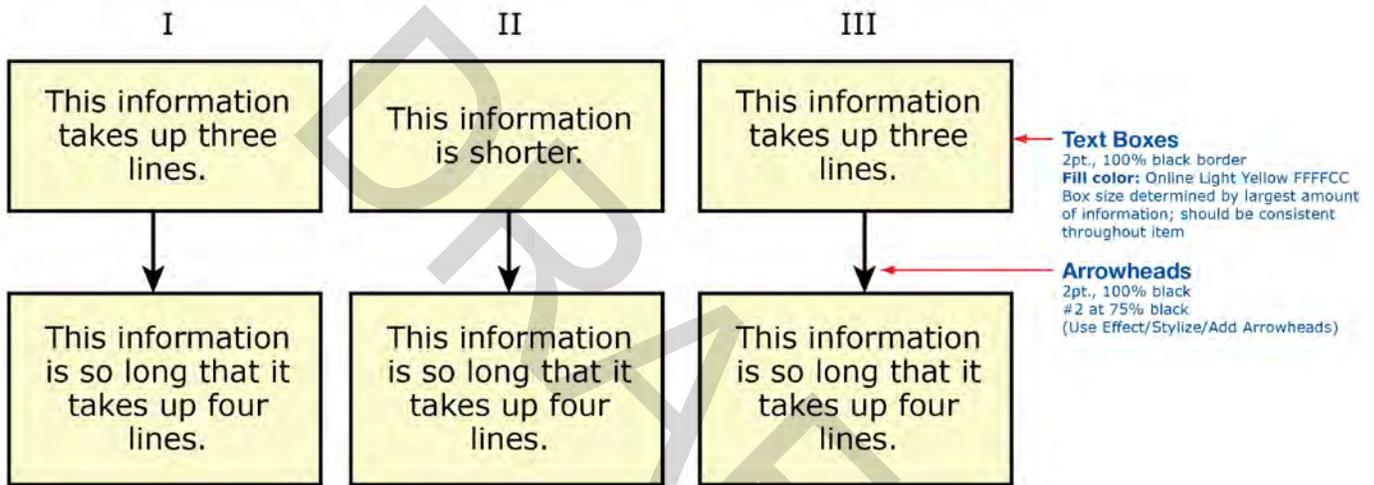
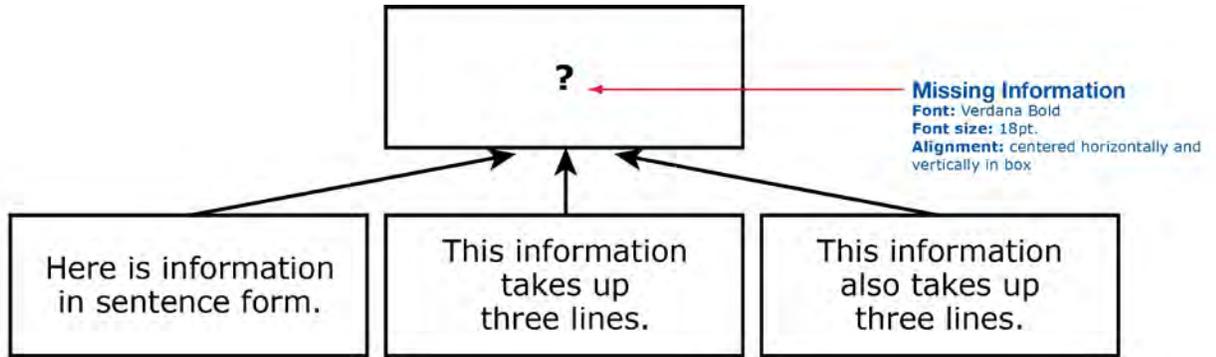


graphic organizers **Grade 3:**



Graphic organizers-eps

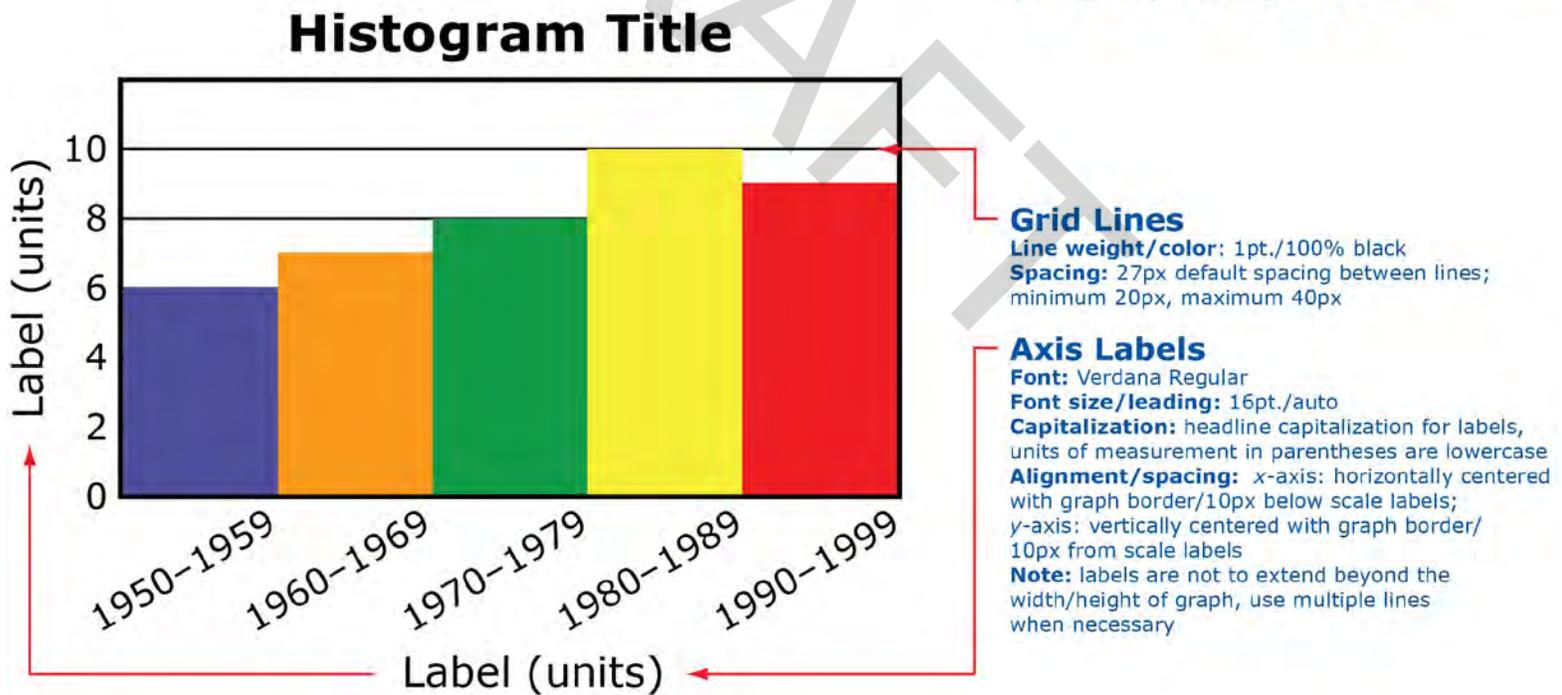
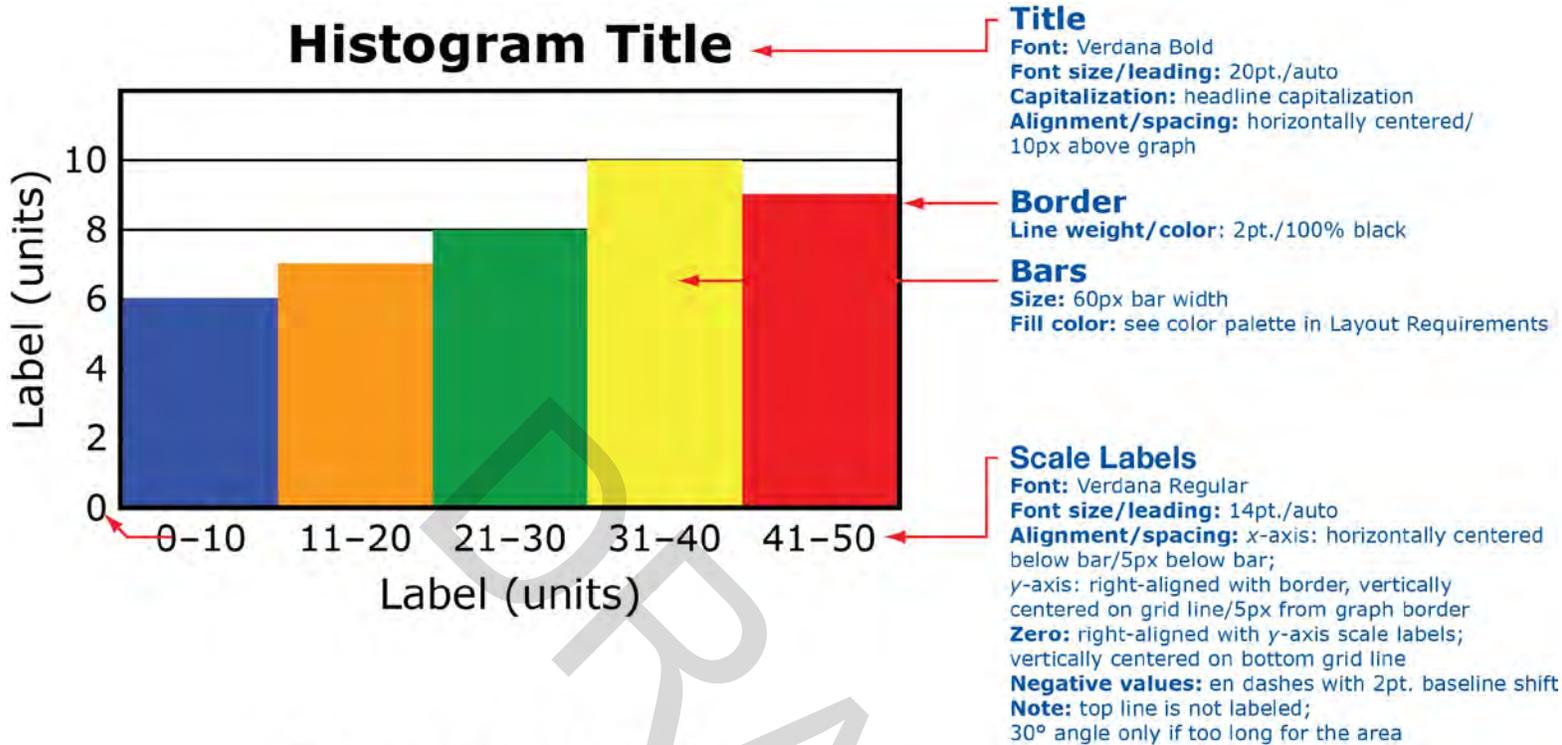
**Grades 4 and higher:**



Graphic organizers.eps

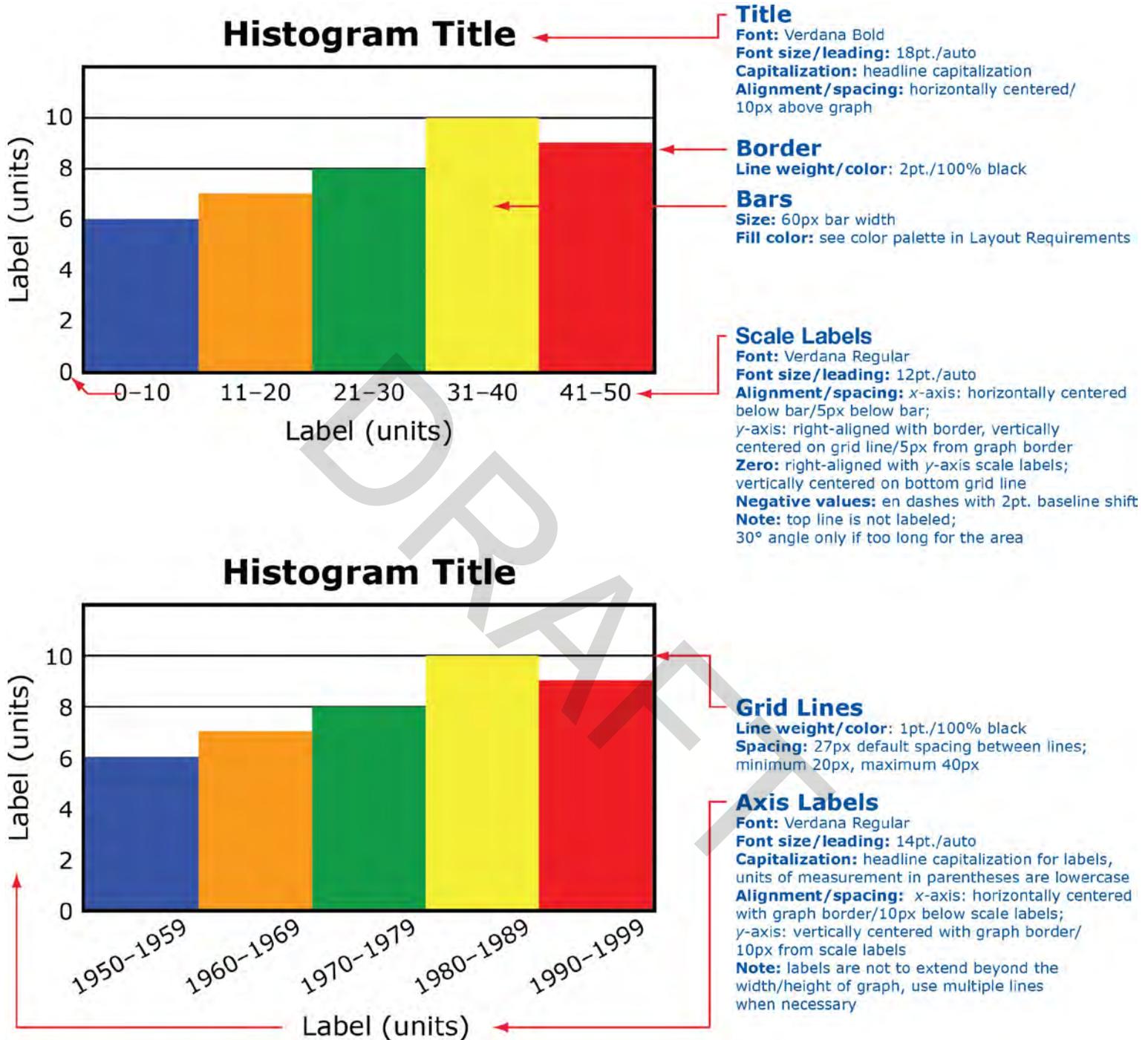
histograms

**Grade 3:**



Histogram.eps

**Grades 4 and higher:**



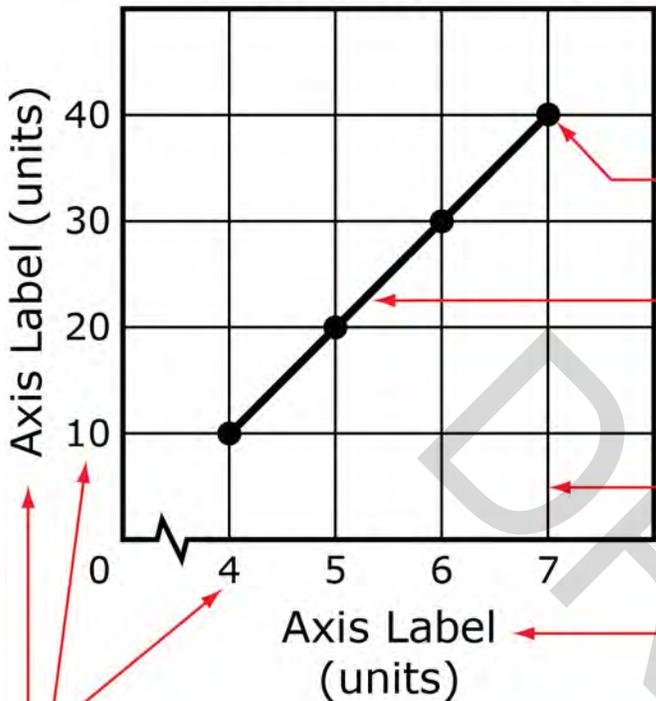
Histogram.eps

**line graphs**

See [scale break](#) in this section.

**Grade 3:**

**Line Graph Title**



**Title**

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above graph

**Plotted Point**

**Height/width:** 9pt./9pt. circle  
**Fill:** 100% black

**Graphed Lines**

**Line weight/color:** 3pt./100% black

**Border**

**Line weight/color:** 2pt./100% black

**Grid Lines**

**Line weight/color:** 1pt./100% black  
**Spacing:** 40px spacing between lines

**Axis Labels**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** headline capitalization, units of measurement in parentheses are lowercase  
**Alignment:** x-axis: horizontally centered with graph border, 10px below scale labels; y-axis: vertically aligned with graph border, 10px from scale labels  
**Note:** labels are not to extend beyond the width/height of graph, use multiple lines when necessary

**Scale Labels**

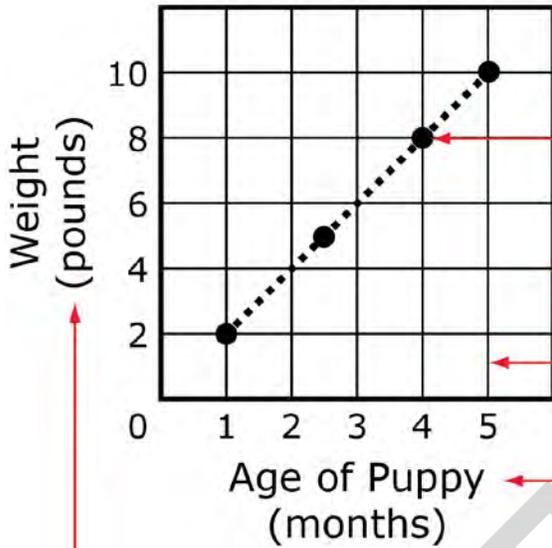
**Font:** Verdana Regular  
**Font size/leading:** 14pt./40pt.  
**Capitalization:** headline capitalization  
**Alignment/spacing:** x-axis: horizontally centered on grid lines/5px below border; y-axis: right-aligned, vertically centered on grid lines/5px from border  
**Zero:** right-aligned with y-axis scale labels, bottom-aligned with x-axis scale labels  
**Note:** top line is not labeled

**Grid**

**Default grid size:** 27px square  
**y-axis leading:** 14pt./27pt.  
**Minimum grid size:** 27px square  
**y-axis leading:** 14pt./27pt.  
**Maximum grid size:** 40px square  
**y-axis leading:** 14pt./40pt.

