

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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Non-Fiction Book Outline Template & Worksheets

Project in Process

Project Completed

Project Working Title: _____

Project Working Sub-Title: _____

Start Date: _____

Anticipated End Date: _____

Word Count Needed: _____

Possible Chapter Count: _____

Other notes: _____

Symbol Legend:

These are examples only. 8^)

Primary Topic 

Sidebar Primary 

Sidebar Secondary 

Past Event



Present Event



Future Event



Main Location



Minor Location



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:

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:
