# Project Checklist – Historical Paper

| Student Name | | | |
|---|---|---|---|
| **Paper Title** | | | |
| **Process Paper Word Count (Max: 500)** | | **Paper Word Count (Req: 1,500-2,500)** | |

**GENERAL RULES**

| √ | Requirement: |
|---|---|
| | My topic clearly relates to the annual theme. |
| | I have read the *Contest Rule Book.* |
| | I have independently researched and written this paper in this contest year. No research was reused from previous projects, whether my own or research belonging to other students. |
| | This is an original entry.  I have participated in only one entry. I did not share my work with other students. |
| | I have not used any improper assistance. |
| | I understand that using someone else's work without proper credit is plagiarism and will result in disqualification. |

**PAPER RULES**

| √ | Requirement: |
|---|---|
| | My paper is an original creation, showing my historical research, analysis, and argument in a written format. |
| | My paper is grammatically correct. |
| | The paper is between 1,500 and 2,500 words. My word count includes the following:<br>o   Text that I have written within the paper itself (not the bibliography, process paper, etc.)<br>o   Captions or words in footnotes/endnotes other than the citation<br>o   Quotations from primary and secondary sources<br>The word count for my historical paper appears on my title page. |
| | If I have included any images, maps, graphs, or primary source materials in an appendix (this is not required), they are directly referenced in the text of the paper and cited in the annotated bibliography. Appendices are limited. |
| | I have chosen a method of citation (footnotes, endnotes, or internal citations) and I have credited quotes and the sources of idea or information throughout my paper consistently in either Chicago or MLA style. |
| | My paper is printed on plain, white 8.5 x 11-inch paper (A4 paper for international affiliates), double-sided, with 1-inch margins on all sides. |
| | My paper is double-spaced and is printed in 12-point font. |
| | Pages are numbered. |
| | My paper is stapled in the top left hand corner or secured with a clip.  I have **not** enclosed the paper in a binder or cover of any kind. |

**WRITTEN MATERIALS for the PAPER CATEGORY**

| √ | Requirement: |
|---|---|
| | My paper has a title page containing the following:<br>   o   Title of the paper<br>   o   My name<br>   o   Junior OR Senior Division<br>   o   Historical Paper<br>   o   Number of words in the historical paper<br>   o   Number of words in the process paper<br>No other information (school, state, teacher, course) is contained on this page. |
| | Following my title page is a process paper. My process paper addresses the following questions in no more than 500 words:<br>   o   How did you choose your topic and how does it relate to the annual theme?<br>   o   How did you conduct your research?<br>   o   How did you create your project?<br>   o   What is your historical argument?<br>   o   In what ways is your topic significant in history?<br>My process paper does not include quotes, images, or captions. |
| | I cited the sources for quotes or other information included in my paper. Credit has been given properly using footnotes/endnotes in Chicago Manual of Style format (or internal citations in MLA format). |
| | My annotated bibliography contains the following:<br>   o   A complete list of all sources used to create this project<br>   o   Annotations for each source<br>In addition:<br>   o   My annotated bibliography is separated into two sections—one for primary sources, another for secondary sources.<br>   o   My annotations describe how I used the source and how it helped me understand my topic.<br>   o   If I used several items from the same collection, they are combined into a single citation.<br>I did not attach primary or secondary materials to my annotated bibliography. |
| | My paper is assembled in the following order and stapled/clipped in the upper left corner:<br>   o   Title page<br>   o   Process paper<br>   o   Historical paper (with foot/endnotes or internal documentation)<br>   o   Appendix (optional)<br>   o   Annotated bibliography<br>I did **not** enclose these materials in a binder or folder. |

I certify that this National History Day project is the result of my unique academic work. All assistance and sources are properly credited.