Line Graph 1.eps

# Puppy Growth



## Title

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above graph

## Plotted Point

**Height/width:** 9pt./9pt. circle  
**Fill:** 100% black

## Border

**Line weight/color:** 2pt./100% black

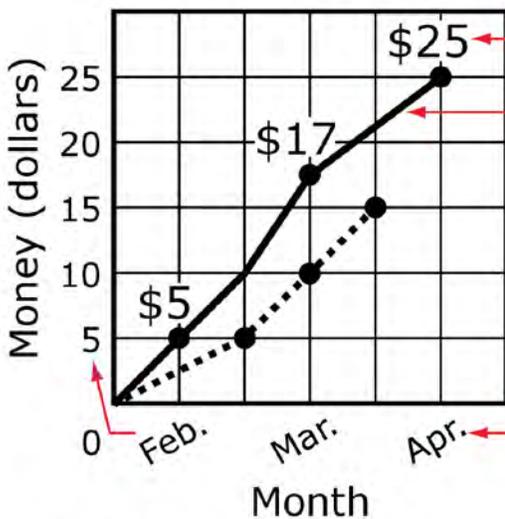
## Grid Lines

**Line weight/color:** 1pt./100% black  
**Spacing:** 27px spacing between lines

## Axis Labels

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** headline capitalization, units of measurement in parentheses are lowercase  
**Alignment:** x-axis: horizontally centered with graph border, 10px below scale labels; y-axis: vertically aligned with graph border, 10px from scale labels  
**Note:** labels are not to extend beyond the width/height of graph, use multiple lines when necessary

# Bank Account



## Point Label

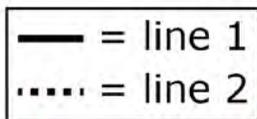
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Mask:** 0% black mask over grid lines when necessary  
**Alignment/spacing:** vertically centered over plotted point/  
 5px from plotted point

## Graphed Lines

**Solid:** Line weight/color: 3pt./100% black  
**Dashed:** Line weight/color: 3pt./100% black/3pt. dash/3.5pt. gap

## Scale Labels

**Font:** Verdana Regular  
**Font size/leading:** 14pt./27pt.  
**Capitalization:** headline capitalization  
**Alignment/spacing:** x-axis: horizontally centered on grid lines/5px below border; y-axis: right-aligned, vertically centered on grid lines/  
 5px from border  
**Zero:** right-aligned with y-axis scale labels, vertically centered with x-axis scale labels  
**Note:** top line is not labeled, 30° angle only if too long for the area



## Key

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase capitalization, except for proper nouns or first words of sentences  
**Note:** use "=" or "represents" for key information

## Location

**Alignment/spacing:** vertically aligned with x-axis label/10px from art; left-aligned to y-axis border

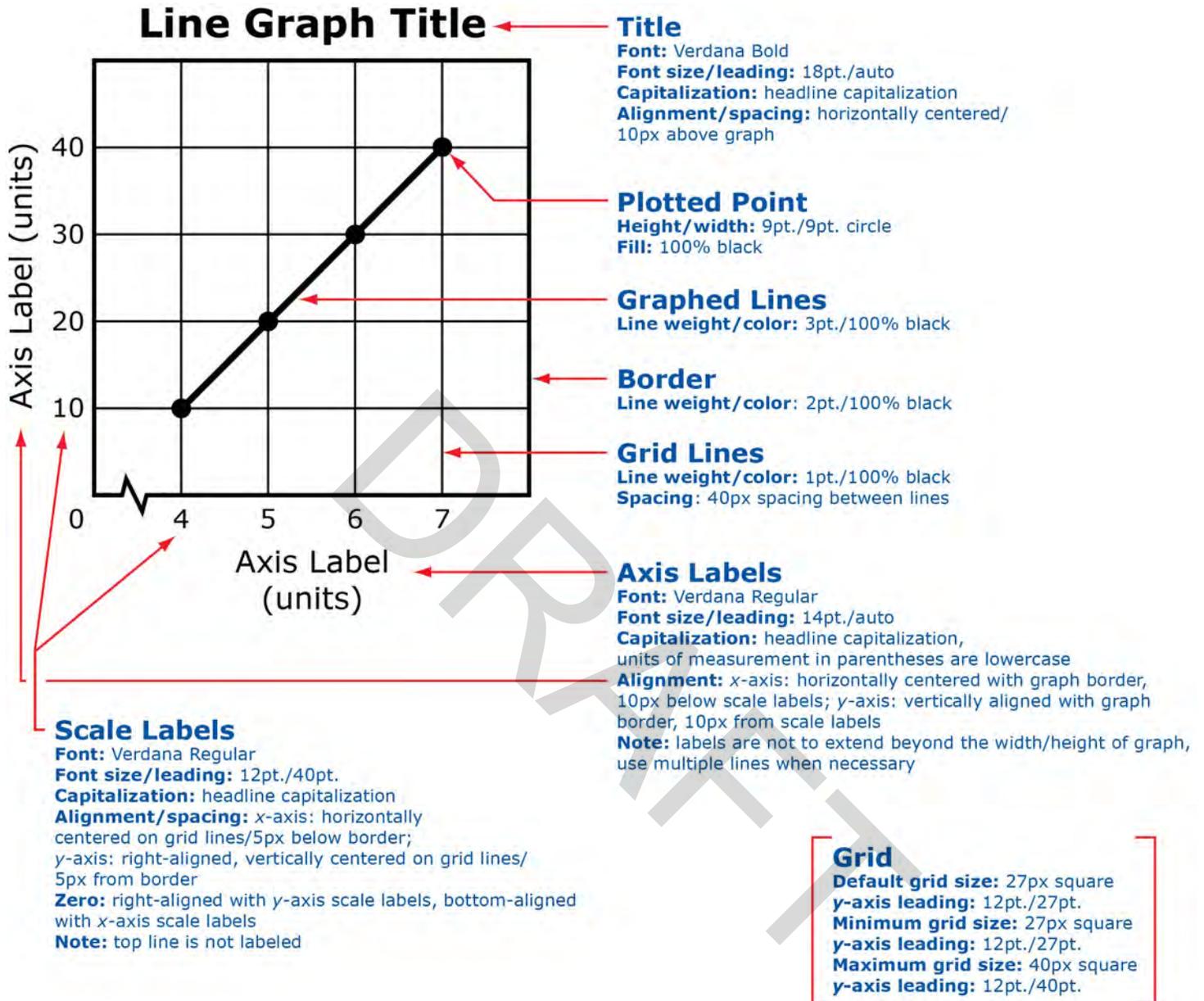
## Grid

**Default grid size:** 27px square  
**y-axis leading:** 14pt./27pt.  
**Minimum grid size:** 27px square  
**y-axis leading:** 14pt./27pt.  
**Maximum grid size:** 40px square  
**y-axis leading:** 14pt./40pt.

## Key Box

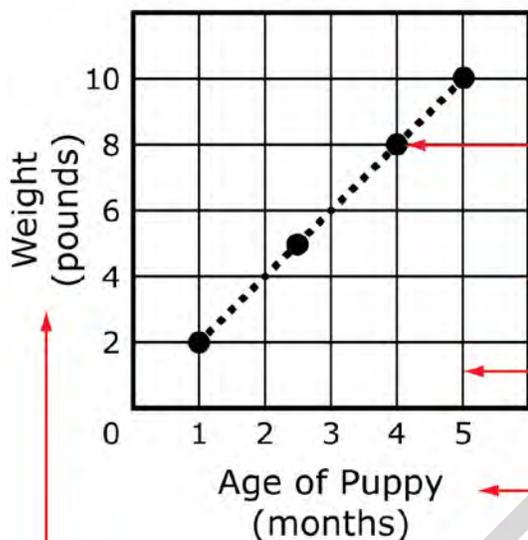
**Line weight/color:** 1pt./100% black  
**Padding (outside border):** 3px all sides  
**Padding (inside border):** 2px all sides

**Grades 4 and higher:**



Line Graph 1.eps

## Puppy Growth



### Title

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above graph

### Plotted Point

**Height/width:** 9pt./9pt. circle  
**Fill:** 100% black

### Border

**Line weight/color:** 2pt./100% black

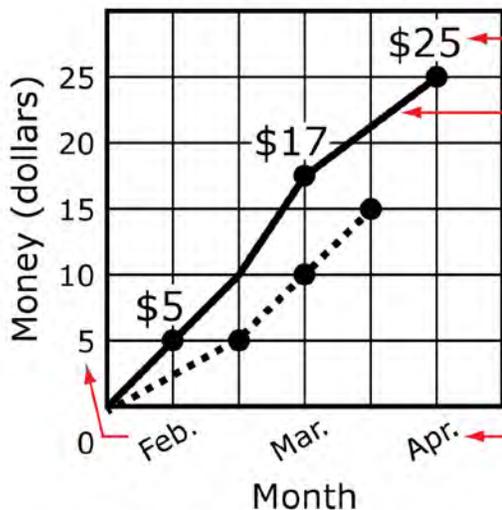
### Grid Lines

**Line weight/color:** 1pt./100% black  
**Spacing:** 27px spacing between lines

### Axis Labels

**Font:** Verdana Regular  
**Font size/leading:** 14pt./auto  
**Capitalization:** headline capitalization, units of measurement in parentheses are lowercase  
**Alignment:** x-axis: horizontally centered with graph border, 10px below scale labels; y-axis: vertically aligned with graph border, 10px from scale labels  
**Note:** labels are not to extend beyond the width/height of graph, use multiple lines when necessary

## Bank Account



### Point Label

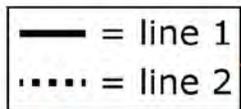
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** headline capitalization  
**Mask:** 0% black mask over grid lines when necessary  
**Alignment/spacing:** vertically centered over plotted point/  
 5px from plotted point

### Graphed Lines

**Solid:** Line weight/color: 3pt./100% black  
**Dashed:** Line weight/color: 3pt./100% black/3pt. dash/3.5pt. gap

### Scale Labels

**Font:** Verdana Regular  
**Font size/leading:** 12pt./27pt.  
**Capitalization:** headline capitalization  
**Alignment/spacing:** x-axis: horizontally centered on grid lines/5px below border; y-axis: right-aligned, vertically centered on grid lines/  
 5px from border  
**Zero:** right-aligned with y-axis scale labels, vertically centered with x-axis scale labels  
**Note:** top line is not labeled, 30° angle only if too long for the area



### Key Box

**Line weight/color:** 1pt./100% black  
**Padding (outside border):** 3px all sides  
**Padding (inside border):** 2px all sides

### Key Text

**Font:** Verdana Regular  
**Font size/leading:** 14pt./auto  
**Capitalization:** lowercase capitalization, except for proper nouns or first words of sentences  
**Note:** use "=" or "represents" for key information

### Location

**Alignment/spacing:** vertically aligned with x-axis label/10px from art; left-aligned to y-axis border

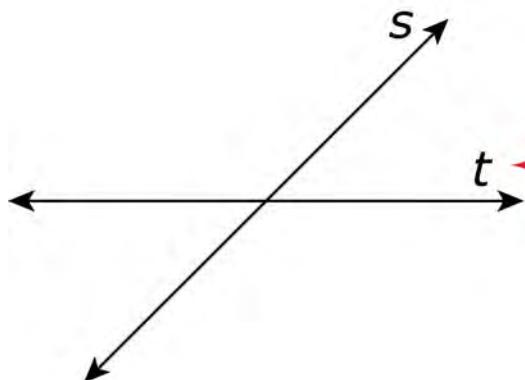
### Grid

**Default grid size:** 27px square  
**y-axis leading:** 12pt./27pt.  
**Minimum grid size:** 27px square  
**y-axis leading:** 12pt./27pt.  
**Maximum grid size:** 40px square  
**y-axis leading:** 12pt./40pt.

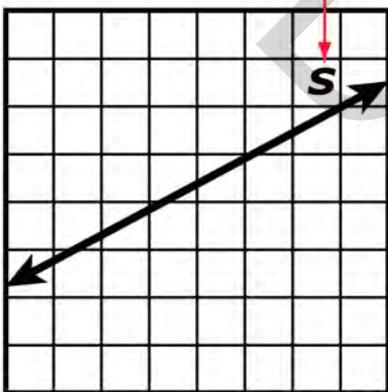
**line names**

See [line names](#) in Layout Requirements.

**Grade 3:**



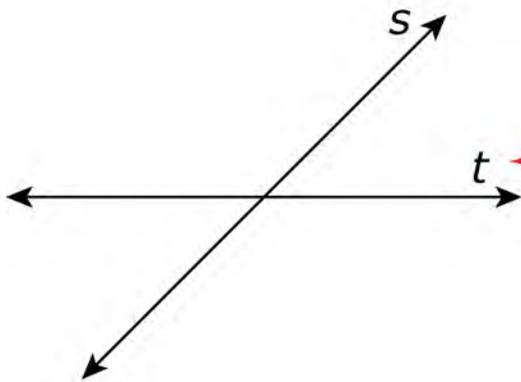
**Line Names**  
**Font:** Verdana Italic  
**Font size/leading:** 18pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** 5px from line



**Line Names - on a grid**  
**Font:** Verdana Bold Italic  
**Font size/leading:** 18pt./auto  
**Capitalization:** lowercase  
**Mask:** 0% black mask over grid lines when necessary  
**Alignment/spacing:** 5px from line  
**Arrow lines:** 3 pt., #2 arrowheads @50%

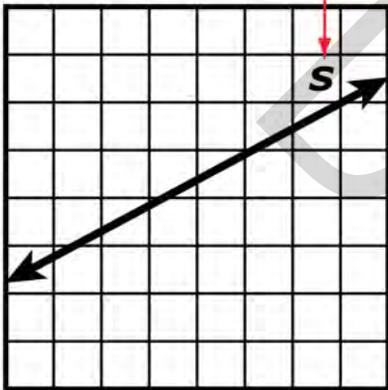
Line Names.eps

**Grades 4 and higher:**



**Line Names**

**Font:** Verdana Italic  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** 5px from line

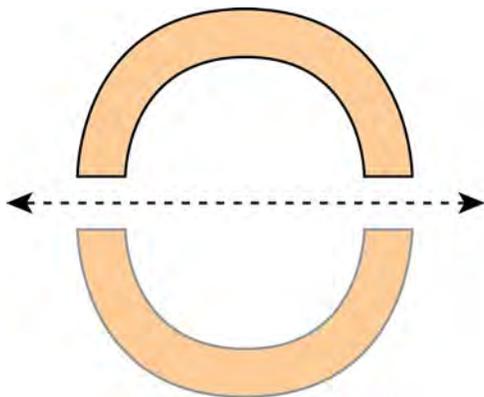


**Line Names - on a grid**

**Font:** Verdana Bold Italic  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase  
**Mask:** 0% black mask over grid lines when necessary  
**Alignment/spacing:** 5px from line  
**Arrow lines:** 3 pt., #2 arrowheads @50%

Line Names.eps

**line of reflection**



**Line of Reflection**

**Line weight/color/style:** 1pt./100% black/3pt. dash/3.5pt. gap  
**Alignment:** horizontally and vertically centered between objects/objects are 10px from dashed line  
**Fill color:** see color palette in Layout Requirements  
**Note:** line can be diagonal, horizontal, or vertical

**Arrowheads**

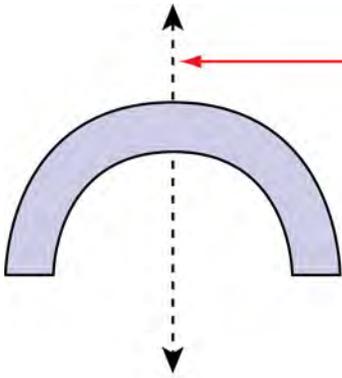
**Type/size:** #2/100% (use Effect/Stylize/Add Arrowheads)

**Reflected Object**

**Line weight/color:** 1pt./75% black  
**Alignment:** horizontally and vertically centered with object

Line of reflection.eps

## line of symmetry



### Line of Symmetry

**Line weight/color/style:** 1pt./100% black/3pt. dash,3.5pt. gap

**Alignment:** horizontally and vertically centered through middle of object

**Fill color:** see color palette in Layout Requirements

**Note:** line can be diagonal, horizontal, or vertical

### Arrowheads

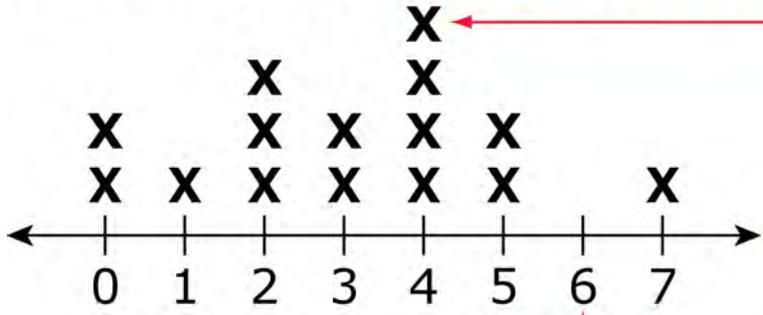
**Type/size:** #2/100% (use Effect/Stylize/Add Arrowheads)

Line of symmetry.eps

DRAFT

**line plot (dot plot)    Grade 3:**

# Number of Line Plot Title



### Title

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above highest plot

### Plots

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** capitalized  
**Alignment:** horizontally centered on tick mark/  
 5px space between each plot

### Number Line

**Line**  
**Line weight/color:** 1pt./100% black  
**Arrowhead type/size:** #2/100%  
 (use Effect/Stylize/ Add Arrowheads)

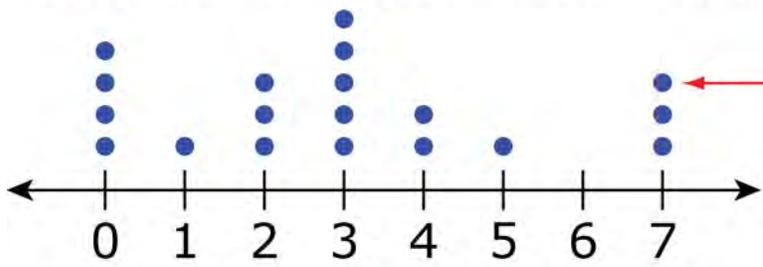
### Tick Marks

**Line weight/color/height:** 1pt./100% black/1p3 tall  
**Alignment/spacing:** vertically centered on the number line/  
 3p space between tick marks

### Scale Labels

**Font:** Verdana Regular  
**Font size:** 18pt./auto  
**Alignment:** horizontally centered on the tick mark/  
 5px below number line

# Number of Line Plot Title



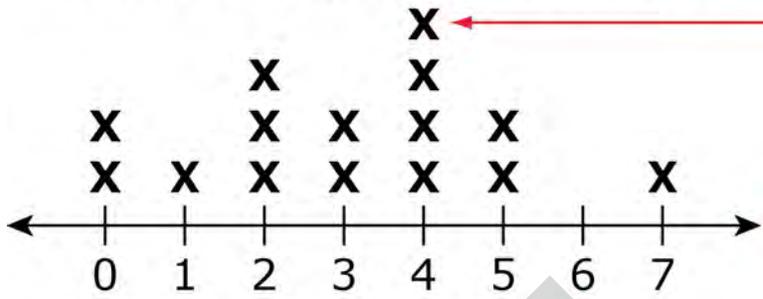
### Plots

**Dot**  
**Closed:** 7pt. circle/Online blue 0000FF; no stroke  
**Alignment/spacing:** horizontally centered on tick mark/  
 5px space between tick marks and plots/  
 7px spacing between each plot

Line Plot.eps

**Grades 4 and higher:**

**Number of Line Plot Title**



**Title**

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
10px above highest plot

**Plots**

**Font:** Verdana Bold  
**Font size/leading:** 16pt./auto  
**Capitalization:** capitalized  
**Alignment:** horizontally centered on tick mark/  
5px space between each plot

**Number Line**

**Line**  
**Line weight/color:** 1pt./100% black  
**Arrowhead type/size:** #2/100%  
(use Effect/Stylize/ Add Arrowheads)

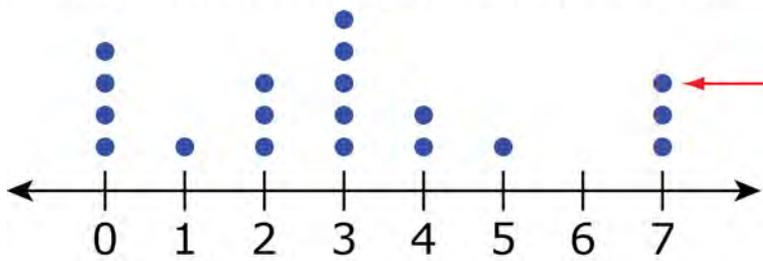
**Tick Marks**

**Line weight/color/height:** 1pt./100% black/1p3 tall  
**Alignment/spacing:** vertically centered on the number line/  
3p space between tick marks

**Scale Labels**

**Font:** Verdana Regular  
**Font size:** 16pt./auto  
**Alignment:** horizontally centered on the tick mark/  
5px below number line

**Number of Line Plot Title**



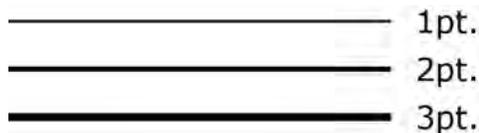
**Plots**

**Dot**  
**Closed:** 7pt. circle/Online blue 0000FF; no stroke  
**Alignment/spacing:** horizontally centered on tick mark/  
5px space between tick marks and plots/  
7px spacing between each plot

Line Plot.eps

**line weights**

The minimum line weight is 1pt. for anything in art that a student must see to help answer an item. Most border lines are 2pt. Only whole line weights should be used.



line weights.eps

**lines**

See [dashed lines](#) in this section.

