FORMAT FOR THE OUTLINE METHOD OF NOTE-TAKING

Title or Topic

I. Main topics will be the main headings (to the left side of the paper near the margin)
   
   A. Major sub-topics (indented and subordinate to the preceding heading)
      
      1. Minor sub-topic (indented under A)
      2. Minor sub-topic (indented under A)
         
         a. Detail (under 2)
         b. Detail
      
   B. Major sub-topic (indented the same as major sub-topic A)
      
      1. Minor sub-topic
         
         a. Detail (under 1)
         b. Detail
      
   II. Continue in the same way with main topic #2, #3, etc.