

MLA Outline

Study Tool for Nonfiction Text

FULL SENTENCE FORMAT

What is an Outline?

- An outline is a way of organizing *key ideas*
- An outline helps to set up an essay or a research paper
- An outline is a tool to help revise an essay or research paper.
- An outline can be a study tool to help you summarize *key ideas* in reading



Step 1: Title your Outline

- Chapter number and name

Step 2: Title your section

- Section number and name

Step 3: Label each Heading

- Use roman numerals
- Main section headers
(blue headers)

Roman Numerals

- Each paragraph/main heading is indicated with a Roman numeral:

I = 1

VIII = 8

II = 2

IX = 9

III = 3

X = 10

IV = 4

XI = 11

V = 5

XII = 12

VI = 6

XIII = 13

VII = 7

XIV = 14

Use Capital Letters for subheadings (support)

- The first level of detail in every section is indicated by a Capital Letter
- You usually have a minimum of three letters in each section
- Usually the red subheadings for each main section are noted by capital letters

Use Numbers to provide support/examples

- The second level of detail in each section is indicated by Arabic numerals (1, 2, 3, etc.)
- Numbers add further detail to the Capital Letter section(s)

Use Lower-Case Letters to give support/examples

- The third level of detail in each section is indicated by lower-case letters
- Lower-case letters add further detail to the Number sections

Use Lower-Case Roman numerals to give examples

- The fourth level of detail in each section is indicated by lower-case Roman numerals (i, ii, iii, iv, etc.)
- Lower-case Roman numerals add further detail to the lower-case letter sections

Section 3 ...

I. Title of First Blue Heading

A. Fact idea 1 (support detail for “I”)

1. Support detail for “A”

a. support detail for “1”

b. support detail for “1”

i. example of detail/fact in “b”

2. Support detail for “A”

3. Support detail for “A”

B. Fact idea 2 (support detail for “I”)

C. Fact idea 3 (support detail for “I”)

II. Title of Second Blue Heading

Addressing Immigration after 9/11

I. Introduction

II. Criteria for immigration

- A. Political refugees
- B. Relatives of citizens
- C. Other applications

III. Screening Criteria

- A. Medical Screening
- B. Interview
- C. Psychological screening
- D. Background check

IV. Students

- A. Purpose of study
- B. Commitment to study
 - 1. How long will they stay?
 - 2. How will they finance their education and support themselves?
- C. Value to our educational system

V. Government oversight

- A. Obligation to have periodic checks on immigrants and students
- B. Reporting any legal violations or suspicious behavior
- C. The government needs to limit the number of immigrants

VI. Conclusion

*Research Paper Sample