**maps**

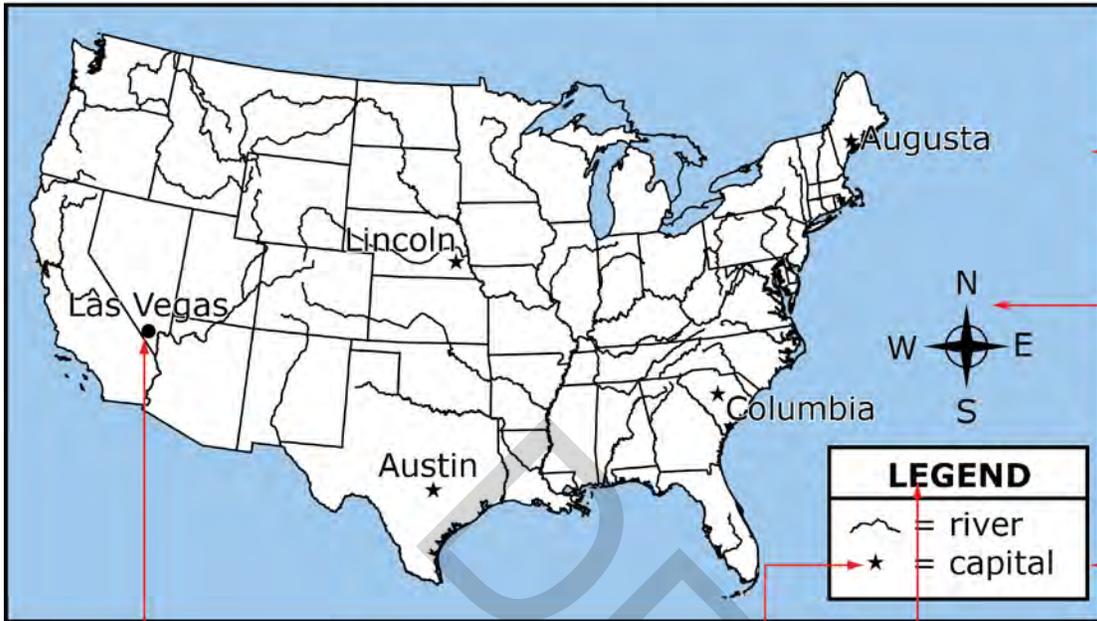
A legend will be included when the map contains patterns, multiple colors, or symbols.

All maps should have a compass rose. When a legend is not included, the compass rose default location is the lower right corner of the map.

If default locations are unavailable for the legend or compass rose, the next logical open space will be used.

**Grade 3:**

# United States of America

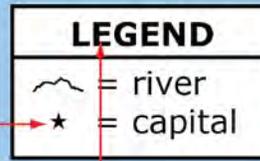


**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/10px above map

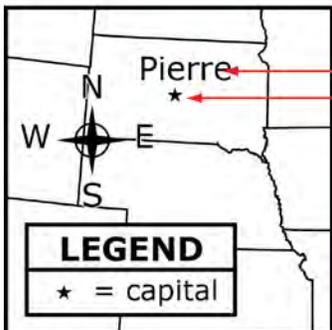
**Map Shading**  
**Land:** 0% black  
**Water:** Online Light Blue 99CCFF

**Border**  
**Line weight/color:** 2pt./100% black

**Compass Rose**  
**Alignment/spacing:** horizontally centered/5px above legend



**Legend Box**  
**Line weight/color:** 2pt./100% black  
**Padding:** 9px all sides



**Map Labels**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** labels may be placed outside land when necessary

**Star**  
**Line weight/fill/width:** 1pt. 100% black/0px/4.5

**Dot**  
**Fill/width:** 100% black/7px dot

**Legend**  
**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 16pt./auto  
**Capitalization:** all caps  
**Alignment:** centered within title space

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Alignment:** left-aligned by "=" sign  
**Capitalization:** lowercase capitalization, except for proper nouns or first words of sentences  
**Note:** included when a map contains patterns, shading, or symbols

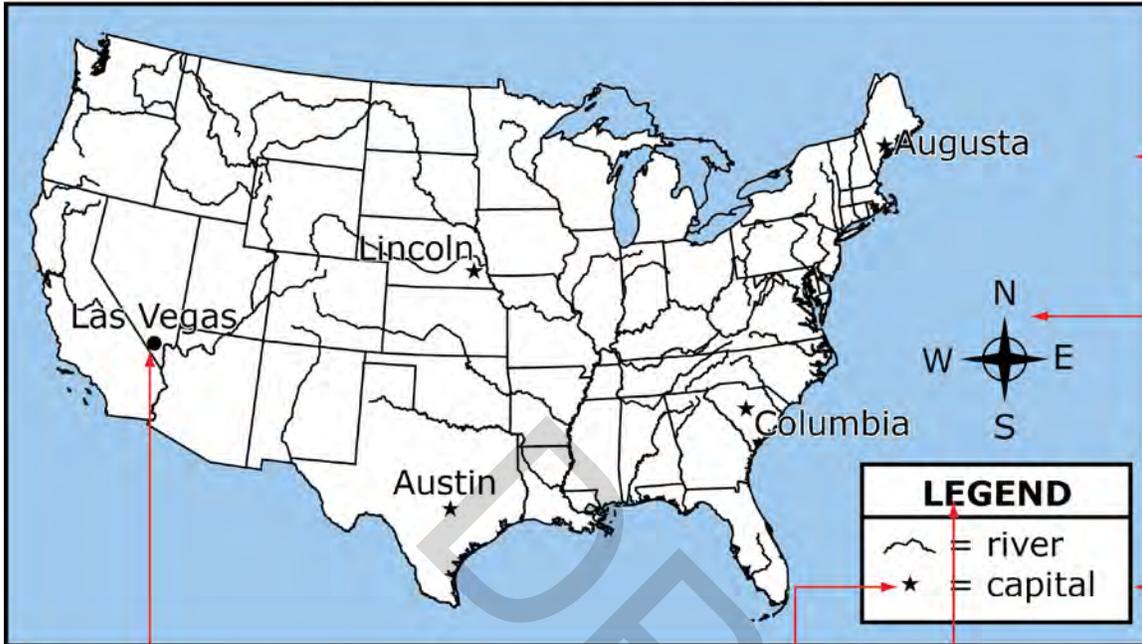
**Location**  
**Alignment/spacing:** vertically aligned with bottom border/5px right of art; legend may be placed in next logical and available spot if important artwork will be covered

**Legend Symbols**  
**Alignment:** vertically aligned, horizontally centered with each other  
**Note:** use map symbols for legend information

Map 1.eps

**Grades 4 and higher:**

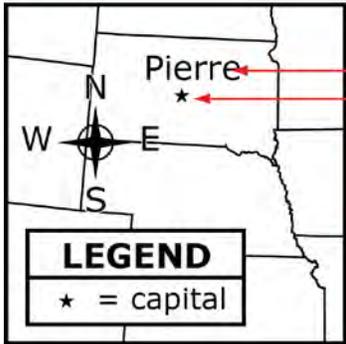
**United States of America**



- Title**  
Font: Verdana Bold  
Font size/leading: 18pt./auto  
Capitalization: headline capitalization  
Alignment/spacing: horizontally centered/10px above map
- Map Shading**  
Land: 0% black  
Water: Online Light Blue 99CCFF
- Border**  
Line weight/color: 2pt./100% black
- Compass Rose**  
Alignment/spacing: horizontally centered/5px above legend



- Legend Box**  
Line weight/color: 2pt./100% black  
Padding: 9px all sides



- Map Labels**  
Font: Verdana Regular  
Font size/leading: 16pt./auto  
Capitalization: headline capitalization  
Alignment: labels may be placed outside land when necessary
- Star**  
Line weight/fill/width: 1pt. 100% black/0px4.5
- Dot**  
Fill/width: 100% black/7px dot

- Legend Title**  
Font: Verdana Bold  
Font size/leading: 16pt./auto  
Capitalization: all caps  
Alignment: centered within title space
- Text**  
Font: Verdana Regular  
Font size/leading: 16pt./auto  
Alignment: left-aligned by "=" sign  
Capitalization: lowercase capitalization, except for proper nouns or first words of sentences  
Note: included when a map contains patterns, shading, or symbols
- Location**  
Alignment/spacing: vertically aligned with bottom border/5px right of art; legend may be placed in next logical and available spot if important artwork will be covered
- Legend Symbols**  
Alignment: vertically aligned, horizontally centered with each other  
Note: use map symbols for legend information

Map 1.eps

**measurement brackets**

Measurement brackets are used when necessary in art.

**Grade 3:**



**Measurement Labels**

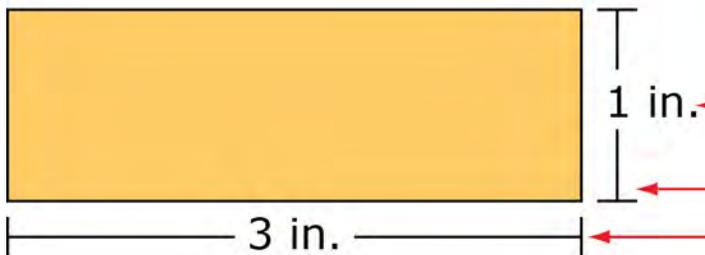
- Font:** Verdana Regular
- Font size/leading:** 18pt./auto
- Capitalization:** lowercase
- Alignment/spacing:**
  - Right side:** number is vertically centered in bracket/ 5px from bracket
  - Left side:** unit of measure is vertically centered in bracket/ 5px from bracket, 5px from object
  - Top/bottom side:** number and unit of measure are horizontally and vertically centered in bracket/ 5px from bracket
- Fill color:** see color palette in Layout Requirements

**Measurement Brackets**

- Bracket Line**
  - Line weight/color:** 1pt./100% black
  - Alignment/spacing:** default location is centered to the right or below object/1p6 from object
- Bracket Legs**
  - Line weight/color/size:** 1pt./100% black/1p3 long or tall
  - Alignment/spacing:** centered on bracket line, aligned with object border/5px from object
  - Note:** brackets may be placed in the next logical location if necessary

Measurement Brackets.eps

**Grades 4 and higher:**



**Measurement Labels**

- Font:** Verdana Regular
- Font size/leading:** 16pt./auto
- Capitalization:** lowercase
- Alignment/spacing:**
  - Right side:** number is vertically centered in bracket/ 5px from bracket, 5px from object
  - Left side:** unit of measure is vertically centered in bracket/ 5px from bracket
  - Top/bottom side:** number and unit of measure are horizontally and vertically centered in bracket/ 5px from bracket
- Fill color:** see color palette in Layout Requirements

**Measurement Brackets**

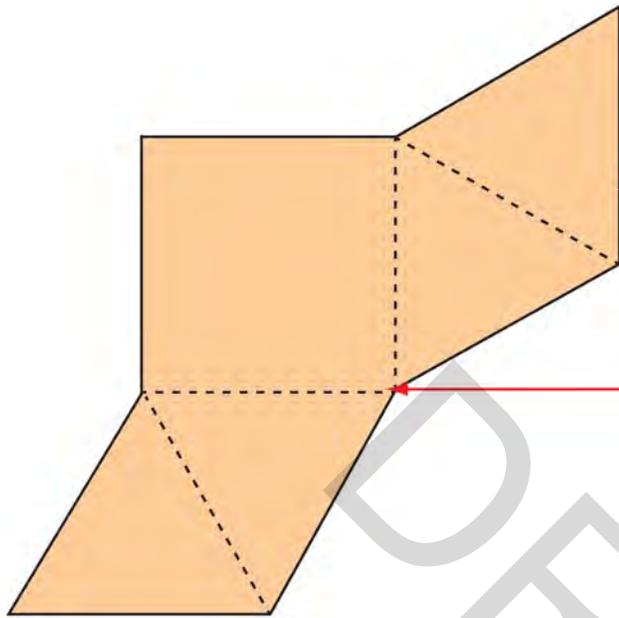
- Bracket Line**
  - Line weight/color:** 1pt./100% black
  - Alignment/spacing:** default location is centered to the right or below object/1p6 from object
- Bracket Legs**
  - Line weight/color/size:** 1pt./100% black/1p3 long or tall
  - Alignment/spacing:** centered on bracket line, aligned with object border/5px from object
  - Note:** brackets may be placed in the next logical location if necessary

Measurement Brackets.eps

**money**

Paper money and coin illustrations can be 100% size for online items.

**net**



**Geometric Shapes**

**Solid Lines**

Line weight/color: 1pt./100% black

Fill color: see color palette in Layout Requirements

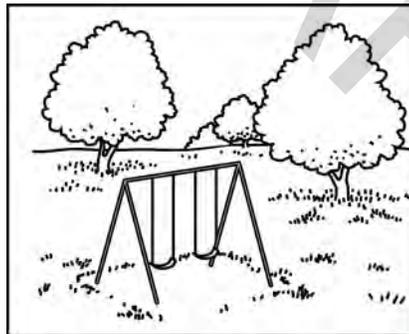
**Hidden Lines**

Line weight/color/style: 1pt./100% black/  
3pt. dash/ 3.5pt. gap

Net.eps

**not to scale**

**Grade 3:**



not to scale

**Text**

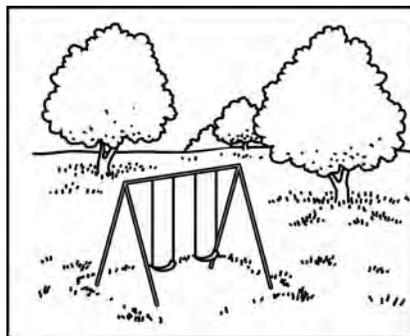
Font: Verdana Regular

Font size/leading: 14pt./auto

Alignment: right aligned; 10px below art

Not\_To\_Scale.eps

**Grades 4 and higher:**



not to scale

**Text**

**Font:** Verdana Regular

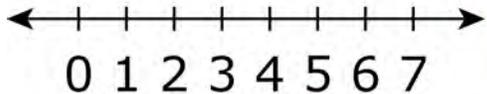
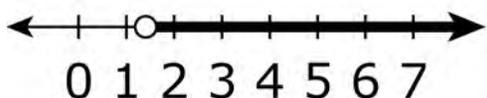
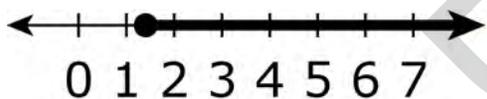
**Font size/leading:** 12pt./auto

**Alignment:** right aligned; 10px below art

Not\_To\_Scale.eps

**number lines**

**Grade 3:**



**Line/Arrowhead**

**Line**

**Line weight/color:** 3pt./100% black

**Arrowhead type/size:** #2/35%

(use Effect/Stylize/ Add Arrowheads)

**Dot**

**Closed:** 9px circle/100% black fill; no stroke

**Open:** 8px circle/white fill; 1pt.stroke; 100% black

**Number Line**

**Line**

**Line weight/color:** 1pt./100% black

**Arrowhead type/size:** #2/100%

(use Effect/Stylize/ Add Arrowheads)

**Tick Marks**

**Line weight/color/height:** 1pt./100% black/9px tall

**Alignment/spacing:** vertically centered on the number line/  
18px space between tick marks

**Scale Labels**

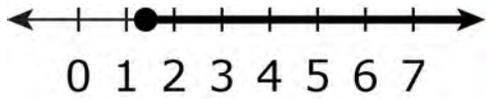
**Font:** Verdana Regular

**Font size:** 18pt./auto

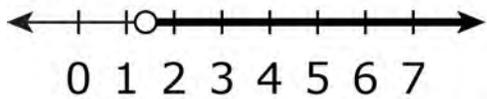
**Alignment:** horizontally centered on the tick mark/  
10px below number line

Number Line.eps

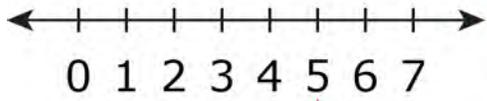
**Grades 4 and higher:**



**Line/Arrowhead**  
**Line**  
 Line weight/color: 3pt./100% black  
 Arrowhead type/size: #2/35%  
 (use Effect/Stylize/ Add Arrowheads)



**Dot**  
**Closed:** 9px circle/100% black fill; no stroke  
**Open:** 8px circle/white fill; 1pt.stroke; 100% black



**Number Line**  
**Line**  
 Line weight/color: 1pt./100% black  
 Arrowhead type/size: #2/100%  
 (use Effect/Stylize/ Add Arrowheads)

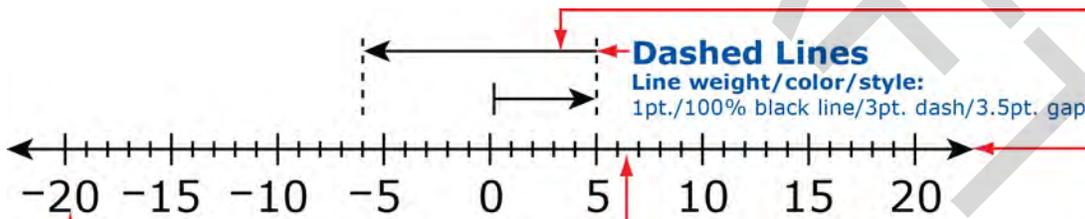
**Tick Marks**  
 Line weight/color/height: 1pt./100% black/9px tall  
 Alignment/spacing: vertically centered on the number line/  
 18px space between tick marks

**Scale Labels**  
 Font: Verdana Regular  
 Font size: 16pt./auto  
 Alignment: horizontally centered on the tick mark/  
 10px below number line

Number Line.eps

**showing addition, subtraction**

**Grade 3:**



**Dashed Lines**  
 Line weight/color/style:  
 1pt./100% black line/3pt. dash/3.5pt. gap

**Line/Arrowhead**  
**Line**  
 Line weight/color: 1pt./100% black  
 Arrowhead type/size: #2/100%  
 (use Effect/Stylize/ Add Arrowheads)

**Scale Labels**  
 Font: Verdana Regular  
 Font size/leading: 16pt./auto  
 Negative symbol: en dash with baseline  
 shift of 2pt.  
 Alignment/spacing: horizontally  
 centered on the tick mark/  
 10px below number line

**Number Line**  
**Line**  
 Line weight/color: 1pt./100% black  
 Arrowhead type/size: #2/100%  
 (use Effect/Stylize/ Add Arrowheads)

