Student Name

Honors English III

Mrs. Hutchinson

Date

Title of Paper

*(centered, not italicized, bolded, or enlarged)*

Thesis: Students will write their thesis here. *(Make sure the heading “Thesis:” is present)*

I. Topic (*slightly indented below thesis) (use Roman numerals for all topics) (should be a statement)*

⇩

A. Subtopic *(indented, should fall directly below first word of previous entry) (use capital letters in the 1st word only)*

⇩

B. Subtopic

⇩

1. Detail of subtopic *(indented, should fall directly below first word of subtopic, use regular numbers)*

⇩

2. Another detail of subtopic

⇩

a. Detail of subtopic

⇩

b. Detail of subtopic

⇩

C. Subtopic

⇩

II. Topic

⇩

A. Subtopic

⇩

B. Subtopic

\*\*\*Notes\*\*\*

* Nothing is bold or underlined; everything is 12 point Times New Roman font
* Everything is double-spaced; use line spacing—don’t hit enter after every line; **no extra line spacing** anywhere in the document
* Microsoft Word Bullets and Numbering option does not automatically give the correct format; **therefore, it is recommended that students turn the auto format feature off and create their own spacing.**
* On the final outline, there should only be statement or sentences, not questions as topics, subtopics, etc.
* Topics, subtopics, details, etc. all need to have parallel structure, meaning they can be words, they can be phrases, or they can be sentences, but they all must be the same type structure throughout the outline. Phrases seem to be the best choice.
* Use Page Setup to set left, right, top, and bottom margins to one inch.
* Spacing between numerals, letters, or numbers should be the same throughout the outline.
* There are no page numbers on the outline as page numbers do not start until there is actual research text.
* Make sure when creating an outline, there are no single entries; for example, if there is an “A” in the outline, there must be at least a “B.” If there is a “1,” there must be a “2.”
* All information highlighted on outline above is considered notes and does not belong in an outline.
* There should be no end punctuation at the end of each entry, and all entries should begin with a capital letter.