



Outline Guidelines

What is an outline?

An outline is a tool to help you organize your ideas in a logical and structured manner before you begin to write an essay or create a multimedia presentation. It will help you put your main points into main topics and subtopics in order to decide which pieces of information are major points and which will be minor points in your thesis. It also helps you see the relationship between your ideas.

You will want to title your outline. It will also be helpful to write your research question or hypothesis at the top of your paper, under the title. The outline can be written by hand or on a word processor. Roman numerals, letters and numbers are generally used to create an outline, as illustrated below in the sample.

TITLE OF OUTLINE

Research question or Hypothesis

- I. Main topic
 - A. Important subtopic
 - B. Important subtopic
 - 1. Detail
 - a. Sub-detail
 - b. Sub-detail
 - c. Sub-detail
 - 2. Detail
 - 3. Detail
 - a. Sub-detail
 - b. Sub-detail
- II. Main topic
 - A. Important subtopic
 - B. And so on...