Signed: _____ Date: _____

# Project Checklist – Performance

| Student Name(s) | | | |
|---|---|---|---|
| **Performance Title** | | | |
| **Process Paper Word Count (Max: 500)** | | **Length of Performance (Max: 10 minutes)** | |

**GENERAL RULES**

| √ | Requirement: |
|---|---|
| | My/our topic clearly relates to the annual theme. |
| | I/we have read the *Contest Rule Book.* |
| | I/we have independently researched and created this performance in this contest year. No research was reused from previous projects, whether my/our own or research belonging to other students. |
| | This is an original entry. Each participant has participated in only one entry. I/we did not share work with other students. |
| | I/we have not used any improper assistance. |
| | I/we understand that using someone else's work without proper credit is plagiarism and will result in disqualification. |

**PERFORMANCE RULES**

| √ | Requirement: |
|---|---|
| | My/our performance is an original, dramatic production presented live, scripted based on my/our research and analysis. |
| | My/our performance is less than ten minutes from start to finish. |
| | I/we understand that the performance time begins after the title of the entry and the name(s) of the participants are announced. |
| | I/we can set up the performance in five minutes or less. |
| | I/we will be able to remove our props and participate in an interview with judges within five minutes following the performance. |
| | The title of the performance and my/our name(s) are the only details shared prior to the performance. |
| | I/we understand that projectors, mp3 players, or media devices are allowed in a performance, but I/we have to operate these devices during the performance. Only participants in the performance may be involved in the production of any media. |
| | I/we will **not** give a copy of our script to the judges. |
| | I/we understand that interaction with judges and audience members is prohibited. |
| | I/we are responsible for gathering costumes and props for the performance. |

**WRITTEN MATERIALS for the PERFORMANCE CATEGORY**

| √ | Requirement: |
|---|---|
| | My/our written materials begin with a title page containing the following:<br>   o  Title of the performance<br>   o  My/our name(s)<br>   o  Junior OR Senior Division<br>   o  Individual OR Group Performance<br>   o  Number of words in the process paper<br>No other information (school, state, teacher, course) is contained on this page. |
| | Following my/our title page is a process paper. The process paper addresses the following questions in no more than 500 words:<br>   o  How did you choose your topic and how does it relate to the annual theme?<br>   o  How did you conduct your research?<br>   o  How did you create your project?<br>   o  What is your historical argument?<br>   o  In what ways is your topic significant in history?<br>My/our process paper does not include quotes, images, or captions. |
| | My/our annotated bibliography contains the following:<br>   o  A complete list of all sources used to create this project<br>   o  Annotations for each source<br>In addition:<br>   o  My/our annotated bibliography is separated into two sections—one for primary sources, another for secondary sources.<br>   o  The annotations describe how I/we used the source and how it helped to understand the topic.<br>   o  If I/we used several items from the same collection, they are combined into a single citation.<br>I/we did **not** attach primary or secondary materials to the annotated bibliography. |
| | My/our written materials are printed (typed) on plain, white 8.5 x 11-inch paper (A4 for international affiliates), with 1-inch margins on all sides, in 12-point font. |
| | My/our written materials are assembled in the following order and stapled/clipped in the top left corner:<br>   o  Title page<br>   o  Process paper<br>   o  Annotated bibliography<br>I/we did **not** enclose these materials in a binder or folder. |

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

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# Project Checklist – Documentary

| Student Name(s) | |
|---|---|
| Documentary Title | |

| Process Paper Word Count (Max: 500) | | Length of Documentary (Max: 10 minutes) | |
|---|---|---|---|

**GENERAL RULES**

| √ | Requirement: |
|---|---|
| | My/our topic clearly relates to the annual theme. |
| | I/we have read the *Contest Rule Book.* |
| | I/we have independently researched and created this documentary in this contest year. No research was reused from previous projects, whether my/our own or research belonging to other students. |
| | This is an original entry. Each participant has participated in only one entry. I/we did not share work with other students. |
| | I/we have not used any improper assistance. |
| | I/we understand that using someone else's work without proper credit is plagiarism and will result in disqualification. |

