

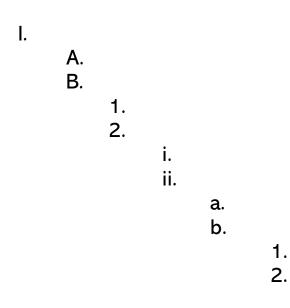
# Outlining

### **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:









#### **Sample Outline**

#### 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



