

The Formal Harvard Outline

I. Roman numerals indicate main topics, generalizations and broad categories.

A. Capital letters identify major sub-topics

1. Arabic numerals reflect more specific categories or varieties of the sub topic.
2. Use complete sentences throughout.
3. Summarize and write in your outline the main point of each paragraph within the sub topic
4. Examples, illustrations or precise terminology often appear at this point in the outline.

B. Critical Reading

1. As you read try to identify the main idea of the paragraph.
2. Put the main idea into your own words. Paraphrase as much as possible.
3. Avoid merely copying exactly from the text.
4. Synthesize short points into longer ideas to create complete sentences.
5. Think about what you are writing as you read.
6. Look for the "Big Picture."

II. Physical representation reflects organization.

A. Similar numbers and letters align vertically

B. If a sentence is too long for one line, begin the second line under the first letter of the word in the preceding line.

C. Be consistent is spacing.

1. Use standard typing rules like double spacing after a period.
2. Either single spacing or double spacing between letters and
3. Numbers is acceptable. Choose a clear pattern and follow it.

D. All enumerations should be followed by a period.

Completing your paper: All outlines must be typed, or written in ink on one side of the paper only.