# National History Day Checklist – in basically this order:

1. Talk about participating in National History Day (NHD) with your **parents**
2. Decide to work on your **own / in a group**
3. Read the **National History Day Rulebook**
4. Figure out your **category**: exhibit, website, presentation, and performances can either be solo or group; historical papers are solo only
5. Start **brainstorming** historical ideas, concepts, events, and people that interest you
6. Choose a **topic** that best connects to the **theme** for this year
7. **Narrow** down your ideas. Small ideas > big ideas
   - For example, it's better to focus on Abraham Lincoln's treatment of his Civil War generals than it is to focus on the whole Civil War
   - It's also better to focus on The Culper Ring (the group of spies that helped Washington during the AmRev) just spies
8. **Revisit** your category options – make sure whatever you choose (historical paper, website, exhibit, performance, or documentary) best complements your topic
9. Write your **THESIS** – what are you trying to prove with your topic?
10. Start **researching** sources – make sure to have at LEAST 33% books; entries with tons of websites are usually frowned upon
    - Click here for NHD's 8-Steps of Research
    - Collect **primary** sources – the words of the people who lived in that time are THE most important thing to your project
    - Collect **secondary** sources – words of other historians are crucial
    - Give credit to all your sources – not doing so is **PLAGIARISM**
    - Make sure you save all of your sources so that you can add them to your annotated bibliography
11. Begin assembling your **annotated bibliography**
    - Separate your bib into 2 categories: primary and secondary
    - Projects could have anywhere from 10-40+ sources
12. Look at **past winners' projects** in your category from top-to-bottom
13. Write / design an **outline** for your project
14. **Begin constructing** your project
15. Strengthen your THESIS
16. Complete your **process paper** (all groups except the historical paper)
17. **Complete** your annotated bibliography
18. Strengthen THESIS one last time
19. Complete your project for **Good Hope / Eagle View competition**
20. **Attend** Good Hope / Eagle View competition
21. Be prepared to answer judges' questions
22. Strengthen your project, bibliography, and paper for Regionals

Name: _____ Teacher: _____

# NHD Checklist: Historical Paper

| TITLE |
| :---: |
| NAME(S) |
| JUNIOR DIVISION |
| CATEGORY |

☐ Make sure your paper and annotated bibliography have title pages that look **like this example to the right:**

☐ Your **Historical Paper** MUST…

- o Be between 1,500 – 2,500 words
- o Must include **footnotes** for your research
- o Use graphs only as needed; no pictures of any kind
- o Be between **size 11-14 font**
- o Use a **standard font**, like Arial, Calibri, Times New Roman, or Verdana… no "funky" fonts

☐ Your **Annotated Bibliography** MUST…

- o Be **separated** into 2 categories: primary & secondary
- o Have the source cited
- o Explain **what** the source is and **how** it helped your project
- o Be easy to read (each source separated by a space)
- o Be between **size 11-16 font**

☐ Keep in mind that the paper division is usually less competitive, but also requires you to **finish up earlier than other categories** (typically a month prior to the regional competition).

☐ If you are selected to attend the Regional Competition, you must bring a copy of your paper and annotated bibliography

Name: _____ Teacher: _____

# NHD Checklist: Exhibit

☐ Make sure your process paper and annotated bibliography have title pages that **look like this example to the right:**

☐ Your **Process Paper** MUST answer the following questions in 500 words or less:
- o How you **chose** your topic
- o How you conducted **research**
- o How you **selected** your category and created your project
- o How your project relates to **this year's NHD theme**
- o Be between size 11-16 font (and use normal fonts, please)

☐ Your **Annotated Bibliography** MUST…
- o Be **separated** into 2 categories: primary & secondary
- o Have the source cited
- o Explain **what** the source is and **how** it helped your project
- o Be easy to read (each source separated by a space)
- o Be between size 11-16 font (and use normal fonts, please)

☐ Bring **4 copies** of your process paper & annotated bib to all competitions

☐ Make sure your title on your exhibit is easily visible to all judges

☐ Exhibit size limits (does not include the table it rests on):
- o 6' (feet) height
- o 40" (inches) wide
- o 30" deep
- o If your project is circular, it's diameter must be 30" or less

☐ There is a **500 word limit** on the exhibit itself
- o The word limit includes titles, subtitles, and student-written explanations
- o You should have a good amount of primary sources, quotes, and pictures, as they do not count towards your word limit

☐ You can include other things in front of your exhibit (like things to touch, multimedia, and so on) to draw the judges' eye to it; however, the main portion of the exhibit will be how your present your information

# NHD Checklist: Performance

| TITLE |
| --- |
| NAME(S) |
| JUNIOR DIVISION |
| CATEGORY |

☐ Make sure your process paper and annotated bibliography have title pages that **look like this example to the right:**

☐ Your **Process Paper** MUST answer the following questions in 500 words or less:
  o How you **chose** your topic
  o How you conducted **research**
  o How you **selected** your category and created your project
  o How your project relates to **this year's NHD theme**
  o Be between size 11-16 font (and use normal fonts, please)

☐ Your **Annotated Bibliography** MUST…
  o Be **separated** into 2 categories: primary & secondary
  o Have the source cited
  o Explain **what** the source is and **how** it helped your project
  o Be easy to read (each source separated by a space)
  o Be between size 11-16 font (and use normal fonts, please)

☐ Bring **4 copies** of your process paper & annotated bib to all competitions

☐ Make sure you keep your performance under the **10 minute time limit**; I recommend being close to 8 minutes

☐ You will be granted 5 minutes to **set-up** your documentary and 5 minutes to **pack up**

☐ You should begin your performance by **introducing the performers and the title of your performance ONLY**

☐ You may use **multimedia** devices (computer, audio, slideshows) to supplement your performance

☐ You may use **costumes**, but judges recommend being simple with it

☐ Try not to have any downtime in the performance by changing costumes

# NHD Checklist: Documentary

| TITLE |
| --- |
| NAME(S) |
| JUNIOR DIVISION |
| CATEGORY |

☐ Make sure your process paper and annotated bibliography have title pages that **look like this example to the right:**

☐ Your **Process Paper** MUST answer the following questions in 500 words or less:
- o How you **chose** your topic
- o How you conducted **research**
- o How you **selected** your category and created your project
- o How your project relates to **this year's NHD theme**
- o Be between size 11-16 font (and use normal fonts, please)

☐ Your **Annotated Bibliography** MUST…
- o Be **separated** into 2 categories: primary & secondary
- o Have the source cited
- o Explain **what** the source is and **how** it helped your project
- o Be easy to read (each source separated by a space)
- o Be between size 11-16 font (and use normal fonts, please)

☐ Bring **4 copies** of your process paper & annotated bib to all competitions

☐ Make sure you keep your documentary under the **10 minute time limit**; I recommend being close to 8 minutes

☐ You will be granted 5 minutes to **set-up** your documentary and 5 minutes to **pack up**

☐ You should begin your performance by **introducing the performers and the title of your documentary ONLY**

☐ Everything in the documentary must be **student-produced** and original only to your group, including voice over, dramatization, and narration.

☐ At the end of your production, you should have a **credits screen**; that is included in your 10 minute limit

☐ Stand-alone displays & posters are **prohibited**