**HOW TO OUTLINE PRENTICE-HALL**

***What your outline must have:***

1. Main idea of each paragraph (UNDERLINED)
2. New vocabulary in bold print (CIRCLED)
3. All assigned charts/tables WITHIN EACH SECTION
4. All assigned labeled drawings WITHIN THE RIGHT SECTION & NOT AT THE END OF YOUR OUTLINE!!

***Top of your Paper:***

* + Full name, date, and period in upper right corner
  + Chapter Number/assignment on top line at left margin

***Main Headings:***

* Appear in large RED type at the beginning of each chapter section
* Use Roman numerals for each heading I, II, III, IV, V, VI, VII, VIII, IX, X
* Keep these lined up at the left margin

***Subheadings:***

* Appear in blue large to medium print
* Use capital letters for each subheading A, B, C, D, etc.
* Indent and start subheadings under the first word of the heading above

***Details:***

* Use an Arabic numeral for each detail under subtopics: 1.2.3.etc
* Indent and start each detail under the first word of the subheading above
* Include key words (circled) and main ideas (underlined) with details

***Assigned Charts, graphs, tables, and drawings:***

* Draw and label this with the section they go with (NOT AT THE VERY END)