**DOCUMENTARY RULES**

| √ | Requirement: |
|---|---|
| | My/our documentary is an original production, scripted based on my/our research. |
| | I/we have access to the equipment needed to create a documentary and know how to use it. |
| | The documentary is less than ten minutes in length. Timing starts at the first visual or sound and ends at the last visual or sound (including on-screen source credits). |
| | I/we can set up the documentary in five minutes or less. |
| | I/we will be able to remove our equipment and participate in an interview with judges within five minutes following the documentary. |
| | The title of the documentary and my/our name(s) are the only details shared prior to the documentary. |
| | I/we understand that other commentary or live narration are prohibited prior to and during the documentary. |
| | I/we understand that the participant(s) must provide, open, and run the file containing the documentary. Judges and other adults are not permitted to run the equipment. |
| | I/we understand that the documentary must run on its own. No interaction with judges or the audience is allowed. |
| | I/we created and produced this entry. I/we operated all equipment, including recording and editing software. |
| | I/we wrote and narrated this documentary. I/we have provided any narration, voice-overs, or dramatizations. The only voices or images on the documentary belong to members of the group or the people we interviewed. |
| | This project contains no materials created by non-participants specifically for this project. The documentary may interpret and utilize *existing* photographs, film clips, music, etc. with proper credit. |
| | The documentary includes brief, readable source credits for photographs, moving footage, interviews, music, and images used in the project. Source credits are included within the ten-minute time limit. All sources used in the project are cited in the annotated bibliography. |

**WRITTEN MATERIALS for the DOCUMENTARY CATEGORY**

| √ | Requirement: |
|---|---|
| | My/our written materials begin with a title page containing the following:<br>    o   Title of the documentary<br>    o   My/our name(s)<br>    o   Junior OR Senior Division<br>    o   Individual OR Group Documentary<br>    o   Number of words in the process paper<br>No other information (school, state, teacher, course) is contained on this page. |
| | Following my/our title page is a process paper. The process paper addresses the following questions in no more than 500 words:<br>    o   How did you choose your topic and how does it relate to the annual theme?<br>    o   How did you conduct your research?<br>    o   How did you create your project?<br>    o   What is your historical argument?<br>    o   In what ways is your topic significant in history?<br>My/our process paper does not include quotes, images, or captions. |
| | My/our annotated bibliography contains the following:<br>    o   A complete list of all sources used to create this project<br>    o   Annotations for each source<br>In addition:<br>    o   My/our annotated bibliography is separated into two sections—one for primary sources, another for secondary sources.<br>    o   The annotations describe how I/we used the source and how it helped to understand the topic.<br>    o   If I/we used several items from the same collection, they are combined into a single citation.<br>I/we did **not** attach primary or secondary materials to the annotated bibliography. |
| | My/our written materials are printed (typed) on plain, white 8.5 x 11-inch paper (A4 for international affiliates), with 1-inch margins on all sides, in 12-point font. |
| | My/our written materials are assembled in the following order and stapled/clipped in the top left corner:<br>    o   Title page<br>    o   Process paper<br>    o   Annotated bibliography<br>I/we did **not** enclose these materials in a binder or folder. |

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

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# Project Checklist – Exhibit

| Student Name(s) | |
|---|---|
| Exhibit Title | |

| Process Paper Word Count (Max: 500) | | Exhibit Word Count (Max: 500) | |
|---|---|---|---|

**GENERAL RULES**

| √ | Requirement: |
|---|---|
| | My/our topic clearly relates to the annual theme. |
| | I/we have read the *Contest Rule Book.* |
| | I/we have independently researched and created this exhibit in this contest year. No research was reused from previous projects, whether my/our own or research belonging to other students. |
| | This is an original entry. Each participant has participated in only one entry. I/we did not share work with other students. |
| | I/we have not used any improper assistance. |
| | I/we understand that using someone else's work without proper credit is plagiarism and will result in disqualification. |

