

Taking Outline Notes - Format

I. Numbering – Roman Numerals - used for your headings (main ideas)

A. Capital Letters - used for topics – support the main idea above

B. Continue the list using the letters of the alphabet

1. Arabic Numerals - used for the details

2. Follow in order depending on the number of details

a. Lower case letters are used for examples

II. Indentation -

A. Indent each time you begin a new heading, topic, detail, etc.

B. Each category is directly aligned with its similar category above

1. All Roman numerals would be directly aligned in the paper

2. All capital letters are directly aligned

3. All wording should be directly aligned

III. Spacing

A. You may space between each heading or every category depending on the amount of space required.

B. Your spacing patterns must be consistent.

C. The amount of space between categories will make it easier to read