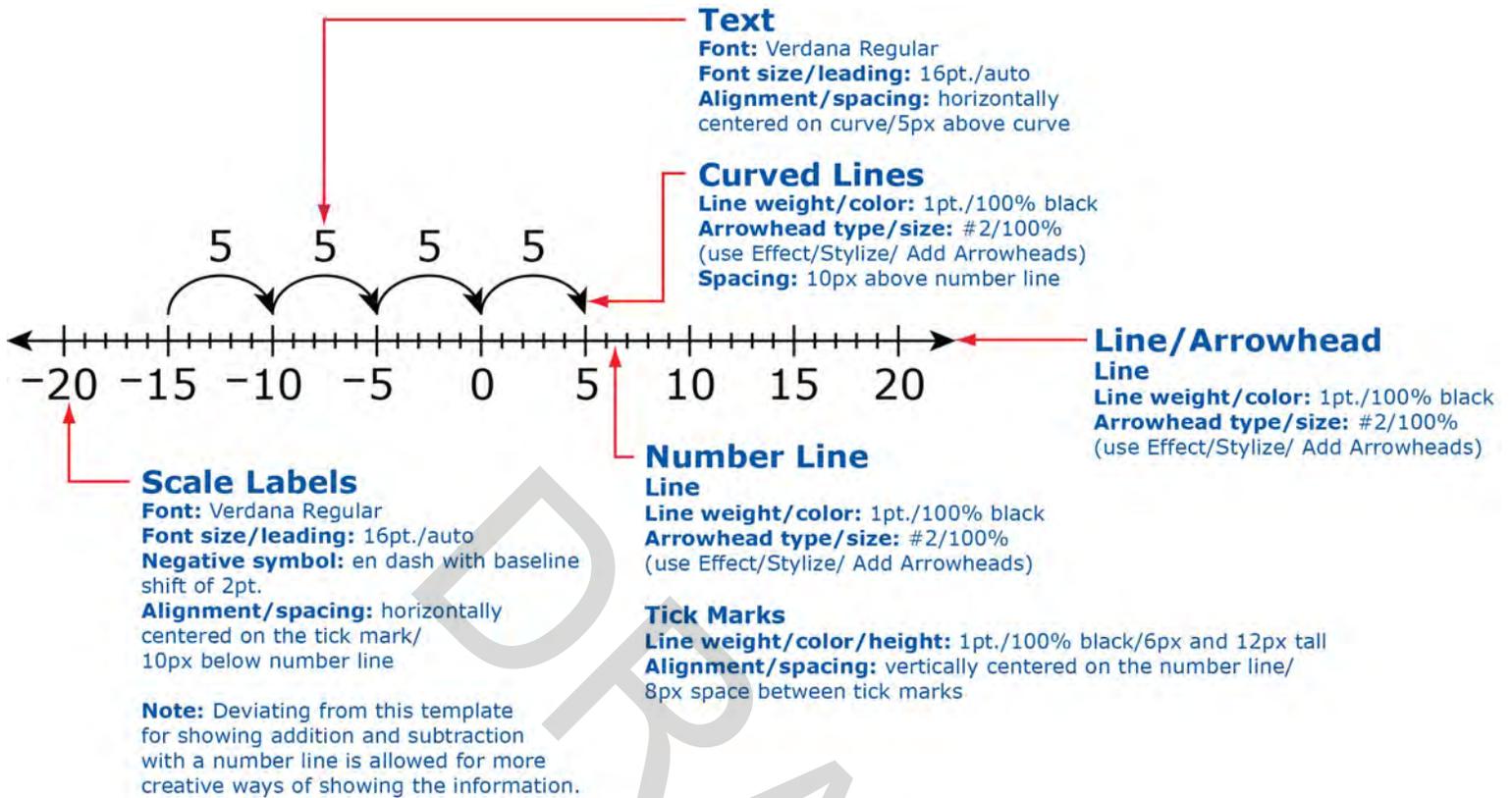
**Tick Marks**  
 Line weight/color/height: 1pt./100% black/6px and 12px tall  
 Alignment/spacing: vertically centered on the number line/  
 8px space between tick marks

**Note:** Deviating from this template  
 for showing addition and subtraction  
 with a number line is allowed for more  
 creative ways of showing the information.

Number\_line-Subtraction-Addition.eps

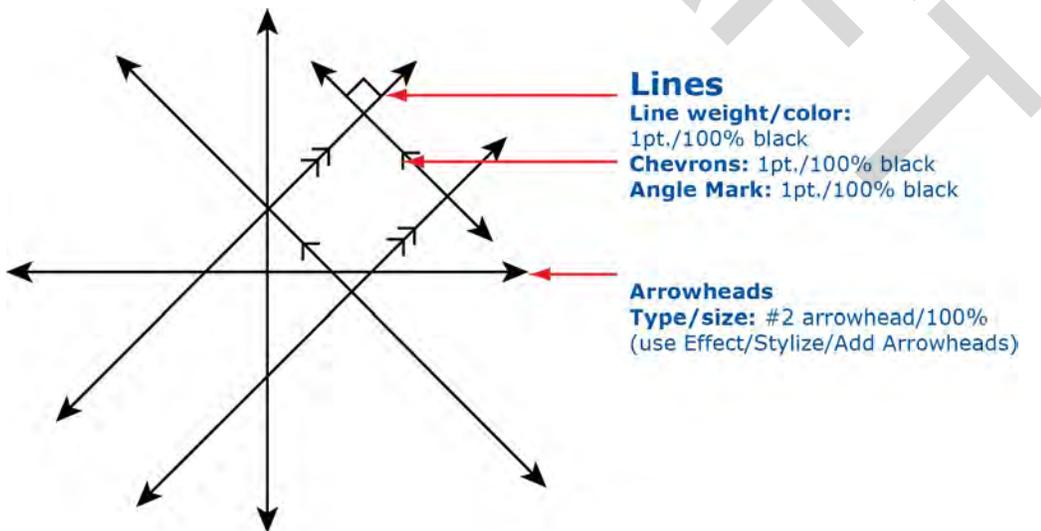


**Grades 4 and higher:**



Number\_line-Multiplication.eps

**parallel line marks**



Parallel\_Line\_Marks.eps

**passages, nonstandard**

Nonstandard passages such as Web pages, tables of contents, bibliographies, etc., are created based on art templates.

**pattern (shape)**

A pattern with shapes is shown at least three times so the pattern is established.

Use a blank line to indicate the next elements in the pattern that the student is asked to identify (number of blank lines equals the number of next elements asked for in the item).

See [sequences and patterns \(number\)](#) in Layout Requirements.

**Grade 3:****Missing Information****Question Mark**

**Font:** Verdana Bold

**Font size/leading:** 18pt./auto

**Alignment/spacing:**

horizontally centered on line/5px above line

**Line**

**Line weight/color:** 1pt./100% black

**Size:** width of line equals size of missing shape

**Fill color:** see color palette in Layout Requirements

**Alignment/spacing:** bottom-aligned with shapes/5px from nearest shape border

Patterns.eps

**Grades 4 and higher:**



**Missing Information**  
**Question Mark**  
**Font:** Verdana Bold  
**Font size/leading:** 16pt./auto  
**Alignment/spacing:** horizontally centered on line/5px above line

**Line**  
**Line weight/color:** 1pt./100% black  
**Size:** width of line equals size of missing shape  
**Fill color:** see color palette in Layout Requirements  
**Alignment/spacing:** bottom-aligned with shapes/5px from nearest shape border

Patterns.eps  
DRAFT

**photo credits**

See acknowledgments in the Language Requirements section of the PARCC Editorial Style Guide.

**Grade 3:**



Art Explosion, Amusement  
Parks 008

**Photo Credit**

**Font:** Verdana Regular

**Font size/leading:** 12pt./auto

**Capitalization/punctuation:** lowercase, except for proper names and nouns/no punctuation, except for complete sentences

**Alignment/spacing:** vertically bottom-aligned on right side of photo/  
5px between photo and credit

**Border:** 1pt. 100% black



Library of Congress,  
LC-DIG-ppmsca-08224



©Lester Lefkowitz/  
CORBIS

Photo credit.eps

**Grades 4 and higher:**



Art Explosion, Amusement  
Parks 008

**Photo Credit**

**Font:** Verdana Regular

**Font size/leading:** 10pt./auto

**Capitalization/punctuation:** lowercase, except for proper names and nouns/no punctuation, except for complete sentences

**Alignment/spacing:** vertically bottom-aligned on right side of photo/ 5px between photo and credit

**Border:** 1pt. 100% black



Library of Congress,  
LC-DIG-ppmsca-082224



© Lester Lefkowitz/  
CORBIS

Photo credit.eps

**photographs**

Photographs may be used.

Border lines are used around photographs.

Copyright information for photographs is included with other acknowledgments. See [photo credits](#) in this section and acknowledgments in the Language Requirements section of the PARCC Editorial Style Guide.

**picture graphs**

**Grade 3:**

**Header**

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** centered in cell  
**Fill color:** Online light blue 99CCFF

**Picture Graph Title**

**Title**

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above table

**Table**

**Border**  
**Line weight/color:** 2pt./100% black

**Section Dividing Lines**

**Line weight/color:** 2pt./100% black

**Interior Lines**

**Line weight/color:** 1pt./100% black

**Rows**

**Height:** 2p3 tall, add 1p6 for additional lines of text  
**Padding:** 10px all sides

**Objects**

**Alignment/spacing:** left-aligned, vertically centered in cell/  
 10px space between objects  
**Note:** objects used in pictograph should be symmetrical

2p3

Kind of Cookie	Number Bought
Sugar	☪☪☪☪☪☪☪☪
Chocolate Chip	☪☪
Oatmeal	☪☪☪☪
Peanut Butter	☪☪☪☪☪☪

KEY
Each ☪ represents 2 cookies.

**Table Text**

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** vertically centered, left-aligned in cell

**Key Box**

**Line weight/color:** 1pt./100% black  
**Padding:** 0p4.5 all sides

**Key Object**

**Alignment:** vertically centered

**Key Title**

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** uppercase capitalization  
**Alignment:** centered within title space

**Text**

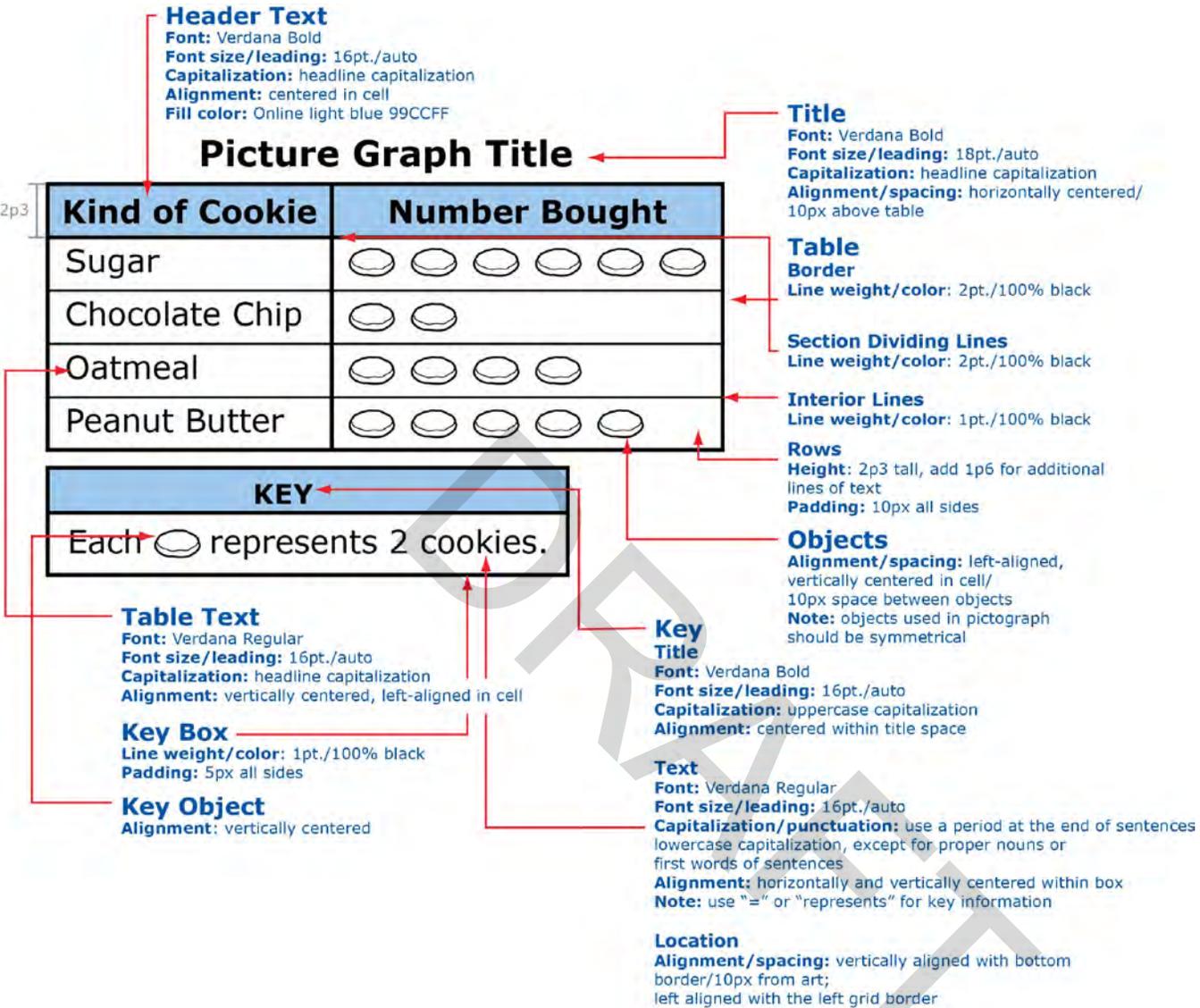
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization/punctuation:** use a period at the end of sentences, lowercase capitalization, except for proper nouns or first words of sentences  
**Alignment:** horizontally and vertically centered within box  
**Note:** use "=" or "represents" for key information

**Location**

**Alignment/spacing:** vertically aligned with bottom border/10px from art;  
 left aligned with the left grid border

Picture Graph.eps

**Grades 4 and higher:**

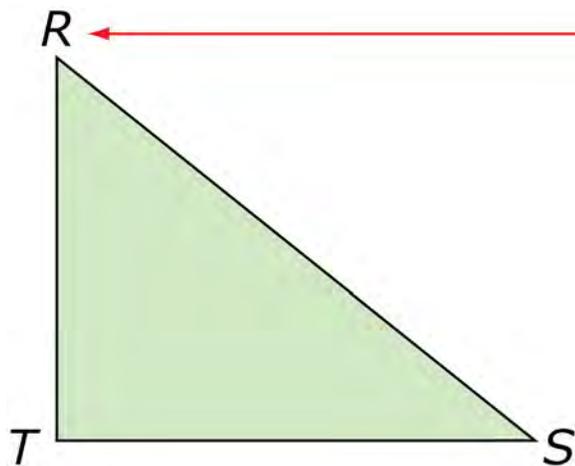


Picture Graph.eps

**point labels**

Avoid using answer option labels. See [labels](#) in answer options in Layout Requirements and [point labels](#) in Layout Requirements.

**Grade 3:**



**Point Label**

**Font:** Verdana Italic

**Font size/leading:** 18pt./auto

**Capitalization:** capitalized

**Fill color:** see color palette in Layout Requirements

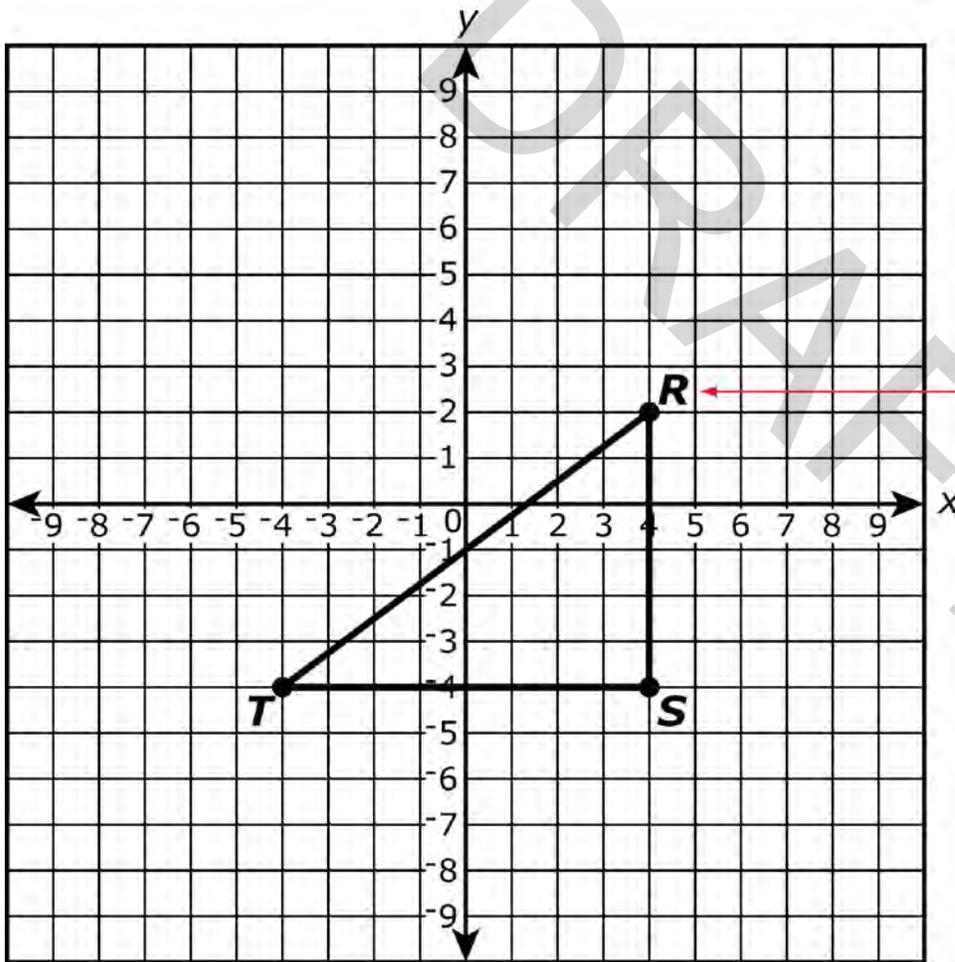
**Alignment/spacing:**

alphabetical and clockwise order when possible;

if used in a reflection, point labels may be in alphabetical but counterclockwise order/5px from plotted point

**Note:** avoid using I, O, X, Y

Point Labels\_no grid.eps



**Point Label**

**Font:** Verdana Bold Italic

**Font size/leading:** 18pt./auto

**Capitalization:** capitalized

**Mask:** 0% black mask over grid lines when necessary

**Alignment/spacing:**

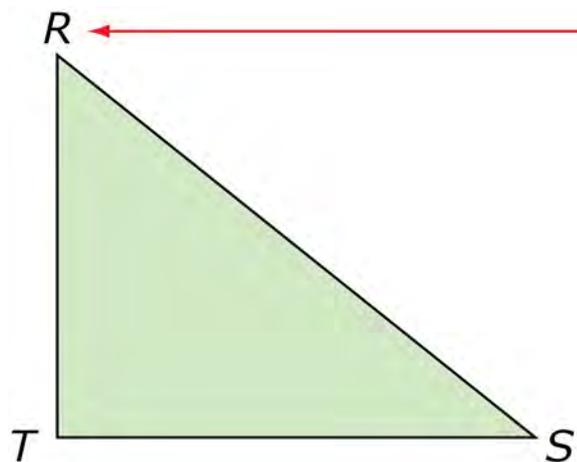
alphabetical and clockwise order when possible;

if used in a reflection, point labels may be in alphabetical but counterclockwise order/5px from plotted point

**Note:** avoid using I, O, X, Y

Point Labels\_grid.eps

**Grades 4 and higher:**



**Point Label**

Font: Verdana Italic

Font size/leading: 16pt./auto

Capitalization: capitalized

Fill color: see color palette in Layout Requirements

Alignment/spacing:

