

Podcasts use your narration, sound, and audio evidence to engage your audience and discuss the significance of your History Day topic. Your presentation must follow the annual theme and include your primary and secondary research. Each podcast is supported with your written materials, a process paper and annotated bibliography, in addition to Podcast Show Notes, a timestamped list of sources referenced in your project. Your podcast must conform to the rules listed below and the general rules that apply to all categories.

**IMPORTANT NOTE:** Podcasts are not an official National History Day category and are being piloted by schools in Minnesota. Winning podcasts are **not** eligible to advance to the National History Day contest in Maryland.

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| 1. | <b>Entry Creation</b> <ul style="list-style-type: none"> <li>If you participate in the Podcast category, you may not participate in any other History Day projects during this contest year.</li> <li>You must create and produce your podcast as an individual entry.</li> <li>Only you may narrate your podcast. You may use audio from film, recorded music, interviews (previously recorded or that you conduct yourself), etc. in your podcast, following the guidelines for source credits in Rule 5.</li> <li>Your podcast must conform to all general and category rules.</li> <li>To produce your podcast, you must have access to equipment and be able to operate it.</li> </ul> |
| 2. | <b>Time Requirements</b> <ul style="list-style-type: none"> <li>Your podcast may not exceed 8 minutes in length.</li> <li>Timing of the podcast begins when the first sound is heard.</li> <li>Timing does not include time used to test sound volume for judges.</li> <li>Timing of the podcast ends when the last sound concludes.</li> </ul>                                                                                                                                                                                                                                                                                                                                             |
| 3. | <b>Student Involvement and Operation</b> <ul style="list-style-type: none"> <li>You may not dramatize or re-enact historical events, figures, or speech patterns (accents, verbal inflections, etc.).</li> <li>You must operate all equipment, including recording and editing equipment, used in the creation of your podcast.</li> <li>Using materials created by others specifically for use in your entry is prohibited.</li> </ul>                                                                                                                                                                                                                                                     |
| 4. | <b>Show Notes</b> <ul style="list-style-type: none"> <li>You must create and submit Show Notes with your written materials.</li> <li>Show Notes should include a timestamped list brief citations for all sources of audio used in the podcast that were not student-created.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5. | <b>Submission Requirements</b> <ul style="list-style-type: none"> <li>Podcasts must be submitted as audio-only .mp3 files.</li> <li>Show Notes, a process paper, and annotated bibliography must be submitted prior to the contest.</li> <li>Refer to your Contest Coordinator for submission instructions, including deadlines and submission materials.</li> <li>Scripts must not be given to judges or attached to your required written materials.</li> </ul>                                                                                                                                                                                                                           |

Visit the History Day website for the most updated information:  
[mnhs.org/historyday](https://mnhs.org/historyday)

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| 1. | <p><b>Contest Year</b></p> <p>The contest year begins immediately following the National Contest awards ceremony and runs through the next year's National Contest awards ceremony. You may begin working on a project for competition after the conclusion of the previous contest year in June.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. | <p><b>Entry</b></p> <p>You may enter only one project (or entry) in one category within a contest year. Please see the Participation Information (Section 2, p. 4) for details about the Regional or Affiliate Contest in which you must participate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3. | <p><b>Individual Entries</b></p> <ul style="list-style-type: none"> <li>• A podcast must be the work of only one student.</li> <li>• Changing categories or topics is not permitted after entering the first level of NHD competition beyond the school level. Narrowing and refining topics are permitted and encouraged.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4. | <p><b>Student Research</b></p> <p>You must complete the research, design, and creation of your project on your own, during the current contest year.</p> <ul style="list-style-type: none"> <li>• You must not share your research with students outside your group.</li> <li>• You may not submit someone else's research or project as your own.</li> <li>• You may not reuse a project from a previous year.</li> <li>• You must choose a new topic to research each year.</li> </ul> <p><b>Note:</b> If you are unsure whether your topic is too similar to a previous year's topic, check with your teacher and your Contest Coordinator.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5. | <p><b>Plagiarism</b></p> <p>Plagiarizing all or part of your NHD project will result in disqualification. You must give credit to the primary and secondary sources you use and provide a complete citation and annotation for all of your sources in the annotated bibliography. See <a href="http://nhd.org/annotated-bibliography">nhd.org/annotated-bibliography</a> for more information about crediting and citing sources.</p> <p>The online <i>Merriam-Webster Dictionary</i> defines "to plagiarize" as follows:</p> <ul style="list-style-type: none"> <li>• To steal and pass off (the ideas or words of another) as one's own</li> <li>• To use (another's production) without crediting the source</li> <li>• To commit literary theft</li> <li>• To present as new and original an idea or product derived from an existing source</li> </ul> <p>Plagiarism includes, but is not limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Turning in someone else's project as your own</li> <li>• Failing to put quotation marks around direct quotes and include both a source credit and proper citation of the source</li> <li>• Failing to provide proper citations for all quoted and paraphrased material</li> <li>• Failing to provide the sources for audio, video, or images used in your project</li> <li>• Giving incorrect information about the source of a quote</li> </ul> |

