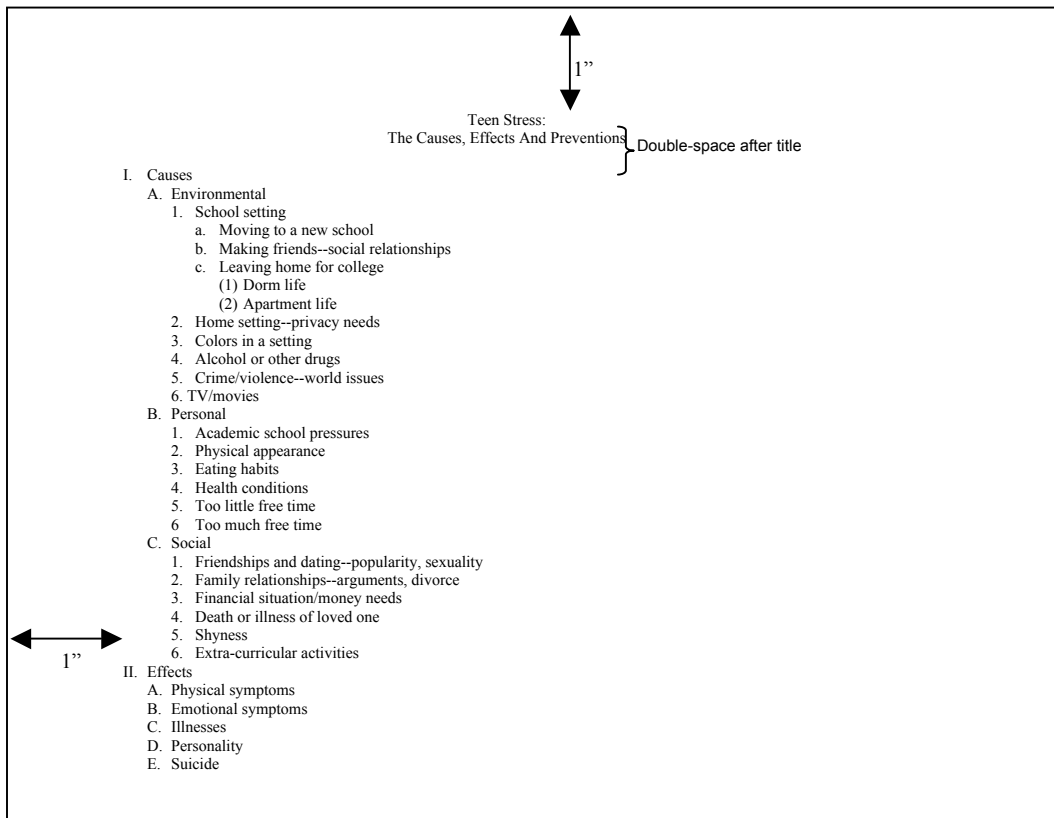


# Rules for Outlining

An outline is an organizational tool for writing a paper. Begin by organizing your note/note cards by topic and then by subtopic. What pieces of information make sense together? In what order do they make sense?

## Formatting Guidelines:

- ▼ Use 12 point Times New Roman font
- ▼ Center the title at the top of your paper. Do not bold or underline.
- ▼ Make *either* a sentence outline or phrase outline, but don't mix the two.
- ▼ Label the main points with Roman numerals (I, II) the next most important topics with capital letters (A, B), the next point with numerals (1, 2), etc.
- ▼ Make each point in the outline summarize the sub points. NEVER have a single sub point under a heading. For every I., there is a II., for every A. there is a B., etc.
- ▼ Place a period after each symbol, and if you have a sentence outline, after each sentence— NEVER after each point.
- ▼ Keep the numbers and letters under each other as in the example given



Teen Stress:  
The Causes, Effects And Preventions

- I. Causes
  - A. Environmental
    - 1. School setting
      - a. Moving to a new school
      - b. Making friends--social relationships
      - c. Leaving home for college
        - (1) Dorm life
        - (2) Apartment life
    - 2. Home setting--privacy needs
    - 3. Colors in a setting
    - 4. Alcohol or other drugs
    - 5. Crime/violence--world issues
    - 6. TV/movies
  - B. Personal
    - 1. Academic school pressures
    - 2. Physical appearance
    - 3. Eating habits
    - 4. Health conditions
    - 5. Too little free time
    - 6. Too much free time
  - C. Social
    - 1. Friendships and dating--popularity, sexuality
    - 2. Family relationships--arguments, divorce
    - 3. Financial situation/money needs
    - 4. Death or illness of loved one
    - 5. Shyness
    - 6. Extra-curricular activities
- II. Effects
  - A. Physical symptoms
  - B. Emotional symptoms
  - C. Illnesses
  - D. Personality
  - E. Suicide
- III. Preventions
  - A. Wrong preventions
  - B. Environmental preventions
  - C. Personal preventions
  - D. Social preventions