5.2. Required Written Materials for All Categories

RULE 15. WRITTEN MATERIALS

Your entry must include the following written materials in the order presented below:

1. A title page as described in Rule 17 (p. 18)
2. A process paper as described in Rule 18 (p. 19)
3. An annotated bibliography as described in Rule 19 (p. 19)

Follow these instructions when preparing your written materials:

▶ Print your written materials on plain white 8.5 x 11-inch paper, with 1-inch margins on all sides, in 12-point font. A4 paper will be accepted from international Affiliates.

▶ Use single or double-sided printing.

▶ Staple materials in the top left corner. Do **not** enclose these materials in a binder, folder, etc.

SUBMITTING YOUR REQUIRED WRITTEN MATERIALS

Always check with your Contest Coordinator for specific submission instructions in addition to those noted in this rule.

EXHIBIT, PERFORMANCE, AND DOCUMENTARY CATEGORIES	Your required written materials must be provided to judges. Bring additional copies to contests, as they may be needed.
PAPER CATEGORY	You must include these required materials with your paper (Paper Rule A4, p. 23).
WEBSITE CATEGORY	You must include these required materials within the website (Website Rule E7, p. 35).

RULE 16. TITLE

Your entry must have a title that is clearly visible on the title page and on the project itself.

RULE 17. 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), the contest division and category in which you are entered, and applicable word counts. Your title page is not included in the word count. Please see Figure 2 (p. 19) for examples of required title page elements for the paper, exhibit, performance, and documentary categories. View requirements for a website's home page in Website Rule E4 (p. 34).

FIGURE 2. SAMPLE TITLE PAGES

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

RULE 18. PROCESS PAPER

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 (Figure 4, p. 24). 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?

RULE 19. ANNOTATED BIBLIOGRAPHY

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.

RULE 20. STYLE GUIDES

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

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NOTE:

Historians prefer *The Chicago Manual of Style* because its footnote/endnote formatting works best for historical sources. However, NHD accepts the *MLA Handbook* because of its widespread use in many schools.

FIGURE 3. COUNTING WORDS IN NHD PROJECTS

REQUIRED WRITTEN MATERIALS (ALL CATEGORIES)

Item	Do the words count?	Explanation
Process paper	Yes	All words in the process paper count toward the process paper's 500-word limit.
Title page and annotated bibliography	No	Words in the title page and annotated bibliography do not count.

Please also consult the Required Written Materials for All Categories (Section 5.2, p. 18).

PAPER, EXHIBIT, AND WEBSITE CATEGORIES

Example(s)	Number of Words	Explanation
December 7, 1941	One	A date counts as one word.
365 *or* forty-eight	One	A number counts as one word.
A cow jumped over the moon.	Six	Words such as "a," "the," and "of" count as one word each.
John Quincy Adams	Three	Each word in a name is counted individually.
mid-September *or* up-to-date	One	A hyphenated word counts as one word.
Eighteenth-century politics	Two	A hyphen is needed in "eighteenth-century" because it is a compound adjective. By contrast, "in the eighteenth century" is four words.

Please also consult the rules for each of these categories (pp. 22-36).