

Checklist for Paper Entries

Layout/Formatting

- The paper is between 1,500 and 2,500 words
- The title page contains only my name, title, category, and division
- My paper is double-spaced with one inch margins
- My paper is written in 12 point font
- My pages are numbered consecutively
- My paper stays in 3rd person throughout

Historical Quality

- My topic fits the theme Debate and Diplomacy: Successes, Failures, Consequences
- My topic has historical significance
- My paper answers the “So What?” question
- I have provided interpretation of source information
- I have checked all my information for accuracy
- I have a thesis statement
- My paper supports my thesis statement

Proofreading/Editing

- I had at least one other person proofread my paper
- I ran spell-check and looked for errors that spell-check did not catch
- My words and phrases are clear

Annotated Bibliography

- My bibliography is separated into primary and secondary sources
- 2/3 of my sources are primary and 1/3 of my sources are secondary
- Each source has at least a two-sentence annotation
- My annotations describe how my sources influenced my project
- All of my entries have a hanging indent
- I named & saved my paper & bibliography as: **BIB_MYFIRSTNAME_MYLASTNAME**
- My bibliography has consistent formatting

Submission/Registration

- I emailed a copy of my paper and bibliography by the deadline for the competition to mgately@azhs.gov and will bring 3 copies of each with me to the competition
- My teacher and I registered online at www.az.nhd.org