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| 6.  | <p><b>Tampering</b></p> <p>You may not tamper with another student's entry. Intentional or malicious defacing of another student's project will result in disqualification. Violations may include but are not limited to, editing or deleting another student's website, defacing or stealing elements of an exhibit, or purposefully causing disruption during a performance with the intent of distracting the performer.</p>                                                                                                                                                                                                      |
| 7.  | <p><b>Annual Theme</b></p> <p>Your entry must relate clearly to the annual theme. Read about the current theme here: <a href="http://nhd.org/themebook">nhd.org/themebook</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8.  | <p><b>English and Translations</b></p> <p>All entries for competition must be submitted in English unless otherwise approved by your Contest Coordinator. Other languages may be used, if translations in English are provided. When considering translated text for the purposes of word count, judges will count only the English translation.</p>                                                                                                                                                                                                                                                                                  |
| 9.  | <p><b>Copyright</b></p> <p>The Fair Use doctrine allows for educational use of copyrighted materials for noncommercial purposes. For this reason, you must not place your project in a nonacademic public setting, such as commercial internet site, without obtaining permission from the copyright owner. Read more here: <a href="http://copyright.gov/fls/fl102.html">copyright.gov/fls/fl102.html</a>.</p>                                                                                                                                                                                                                       |
| 10. | <p><b>Reasonable Help</b></p> <p>You are responsible for the research, design, and creation of your entry, but you may have reasonable help from others. Examples of reasonable help are listed on page 16 of the full <a href="#">NHD Contest Rule Book</a>.</p> <p><b>Note:</b> Objects created by others specifically for use in your entry violate this rule. Examples include a parent editing a documentary or an artist drawing the backdrop for your exhibit or performance.</p>                                                                                                                                              |
| 11. | <p><b>Supplying Equipment</b></p> <p>You are responsible for supplying all props and equipment at each level of competition. Construct your entry with transportation, setup time, size, and weight in mind (e.g., foam board versus solid oak for an exhibit, folding table versus antique desk for a performance). You must provide your own equipment, including computers and software, unless the Contest Coordinator has specified that certain equipment, such as projection screens for documentaries, will be provided at the contest venue. Check with your Contest Coordinator about available resources. Be prepared.</p> |
| 12. | <p><b>Costumes</b></p> <p>You are not permitted to wear costumes that are related to the focus of your entry during judging, except in the performance category.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| 13. | <p><b>Prohibited Materials</b></p> <p>The following are not allowed in any competition venue:</p> <ul style="list-style-type: none"> <li>• Weapons of any kind, including real, toys, or replicas in any form</li> <li>• Live animals with the exception of service animals</li> <li>• Live cultures or organisms</li> <li>• Anything that could cause damage to the competition venue</li> </ul> <p><b>Note:</b> Generally, if you are not allowed to bring it to school, you are not allowed to bring it to an NHD contest. If you are unsure about an item, contact your Contest Coordinator.</p>                                                                                                                                                                                                                                                                                                                                                                           |
