

## Making an Outline

The purpose of an outline is to create a brief, organized overview of how information is presented.

You can create an outline when preparing to write a paper or when taking notes on something written by someone else.

Outline rules:

1. Do not use complete sentences; be brief, but specific.
2. Place information into sections that are then divided and re-divided.
3. Never divide for just one item; there must be at least two things in each division.
4. For each new division, a new set of lettering or numbering is used (each followed by a period).
5. All divisions get indented more than the last one, and all divisions of the same degree should line up vertically.
6. In order the divisions are:
  - Capital Roman numerals (I, V, X, etc)
  - Capital letters (A, C, F, etc.)
  - Regular numbers (1, 4, 10, etc.)
  - Lower-case letters (a, d, g, etc.)
  - Lower-case Roman numerals (vi, ix, etc.)

Roman Numerals:

1—I	6-VI	11-XI	16-XVI
2—II	7-VII	12-XII	17-XVII
3-III	8-VIII	13-XIII	18-XVIII
4-IV	9-IX	14-XIV	19-XIX
5-V	10-X	15-XV	20-XX

## Title

- I. First Subject
  - A. Section
  - B. Section
- II. Second Subject
  - A. Section
    - 1. Sub-section
    - 2. Sub-section
    - 3. Sub-section
  - B. Section
    - 1. Sub-section
      - a. Detail
      - b. Detail
    - 2. Sub-section
      - a. Detail
      - b. Detail
        - i. More info
        - ii. More info
      - c. Detail
  - C. Section
    - 1. Sub-section (detail)
    - 2. Sub-section
      - a. Detail
      - b. Detail
- III. Third Subject
- IV. Fourth Subject
  - A. Section
  - B. Section