Harvard Outline- General Guidelines

* Each time you indent, it indicates a level of more specificity. So…the topics furthest to the left are the most general, and those furthest to the right are most specific. Each topic indented to the right of a heading must be related to the ones above and to the left of it.
* Alternate numbers and letters as in the example on the other side. I don’t recommend going further right than 5 levels and 4 will work for most situations
  1. Roman Numerals (all the below must be followed by a period)
  + Capital letters
  + Numbers
  + Lower case letters
  + Numbers followed inside parentheses
  + Lower case letters inside parentheses
* All levels of the outline must be carefully indented, so that the heading for the next level is below the text for the level above. A second line must be indented in the same place. Look at examples.
* At all levels, if you have a 1, you must have a 2. If you have an A, you must have a B. If you do not have a second point to list then all the information goes in the level above.
* Trying to balance your levels of specificity will help you to understand relationships of the topic you are writing about. Avoid using an outline to make a simple list; it is more complex than that. Writing good outlines can help you to:
  + Understand what you read and the relationships within the material.
  + Study a topic.
  + Write in an organized way.
* Learn how to use a Harvard Outline well, but use it with judgment. A Harvard Outline is best for:
  + Topics that are clearly organized by hierarchical levels.
  + People who enjoy and are helped by clear organization.
  + Communicating this kind of information to others (and then it doesn’t matter if *you* are helped by it or not).
* A Harvard Outline can be written with
  + Headings (one or a few words for each entry)- works well for showing simple relationships
  + Phrases (not sentences)- works well for note taking

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Harvard Outline

Thesis:

I The first main idea of your paper or section of the paper.

1. The textual evidence or reference (quoted or paraphrased)\_
2. An explanation or analysis of the evidence
3. Connection to the thesis
4. The second textual evidence or reference (quoted or paraphrased)
5. An explanation or analysis of the evidence
6. Connection to the thesis

II Second main idea of your paper or section of the paper

1. The textual evidence or reference (quoted or paraphrased)\_
2. An explanation or analysis of the evidence
3. Connection to the thesis
4. The second textual evidence or reference (quoted or paraphrased)
5. An explanation or analysis of the evidence
6. Connection to the thesis

III. Third main idea of your paper or section of the paper.

1. The textual evidence or reference (quoted or paraphrased)\_
2. An explanation or analysis of the evidence
3. Connection to the thesis
4. The second textual evidence or reference (quoted or paraphrased)
5. An explanation or analysis of the evidence
6. Connection to the thesis