Things to watch out for in a sentence outline:

1. Describing the paper vs. making a statement about the topic
   a. NO: “In this section I will discuss corruption.”
   b. YES: “Corruption’ refers to the illegal use of money or other value to influence an elected official.”

2. Questions vs. statements
   a. NO: “How does meditation affect physical health?”
   b. YES: “Meditation affects physical health in three ways.”

3. Incomplete sentences/sentence fragments
   a. NO: “The quality of care in HMOs” (lacks a verb)
   b. YES: “The quality of care in HMOs is lower than in PPOs.”

4. ALL LEVELS must have complete sentences
   a. NO: Complete sentences only for main points, not for sub-points
   b. NO: Complete sentences only for sub-points, not for main points
   c. YES: Complete sentences for main points, sub-points, sub-sub-points, etc.

5. Multiple sentences
   a. NO: “The Irish Rebellion of 1916 began with the rising in Dublin in 1916. Gradually it expanded to include all the counties. Within this frame, religious and political issues both played a role. Religious issues were secondary.”
   b. YES: “Religious issues were secondary to political issues in the Rebellion of 1916.”

6. Failure to write sentences for the introduction and conclusion
   a. NO: “Intro”
   b. NO: “Conclusion”
   c. YES: “The question of illegal immigrants’ impact has been highly debated.”

7. Cite sources in the outline

8. Avoid having just one point on any level
   a. NO: Main point I, Sub point A, no sub point B
   b. YES: Main point I, Sub point A, Sub point B
   c. YES: Main point I, no sub points.