Joe Student

Any Teacher

Any Class

Day Month Year

Title

1. Here is an outline template. It is in MLA format. You should be able to open the document and type your information into it.
   1. If you hit enter at the end of a line, the cursor will move down and start a new (parallel) level.
   2. If instead of a parallel level you want a subordinate level, you need to hit “tab,” (or “shift”+“tab” for a superior level.

***Note that the second line of each point starts in front of the period.***

* + 1. “Enter” then ”Tab”
    2. “Enter”
  1. “Enter” then “shift”+”Tab” to move back to a previous superior level.

1. Each point should end with a period if it is a complete sentence. Aim for a consistent   
    length of entry for all parallel levels.

***Please note that in a real outline you will never have a “1” without a following “2” before returning to a higher level.***

***Each level of your outline should be evenly indented about half an inch.***