

How to use 原稿用紙 (essay paper)

Traditionally, Japanese is written from top to bottom and right to left.

Start the composition on the third line. Indent one box when you start a paragraph.

Title:
1. Title is on the first line
2. Indent three boxes

Name:
1. Family name first
2. Separate the family name and first name by inserting · (a dot) in the middle of the box
3. Leave one box on the bottom

Punctuation marks (。、) and small characters occupy one box and placed on the right upper quarter of the box.

Since elongation mark coincide with the direction of writing, when you write from top to bottom, the elongation mark should be also written from top to bottom.

Since no sentence should start with punctuation marks on the top of the line, when a sentence or a clause ends in the last box of the line, put the punctuation mark on the right lower quarter in the same box along with the character.

This is Japanese quotation mark.

All small characters occupy right upper quarter.