

APA Basic Outline: College Application Process

The following outline on the college application process demonstrates the APA Basic Outline format. It's suitable for you to download and use on your own assignments. Just start at the first Roman numeral!

I. Choose Desired Colleges

A. Visit and evaluate college websites

1. Identify tour dates and interesting on-campus events
2. Note important statistics
 - a. Student/faculty ratio
 - b. Retention rate
3. Schedule time with heads of interesting departments

B. Visit and evaluate college campuses

1. Take tour
2. Meet with heads of departments
3. Explore area around campus
 - a. On- and off-campus housing
 - b. Recreation (restaurants, sports and music venues)

II. Prepare Application

A. Write personal statement

1. Choose an interesting topic
 - a. Describe an influential person in your life
 - (1) Favorite high school teacher
 - (2) Grandparent
2. Include important personal details
 - a. Volunteer work
 - b. Participation in varsity sports

B. Revise personal statement

III. Compile resume

- A. List relevant coursework
- B. List work experience
- C. List volunteer experience
 - 1. Tutor at foreign language summer camp
 - 2. Volunteer at suicide prevention hotline

APA Full Sentence Format: Greenhouse Gas Essay

The only difference between APA basic and a full-sentence outline is that the headings are in full sentences. Again, just start at the first Roman numeral for an APA-compliant full-sentence essay outline.

- I. Man-made pollution is the primary cause of global warming.
 - A. Greenhouse gas emissions are widely identified by the scientific community to be harmful.
 1. The burning of coal and fossil fuels are the primary releasers of hazardous greenhouse gases.
 2. Harmful greenhouse gases include carbon dioxide, methane, and nitrous oxide.

Decimal Outline Format: College Selection

Decimal outlines differ from other APA-compliant formats only in their numbering system. Follow that and you're set. Just start at 1.0.

- 1.0 Choose Desired College
 - 1.1 Visit and evaluate college campuses
 - 1.2 Visit and evaluate college websites
 - 1.2.1 Look for interesting classes
 - 1.2.2 Note important statistics