Constructing an Outline

An outline should:

* Be organized
* Be logical
* Help you organize your thoughts
* Have more than one item per heading
  + If you have a I, you should also have a II
  + If you have an A, you should also have a B
  + If you have a 1, you should also have a 2
* Be specific
  + Don’t just say “Elaborate here.”
  + Include citations with quoted/paraphrased material (this helps when you’re actually writing the paper – all the information is already there!)
* Be parallel
  + The significance of info in A should be equally as important as the info in B.
  + Same with subheadings and subordinate information
  + Broadest information in first heading, narrow with each subsequent heading
* Make sense for YOU
  + The sample outline is not set in stone
  + Add more elaboration or details if necessary

**Reminders**

1. **Detailed list of information that will most likely be in your paper**
2. **Include your complete quotes or paraphrases/facts from the note cards**
3. **Your in-text citations should be included with the quotes or paraphrases/facts**
4. **Thesis and topic sentences should be in complete sentences**
5. **Use correct MLA formatting**
6. **Highlight the outline portion (not the heading) and change the spacing to ZERO so there is no space between lines**
7. **Include completed/updated Works Cited page at the end**

**Format:**

**I.**

**A.**

**1.**

**a.**

Sample Research Outline

1. Introduction
2. Hook/opening comments
3. Thesis
4. Main Point 1:
5. Detail:
6. Elaboration
7. Elaboration
8. Detail
9. Elaboration
10. Elaboration
11. Main Point 2
12. Detail
13. Elaboration
14. Elaboration
15. Detail
16. Elaboration
17. Elaboration
18. Main Point3
19. Detail
20. Elaboration
21. Elaboration
22. Detail
23. Elaboration
24. Elaboration
25. Detail
26. Main Point 4
27. Detail
28. Elaboration
29. Elaboration
30. Detail
31. Elaboration
32. Elaboration
33. Conclusion
34. Return to thesis but do NOT repeat it
35. Summarize main points
36. One to grow on