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| First Name Last name  Student-class-informationTitle of PaperThesis statement: One complete sentence go here.I. Major point 1 supporting thesis A. Second level point supporting major point 1  B. Another second level point supporting major point 1 1. Third level point supporting second level point 2. Another third level point supporting second level point ***a. Fourth level point supporting third level point* (*Comparison/Contrast Only)*** ***b. Another fourth level point supporting third level point* (*Comparison/Contrast Only)*** 3. Another third level point supporting second level point C. Another second level point supporting major point 1II. Major point 2 supporting thesis [repeat pattern above with as many levels and points as needed]  |

* The **topic headings** should reflect the actual content of your notes and ideas.
	+ Do not use the terms "introduction" or "conclusion"; instead, use "Significance of rehabilitation" or "History of lotteries" or "Patterns of abuse."
	+ Do not use "example" or "case study"; instead, use "Norfolk jail's program" or "Colonial lotteries" or "the Newport News case."
* Use one of the three major types of outline consistently.
	+ **Topic outline**: In this most common and often **preferred** type of outline, each entry is a noun, noun phrase, or noun substitute (no verb phrases, no complete sentences).
		- Capitalize only the first word of each entry (except for proper nouns).
		- Use parallel structure within each subdivision.
	+ **Sentence outline**: Some scholars prefer the completeness of a sentence outline in which each entry is a complete sentence. However, sentence outlines are more difficult to revise if you decide to reorganize.
	+ **Paragraph outline**: Used primarily for long papers, the paragraph outline has a paragraph for every entry except for headings.
	h. After you have drafted your outline, review it for logical organization and for accurate reflection of the subject.

The following example illustrates a **formal topic outline** with page format set up according to MLA guidelines (see [Guidelines for Academic Papers](http://wordsworth2.net/writing/academicpapers.htm) for details).



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