

# How to Write the NHD Process Paper

Each group or individual who enters the Exhibit, Performance, or Documentary Categories must produce a Process Paper.

**THIS IS NOT A REPORT!!**

**THIS IS A NARRATIVE, EXPLAINING HOW YOUR PROJECT CAME TOGETHER!!**

There are three parts to this paper. You must follow the rules exactly as stated in the NHD Contest Rules!!

## **1. Title Page**

A title page is required as the first page of written material in every category.

***Your title page must include only the title of your entry, your name(s) and the contest division and category in which you are entered.***

No images, drawings, borders etc. are allowed on your title page!

## **2. Process Paper**

This paper describes how you put your project together. There is one per group or individual project.

**This paper can be no more than 500 words.**

**The word limit does not include the Title Page or Annotated Bibliography.**

**Paragraph 1:** Describe your History Fair Topic. How/why did you choose your topic? Explain why your topic is important. (DO NOT INTRODUCE YOURSELF OR MENTION WHERE YOU ARE FROM)

**Paragraph 2 and 3:** Begin to explain where you found most of your research. If a person (librarian?) was very helpful, it is a good idea to mention them here. Also, mention two or three of your most useful sources here and why they were helpful to your project.

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**Paragraph 4:** If you encountered any problems during your research or in producing your project mention it here. If you were looking for a specific source and had difficulty locating it, mention it here.

**Paragraph 5:** State how your topic fits into this year's Contest theme. Discuss the importance of your topic in history. Use this paragraph to stress to the judges why your topic is important.

## **3. 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 the source was used and how it helped you understand your topic.

See Bibliography Worksheet for instructions on how to set up the Bibliography for all sources

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.

Annotations should not be a book report, but 2-4 sentences that describe how or why the source was important to your research.

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

Use the annotation to explain why you listed a source as primary or secondary