Every paper should standardize its spacing guidelines. Here, for example, is how one typical newspaper might space story elements on a typical page:

**SECTION LOGOS & HEADERS**
- **Above:** Allow 3 points between logos and the folio line.
- **Inside:** Maintain 8-point margins between logo type and the edge of the box.
- **Below:** Allow 18 points between logos and headlines or photos.

**HEADLINES**
- **Above:** Allow 18 points between logos or unrelated stories and the top of the headline.
- **Below:** Allow 6 points between descenders and text/photos below.
- **Roundups and briefs:** When compiling packages of briefs that use small headlines (12- or 14-point), use tighter spacing: 1 pica of space above the headline and 6 points below.

**PHOTOS**
- **Credit line:** Allow 3 points between photos and credit lines.
- **Cutline:** Allow 3 points between credit lines and cutlines. Allow 3 points between photos and cutlines if there’s no credit line.

**TEXT**
- **Above:** Allow 1 pica between cutlines and text.
- **Gutters:** All vertical gutters are 1 pica wide.
- **Graphic elements:** Allow 1 pica between all graphic elements (lifitout quotes, refers, etc.) and text.
- **Below:** Allow 18 points between text and unrelated stories.

**BOXED STORIES/GRAPHICS**
- **Margins:** Allow 1 pica between outside rules and all headlines/text/photos.

**BYLINES**
- **Above:** Allow 1 pica between headline descenders and bylines.
- **Below:** Allow 1 pica between bylines and text.