

Outlining

Four Rules

1. **Parallelism:** Headings of the same level are of the same kind (a noun, a verb, etc.)
2. **Coordination:** Headings of the same level are of the same rank
3. **Subordination:** Information moves from general to specific by indenting from left to right
4. **Division:** Each heading must have at least two subheadings in order to be divided

Ordering System

Title:

- I.
 - A.
 - 1.
 - 2.
 - i.
 - ii.
 - a.
 - b.
 - 1.
 - 2.
 - B.

Sample Outline

Title: Chapter 10 - Muscle Tissue

- I. Three types of muscle tissue
 - A. Skeletal muscle
 1. Definition
 - i. Found throughout the body
 - ii. Voluntary
 - iii. Responsible for movement
 2. Description
 - i. Layers of connective tissue
 - a. Epimysium
 - b. Perimysium
 - c. Endomysium
 - ii. Muscle fibers
 - a. Long
 - b. Cylindrical
 - c. Striated
 - d. Banded
 3. Examples
 - i. Biceps
 - ii. Triceps
 - iii. Deltoids
 - iv. Trapezius
 - B. Cardiac muscle
 1. Definition
 - i. Found in the heart
 - ii. Involuntary
 - iii. Responsible for pumping blood into the circulatory system
 2. Description
 - i. Similar in structure to skeletal muscle
 - a. Shorter
 - b. Only one cell nucleus
 - ii. Connected by intercalated discs
 - iii. Controlled by pacemaker cells
 - C. Smooth muscle
 1. Definition
 - i. Found around organs
 - ii. Involuntary
 - iii. Responsible for controlling organ functions
 2. Description
 - i. Spindle-shaped muscle fibers
 - ii. Corkscrew motion
 - iii. Controlled by
 - a. Hormones
 - b. Neural stimulation
 - c. Stretching
 3. Examples
 - i. Digestive tract
 - ii. Respiratory tract
 - iii. Reproductive tract
 - iv. Iris
- II. Muscle injuries
- III. Muscle disorders