

Non-Fiction Book Outline Worksheets

Use this template to copy or print the pages you need. Three hole punch for a binder. Date the pages so you know which sheets are the newest. The last worked on date goes on the upper right corner. Use pencil to change date if the same sheet is modified. Saving the older sheets in your outline folder or binder can aid in keeping track of your progress and help to “undo” a change you may want to revert to.

If you want more information on other resources, go to:

<http://www.adelphosbooks.biz/resources>

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Project Completed ☐

Possible Chapter Count: _____

[illegible]

Primary Topic (PT)
 Sidebar Primary (SP)
 Sidebar Secondary (SB)

Past Event
Present Event
Future Event
Main Location
Minor Location

PE
NE
FE
ML
NL

Your Own Symbols:

Book Synopsis and Target Goals

Maximum two to three sentence summary:

Non-Fiction Category: _____

Target Audience(s): _____

Take Away or Purpose:

Comparable Published Books: (author, genre, synopsis, how compares to this book)

1. _____

2. _____

3. _____

4. _____

5. _____

Front Matter

Copyright Page Special Elements:

Title Page Special Elements:

Dedication:

Acknowledgements:

Prologue?

Legend

Notes for Prologue:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Introduction?

Legend

Notes for Introduction:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

The Three Elements

Opening: Introduce the story and purpose. Tell a Story to draw in reader:

Body: Ongoing story, lessons learned, wisdom shared, resourceful data, and other purposeful information.

Conclusion:

Your Custom Elements

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Conclusion

Legend

How will this book end?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

What is The Takeaway?

[illegible]

Resources For Information

What is Needed	Type of Resource	How to Contact	Follow Up?

Permissions, Rights, Copyright, etc.

What was Used	How to Contact	Permission?	Follow Up?

Submissions or Publishing Options

Publisher	Who to Contact	What was Sent	Follow Up?

Endorsement Requests

Person or Organization	Who to Contact	What was Sent	Follow Up?

Notes, To-Do, and Tasks

Additional Notes

To-Do:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Tasks:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

End Matter

Other Books From Author:

How to Contact Author:

Glossary or Other Resource?:

Index Needs or Notes:
