

coordinator about availability of equipment. VCRs and DVD players are available at the national contest for the documentary category only. Students must provide their own computers and software. Pianos and Internet access are not provided.

NOTE: *Be prepared: bring extension cords if needed and check with your contest coordinators about the availability of equipment at all contest levels.*

Rule 8: Discussion with Judges

You should be prepared to answer judges' questions about the content and development of your entry, but you may not give a formal, prepared introduction, narration, or conclusion. Let the judges' questions guide the interview. Ultimately, your entry should be able to stand on its own without any additional comments from you.

NOTE: *You should be prepared to explain the design, research, and creation of your entry if questioned by the judges. Judges need to know that your entry is the result of your own work.*

Rule 9: Costumes

You are not permitted to wear costumes that are related to the focus of your entry during judging, except in the performance category.

Rule 10: Prohibited Materials

Items potentially dangerous in any way — such as weapons, firearms, animals, organisms, plants, etc. — are strictly prohibited. Such items will be confiscated by security personnel or contest officials. Replicas of such items that are obviously not real are permissible. Please contact your teacher and contest coordinator to confirm guidelines before bringing the replica to a contest.

Rule 11: Title

Your entry must have a title that is clearly visible on all written materials.

B. Required Written Materials For All Entries

Rule 12: Written Materials

Entries in all categories except historical papers must include three copies of the following written materials in the following order:

1. A title page as described in Rule 13.
2. A process paper as described in Rule 14 (process papers are not part of historical paper entries)
3. An annotated bibliography as described in Rule 15. These materials must be typed or neatly printed on plain white paper and stapled together in the top left corner. Do not enclose them in a cover or binder.

Rule 13: Title Page

A title page is required as the first page of written material in every category. Your title page must include only the title of your entry, your name(s) and the contest division and category in which you are entered.

NOTE: *The title page must not include any other information (pictures, graphics, borders, school name, or grade) except for that described in this rule.*

TITLE
STUDENT(S) NAME(S) DIVISION CATEGORY

(e.g. Individual/Group, Exhibit, Documentary, Performance)

Rule 14: Process Paper

A process paper is a description of no more than 500 words explaining how you conducted your research and created and developed your entry. All categories except historical papers must include a process paper with their entry. The process paper should include the following four sections: (1) explain how you chose your topic, (2) explain how you conducted your research, (3) explain how you selected your presentation category and created your project and (4) explain how your project relates to the NHD theme. Go to www.nhd.org and in the Contest section click on *Creating a Process Paper* to view sample process papers.

Rule 15: Annotated Bibliography

An annotated bibliography is required for all categories. It should contain all sources that provided usable information or new perspectives in preparing your entry. You will look at many more sources than you actually use. *You should list only those sources that contributed to the development of your entry.* Sources of visual materials and oral interviews must be included. The annotations for each source must explain how you used the source and how it helped you understand your topic. Annotations of web sites should include a description of who sponsors the site. For example:

Bates, Daisy. *The Long Shadow of Little Rock*. New York: David McKay Co. Inc., 1962.

Daisy Bates was the president of the Arkansas NAACP and the one who met and listened to the students each day. This first hand account was very important to my paper because it made me more aware of the feelings of the people involved.

NOTE: *Oral history transcripts, correspondence between you and experts, questionnaires, and other primary or secondary materials used as sources for your entry should be cited in your bibliography but not included as attachments to your bibliography.*

Rule 16: The Separation of Primary and Secondary Sources

You are required to separate your bibliography into primary and secondary sources.

NOTE: *Some sources may be considered as either primary or secondary. Use your annotations to explain your reasoning for classifying any sources that are not clearly primary or secondary. Listing a source under both primary and secondary is inappropriate.*

Rule 17: Style Guides

Style for citations and bibliographic references must follow the principles in one of the following style guides:

(1) Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.

(2) Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th Edition.

Regardless of which manual you use, the style must be consistent throughout the paper.

Rule 18: Plagiarism

You must acknowledge in your annotated bibliography all sources used in your entry. *Failure to credit sources is plagiarism and will result in disqualification.*

C. Contest Participation

Rule 19: Entry Procedure

At each contest level you must register (either online or by submitting paper entry forms; check with your contest coordinator for the format used at your local and state contests), and meet specific deadlines and procedures established by your contest coordinator.

Rule 20: Entries to National Competition

Each state is limited to no more than two entries per contest category in the national contest. Ties at state contests will be resolved at the state level.

Rule 21: National Competition Attendance

Individual students and groups must be present for an entry to be judged at the national contest.



PAPER CATEGORY

III.

INDIVIDUAL CATEGORY RULES

A. Papers

A paper is the traditional form of presenting historical research. Various types of creative writing (for example, fictional diaries, poems, etc.) are permitted, but must conform to all general and category rules. Your paper should be grammatically correct and well written.

Part II, Rules for all Categories (except for Rule 14), applies to papers.

Rule 1: Length Requirements

The text of historical papers must be no less than 1,500 and no more than 2,500 words in length. Each word or number in the text of the paper counts as one word. The paper category 2,500 word limit does not apply to: notes, annotated bibliography, illustration captions, and supplemental/ appendix material. Appendix material must be directly referred to in the text of the paper. Extensive supplemental materials are inappropriate. Use of appendices should be very limited and may include photographs, maps, charts, graphs, but we strongly suggest no other supplemental materials.

NOTE: *Oral history transcripts, correspondence between you and experts, questionnaires, and other primary or secondary materials used as sources for your paper should be cited in your bibliography but not included as attachments to your paper.*

Rule 2: Citations

Citations—footnotes, endnotes or internal documentation—are required. Citations are used to credit the sources of specific ideas as well as direct quotations. Refer to Part II, Rule 17, for citation styles. Please note that an

extensively annotated footnote should not be used to get around the word limit.

Rule 3: Preparation Requirements

Papers must be typed, computer printed, or legibly handwritten in ink on plain, white 8.5 x 11-inch paper with 1-inch margins on all sides. Pages must be numbered consecutively and double-spaced with writing on one side and with no more than 12 characters per inch or no less than 10-point type. Papers must be stapled in the top left corner and should not be enclosed in any cover or binder. The title page should have no illustrations.

Rule 4: Number of Copies

Four copies of the paper must be submitted, prior to the contest, with the appropriate entry form by the deadline established for the contest. Winning papers are sometimes published by contest officials; you must be prepared to give permission for such publication.

NOTE: *Be sure to keep a copy of your paper for yourself and bring it with you to the contest.*