**EXHIBIT RULES**

| √ | Requirement: |
|---|---|
| | My/our exhibit is an original creation, showing my/our historical research, analysis, and argument in a three-dimensional format. |
| | My/our exhibit meets the size requirements:<br>　o　The exhibit is no larger than 40 inches wide, 30 inches deep, and 6 feet high.<br>　　OR<br>　o　If the exhibit is circular or rotating, it is no more than 30 inches in diameter. |
| | My/our exhibit contains 500 or fewer student-composed words. The word count includes all text that I/we have written, such as titles, subtitles, captions, graphs, timelines, media devices, or supplemental materials. The word count for the exhibit appears on my title page. |
| | My/our historical argument is expressed primarily through the exhibit itself. Any supplementary materials or media devices are used sparingly to support my/our argument, if used at all, but are not the primary tools to deliver the project's message. |
| | I understand that my/our own historical analysis is the most important element of the exhibit. Quotes from primary and secondary sources support, but do not overwhelm or distract from, my/our historical argument. |
| | My/our exhibit does not include takeaway items for judges or others. |
| | Media devices or electronics (if used in the exhibit) meet the following requirements:<br>　o　The media runs for no more than a total of two minutes and does not loop continuously.<br>　o　The media does not include dramatic or narrative student involvement.<br>　o　Judges are able to control the media device with clearly visible and accessible on/off and volume controls.<br>　o　The media device fits within the size and word limits of the exhibit.<br>　o　The media does not link externally (e.g., no QR codes). |
| | I/we provide source credits for all quotes and visual sources used as evidence on the exhibit itself. All sources are cited in the annotated bibliography. |

**WRITTEN MATERIALS for the EXHIBIT CATEGORY**

| √ | Requirement: |
|---|---|
| | My/our written materials begin with a title page containing the following:<br>    o   Title of the exhibit<br>    o   My/our name(s)<br>    o   Junior OR Senior Division<br>    o   Individual OR Group Exhibit<br>    o   Number of student-composed words in the exhibit<br>    o   Number of words in the process paper<br>No other information (school, state, teacher, course) is contained on this page. |
| | Following my/our title page is a process paper. The process paper addresses the following questions in no more than 500 words:<br>    o   How did you choose your topic and how does it relate to the annual theme?<br>    o   How did you conduct your research?<br>    o   How did you create your project?<br>    o   What is your historical argument?<br>    o   In what ways is your topic significant in history?<br>My/our process paper does not include quotes, images, or captions. |
| | My/our annotated bibliography contains the following:<br>    o   A complete list of all sources used to create this project<br>    o   Annotations for each source<br>In addition:<br>    o   My/our annotated bibliography is separated into two sections—one for primary sources, another for secondary sources.<br>    o   The annotations describe how I/we used the source and how it helped to understand the topic.<br>    o   If I/we used several items from the same collection, they are combined into a single citation.<br>I/we did **not** attach primary or secondary materials to the annotated bibliography. |
| | My/our written materials are printed (typed) on plain, white 8.5 x 11-inch paper (A4 for international affiliates), with 1-inch margins on all sides, in 12-point font. |
| | My/our written materials are assembled in the following order and stapled/clipped in the top left corner:<br>    o   Title page<br>    o   Process paper<br>    o   Annotated bibliography<br>I/we did **not** enclose these materials in a binder or folder. |

I/we certify that this National History Day project is the result of my/our unique academic work.  All assistance and sources are properly credited.