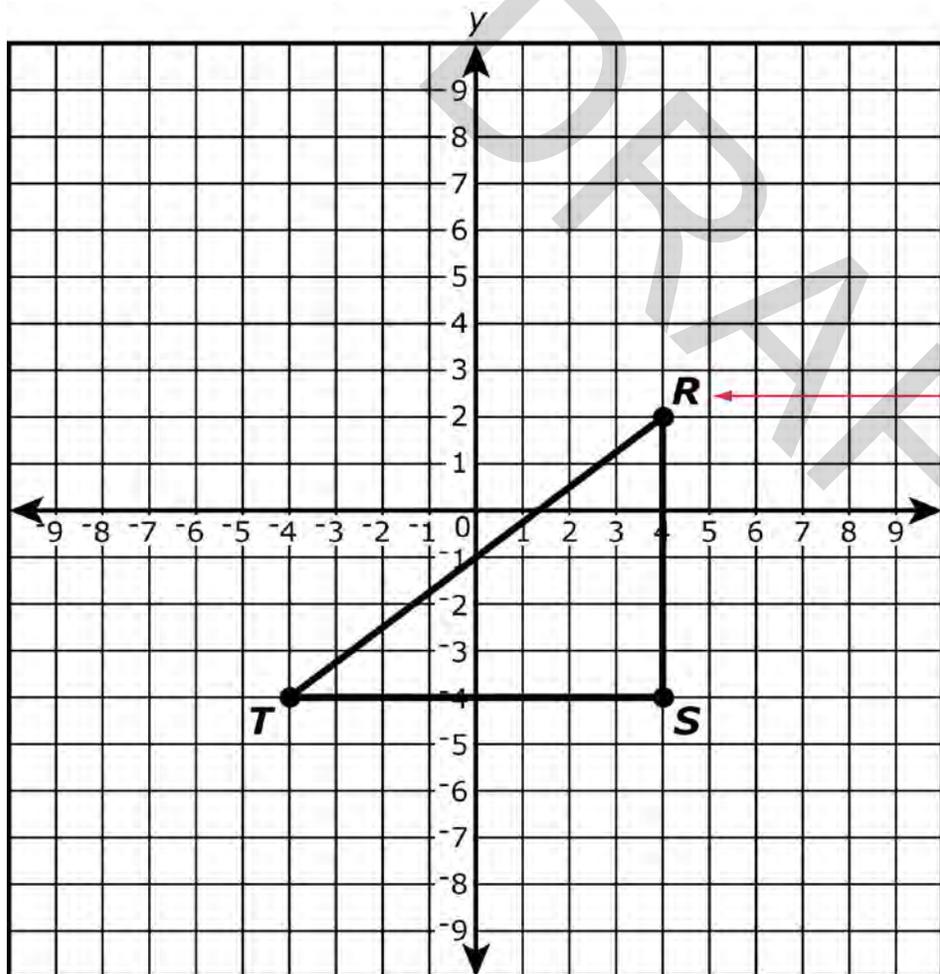
alphabetical and clockwise order when possible;

if used in a reflection, point labels may be in alphabetical

but counterclockwise order/5px from plotted point

Note: avoid using I, O, X, Y

Point Labels\_no grid.eps



**Point Label**

Font: Verdana Bold Italic

Font size/leading: 16pt./auto

Capitalization: capitalized

Mask: 0% black mask over grid lines when necessary

Alignment/spacing:

alphabetical and clockwise order when possible;

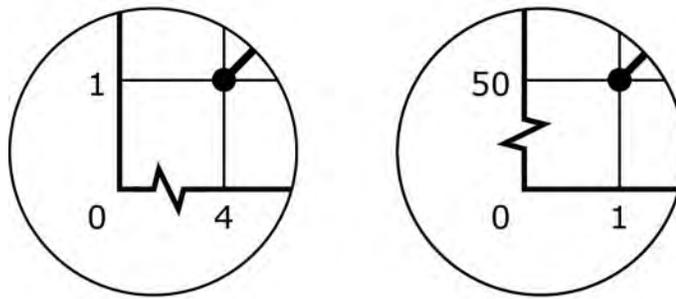
if used in a reflection, point labels may be in alphabetical

but counterclockwise order/5px from plotted point

Note: avoid using I, O, X, Y

Point Labels\_grid.eps

scale break



### Scale Break

**\*Copy and paste from template to graph when needed**

**Line weight/color:** 2pt./100% black

**Mask:** 0% black mask over graph border

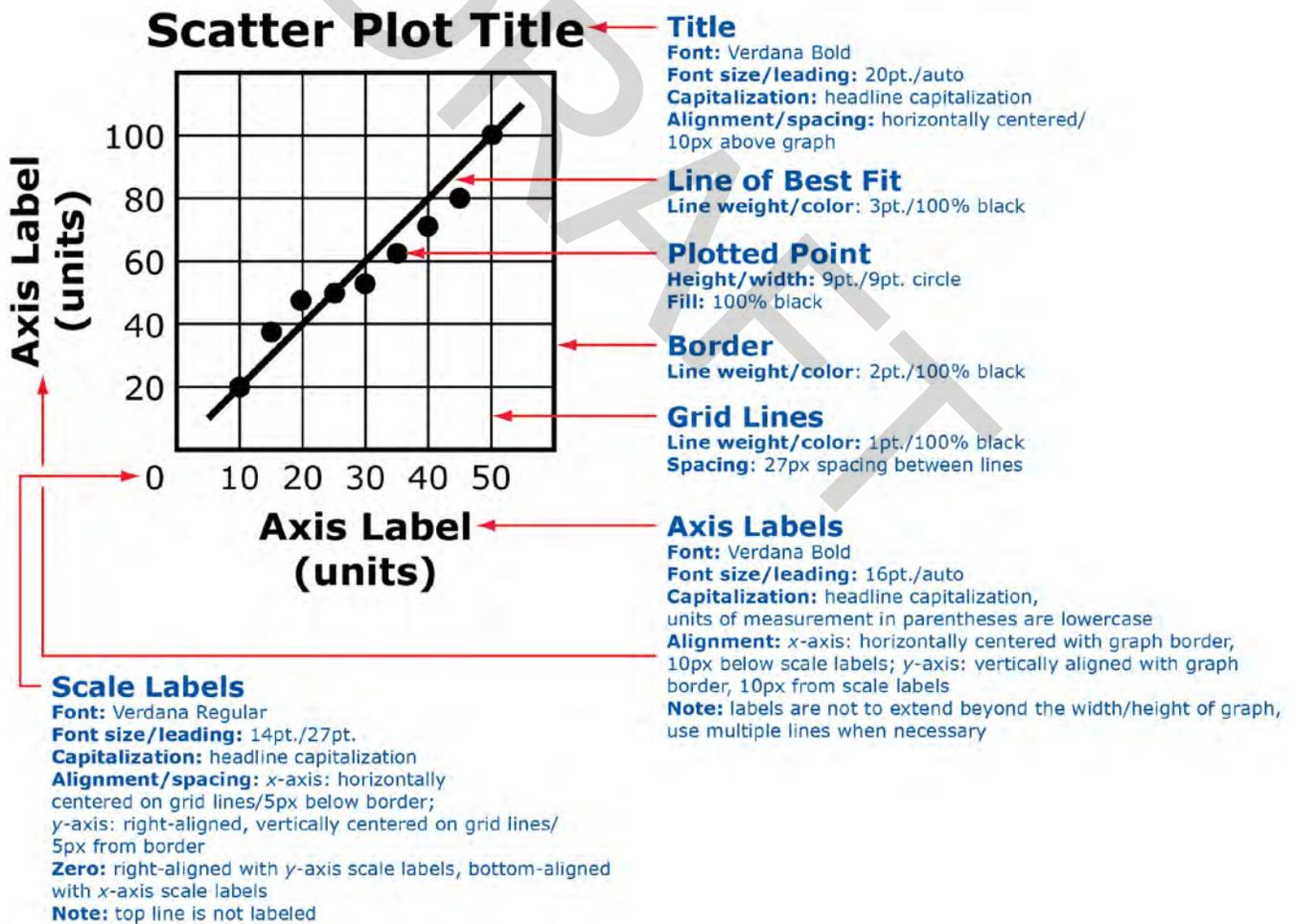
**Alignment:** may occur on either the x-axis or y-axis, align with border and only graph points after the break

**Note:** line graphs and one-quadrant grids may use scale breaks

Scale Break.eps

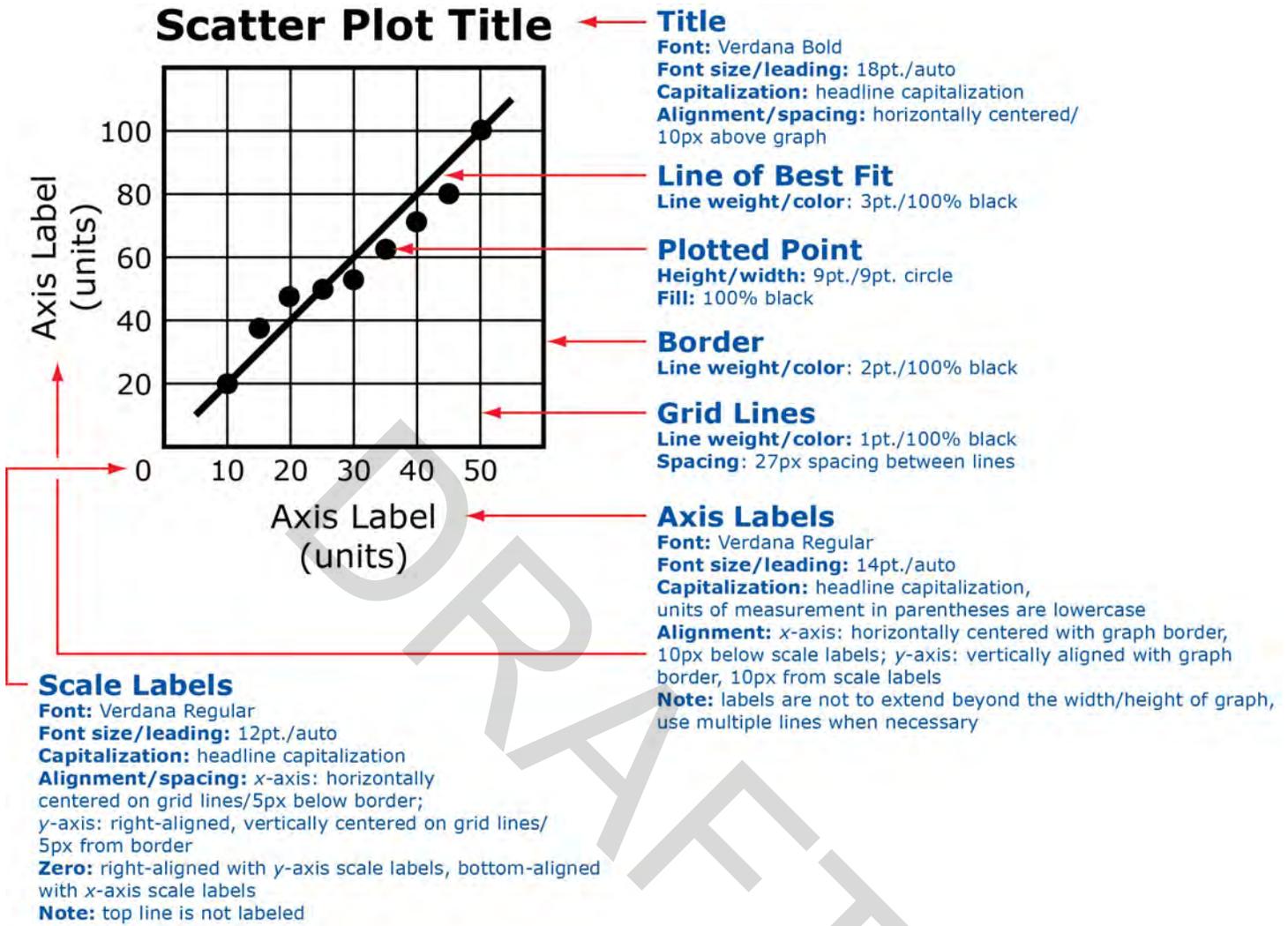
scatter plot

**Grade 3:**



Scatter Plot.eps

**Grades 4 and higher:**

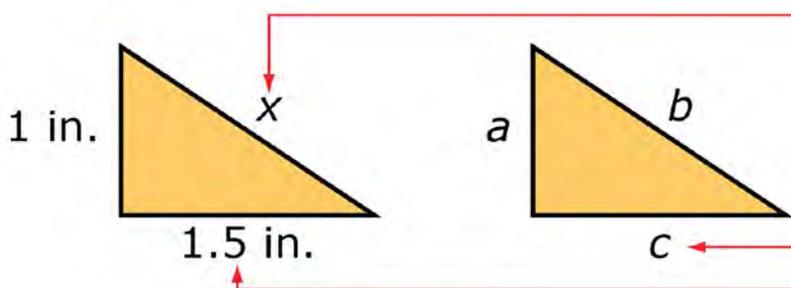


Scatter Plot.eps

**side labels of geometric figures**

See [side labels of geometric figures](#) in Layout Requirements.

**Grade 3:**



**Missing Information**

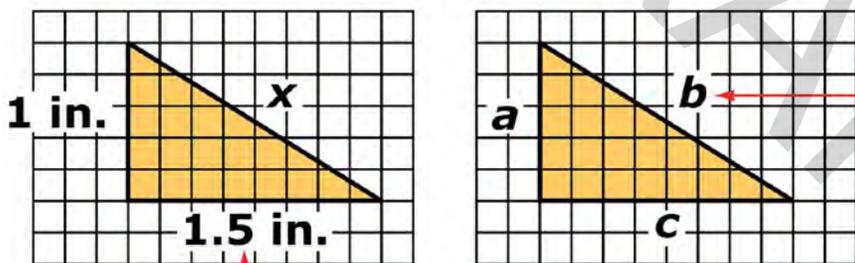
**Font:** Verdana Italic  
**Font size/leading:** 18pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** centered on the side of the shape/  
 10px between label and shape

**Side Labels**

**Letters**  
**Font:** Verdana Italic  
**Font Size:** 18pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** centered on the side of the shape/  
 10px between label and shape  
**Note:** avoid using o, i, l;  
 script lowercase (L) may be used;  
 avoid the following combinations: u and v,  
 p and q, m and n

**Measurements**

**Font:** Verdana Regular  
**Font Size:** 18pt./auto  
**Alignment/spacing:** centered on the side of the shape/  
 0p9 between label and shape  
**Line weight/color:** 2pt./100% black



**Side Labels - on a grid**

**Letters**  
**Font:** Verdana Bold Italic  
**Font Size:** 18pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** centered on the side of the shape/  
 6px between label and shape  
**Note:** avoid using o, i, l;  
 script lowercase (L) may be used;  
 avoid the following combinations: u and v,  
 p and q, m and n

**Measurements**

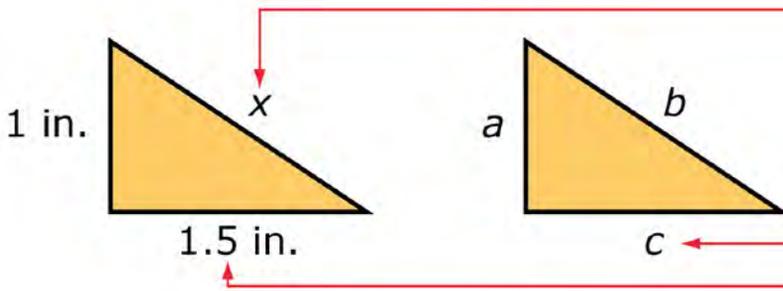
**Font:** Verdana Bold  
**Font Size:** 18pt./auto  
**Alignment/spacing:** centered on the side of the shape/  
 6px between label and shape

**Fill color:** see color palette in  
 Layout Requirements

**Note:** 0% black mask over grid lines

Side Labels\_PARCC.eps

**Grades 4 and higher:**



**Missing Information**

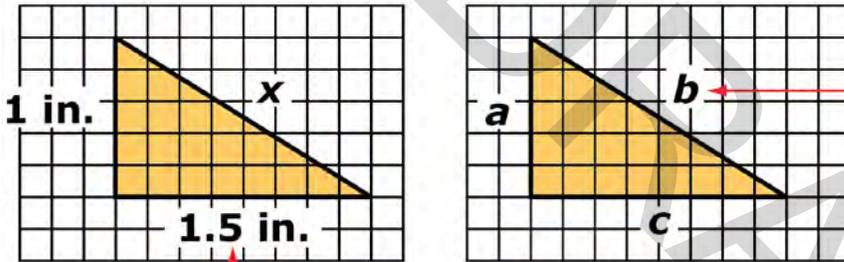
**Font:** Verdana Italic  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** centered on the side of the shape/  
 10px between label and shape

**Side Labels**

**Letters**  
**Font:** Verdana Italic  
**Font Size:** 16pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** centered on the side of the shape/  
 10px between label and shape  
**Note:** avoid using o, i, l;  
 script lowercase (L) may be used;  
 avoid the following combinations: u and v,  
 p and q, m and n

**Measurements**

**Font:** Verdana Regular  
**Font Size:** 16pt./auto  
**Alignment/spacing:** centered on the side of the shape/  
 0p9 between label and shape  
**Line weight/color:** 2pt./100% black



**Side Labels - on a grid**

**Letters**  
**Font:** Verdana Bold Italic  
**Font Size:** 16pt./auto  
**Capitalization:** lowercase  
**Alignment/spacing:** centered on the side of the shape/  
 6px between label and shape  
**Note:** avoid using o, i, l;  
 script lowercase (L) may be used;  
 avoid the following combinations: u and v,  
 p and q, m and n

**Measurements**

**Font:** Verdana Bold  
**Font Size:** 16pt./auto  
**Alignment/spacing:** centered on the side of the shape/  
 6px between label and shape

**Fill color:** see color palette in  
 Layout Requirements

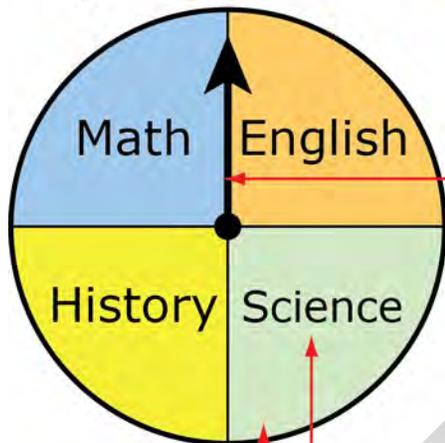
**Note:** 0% black mask over grid lines

Side Labels\_PARCC.eps

spinners

Grade 3:

