

Rule 14: Process Paper

A process paper is a description of no more than 500 words explaining how you conducted your research and created and developed your entry. All categories except historical paper must include a process paper with their entry. The process paper should include the following four sections:

- (1) explain how you chose your topic
- (2) explain how you conducted your research

- (3) explain how you selected your presentation category and created your project

- (4) explain how your project relates to the NHD theme

Go to www.nhd.org and in the *Contest* section click on *Creating a Process Paper* to view sample process papers.

Rule 15: Annotated Bibliography

An annotated bibliography is required for all categories. It should contain all sources that



provided usable information or new perspectives in preparing your entry. You will look at many more sources than you actually use. *You should list only those sources that contributed to the development of your entry.* Sources of visual materials and oral interviews must be included. The annotations for each source must explain how you used the source and how it helped you understand your topic. Annotations of web sites should include a description of who sponsors the site. For example:

Bates, Daisy. *The Long Shadow of Little Rock*. New York: David McKay Co. Inc., 1962.

Daisy Bates was the president of the Arkansas NAACP and the one who met and listened to the students each day. This first hand account was very important to my paper because it made me more aware of the feelings of the people involved.

NOTE: Oral history transcripts, correspondence between you and experts, questionnaires, and other primary or secondary materials used as sources for your entry should be cited in your bibliography but not included as attachments to your bibliography.

Rule 16: The Separation of Primary and Secondary Sources

You are required to separate your bibliography into primary and secondary sources.

NOTE: Some sources may be considered as either primary or secondary. Use your annotations to explain your reasoning for classifying any sources that are not clearly primary or secondary. Listing a source under both primary and secondary is inappropriate.

Rule 17: Style Guides

Style for citations and bibliographic references must follow the principles in one of the following style guides:

- (1) Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.
- (2) Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th Edition.

Regardless of which manual you use, the style must be consistent throughout the paper.

Rule 18: Plagiarism

You must acknowledge in your annotated bibliography all sources used in your entry.

Failure to credit sources is plagiarism and will result in disqualification.

C. CONTEST PARTICIPATION

Rule 19: Entry Procedure

At each contest level you must register (either online or by submitting paper entry forms; check with your contest coordinator for the format used at your local and state contests), and meet specific deadlines and procedures established by your contest coordinator.

Rule 20: Entries to National Competition

Each state is limited to no more than two entries per contest category in the national contest. Ties at state contests will be resolved at the state level.

Rule 21: National Competition Attendance

Individual students and groups must be present for an entry to be judged at the national contest.