

SPACING TOPIC OUTLINE

1. VERTICAL SPACING

A. Title of Outline

1. Two-inch top margin
2. Following by three blank lines

B. Major Headings and Subheadings

1. All major headings followed by double space
2. all subheadings single spaced

2. HOIZONTAL SPACING

A. Title of Outline Centered Over Line of Writing

B. Major Heading and Subheadings

1. Identifying Roman numerals at left margin or aligned on periods
2. Identifying letters and numbers for each subsequent level of subheading aligned below the first word of the preceding heading