# Spinner Title



## Title

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
10px above spinner

## Spinner Line

**Line weight/color:** 3pt./100% black

## Arrowhead

**Type/size:** #2 at 75%  
(use Effect/Stylize/Add Arrowheads)

## Center Point

**Height/width:** 9px/9px circle  
**Fill:** 100% black

## Section Labels

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** centered within section

## Borders

### Outer Border

**Line weight/color/size:**  
2pt./100% black/12p diameter

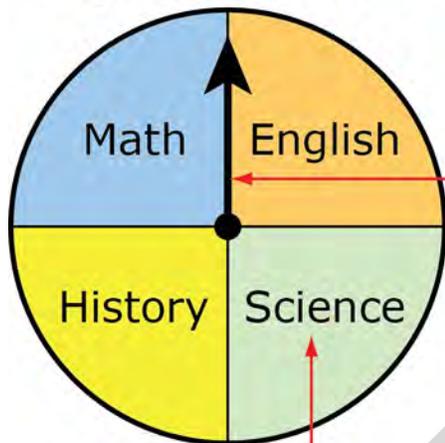
### Interior Lines

**Line weight/color:** 1pt./100% black  
**Fill color:** see color palette in  
Layout Requirements

Spinner.eps

**Grades 4 and higher:**

**Spinner Title**



**Title**

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
10px above spinner

**Spinner  
Line**

**Line weight/color:** 3pt./100% black

**Arrowhead**

**Type/size:** #2 at 75%  
(use Effect/Stylize/Add Arrowheads)

**Center Point**

**Height/width:** 9px/9px circle  
**Fill:** 100% black

**Section Labels**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** centered within section

**Borders**

**Outer Border**

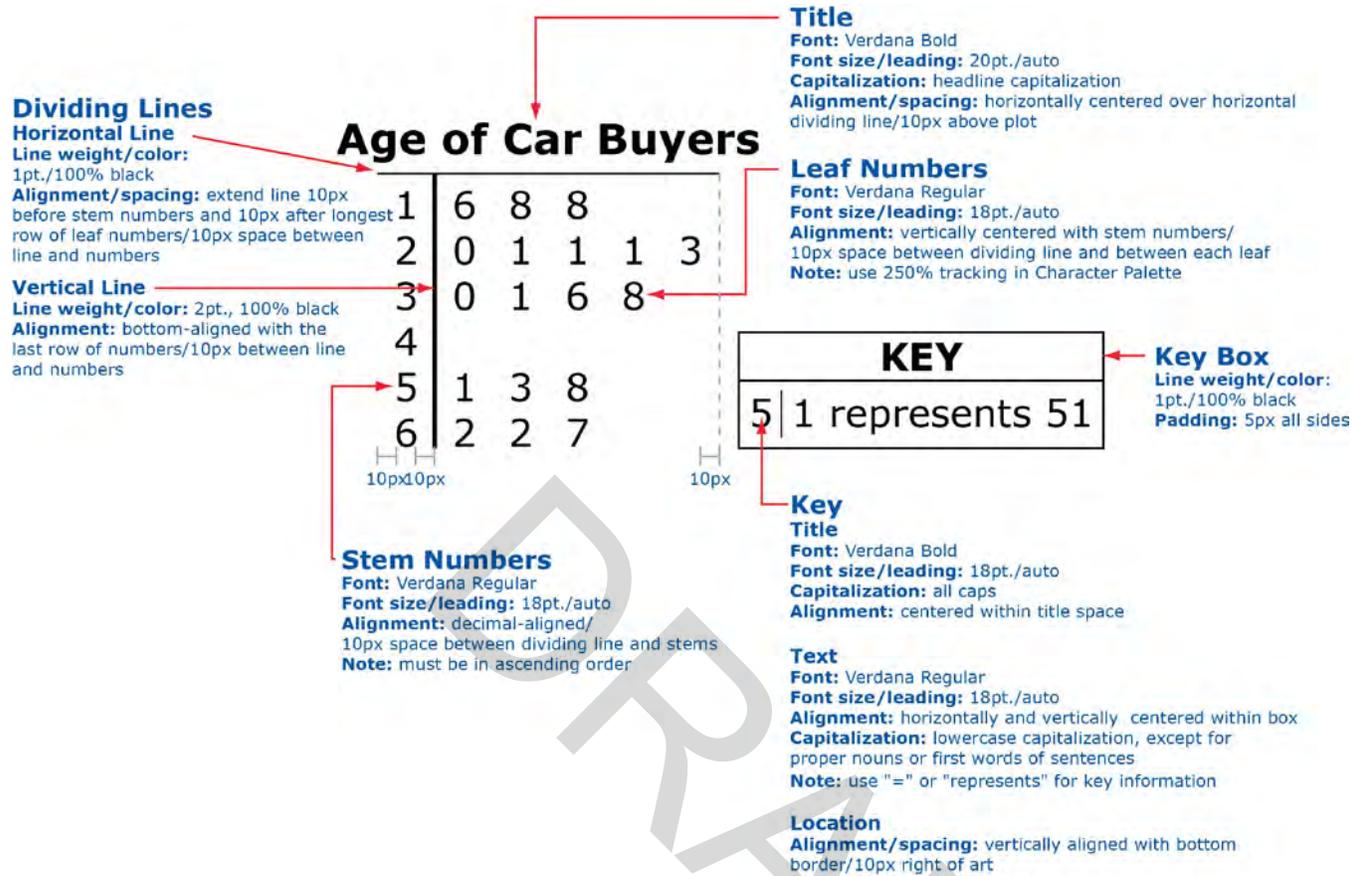
**Line weight/color/size:**  
2pt./100% black/12p diameter

**Interior Lines**

**Line weight/color:** 1pt./100% black  
**Fill color:** see color palette in  
Layout Requirements

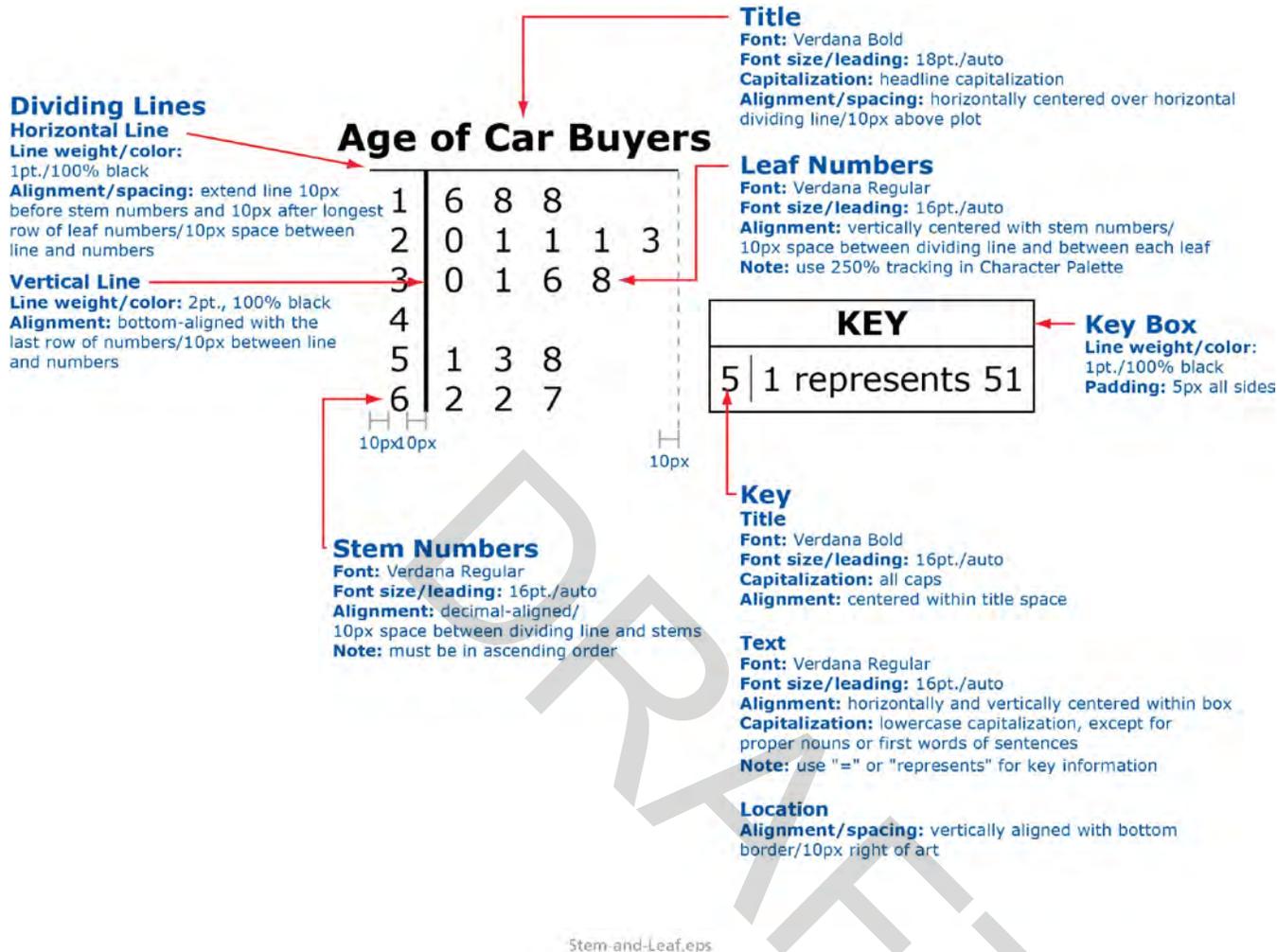
Spinner.eps

**stem and leaf plot** **Grade 3:**



Stem-and-Leaf.eps

**Grades 4 and higher:**



**tables**

Titles are not required on all tables.

Border lines are 2pt., 100% black. Interior lines are 1pt., 100% black.

**Grade 3:**

**Table Title**

Center Vertically	Center Header Text Horizontally	Align Numbers by Decimal (units)
left-align text	left-align	2
left-align text	left-align	1.5
left-align text with multiple lines	center vertically	25.120

**Title**  
 Font: Verdana Bold  
 Font size/leading: 20pt./auto  
 Capitalization: headline capitalization  
 Alignment/spacing: horizontally centered over width of table/10px above table

**Header Text**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Fill color: Online light blue 99CCFF or Online cream FFCC99  
 Capitalization: headline capitalization  
 Alignment: centered in cell

**Text**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Capitalization: lowercase phrases; sentence capitalization for sentences  
 Alignment: Text: left-aligned, vertically centered  
 Numbers: decimal-aligned, centered by number with most digits; all other numbers decimal-aligned with centered number

**Table Border**  
 Line weight/color: 2pt./100% black  
**Interior Lines**  
 Line weight/color: 1pt./100% black  
**Section Dividing Lines**  
 Line weight/color: 2pt./100% black  
**Rows**  
 Height: 35px tall, add 22px for additional lines of text  
 Padding: 10px all sides

Table\_Multiple lines.eps

**Table with Blank Cell**

Sample	Solution Added	Result
sample one	yes	water into the cell
sample two	no	
sample three	no	water out of the cell

**Blank Cell**

Table\_Blank cell.eps

## Temperatures

Cities	Temperatures (Fahrenheit)
Austin	50°F
Holbrook	30°F
Columbia	70°F
Anchorage	28°F
Ocala	65°F
Yuma	101°F

**Title**  
 Font: Verdana Bold  
 Font size/leading: 20pt./auto  
 Capitalization: headline capitalization  
 Alignment/spacing: horizontally centered over width of table/10px above table  
 Note: titles not required on all tables

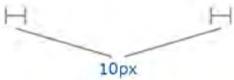
**Table Border**  
 Line weight/color: 2pt./100% black

**Section Dividing Lines**  
 Line weight/color: 2pt./100% black

**Interior Lines**  
 Line weight/color: 1pt./100% black

**Rows**  
 Height: 35px tall, add 22px for additional lines of text  
 Padding: 10px all sides

**Text**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Capitalization: sentence capitalization  
 Alignment:  
 Text: left-aligned, vertically centered  
 Numbers: centered by number with most digits all other numbers are decimal-aligned with centered number



## Movie Schedule

Movie Title	Starting Time	Ending Time
<i>Desert Adventure</i>	9:00 a.m.	11:21 a.m.
<i>Fran and Freddy</i>	11:35 a.m.	2:03 p.m.
<i>Home For a Dog</i>	3:30 p.m.	5:05 p.m.
<i>The Car Chase</i>	6:10 p.m.	8:03 p.m.

**Header Text**  
 Font: Verdana Bold  
 Font size/leading: 18pt./auto  
 Fill color: Online light blue 99CCFF or Online cream FFCC99  
 Capitalization: headline capitalization, units of measurement in parentheses are lowercase, unless a proper noun  
 Alignment: centered in cell

**Table Text-Times of Day**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Alignment: center time with most digits, all other times are colon-aligned with centered time

35px

Table\_Numbers.eps

### Table Title 20pt.

Center Vertically	Center Header Text Horizontally	Header Text
Use sentence capitalization and punctuation when cell information is a sentence.	left-align	left-align
Use sentence capitalization and punctuation when cell information is a sentence.	left-align	left-align
Use sentence capitalization and punctuation when cell information is a sentence.	lowercase in all other cases	center vertically

**Header Text**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Fill color: Online light blue 99CCFF or Online cream FFCC99  
 Capitalization: headline capitalization, units of measurement in parentheses are lowercase, unless a proper noun  
 Alignment: centered in cell

**Text**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Capitalization: lowercase phrases; sentence capitalization for sentences  
 Alignment: left-aligned, vertically centered

**Table Border**  
 Line weight/color: 2pt./100% black  
**Section Dividing Lines**  
 Line weight/color: 2pt./100% black

**Interior Lines**  
 Line weight/color: 1pt./100% black  
 Fill color: Online light blue 99CCFF or Online cream FFCC99

Table\_sentence.eps

**Table Border**  
 Line weight/color: 2pt./100% black  
**Section Dividing Lines**  
 Line weight/color: 2pt./100% black  
**Interior Lines**  
 Line weight/color: 1pt./100% black

### Table with Yes/No Column

Sample	Solution Added	Result
1	yes	water into the cell
2	no	water out of the cell

**Header Text**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Fill color: Online light blue 99CCFF or Online cream FFCC99  
 Capitalization: headline capitalization, units of measurement in parentheses are lowercase, unless a proper noun  
 Alignment: centered in cell

**Text**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Capitalization: lowercase phrases; sentence capitalization for sentences  
 Alignment: left-aligned

**Numbers**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Alignment: centered in cell

**Yes/No**  
 Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Capitalization: lowercase  
 Alignment: centered in cell

Table\_YesNo.eps

## Table with Bulleted Lists

First Bulleted List	Second Bulleted List
<ul style="list-style-type: none"> <li>• lowercase</li> <li>• no end punctuation</li> </ul>	<ul style="list-style-type: none"> <li>• the next column</li> <li>• text text text text</li> </ul>
<ul style="list-style-type: none"> <li>• one space between bullet and text</li> <li>• no end punctuation</li> </ul>	<ul style="list-style-type: none"> <li>• text text text text</li> <li>• text text text</li> </ul>

**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered over width of table/10px above table

**Header Text**  
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99  
**Capitalization:** headline capitalization  
**Alignment:** centered in cell

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** lowercase, except for proper nouns  
**Alignment/spacing:** top-left-aligned/one space between bullet and text

**Bullet**  
**Font/font size:** Verdana Regular/18pt.

**Table Border**  
**Line weight/color:** 2pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Rows**  
**Padding:** 10px all sides

Table\_Bulleted Items.eps

## Title

Header 1	1	2	3	4	5
Header 2 Centered	2.0	2.2	?	2.6	2.8

**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered over width of table/10px above table

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** lowercase phrases; sentence capitalization for sentences  
**Alignment:** centered in cell

**Table Border**  
**Line weight/color:** 2pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Rows**  
**Height:** 35px tall, add 22px for additional lines of text  
**Padding:** 10px all sides

**Header Text**  
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99  
**Capitalization:** headline capitalization  
**Alignment:** centered in cell

**Missing Information**  
**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Alignment:** centered in cell

H  
10px

Table\_Horizontal.eps

**Headers**  
Centered in cells

**Title**

**Text**  
Font: Verdana PS Regular  
Font size/leading: 18pt./auto  
Capitalization: lowercase phrases; sentence capitalization for sentences  
Text Alignment: centered vertically  
10px from column border  
Minimum 10px space top, bottom, left, and right of text within cell

Header 1	left-align	left-align
Header 2 Centered	Use sentence capitalization and punctuation when cell information is a sentence.	Use sentence capitalization and punctuation when cell information is a sentence.

**Row Height**  
35px for single lines of text  
22px extra height for each additional line of text

**Table Border**  
Line weight/color: 2pt./100% black

**Section Dividing Lines**  
Line weight/color: 2pt./100% black

**Interior Lines**  
Line weight/color: 1pt./100% black

Tables Horizontal with Numbers and Text.eps

**Grades 4 and higher:**

**Table Title**

Center Vertically	Center Header Text Horizontally	Align Numbers by Decimal (units)
left-align text	left-align	2
left-align text	left-align	1.5
left-align text with multiple lines	center vertically	25.120

**Title**  
Font: Verdana Bold  
Font size/leading: 18pt./auto  
Capitalization: headline capitalization  
Alignment/spacing: horizontally centered over width of table/10px above table

**Header Text**  
Font: Verdana Regular  
Font size/leading: 16pt./auto  
Fill color: Online light blue 99CCFF or Online cream FFCC99  
Capitalization: headline capitalization  
Alignment: centered in cell

**Text**  
Font: Verdana Regular  
Font size/leading: 16pt./auto  
Capitalization: lowercase phrases; sentence capitalization for sentences  
Alignment: Text: left-aligned, vertically centered  
Numbers: decimal-aligned, centered by number with most digits; all other numbers decimal-aligned with centered number

**Table Border**  
Line weight/color: 2pt./100% black

**Interior Lines**  
Line weight/color: 1pt./100% black

**Section Dividing Lines**  
Line weight/color: 2pt./100% black

**Rows**  
Height: 32px tall, add 20px for additional lines of text  
Padding: 10px all sides

Table\_Multiple lines.eps

## Table with Blank Cell

Sample	Solution Added	Result
sample one	yes	water into the cell
sample two	no	
sample three	no	water out of the cell

Blank Cell

## Temperatures

Cities	Temperatures (Fahrenheit)
Austin	50°F
Holbrook	30°F
Columbia	70°F
Anchorage	28°F
Ocala	65°F
Yuma	101°F

10px

Table\_Blank cell.eps

### Title

Font: Verdana Bold  
 Font size/leading: 18pt./auto  
 Capitalization: headline capitalization  
 Alignment/spacing: horizontally centered over width of table/10px above table  
 Note: titles not required on all tables

### Table Border

Line weight/color: 2pt./100% black

### Section Dividing Lines

Line weight/color: 2pt./100% black

### Interior Lines

Line weight/color: 1pt./100% black

### Rows

Height: 32px tall, add 20px for additional lines of text  
 Padding: 10px all sides

### Text

Font: Verdana Regular  
 Font size/leading: 16pt./auto  
 Capitalization: sentence capitalization  
 Alignment:  
 Text: left-aligned, vertically centered  
 Numbers: centered by number with most digits  
 all other numbers are decimal-aligned with centered number

## Movie Schedule

Movie Title	Starting Time	Ending Time
<i>Desert Adventure</i>	9:00 a.m.	11:21 a.m.
<i>Fran and Freddy</i>	11:35 a.m.	2:03 p.m.
<i>Home For a Dog</i>	3:30 p.m.	5:05 p.m.
<i>The Car Chase</i>	6:10 p.m.	8:03 p.m.

32px

### Header Text

Font: Verdana Regular  
 Font size/leading: 16pt./auto  
 Fill color: Online light blue 99CCFF or Online cream FFCC99  
 Capitalization: headline capitalization, units of measurement in parentheses are lowercase, unless a proper noun  
 Alignment: centered in cell

### Table Text-Times of Day

Font: Verdana Regular  
 Font size/leading: 16pt./auto  
 Alignment: center time with most digits, all other times are colon-aligned with centered time

Table\_Numbers.eps

### Table Title 18pt.

Center Vertically	Center Header Text Horizontally	Header Text
Use sentence capitalization and punctuation when cell information is a sentence.	left-align	left-align
Use sentence capitalization and punctuation when cell information is a sentence.	left-align	left-align
Use sentence capitalization and punctuation when cell information is a sentence.	lowercase in all other cases	center vertically

**Header Text**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99  
**Capitalization:** headline capitalization, units of measurement in parentheses are lowercase, unless a proper noun  
**Alignment:** centered in cell

**Text**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase phrases; sentence capitalization for sentences  
**Alignment:** left-aligned, vertically centered

**Table**

**Border**  
**Line weight/color:** 2pt./100% black  
**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Interior Lines**

**Line weight/color:** 1pt./100% black  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99

Table\_sentence.eps

**Table**  
**Border**

**Line weight/color:** 2pt./100% black

**Section Dividing Lines**

**Line weight/color:** 2pt./100% black

**Interior Lines**

**Line weight/color:** 1pt./100% black

### Table with Yes/No Column

Sample	Solution Added	Result
1	yes	water into the cell
2	no	water out of the cell

**Header Text**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99  
**Capitalization:** headline capitalization, units of measurement in parentheses are lowercase, unless a proper noun  
**Alignment:** centered in cell

**Text**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase phrases; sentence capitalization for sentences  
**Alignment:** left-aligned

**Numbers**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Alignment:** centered in cell

**Yes/No**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase  
**Alignment:** centered in cell

Table\_YesNo.eps

### Table with Bulleted Lists

First Bulleted List	Second Bulleted List
<ul style="list-style-type: none"> <li>• lowercase</li> <li>• no end punctuation</li> </ul>	<ul style="list-style-type: none"> <li>• the next column</li> <li>• text text text text</li> </ul>
<ul style="list-style-type: none"> <li>• one space between bullet and text</li> <li>• no end punctuation</li> </ul>	<ul style="list-style-type: none"> <li>• text text text text</li> <li>• text text text</li> </ul>

**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered over width of table/10px above table

**Header Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99  
**Capitalization:** headline capitalization  
**Alignment:** centered in cell

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase, except for proper nouns  
**Alignment/spacing:** top-left-aligned/one space between bullet and text  
**Bullet**  
**Font/font size:** Verdana Regular/16pt.

