**Energy Level Diagrams**

**Rules:**

1. **indicate electrons with up or down arrows**
2. **Fill sublevels (orbitals) with 2 electrons before moving to next sublevel**
3. **Fill sublevels according to the Aufbau Principle**
4. **Distribute electrons to all positions in a sublevel before pairing (Hund’s Rule**
5. **When drawing anions, add the needed electrons to fill last sublevel**
6. **When drawing cations, draw the neutral atom then remove the electrons from the highest principal quantum number (n)**