

Outline Format Rules

- Begin with a Roman Numeral for the Topic.
- After each Roman numeral, letter, or number put a period.
- Begin all lines with an upper case letter.
- Line up every letter or numeral under the one above.
- If you have to go to more than one line, indent to the first letter of the line above.
- No sentences allowed! Rephrase in your own words briefly, using abbreviations and symbols.
- If you have a 1, you must have a 2. If you have an A, you must have a B.

Outline Format

I. Topic

A. Main idea

1. Details that support the main idea
2. More details
 - a. Details that explain main idea
 - b. More details that include definitions of main idea
 - c. Reasons for main idea
 - d. Characteristics of main idea

B. Main idea

1. Details of explanation
2. Details of explanation

II. Topic

A. Main idea

1. Supporting detail
2. Supporting detail

B. Main idea

1. Supporting detail
2. Supporting detail

III. Topic

A. Main idea

B. Main idea

1. Supporting detail
2. Supporting detail
3. Supporting detail
 - a. More information
 - b. More information
 - c. More information
 - i. Even more info
 - ii. Even more info
 - iii. Even more info