| 14. | <p><b>Interview with Judges</b></p> <p>Be prepared to answer judges' questions about the content and development of your entry. However, you may not give a formal, prepared introduction, narration, or conclusion during the interview. The judges' questions will guide the interview. Ultimately, your entry should be able to stand on its own without any additional comments from you.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 15. | <p><b>Written Materials</b></p> <p>Your entry must include the following written materials in the order presented below:</p> <ol style="list-style-type: none"> <li>1. A title page as described in Rule 17 (p. 18)</li> <li>2. A process paper as described in Rule 18 (p. 19)</li> <li>3. An annotated bibliography as described in Rule 19 (p. 19)</li> </ol> <p>Follow these instructions when preparing your written materials:</p> <ul style="list-style-type: none"> <li>• Print your written materials on plain white 8.5x11-inch paper, with 1-inch margins on all sides, in 12-point font. A4 paper will be accepted from international Affiliates.</li> <li>• Use single or double-sided printing.</li> <li>• Staple materials in the top left corner. Do <b>not</b> enclose these materials in a binder, folder, etc.</li> </ul> <p>Podcast category written materials must be provided to judges. Bring additional copies to contests, as they may be needed.</p> |
| 16. | <p><b>Title</b></p> <p>Your entry must have a title that is clearly visible on the title page and on the project itself.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 17. | <p><b>Title Page</b></p> <p>A title page is required as the first page of written material in every category. Your title page must include <b>only</b> the title of your entry, your name, the contest division and category in which you are entered, and applicable word counts. Your title page is not included in the word count. Please see Figure 2 (p. 19) for examples of required title page elements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| 18. | <p><b>Process Paper</b></p> <p>A process paper is required for projects in every category. The process paper must be 500 words or fewer, and must not include quotes, images, or captions (Figure 4, p. 24). The process paper words are counted separately and are not part of the word count in the paper, exhibit, or website categories.</p> <p>Your process paper must answer the following questions:</p> <ol style="list-style-type: none"> <li>1. How did you choose your topic and how does it relate to the annual theme?</li> <li>2. How did you conduct your research?</li> <li>3. How did you create your project?</li> <li>4. What is your historical argument?</li> <li>5. In what ways is your topic significant in history?</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19. | <p><b>Annotated Bibliography</b></p> <p>An annotated bibliography is required for all categories. Your annotated bibliography must follow these requirements:</p> <ul style="list-style-type: none"> <li>• List all sources that you consulted in developing your entry.</li> <li>• Combine photos or other materials from the same collection into a single citation. See <a href="http://nhd.org/annotated-bibliography">nhd.org/annotated-bibliography</a>.</li> <li>• Separate your bibliography into two sections: one for primary sources and one for secondary sources.</li> <li>• Do not attach primary or secondary materials to your annotated bibliography.</li> <li>• Do not include your annotated bibliography in the word count.</li> </ul> <p>Each citation must include a brief annotation. The purpose of the annotation is to provide information about your research process, not to provide analysis to circumvent the word count. Each annotation must be no more than two or three sentences. The annotation should explain the following:</p> <ul style="list-style-type: none"> <li>• How you used the source</li> <li>• How the source helped you to understand the topic</li> </ul> <p>Use annotations to explain your reasoning for classifying any sources that are not clearly primary or secondary. Classifying a source as both primary and secondary is inappropriate.</p> |
| 20. | <p><b>Style Guides</b></p> <p>Citations and bibliographic references must follow the most recent edition of one of the two permitted style guides below. Regardless of which manual you use, the style must be consistent throughout all written material.</p> <ol style="list-style-type: none"> <li>1. <i>The Chicago Manual of Style</i> by the University of Chicago Press</li> <li>2. <i>MLA Handbook</i> by the Modern Languages Association of America</li> </ol> <p><b>Note:</b> Historians prefer <i>The Chicago Manual of Style</i> because its footnote/endnote formatting works best for historical sources. However, NHD accepts the <i>MLA Handbook</i> because of its widespread use in many schools.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |