



STANDARD ST.10/A

FORMAT (MARGINS, SIZE) OF PATENT DOCUMENTS

SIZE OF PATENT DOCUMENTS

1. A standard size of patent documents is recommended for the following reasons:
 - (i) stacking in examiners' search files;
 - (ii) shelving in libraries;
 - (iii) uniformity in binding;
 - (iv) facilitating reproduction, e.g., microfilming, photocopying, scanning, etc.
2. The size of the pages of patent documents should be A4, this being 297 mm by 210 mm (approximately 11-5/8 inches by 8-1/4 inches).
3. If the A4 size cannot be accepted, it is recommended that the pages should not exceed this A4 size in either dimension.

MARGINS OF PATENT DOCUMENTS

4. The guidelines below apply only to the minimum size of margins of patent documents. Maximum size of margins is not considered here.
5. The minimum size of margins recommended below apply irrespective of the size of the pages of the patent documents concerned.
6. It is recommended to provide for uniform margins in patent documents with the following minimum dimensions:

Upper margin of each page, except the first page:	20 mm
Upper margin of the first page:	30 mm
Side margin of the first page:	25 mm
Other side margin:	20 mm
Bottom margin:	20 mm

[End of Standard]