

Northeast Georgia National History Day Contest

WRITTEN MATERIALS GUIDE

All NHD applicants must submit the following written materials **in addition to** the project. A guide to the requirements for each of these items is provided below; for complete rules and guidelines, see the [NHD Rule Book](#).



Title Page
Process Paper
Annotated Bibliography

TITLE PAGE (Rule 17)

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), the contest division and category in which you are entered, and applicable word counts. Your title page is not included in the word count. See below for examples of required title page elements for the paper, exhibit, performance, and documentary categories. See the [NHD Rule Book](#) p. 34 for requirements for a website's home page.

<p>Title</p> <p>Name</p> <p>Junior Division</p> <p>Paper</p> <p>Paper: 2,406 words</p> <p>Process Paper:</p> <p>410 words</p>	<p>Title</p> <p>Names</p> <p>Senior Division</p> <p>Group Exhibit</p> <p>Exhibit: 495 words</p> <p>Process Paper:</p> <p>485 words</p>	<p>Title</p> <p>Name</p> <p>Junior Division</p> <p>Individual Performance</p> <p>Process Paper:</p> <p>435 words</p>	<p>Title</p> <p>Name</p> <p>Senior Division</p> <p>Group Documentary</p> <p>Process Paper:</p> <p>415 words</p>
PAPER	EXHIBIT	PERFORMANCE	DOCUMENTARY

PROCESS PAPER (Rule 18)

A process paper is required for projects in every category. The process paper must be 500 words or fewer, and must not include quotes, images, or captions. The process paper words are counted separately and are not part of the word count in the paper, exhibit, or website categories. Your process paper must answer the following questions:

1. How did you choose your topic and how does it relate to the annual theme?
2. How did you conduct your research?
3. How did you create your project?
4. What is your historical argument?
5. In what ways is your topic significant in history?

ANNOTATED BIBLIOGRAPHY (Rule 19)

An annotated bibliography is required for all categories. Your annotated bibliography must follow these requirements:

- ▶ List all sources that you consulted in developing your entry.
- ▶ Combine photos or other materials from the same collection into a single citation. See nhd.org/annotated-bibliography.
- ▶ Separate your bibliography into two sections: one for primary sources and one for secondary sources.
- ▶ Do not attach primary or secondary materials to your annotated bibliography.
- ▶ Do not include your annotated bibliography in the word count.

Each citation must include a brief annotation. The purpose of the annotation is to provide information about your research process, not to provide analysis to circumvent the word count. Each annotation must be no more than two or three sentences. The annotation should explain the following:

- ▶ How you used the source
- ▶ How the source helped you to understand the topic

Use annotations to explain your reasoning for classifying any sources that are not clearly primary or secondary. Classifying a source as both primary and secondary is inappropriate.

Citations and bibliographic references must follow the most recent edition of one of the two permitted style guides below. Regardless of which manual you use, the style must be consistent throughout all written material.

1. *The Chicago Manual of Style* by the University of Chicago Press
2. *MLA Handbook* by the Modern Languages Association of America