



Writing Center

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OUTLINE - Format

The outline functions like a table of contents and must accurately reflect the organization of the paper and the major ideas in the paper. It is headed Outline in plain text (not boldface), centered on the page, and down 1 inch from the top. The student's last name and page number (in lowercase Roman Numerals) are right justified in the header about 1/2" from the top.

State your thesis sentence first; then follow the recognized conventions of outlining. Use the standard outline symbols. Indentation indicates the importance of the material, progressing from major ideas to minor ones. Roman numerals are used for the major headings and the subheadings are arranged as below. You never have just one heading; that is, if you have an A you must have a B, and so on. Outlines can be topic or full sentences. A topic outline can be single words or brief phrases as long as it is consistent. Generally, the introduction and conclusion should not be outlined

