

Writer's last name, followed by page number in small roman numerals, on upper right corner of all pages of outline

"Outline" centered, one inch from top

Main idea stated in thesis

Double-spacing throughout

Sentence outline providing a skeleton of the research paper

For more on outlines, see pp. 395–403.

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Outline

Meet Me in the Middle:

The Student, the State, and the School

Thesis: By taking steps such as practicing cost containment, using technological advancements, and exploring new revenue streams, many schools have been able to keep tuition costs down.

- I. Among the various factors to consider when choosing a college, cost is increasingly becoming the most important and, for many, a barrier.
 - A. Prices for undergraduate tuition at both public and private institutions have steadily increased over the past decades.
 - B. Students have increasingly taken on more debt in paying for college.
- II. State governments have been forced to decrease their funding to public colleges and universities.
 - A. In the current economic situation, states have been forced to cut budgets and reduce their levels of funding.
 - B. In 2009 and 2010, thirty-nine states cut the amount budgeted to higher education.
- III. With students accepting record debt and states forced to cut their budgets, public colleges and universities have a unique opportunity--even responsibility--to change.
 - A. Cost containment can decrease a school's budget and reliance on state funds.
 - B. Operational changes can result in savings through the use of online and technological resources.
 - C. Schools can explore alternative revenue streams such as grants, patents, and real estate opportunities.

Conclusion: By cutting costs, thinking differently about operations, and looking to new future revenues, schools are ensuring their own vitality and their students' success.