

## The Golden Rules of Outlining

An outline is a useful step between researching and writing and is part of the research process. Upon completion of your note cards, you should create a working outline for your paper to help with organization. A final outline (handwritten or typed) must be included in the final portfolio, but is not a required piece of the final paper and therefore is handed in separately.

Use the following guidelines when writing your outline:

The title of the paper should be centered at the top of the page.

The thesis statement should appear at the top of the outline under the title.

Thesis: Edgar Allen Poe's poems, "The Raven" and "Annabel Lee" are reflective of the deaths of loved ones in his life.

Major divisions are indicated by Roman numerals (I., II., III., IV.)

Further subdivide the outline using

A., B., C.,

1., 2., 3.,

**\*Remember:** To subdivide means to split, therefore nothing can be split into one part. This means that there

should not be a I. without a II., an A. without a B., nor a 1. without a 2.

If this is not possible a dash should be used after the previous subdivision.

### Example:

*Incorrect:* I. "Annabel Lee"

A. Represents Virginia Clemm

II. "The Raven"

*Correct:* I. "Annabel Lee" - represents Virginia Clemm

II. "The Raven"

Do not write in complete sentences. Use fragments. Use noun phrases to guarantee parallel construction.

The first word of each division should begin with a capital letter.

No divisions should be titled "Introduction," "Thesis," "Quote," "Explanation," "Criticism" or "Conclusion". Instead, provide a listing of the facts or points that will be made in that section.

Do not cite quotes in the outline. Quotes are evidence to prove the point. The outline should instead verbalize the point that will be made in that section of the paper.

