Full-sentence Outline Format

I. Introduction
   A. What is a full-sentence outline
      1. The outline should be in sentence format
         a. That means each section of the outline is a complete sentence
         b. Only one sentence per line.
      2. This outline is often used when preparing an essay or a speech
         a. Comes closest to looking like an essay or report
         b. Enables you to see how your essay would look like
   B. Why use an outline?
      1. Helps you organize your ideas
      2. Presents you material in a logical form

II. Body
   A. Statement of the first main point
      1. Support for the first main point
         a. Support material for the first main point (e.g. statistics, citations, etc. - cite source
         b. More support material for the first main point (e.g. statistics, citations, etc. - cite source
      2. More support
         a. More support material
         b. More support material
   B. Statement of the second main point
      1. Support for the second main point
         a. Support material for the second main point (e.g. statistics, citations, etc. - cite source
         b. More support material for the second main point (e.g. statistics, citations, etc. - cite source
      2. More support
a. More support material
b. More support material

C. Requirements of a statement outline (or third main point)
   1. Outline format
      a. Use a capitalized Roman numeral for each section of the outline/report
      b. Use a capital letter for each main point of the outline/report
      c. Numbers are subpoints
      d. Small letters are sub-subpoints
   2. No subpoint stands alone
      a. Every A must have a B
      b. Every 1 must have a 2
      c. Every a must have a b
         i. Based on document from Central Michigan University

III. Conclusion
   A. I will not judge on spacing
      1. As long as it is consistent
      2. As long as your outline is easy to read
   B. If it becomes difficult to deal with Microsoft Word
      1. Let me know and I can approve of change in structure
      2. As long as it is consistent!
3. Use proper citation format when using information from your sources
   a. Use APA format for in-text (parenthetical) citations
   b. Put the author’s last name and year of publication in parentheses immediately after the cited material
   c. Example:
      i. “Like the invention of the printing press, the Internet drastically changed the way that media content can be copied and disseminated.” (Trivedi, 2010)