

The Writing Process: Sample Annotated Outline

Bullying in the Workplace

- I. Introduction to problem of female bullying in the workplace
 - A. Bullying is a nationwide problem
 - 1. Definition of bullying (Author(s), YEAR)
 - 2. Extent of bullying (Author(s), YEAR)
 - B. Demographics of adult bullying
 - 1. Extent of adult bullying no resources yet
 - 2. Extent of female bullies in the workplace (Author(s), YEAR)
 - C. Female bullies in the workplace cause human suffering
 - 1. Effects on person bullied
 - a. Physical effects (Author(s), YEAR)
 - b. Psychological effects (Author(s), YEAR)
 - c. Impact on work satisfaction
 - 2. Effects on families
 - a. Marital difficulties (Author(s), YEAR)
 - b. Economic toll (Author(s), YEAR)
 - 3. Impact on businesses
 - a. Economic toll (Author(s), YEAR)
 - b. Impact on sick days taken (need more research)
 - c. Impact on work performance (Author(s), YEAR)
- II. Research on workplace bullying
 - A. Identification of the term bullying
 - B. Etiology of bullying
 - 1. Personality characteristics related to bullying (Author(s), YEAR)
 - 2. Social dynamics related to bullying (Author(s), YEAR)
 - C. Bullying by gender
 - 1. Male bullying (Author(s), YEAR)
 - 2. Female bullying (Author(s), YEAR)
 - D. Bullying in the workplace
 - 1. Bullying as a type of workplace harassment (Author(s), YEAR)
 - 2. Workplace bullying by gender (Author(s), YEAR)
 - E. Female bullying in the workplace
 - 1. Bullying behavior specific to females (Author(s), YEAR)
 - 2. Etiology of female bullying
 - a. Power struggles and bullying (Author(s), YEAR)
 - b. Personality factors (Author(s), YEAR)
 - c. Social interaction (Author(s), YEAR)
- III. Summary
 - A. Brief review of research findings, grouped by topic
 - B. Identification of gap
 - C. Suggestions for future research
 - 1. Manifestations of bullying directed at men and women
 - 2. Programs aimed at men only
 - 3. Programs aimed at women only
 - D. Bullying as a separate issue (more research needed here)
 - E. Treatment programs
 - 1. Mental health center programs (Author(s), YEAR)
 - 2. On the job treatment for victims (Author(s), YEAR)

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IV. Summary and Conclusions

- A. Summary of the research: what works and where
- B. Directions for future programs and research

References

List all references according to APA style that correspond with the citations you will include in your outline (from the sources you've found and explored thus far). See my post on submitting assignments for a quick reference and your APA manual.