**Table Border**  
**Line weight/color:** 2pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Rows**  
**Padding:** 10px all sides

Table\_Bulleted Items.eps

### Title

Header 1	1	2	3	4	5
Header 2 Centered	2.0	2.2	?	2.6	2.8

**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered over width of table/10px above table

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase phrases; sentence capitalization for sentences  
**Alignment:** centered in cell

**Table Border**  
**Line weight/color:** 2pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Rows**  
**Height:** 32px tall, add 20px for additional lines of text  
**Padding:** 10px all sides

**Header Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99  
**Capitalization:** headline capitalization  
**Alignment:** centered in cell

**Missing Information**  
**Font:** Verdana Bold  
**Font size/leading:** 16pt./auto  
**Alignment:** centered in cell

H  
10px

Table\_Horizontal.eps

**Headers**  
Centered in cells

### Title

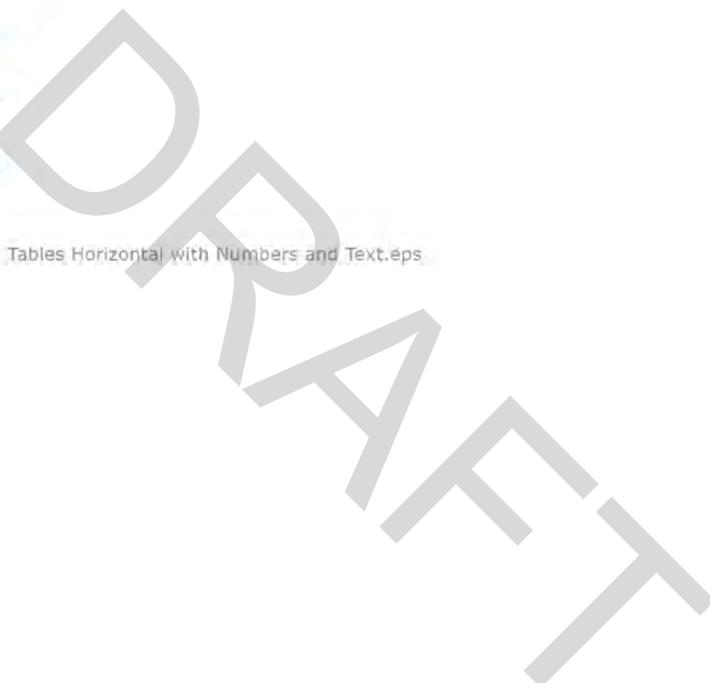
**Text**  
**Font:** Verdana PS Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase phrases; sentence capitalization for sentences  
**Text Alignment:** centered vertically  
10px from column border  
Minimum 10px space top, bottom, left, and right of text within cell

Header 1	left-align	left-align
Header 2 Centered	Use sentence capitalization and punctuation when cell information is a sentence.	Use sentence capitalization and punctuation when cell information is a sentence.

**Row Height**  
32px for single lines of text  
20px extra height for each additional line of text

10px

**Table**  
**Border**  
Line weight/color: 2pt./100% black  
**Section Dividing Lines**  
Line weight/color: 2pt./100% black  
**Interior Lines**  
Line weight/color: 1pt./100% black



Tables Horizontal with Numbers and Text.eps

**tally charts**

**Grade 3:**

**Tally Chart Title**

**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above table

**Header Text**  
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Fill color:** Online light blue 99CCFF, or Online cream FFCC99,  
**Capitalization:** headline capitalization, units of measurement  
 in parentheses are lowercase, except for proper nouns  
**Alignment:** centered in cell

**Tallies**  
**Line weight/color:** 1pt./100% black/22px tall  
**Alignment/spacing:** left-aligned, vertically centered/  
 5px between tally sets

**Table**  
**Border**  
**Line weight/color:** 2pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Rows**  
**Height:** 32px tall, add 20px for additional lines of text  
**Padding:** 10px all sides for cells containing text, 5px all sides for  
 cells containing tallies

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** lowercase phrases; sentence  
 capitalization for sentences  
**Alignment/spacing:** left-aligned

Header	Number of Tallies
Anna	
Brady	
Caroline	
Jase	

35px

Tally Chart.eps

**Grades 4 and higher:**

**Tally Chart Title**

Header	Number of Tallies
Anna	/ / / /
Brady	/ / / / / / / /
Caroline	/ / / / / / / /
Jase	/ / / / / / / /

32px

**Title**  
**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment/spacing:** horizontally centered/  
 10px above table

**Header Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Fill color:** Online light blue 99CCFF, or Online cream FFCC99,  
**Capitalization:** headline capitalization, units of measurement  
 in parentheses are lowercase, except for proper nouns  
**Alignment:** centered in cell

**Tallies**  
**Line weight/color:** 1pt./100% black/22px tall  
**Alignment/spacing:** left-aligned, vertically centered/  
 5px between tally sets

**Table**  
**Border**  
**Line weight/color:** 2pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase phrases; sentence  
 capitalization for sentences  
**Alignment/spacing:** left-aligned

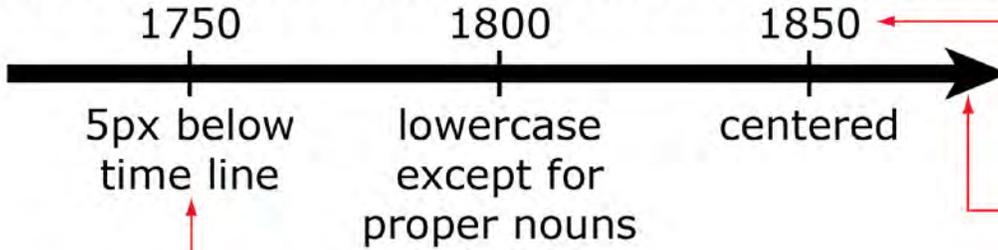
**Rows**  
**Height:** 32px tall, add 20px for additional lines of text  
**Padding:** 10px all sides for cells containing text, 5px all sides for  
 cells containing tallies

Tally Chart.eps

time lines

Grade 3:

### Title for Time Line with Some Information



**Events**

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization/punctuation:** lowercase, except for proper nouns; sentence capitalization and punctuation may be used  
**Alignment/spacing:** horizontally centered on the tick mark/ 5px below time line

**Title**

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** horizontally centered over total width/10px above time line dates

**Dates**

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Alignment/spacing:** horizontally centered over tick mark/ 5px above time line

**Time Line Line**

**Line weight/color:** 8pt./100% black  
**Arrowhead type/size:** #2/35%  
**Note:** arrowhead at end of time line only

**Tick Marks**

**Line weight/color/length:** 2pt./100% black/20px tall  
**Alignment:** vertically centered on time line

Time Line 1.eps

### Title for Time Line with a Large Amount of Information



Time Lines with large amounts of information will use this template.

Lowercase capitalization will be used, except for proper nouns. Sentence case will be used for sentences.

centered 10px below time line

**Title**

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** horizontally centered over total width/10px above time line dates

**Dates**

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Alignment/spacing:** horizontally centered over tick mark/ 5px above time line

**Time Line Line**

**Line weight/color:** 8pt./100% black  
**Arrowhead type/size:** #2/35%  
**Note:** arrowhead at end of time line only

**Tick Marks**

**Line weight/color/length:** 2pt./100% black/30px tall  
**Alignment:** vertically centered on time line

**Border**

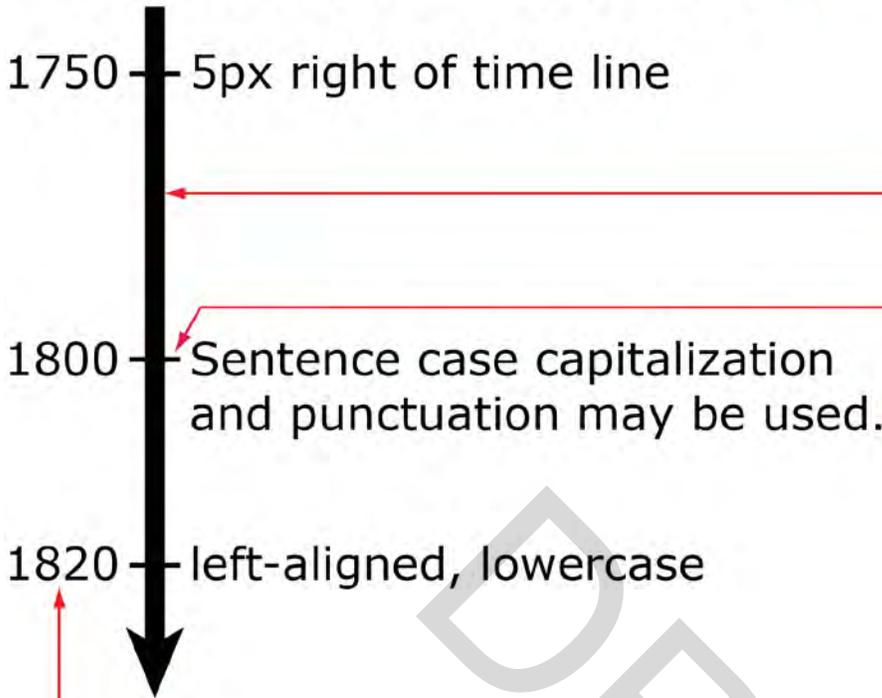
**Line weight/color:** 1pt./100% black  
**Fill color:** Online light yellow FFFFCC  
**Padding:** minimum 0p4.5 all sides

**Events**

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization/punctuation:** lowercase, except for proper nouns; sentence capitalization and punctuation may be used  
**Alignment/spacing:** horizontally centered on the tick mark/ 10px below time line

Time Line 2\_boxed.eps

# Title for Vertical Time Line



## Title

**Font:** Verdana Bold  
**Font size/leading:** 20pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** horizontally centered over total width/  
 10px above time line

## Time Line

**Line**  
**Line weight/color:** 8pt./100% black  
**Arrowhead type/size:** #2/35%  
**Note:** arrowhead at end of time line only

## Tick Marks

**Line weight/color/length:** 2pt./100% black/20px wide  
**Alignment:** horizontally centered on time line

## Events

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization/punctuation:** lowercase, except for proper nouns  
**Alignment/spacing:** left-aligned, vertically centered on the tick mark; if multiple lines the top line is centered on the tick mark/ 5px right of time line

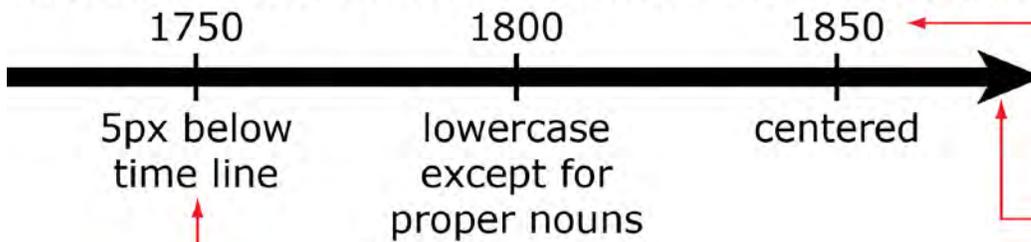
## Dates

**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Alignment/spacing:** right-aligned, vertically centered on tick mark/ 5px left of time line

Time Line 3\_vertical.eps

**Grades 4 and higher:**

# Title for Time Line with Some Information



## Title

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** horizontally centered over total width/10px above time line dates

## Dates

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Alignment/spacing:** horizontally centered over tick mark/ 5px above time line

## Time Line

**Line**  
**Line weight/color:** 8pt./100% black  
**Arrowhead type/size:** #2/35%  
**Note:** arrowhead at end of time line only

## Tick Marks

**Line weight/color/length:** 2pt./100% black/20px tall  
**Alignment:** vertically centered on time line

## Events

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization/punctuation:** lowercase, except for proper nouns  
**Alignment/spacing:** horizontally centered on the tick mark/ 5px below time line

Time Line 1.eps

**Title**

**Font:** Verdana Bold  
**Font size/leading:** 18pt./auto  
**Capitalization:** headline capitalization  
**Alignment:** horizontally centered over total width/10px above time line dates

**Title for Time Line  
with a Large Amount of Information**

**Dates**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Alignment/spacing:** horizontally centered over tick mark/  
5px above time line

**Time Line  
Line**

**Line weight/color:** 8pt./100% black  
**Arrowhead type/size:** #2/35%  
**Note:** arrowhead at end of time line only

**Tick Marks**

**Line weight/color/length:**  
2pt./100% black/30px tall  
**Alignment:** vertically centered on time line

1750

1800

1850

Time Lines with large amounts of information will use this template.

Lowercase capitalization will be used, except for proper nouns. Sentence case will be used for sentences.

centered 10px below time line

**Border**

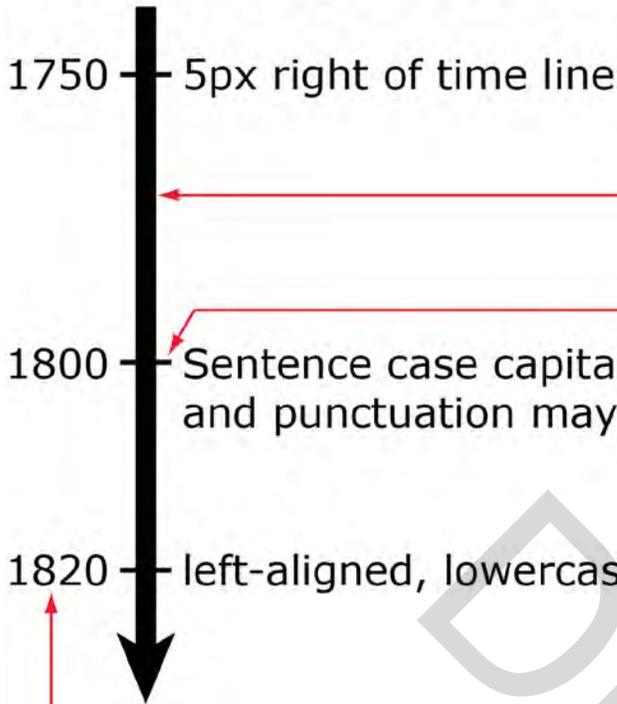
**Line weight/color:** 1pt./100% black  
**Fill color:** Online light yellow FFFFCC  
**Padding:** minimum 0p4.5 all sides

**Events**

**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization/punctuation:** lowercase, except for proper nouns  
**Alignment/spacing:** horizontally centered on the tick mark/  
10px below time line

Time\_Line\_2\_boxed.eps

# Title for Vertical Time Line



## Title

**Font:** Verdana Bold

**Font size/leading:** 18pt./auto

**Capitalization:** headline capitalization

**Alignment:** horizontally centered over total width/  
10px above time line

## Time Line

### Line

**Line weight/color:** 8pt./100% black

**Arrowhead type/size:** #2/35%

**Note:** arrowhead at end of time line only

### Tick Marks

**Line weight/color/length:** 2pt./100% black/20px wide

**Alignment:** horizontally centered on time line

## Events

**Font:** Verdana Regular

**Font size/leading:** 16pt./auto

**Capitalization/punctuation:** lowercase,  
except for proper nouns

**Alignment/spacing:** left-aligned,  
vertically centered on the tick mark;  
if multiple lines the top line is centered on the tick mark/  
5px right of time line

## Dates

**Font:** Verdana Regular

**Font size/leading:** 16pt./auto

**Alignment/spacing:** right-aligned,  
vertically centered on tick mark/  
5px left of time line

Time Line 3\_vertical.eps

trig value table

**Grade 3:**

	sin	cos	tan
52°	0.788	0.616	1.280
38°	0.616	0.788	0.781

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 18pt./auto  
**Capitalization:** lowercase  
**Alignment:** centered in cell

**Table**  
**Border**  
**Line weight/color:** 2pt./100% black  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

**Rows**  
**Height:** 35px tall  
**Padding:** 10px all sides

Trig Value Table.eps

**Grades 4 and higher:**

	sin	cos	tan
52°	0.788	0.616	1.280
38°	0.616	0.788	0.781

**Text**  
**Font:** Verdana Regular  
**Font size/leading:** 16pt./auto  
**Capitalization:** lowercase  
**Alignment:** centered in cell

**Table**  
**Border**  
**Line weight/color:** 2pt./100% black  
**Fill color:** Online light blue 99CCFF or Online cream FFCC99

**Interior Lines**  
**Line weight/color:** 1pt./100% black

**Section Dividing Lines**  
**Line weight/color:** 2pt./100% black

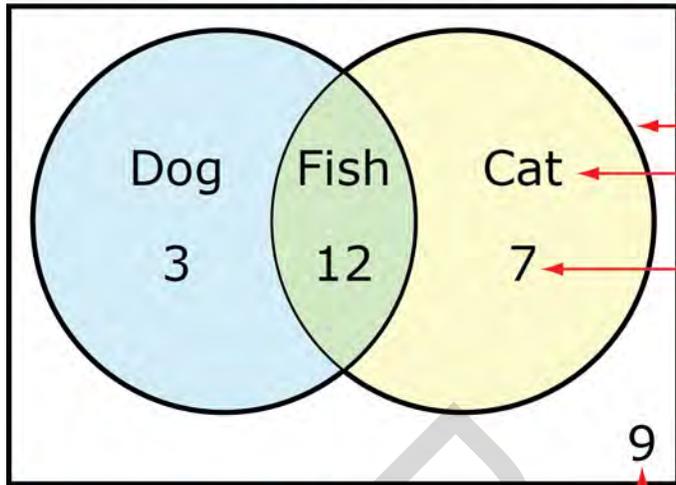
**Rows**  
**Height:** 32px tall  
**Padding:** 10px all sides

Trig Value Table.eps

Venn diagrams

**Grade 3:**

**Venn Diagram Title**



**Title**

Font: Verdana Bold  
 Font size/leading: 20pt./auto  
 Capitalization: headline capitalization  
 Alignment/spacing: horizontally centered/  
 10px above box

**Border**

Line weight/color: 2pt./100% black  
 Fill color: see color palette in Layout Requirements  
 Circle diameter: 12p  
 Padding: 10px all sides

**Section Labels**

Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Capitalization: headline capitalization  
 Alignment: centered in section

**Section Data**

Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Capitalization: lowercase except for proper nouns  
 Alignment: centered in section

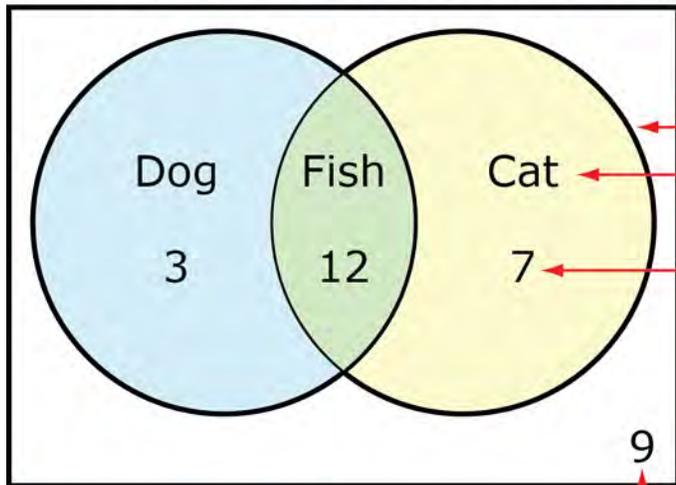
**External Number**

Font: Verdana Regular  
 Font size/leading: 18pt./auto  
 Alignment: right-aligned with right circle border/  
 5px below circles

Venn Diagram.eps

**Grades 4 and higher:**

**Venn Diagram Title**



**Title**

Font: Verdana Bold  
 Font size/leading: 18pt./auto  
 Capitalization: headline capitalization  
 Alignment/spacing: horizontally centered/  
 10px above box

**Border**

Line weight/color: 2pt./100% black  
 Fill color: see color palette in Layout Requirements  
 Circle diameter: 12p  
 Padding: 10px all sides

**Section Labels**

Font: Verdana Regular  
 Font size/leading: 16pt./auto  
 Capitalization: headline capitalization  
 Alignment: centered in section

**Section Data**

Font: Verdana Regular  
 Font size/leading: 16pt./auto  
 Capitalization: lowercase except for proper nouns  
 Alignment: centered in section

**External Number**

Font: Verdana Regular  
 Font size/leading: 16pt./auto  
 Alignment: right-aligned with right circle border/  
 5px below circles

Venn Diagram.eps

## Language Requirements

**Note:** Refer to the Language Requirements section in the PARCC Editorial Style Guide.

DRAFT

## Layout Requirements

**angle labels** See [point labels](#) in Art Requirements and [point labels](#) in Layout Requirements.

**answer options** See [screen layout](#) in this section.

### *equations, expressions, inequalities*

Equations, expressions, and inequalities are aligned by the equal/inequality sign.

