

## **Organizing and Outlining Your Nonfiction Book**

### **1. Why an Outline**

#### **A. The Importance of an Outline**

- **Focus on reader: Your book is not about you.**
- **Focus in writing**

#### **B. The Purpose of an Outline**

- **Skeleton**
- **GPS**
- **Foundation**
- **Blueprint**
- **A word about creativity**
- **Your book's mission statement**

### **2. Methods of Organizing and Outlining**

#### **A. Linear**

#### **B. Mind-mapping**

#### **C. Storyboard**

#### **D. Pile-it**

#### **E. Folders**

#### **F. Chapter summaries and mission statements**

#### **G. Titling**

#### **H. A word about research and citations**

**3. Types of Structure**

- A. Chronological**
- B. Reworked chronological**
- C. Step by step (how-to)**
- D. Function**
- E. Theme**
- F. Convergent narrative**
- G. Trip/location**
- H. To divide or not to divide (sections/parts)**
- I. Write a table of contents**

**4. Writing Strategies**

- A. Narrative (storytelling)**
- B. Descriptive**
- C. Compare and contrast**
- D. Persuasive**
- E. Cause and effect**
- F. Illustration**
- G. Analysis**
- H. Definition**
- I. Fiction techniques**

**5. Parts of a Book**

**A. Front matter**

- Introduction
- Foreword
- Preface
- Acknowledgments
- Dedication
- Table of Contents
- Copyright
- Title page

**B. Back matter**

- Notes
- Bibliography
- Resource lists
- Appendices/charts
- Discussion guide
- Index
- About the author

**6. Beginning to Write**

**A. Introduction / chapter one**

**B. Favorite / easiest / most researched**

**C. Book proposal**

**Final Considerations**

**A. Balance**

**B. Guidance**

**C. Flexibility**

**D. Transitions**

**E. Commitment**