

Top Ten Things Every Student Attending NHD Needs to Know about Process Papers & Required NHD Written Materials

1. NHD requires certain written materials in every category that should follow a set format.

Papers should include **only** the title page, the paper and footnotes, any appendix material mentioned in the paper, and the annotated bibliography. (Remove the thesis and outline.)

Websites will include the process paper and bibliography on the website. No paper copies are required.

Exhibit, performance, and documentary students must submit the following written materials: a **title page**, a **description of the process** of creating your project, and the **annotated bibliography**. These materials should be printed on plain white paper and stapled together with no extraneous material – no binders, photos, interview excerpts, etc.

2. The **title page** includes **only** the project title, the student(s) name(s), division and category – e.g. Junior Individual Documentary. Additional art, photos, or text is not permitted.
3. The **process paper** is **required** for every exhibit, documentary, website, or performance at NHD. You should plan to hand this written material to your judges before you present your project.
4. The process paper is a description of **no more than 500 words** explaining **how you conducted your research and developed your project, as well as how your project addresses the NHD theme**. Where did you find your information? What sources/places were most valuable to you? How did you make decisions about the focus of your thesis, what information you wanted to include, or how your project should be constructed?
5. The process paper should include at least the following basic elements: (A) an explanation of how you chose your topic, (B) an explanation of how you conducted your research, (C) an explanation of how you selected your presentation category and created your project, and (D) an explanation of how your project fits the theme.
6. The process paper must explain how your project fits the **theme "Conflict and Compromise in History."** This is a good opportunity to show your judges your analysis – a key component of NHD judging!
7. The **bibliography** must be **separated into primary sources and secondary** sources. If it is not clear why a source is primary/secondary, use your annotation to explain why you placed it in that section. Remember: primary sources are from the time period you are studying – usually an eyewitness or contemporary observer. Project bibliographies reaching the national level should be comprised of substantive, quality sources.
8. The bibliography must be **annotated**. Describe how this source was helpful in the development of your project or in your thinking process.
9. The bibliography must follow either the **Turabian** (the format historians use) or MLA (the format used by the Modern Language Association) style manuals. Be consistent. Judges generally prefer Turabian, but MLA is also allowed. Ask your teacher or a History Fair staff member if you do not know what this means.
10. Have somebody else look at your written materials prior to NHD. They can catch mistakes you might have missed in proofreading, point out sources you might want to use in your research, and help make sure that the materials make sense to an outside reader who is not as familiar with your subject as you.