Developing an Outline

Basic MLA expectations apply:

Times New Roman, 12 pt. 1” margins Double-spaced

Create an Alphanumeric Outline. This means that your numbering system should following this format:

1. Roman numerals (complete sentences)
   1. Capitalized letters (complete sentences)
      1. Arabic numerals
         1. Lowercase letters

For the two largest headings (Roman numerals and capitalized letters) write **complete sentences**. For all other levels, you may use fragments.

Here are the important parts of any outline (Tardiff, et al.):

* Parallelism—use parallel sentence structure
* Coordination—make information on the same level equally significant
* Subordination—move from general (headings) to specific (headings)
* Division—divide each heading into 2 or more parts.
  + Rule of thumb: headings and sub-headings come in pairs!

An outline is a work-in-progress!