

### 3 Outlining

The categories you created when organizing your notes will be the basis for your outline. You can begin structuring your **outline** by deciding which type of logical order suits your subject: chronological order, spatial order, order of importance, or developmental order.

Then, after you assign each category a Roman numeral, arrange the categories according to the type of order you have chosen.

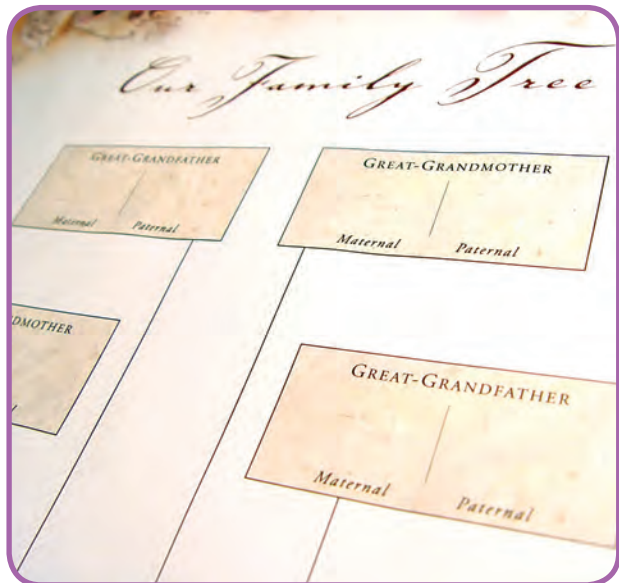
You may want to read more about types of logical order on pages 5, 20–22, 90–93, and 239.

The following list is the beginning of an outline for a research report about family history. As you will see, the main categories are arranged in developmental order.

#### MODEL: Categories in Developmental Order

- I. Collecting family data
- II. Using major record collections
- III. Using public documents
- IV. Avoiding common mistakes

The next step is to go back over your notes and add **subtopics** (indicated by capital letters), **supporting points** (indicated by Arabic numerals), and **supporting details** (indicated by lower case letters) to fill out the outline. Your outline should show how you intend to support your thesis and related claims. A fuller outline for the research report on tracing a family history is shown on the next page.



## MODEL: Outline

- I. Collecting family data
    - A. Asking the right questions
      - 1. Basic facts
      - 2. Family stories
        - a. Father's family
        - b. Mother's family
    - B. Interpreting family photographs
  - II. Using major record collections
    - A. Library of the Church of Jesus Christ of Latter-Day Saints
      - 1. Size and scope of information
      - 2. Accessing the information
    - B. Ellis Island Archive
      - 1. Types of information
      - 2. Time period covered
      - 3. Accessing the information
  - III. Using public documents
    - A. Types of documents
      - 1. Local records
      - 2. Federal records
    - B. Online resources
  - IV. Avoiding common mistakes
    - A. Organize your research
    - B. Focus your research
    - C. Approach documents critically
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- The diagram on the right side of the page shows a vertical list of labels in rounded rectangular boxes, connected to the outline items by red lines. The labels are: Main Topic, Subtopic, Supporting Points, Supporting Details, Subtopic, Main Topic, Subtopic, Supporting Points, Subtopic, Supporting Points, Main Topic, and Main Topic.

### PROJECT PREP

### Prewriting Outline

Look back over your categorized note cards and select a logical order that suits your subject, audience, purpose, and context or occasion. Then use those categories to write an outline for the body of your research report, identifying main topics and subtopics with the appropriate numerals and letters. Choose the best details as your supporting points and arrange them in a logical order in your outline.