Making an Outline

The purpose of an outline is to create a brief, organized overview of how information is presented.

You can create an outline when preparing to write a paper or when taking notes on something written by someone else.

Outline rules:
1. Do not use complete sentences; be brief, but specific.
2. Place information into sections that are then divided and re-divided.
3. Never divide for just one item; there must be at least two things in each division.
4. For each new division, a new set of lettering or numbering is used (each followed by a period).
5. All divisions get indented more than the last one, and all divisions of the same degree should line up vertically.
6. In order the divisions are:
   - Capital Roman numerals (I, V, X, etc)
   - Capital letters (A, C, F, etc.)
   - Regular numbers (1, 4, 10, etc.)
   - Lower-case letters (a, d, g, etc.)
   - Lower-case Roman numerals (vi, ix, etc.)

Roman Numerals:

1—I	6-VI	11-XI	16-XVI
2—II	7-VII	12-XII	17-XVII
3-III	8-VIII	13-XIII	18-XVIII
4-IV	9-IX	14-XIV	19-XIX
5-V	10-X	15-XV	20-XX

Title

I. First Subject
   A. Section
   B. Section
II. Second Subject
   A. Section
        1. Sub-section
        2. Sub-section
        3. Sub-section
   B. Section
        1. Sub-section
             a. Detail
             b. Detail
        2. Sub-section
             a. Detail
             b. Detail
                  i. More info
                  ii. More info
             c. Detail
   C. Section
        1. Sub-section (detail)
        2. Sub-section
             a. Detail
             b. Detail
III. Third Subject
IV. Fourth Subject
   A. Section
   B. Section