**Outline Format Rules**

* Begin with a Roman Numeral for the big topics.
* After each Roman Numeral, letter, or number put a period.
* Begin all lines with an uppercase letter.
* Line up every letter or numeral under the one above.
* If you have to go to more than one line, indent to the first letter of the line above.
* Write in complete sentences! Do not copy random sentences from the textbook. Reword the material you are reading in your own words.
* If you have an “A,” you must have a “B.” If you have a “1,” you must have a “2.”
* At a minimum, each paragraph in the textbook should have one sentence in your outline.
* All bold terms in the text must be highlighted in yellow in your outline.

Outline Format

I. Big Topic

 A. Main Idea

 B. Main Idea

 I. Detail that supports the main idea

 2. More detail to support the main idea

II. Big Topic

 A. Main Idea

 B. Main Idea

 I. Detail that supports the main idea

 2. More detail to support the main idea