See [equations, expressions, inequalities](#) in Layout Requirements.

**fractions** See [order](#) in fractions in this section.

**labels** Answer option labels are Verdana Bold and the same size as the standard [font](#) for the grade with no period after each letter. The labels are centered vertically with art in answer options and top aligned vertically with text in answer options.

Use only A, B, C, D.

**layout** The default is to list answer options vertically. When answer options need to be 2 and 2 stacked (e.g., bar graphs are answer options), use the backward N pattern. e.g.,

A     C

B     D

See [screen layout](#) in this section.

**leading** See [screen layout](#) in this section.

When exponents are in answer options, the leading does not change. See [exponents](#) in this section.

### *placement of art*

See [screen layout](#) in this section.

**art width maximum** *(Placeholder until technology requirements are communicated.)*

**audio visual presentation** *(Placeholder until technology requirements are communicated.)*

**block quotations** Block quotations are Verdana Bold and the same size as the standard [font](#) for the grade. The text is left aligned with stem text. **Block quotations are separate paragraphs.**

**boxed text** Boxed text is Verdana Regular and the same size as the standard [font](#) for the grade. The box is 1pt. at 100% black and centered aligned.

**bulleted lists** Bulleted lists are not boxed. Bullets are 6px with 8 px space **between the bullet and the first word.** Bulleted text is Verdana Regular and the same size as the standard [font](#) for the grade.

DRAFT

**color palette**

Pearson and The American Printing House for the Blind collaborated on the colors that are recommended. APH recommended following the guidelines provided.

The color palette used for online art is shown below. The boxed colors will not be used in the same art because they are too similar and may not be easily distinguishable.

	Column 1	Column 2	Column 3	Column 4	Column 5
Row 1		Online Red FF0000	Online Pink FF3399	Online Salmon FF9999	Online Light Pink FFCCCC
Row 2		Online Brown 996633	Online Gold CC9933	Online Light Brown CC9966	Online Wheat FFCC66
Row 3		Online Orange FF9900		Online Light Orange FF9966	Online Cream FFCC99
Row 4		Online Yellow FFFF33			Online Light Yellow FFFFCC
Row 5	Online Blackboard 333300	Online Green 009900			Online Light Green CCFFCC
Row 6	Online Navy 000099	Online Blue 0000FF	Online Cyan 00CCFF	Online Light Blue 99CCFF	Online Sky Blue CCFFFF
Row 7	Online Purple 330066			Online Light Purple CCCCFF	

The examples show acceptable background colors to use for black and white text.

**White Text (#FFFFFF)** The boxes below represent color groupings that can be used together.

<p>Online Red FF0000</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Purple 330066</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Blackboard 333300</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Navy 000099</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Brown 996633</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Blue 0000FF</p> <p>8 pt. font 10 pt. font 12 pt. font</p>
--	---	---	---	--	---

**Black Text (#000000)**

<p>Online Yellow FFFF33</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Salmon FF9999</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Gold CC9933</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Orange FF9900</p> <p>8 pt. font 10 pt. font 12 pt. font</p>
---	---	---	---

**Black Text (#000000)** The boxes below outlined in gray represent color groupings that should not be used together.

<p>Online Light Brown CC9966</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Light Orange FF9966</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Light Pink FFCCCC</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Wheat FFCC66</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Cream FFCC99</p> <p>8 pt. font 10 pt. font 12 pt. font</p>
--	---	---	--	--

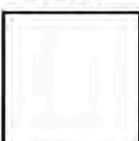
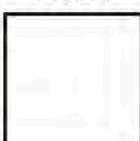
**Black Text (#000000)**

<p>Online Light Purple CCCCFF</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Light Blue 99CCFF</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Cyan 00CCFF</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Light Yellow FFFFCC</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Sky Blue CCFFFF</p> <p>8 pt. font 10 pt. font 12 pt. font</p>	<p>Online Light Green CCFFCC</p> <p>8 pt. font 10 pt. font 12 pt. font</p>
---	---	---	---	---	--

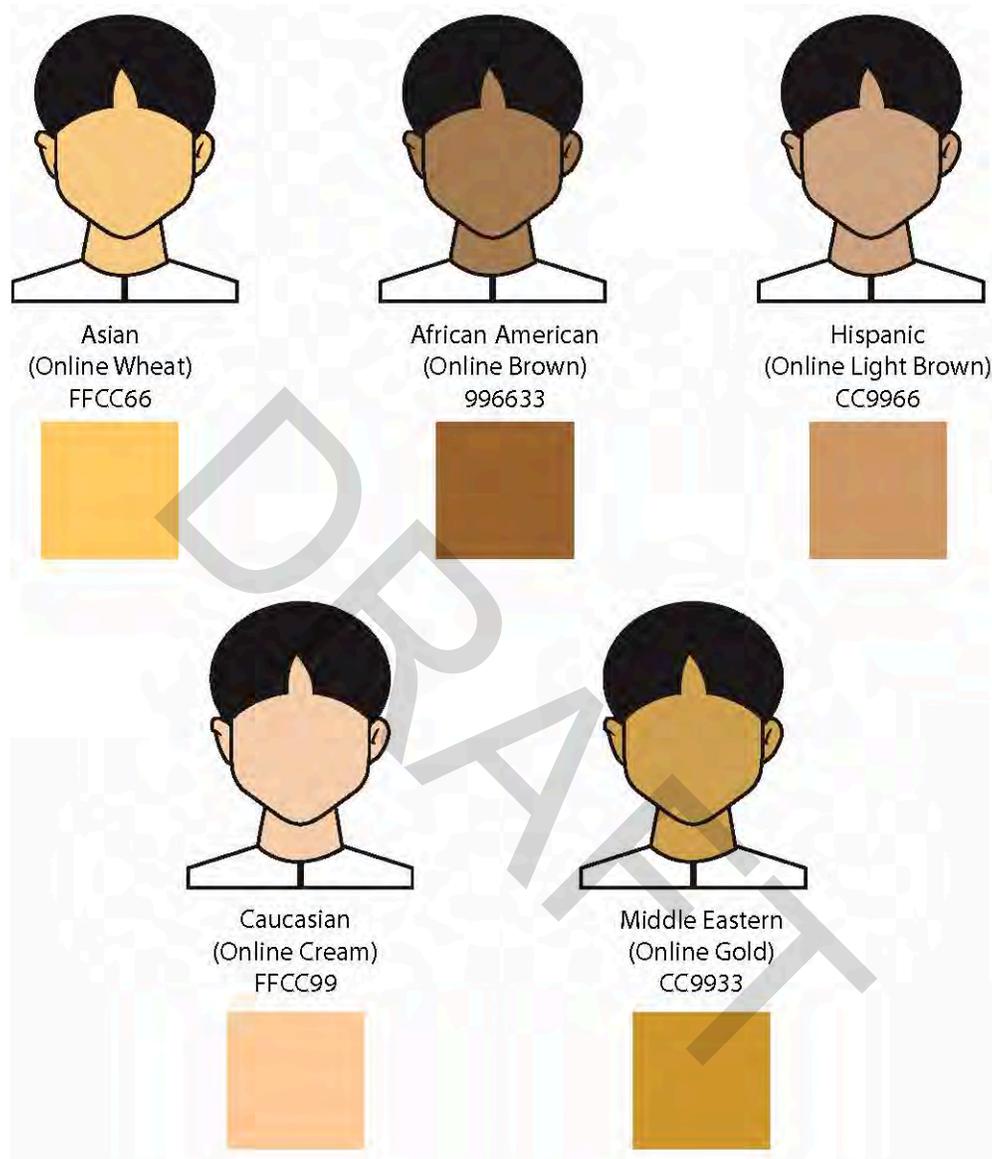
The boxed colors may be used in the same item but cannot be used next to each other. Dark and light colors should alternate when sections of color are next to each other.



The boxed colors may be used in the same item and can be used next to each other. Dark and light colors should alternate when sections of color are next to each other.

<p>Online Blue 0000FF</p> 	<p>Online Cream FFCC99</p> 	<p>Online Green 009900</p> 	<p>Online Light Purple CCCCFF</p> 	<p>Online Orange FF9900</p> 	<p>Online Sky Blue CCFFFF</p> 
<p>Online Blue 0000FF</p> 	<p>Online Light Yellow FFFFCC</p> 	<p>Online Green 009900</p> 	<p>Online Light Yellow FFFFCC</p> 	<p>Online Purple 330066</p> 	<p>Online Light Yellow FFFFCC</p> 
<p>Online Navy 000099</p> 	<p>Online Cream FFCC99</p> 	<p>Black 000000</p> 	<p>Online Yellow FFFF33</p> 	<p>Online Yellow FFFF33</p> 	<p>Online Sky Blue CCFFFF</p> 
<p>Online Navy 000099</p> 	<p>Online Yellow FFFF33</p> 	<p>Black 000000</p> 	<p>Online Light Yellow FFFFCC</p> 	<p>Online Gold CC9933</p> 	<p>Online Light Blue 99CCFF</p> 
<p>Online Navy 000099</p> 	<p>Online Light Yellow FFFFCC</p> 	<p>Black 000000</p> 	<p>White FFFFFF</p> 	<p>Online Navy 000099</p> 	<p>White FFFFFF</p> 

For skin tones, avoid using Online Gold next to Online Orange and Online Light Orange. Avoid using Online Wheat next to Online Cream, Online Orange, and Online Light Orange.



## constructed-response items

### *parts*

Constructed-response items may have more than one part that students need to answer. *(The number of fields for students to write answers will be determined by the technology requirements.)*

### content-specific directions

*(Placeholder until technology requirements are communicated.)*

**dictionary items**

The word being defined and the colon following the word are Verdana Bold, the same size as the standard [font](#) for the grade.

The part of speech is abbreviated (e.g., n., v., adj., adv., prep.), Verdana Italic, and the same size as the standard [font](#) for the grade.

Each definition is preceded by a number followed by a period. The number and period are Verdana Bold and the same size as the standard [font](#) for the grade.

The definition text is Verdana Regular and the same size as the standard [font](#) for the grade. The first word of each definition is lowercase and does not include ending punctuation.

The box is 1pt at 100% black and center aligned. The padding inside the box is 5 px on all sides. Text within the box is left aligned.

**equations, expressions, inequalities**

Verdana 18pt. for grade 3 and Verdana 16pt. for grades **4–HS** in MathType. In MathType, default spacing between characters will be used.

Vertical lists of mathematical equations and inequalities are aligned by the equal/inequality sign.

In the stimulus of an item, the default layout for an equation, expression, or inequality is on its own line and centered horizontally within item text.

See [equations, expressions, inequalities](#) in answer options in this section.

**exponents**

Exponents are written in MathType. The location of the exponent is the default location in MathType.

See [leading](#) in answer options in this section.

**font**

**Grade 3:** Verdana, 18pt.

**Grades 4–HS:** Verdana 16pt.

Verdana 12pt. is the minimum font size for maps, graphs, and art.

<b>footnotes</b>	<p>When footnotes are used, a superscript 1 appears after the content to reference the first footnote, and so on. The number is located after punctuation marks except for a dash, which the superscript number precedes. A footnote appears at the bottom of the same page as the content to which it refers.</p> <p>The content being noted should appear as it does in the passage—if the word is capitalized in the passage, capitalize it in the footnote, and vice versa. A closed em dash is used between a word being defined in a footnote and the definition. The first word in a definition is capitalized only if the definition is a sentence or it is a proper noun. Include ending punctuation with a sentence. Otherwise, definitions are not punctuated.</p>
<b>formulas</b>	See <a href="#">equations, expressions, and inequalities</a> in this section.
<b>fractions</b>	Write fractions in MathType using the fraction button.
<b>order</b>	Vertical lists of fractions are ordered by denominator, then by numerator. If the item contains negative fractions, they should be listed together first with positive fractions appearing after them.
<b>item stimulus placement of art</b>	Art will be placed between item stimuli (item context) and stem (question, command). See <a href="#">screen layout</a> in this section.
<b>MathType</b>	Refer to the default MathType toolbar shown in the PARCC Editorial Style Guide.
<b>sizes defined</b>	(placeholder)
<b>spacing defined</b>	(placeholder)
<b>numbered list</b>	Numbered lists are not boxed. Numbers are Verdana Regular, followed by a period, with 8px space between the numbers. Text is Verdana Regular. <b>Numbers and text are the same size</b> as the standard <a href="#">font</a> for the grade.
<b>point labels</b>	<b>Grade 3:</b> Point labels are Verdana Italic 18pt., capital letters in text.  (placeholder)

**Grades 4–HS:** Point labels are Verdana Italic 16pt., capital letters in text.

(placeholder)

See [point labels](#) in Art Requirements.

## quotations

See [block quotations](#) in this section.

## scientific notation

Please note that the decimal number cannot exceed one digit.

Vertical lists of numbers in scientific notation are left aligned.

## screen layout

(Placeholder until technology requirements are communicated.)

### *full screen*

Items may be formatted to appear on a full screen.

### *split screen*

A passage and an item appear on a split screen with the passage on the left part of the screen and the item on the right part of the screen. The default is to have minimal scrolling.

## sequences and patterns (number)

Use the appropriate button on the MathType toolbar to write sequences and patterns of numbers.

e.g., What are the next three numbers in the pattern?

e.g., What is the 10th element if the pattern continues?

See [pattern \(shape\)](#) in Art Requirements.

## side labels of geometric figures

**Grade 3:** Side labels are Verdana Italic, 18pt., lowercase letters in text.

(placeholder)

**Grades 4–HS:** Side labels are Verdana Italic, 16pt, lowercase letters in text.

(placeholder)

See [side labels of geometric figures](#) in Art Requirements.

## technology-enhanced item (TEI) types

### ***bar graph***

Bar graph items are an available item type.

Not all bars have to move; some can be static. Each bar that can be moved must be visible—not set at exactly zero. Bars have no border.

The orientation of a bar graph may be vertical or horizontal.

Bar graph functionality can also be used on thermometers, rulers, graduated cylinders, or number lines to show height or length. For thermometers and graduated cylinders, the top of the bar is straight across rather than having the curve of the liquid surface.

***drag-and-drop*** Drag-and-drop items are an available item type.

Drop bays are where students place draggers to answer an item. Drop bays can be any shape and should be visually distinct (e.g., have drop bay area outlined or shaded). Draggers are generally the same shape within an item, but may be different shapes and different sizes depending on the item context. The default is to have single draggers be the same size as single drop bays. The default location of drop bays is left of draggers or above draggers. Draggers are typically moved to the left into the drop bay or drop bays or moved up into the drop bay or drop bays.

dragger glow color: CC9933 online gold

drop bay glow color: 0000FF online blue

### ***fill-in-the-blank***

Fill-in-the-blank (FIB) items are an available item type.

A response box may be placed inside text or over art, such as part of a fraction or a chart. Text is left aligned within the response box. If the box is not placed over art, the box is horizontally centered within panel margins. If the box is placed over art, the box location is adjusted accordingly to fit the art.

The number of characters the response boxes accept can vary from item to item; however, response boxes are typically small, usually allowing no more than 10

characters. The default sizes for response boxes are 3, 5, 8, and 10.

When a label must be part of an answer, an alternative to having the student type the answer in the response box is to include the label to the left or to the right of the response box, not within the response box. For example, a degree symbol would be placed to the right of the response box if the student was providing numeric degrees.

**hot spot**

Hot-spot items are an available item type.

Icons (e.g., x, + < checkmark, etc.) may mark the hot spot zone a student clicked on as an answer option. An alternate image of a piece of art may be used to mark the hot spot a student clicked as an answer option, also known as selected state. The default alternate image is the same piece of art but with an FF9900 (online orange) 4pt. line within the circle, square, or oval outline of the art.

**point graphs**

Point graph items are an available item type.

Line segments or continuous lines are used to connect plotted points, depending on the context. Except in polygon graphs, points are connected first in order of ascending values on the x-axis and then descending values on the y-axis because the order in which points are plotted does not matter.

Points can be selected on grid line intersections, midway between grid lines, and on the boundaries of the graph.

Points that a student plots with a mouse are black, and pre-plotted points are black. Line segments connecting points are black and 3pt. in line weight.

**coordinate grid** Coordinate grids are an available point graph item type.

A coordinate grid consists of a four-quadrant grid with points and lines.

**line graph** Line graphs are an available point graph item type.

A line graph consists of a one-quadrant grid with points and lines.

**polygon graph** Polygon graphs are an available point graph item type.

A polygon graph consists of either a one- or four-quadrant grid that uses points and lines.

Shapes on a polygon graph may be closed by connecting the first plotted and last plotted points. The order in which points are plotted is important because the points are connected in the same order in which the points are plotted.

**scatter plot** Scatter plots are an available point graph item type.

**thesaurus entries** The entry word is Verdana Bold, the same size as the standard [font](#) for the grade, and followed by a colon.

Synonyms are Verdana Regular and the same size as the standard [font](#) for the grade. The first letter of each synonym is lowercase. Each synonym is separated by a comma. No ending punctuation is included after the last synonym.

The box is 1pt at 100% black and center aligned. The padding inside the box is 5 px on all sides. Text within the box is left aligned.

**trademarked names** Use UTF-8 characters for the trademark, registered trademark and service mark symbols.

trademark—U+2122

registered trademark—U+00AE

service mark—U+2120

**variables** See [sizes defined](#) in MathType in this section and MathType and styles defined in the Layout section of the PARCC Editorial Style Guide.

**vocabulary words** A tested vocabulary word is bolded in the item stem.

**Grades 3–6:** Tested vocabulary words are bolded in the passage.

See [screen layout](#) in this section.