

HANDOUT: PROCESS PAPERS AND ANNOTATED BIBLIOGRAPHIES

Your Process Paper and Annotated Bibliography are important parts of the judging process. These are the first things that judges read, so you don't want to save this part of your History Day project until the last minute. The written materials include three parts:

1. TITLE PAGE

- Title of Entry
- Student Name(s)
- Age Division and Entry Category
- Word Count:
 - **Exhibit:** Include the student-composed word count for the exhibit and the total word count in the process paper along with the total time of multimedia included in the exhibit.
 - **Documentary and Performance:** Include the total word count in the process paper
 - **Paper:** Include the total word count in the paper and the total word count in the process paper
 - **Website:** Include this information on the homepage of your website. Include the student-composed word count for the website, the total word count in the process paper and the total time of multimedia included in your website.
- DO NOT include your grade, school name or teacher name!

Title Name Junior Division Historical Paper Paper Length: 2,234 words Process Paper Length: 487 words	Title Name and Name Junior Division Group Exhibit Student-composed Words:493 Process Paper Words: 457 Multimedia Length: 1:45 minutes	Title Name Senior Division Individual Performance Process Paper: 425 words	Title Name Senior Division Individual Documentary Process Paper: 410 words
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2. PROCESS PAPER

(500 words, 4-5 Paragraphs)

- How did you choose your topic and how does it relate to the annual theme?
- How did you conduct your research? (What types of sources, like newspapers, documents, interviews, etc., did you use?)
- How did you create your project?
- What is your historical argument?
- In what ways is your topic significant in history? (Don't forget to include your theme connection!)

3. ANNOTATED BIBLIOGRAPHY

Separate into primary and secondary sources and alphabetize. Use MLA or Turabian guide for your citations. Use a two-sentence annotation format:

- How did you use this source?
- How did this source help you understand your topic?

Your annotations can go to three sentences, but you do not want to go over three.

REMEMBER: All materials must be printed on plain white paper and stapled in the upper left-hand corner. NO COVERS! NO ARTWORK OR SPECIAL PAPERS! Bring at least four copies of your process paper when you are judged.