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.

B.

1.

2.

i.

ii.

a.

b.

1.

2.
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