



# 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 <i>Contest Rule Book</i> .
	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: <ul style="list-style-type: none"> <li>○ Text that I have written within the paper itself (not the bibliography, process paper, etc.)</li> <li>○ Captions or words in footnotes/endnotes other than the citation</li> <li>○ Quotations from primary and secondary sources</li> </ul> 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 <b>not</b> enclosed the paper in a binder or cover of any kind.

**WRITTEN MATERIALS for the PAPER CATEGORY**

√	Requirement:
	<p>My paper has a title page containing the following:</p> <ul style="list-style-type: none"> <li>○ Title of the paper</li> <li>○ My name</li> <li>○ Junior OR Senior Division</li> <li>○ Historical Paper</li> <li>○ Number of words in the historical paper</li> <li>○ Number of words in the process paper</li> </ul> <p>No other information (school, state, teacher, course) is contained on this page.</p>
	<p>Following my title page is a process paper. My process paper addresses the following questions in no more than 500 words:</p> <ul style="list-style-type: none"> <li>○ How did you choose your topic and how does it relate to the annual theme?</li> <li>○ How did you conduct your research?</li> <li>○ How did you create your project?</li> <li>○ What is your historical argument?</li> <li>○ In what ways is your topic significant in history?</li> </ul> <p>My process paper does not include quotes, images, or captions.</p>
	<p>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).</p>
	<p>My annotated bibliography contains the following:</p> <ul style="list-style-type: none"> <li>○ A complete list of all sources used to create this project</li> <li>○ Annotations for each source</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>○ My annotated bibliography is separated into two sections—one for primary sources, another for secondary sources.</li> <li>○ My annotations describe how I used the source and how it helped me understand my topic.</li> <li>○ If I used several items from the same collection, they are combined into a single citation.</li> </ul> <p>I did not attach primary or secondary materials to my annotated bibliography.</p>
	<p>My paper is assembled in the following order and stapled/clipped in the upper left corner:</p> <ul style="list-style-type: none"> <li>○ Title page</li> <li>○ Process paper</li> <li>○ Historical paper (with foot/endnotes or internal documentation)</li> <li>○ Appendix (optional)</li> <li>○ Annotated bibliography</li> </ul> <p>I did <b>not</b> enclose these materials in a binder or folder.</p>

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: \_\_\_\_\_