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Signed: _____        Date: _____

# Project Checklist – Website

| Student Name(s) | |
|---|---|
| **Website Title** | |

| **Process Paper Word Count (Max: 500)** | | **Number of Visible Words (Max: 1,200)** | |
|---|---|---|---|

**GENERAL RULES**

| √ | Requirement: |
|---|---|
| | My/our topic clearly relates to the annual theme. |
| | I/we have read the *Contest Rule Book.* |
| | I/we have independently researched and created this website in this contest year. No research was reused from previous projects, whether my/our own or research belonging to other students. |
| | This is an original entry. Each participant has participated in only one entry. I/we did not share work with other students. |
| | I/we have not used any improper assistance. |
| | I/we understand that using someone else's work without proper credit is plagiarism and will result in disqualification. |

**WEBSITE RULES**

| √ | Requirement: |
|---|---|
| | My/our website is an original production, reflecting my/our ability to use website design software and technology to communicate a historical argument. |
| | This project contains no more than 1,200 visible words. The word count includes all text that I/we have written in the website (not the bibliography, process paper, etc.) The word count appears on the home page. |
| | I/we have access to the internet, as well as the equipment needed to create a NHD website. |
| | My/our website is constructed in the NHDWebCentral™ editor. |
| | I/we have provided brief source credits for all materials (pictures, primary sources, multimedia) where they are placed in the website and provided full citations for all sources in the annotated bibliography. |
| | I/we operated all software and equipment used in the development of the website. |
| | All pages connect by clicking links. I/we have checked all of the links to make sure that they work. |
| | My/our website contains no materials created by non-participants specifically for this project. The website interprets and utilizes *existing* photographs, film clips, music, etc. with proper source credit. |
| | My/our website contains a home page with all elements listed under Written Materials on the next page. |
| | I/we have no more than three minutes of multimedia (music, audio, and video) in the entire website, including any music that plays when a page loads. |
| | The website contains no spoken narration or explanatory material by participants. It may contain recorded quotes or primary materials. |
| | If the website includes multimedia that requires software to view (e.g., Flash, QuickTime, RealPlayer), I/we provided a link on the same page to an internet site where the software is available as a free, secure, and legal download. |
| | All images, primary sources, multimedia, etc. are integrated into the website. There are no external links, except to the software plug-ins described above. |
| | I/we understand that extensive supplementary materials are inappropriate. |
| | The content and appearance of my/our webpages does not change. I/we have not used random text or image generators. |
| | I/we know the website can be viewed on multiple browsers (Firefox, Google Chrome, etc.) |
| | I/we have submitted the URL before the date listed for judging and understand that the website will be locked during judging. |

**WRITTEN MATERIALS for the WEBSITE CATEGORY**

Because all required written materials are included in the website, no printed copies are required.

| √ | Requirement: |
|---|---|
| | My/our website begins with a home page containing the following elements:<br>    o   Title of the website<br>    o   My/our name(s)<br>    o   Junior OR Senior Division<br>    o   Individual OR Group Website<br>    o   Number of visible, student-composed words in the website<br>    o   Total length of multimedia<br>    o   Number of words in the process paper<br>    o   A navigational menu to access the other parts of the website<br>The home page must not include the name of your teacher or your school. |
| | My/our process paper is integrated into the website. The process paper addresses the following questions in no more than 500 words:<br>    o   How did you choose your topic and how does it relate to the annual theme?<br>    o   How did you conduct your research?<br>    o   How did you create your project?<br>    o   What is your historical argument?<br>    o   In what ways is your topic significant in history?<br>My/our process paper does **not** include quotes, images, or captions. |
| | My/our annotated bibliography is integrated into the website. It contains the following:<br>    o   A complete list of all sources used to create this project<br>    o   Annotations for each source<br>In addition:<br>    o   My/our annotated bibliography is separated into two sections—one for primary sources, another for secondary sources.<br>    o   The annotations describe how I/we used the source and how it helped to understand the topic.<br>    o   If I/we used several items from the same collection, they are combined into a single citation.<br>I/we did **not** attach primary or secondary materials to the annotated bibliography. |
| | The annotated bibliography and process paper are integrated into the website.<br>    o   The annotated bibliography and process paper are provided in PDF format.<br>    o   These required written materials are included in the navigational structure. I have removed hyperlinks from all URLs listed in the source credits and bibliographic citations. |

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

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