



Tips for Completing a Topic Outline

The purpose of a topic outline is to show how you plan to organize the content in your book project. The outline lays out what the book will cover and in what order. A good place to start is to use your course outline or syllabus as a guide for your topic outline. It can also be helpful to use Bloom's Taxonomy as your guide, moving students from knowledge of core concepts, to comprehension, to application and analysis, then to synthesis and finally evaluation. Identifying learning objectives for each chapter and section will reveal the structure of the book and help you stay on track when you begin to write.

This document contains templates for the following project types:

- Textbook
- Anthology
- Lab Manual

I. Chapter Outline for Textbook

Instructions: Provide specific information in the topic level (A, B, C) for each chapter. Repeat this format for each chapter in your proposed book.

- Chapter Title/Topic: _____**
- Introduction to X: Identify a learning objective for this chapter.**
- Topic 1: Identify a learning objective for this section.**
- Topic 2: Identify a learning objective for this section.**
- Topic 3: Identify a learning objective for this section.**
- Conclusion / Summary of X and learning objectives**

I. Outline for Anthology

Instructions: Fill in the blanks with specific information related to your project and provide as complete a list of texts as possible. It is perfectly acceptable to describe the type of text you'd like to use instead of the exact text and author.

- A. Introduction:** _____
1. This collection relevant to students because _____.
 2. I have selected texts that _____.
 3. I have organized the texts thematically/chronologically/alphabetically.
- B. Theme 1:** _____
1. Text 1: Title and author
 2. Text 2: Title and author
 3. Text 3: Title and author, etc.
- C. Theme 2:** _____
1. Text 1: Title and author
 2. Text 2: Title and author
 3. Text 3: Title and author, etc.
- D. Theme 3:** _____
1. Text 1: Title and author
 2. Text 2: Title and author
 3. Text 3: Title and author, etc.

I. Outline for Lab Manual

Instructions: Fill in the top-level sections (A, B, C, ...) with specific information related to your project. Repeat this outline for every lab you want to include.

- A. Topic:** _____
- B. Purpose:** _____
- C. Materials:** _____
- D. Part 1: Sub-topic**
1. Instructions
 2. Example
 3. Questions
- E. Part 2: Sub-topic**
1. Instructions
 2. Example
 3. Questions
- F. Part 3: Sub-topic**
1. Instructions
 2. Example
 3. Questions