

HANDOUT: PROCESS PAPERS AND ANNOTATED BIBLIOGRAPHIES

Your Process Paper and Annotated Bibliography are important parts of the judging process. These are the first thing 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
 - **Documentary and Performance:** Include the total word count in the process paper
 - **Paper:** include the total word count in the paper
 - **Website:** Include this information on the homepage of your website. Include the student-composed word count for website and the total word count in the process paper
- DO NOT include your grade, school name or teacher name!

Title	Title	Title	Title
Name Junior Division Historical Paper Paper Length: 2,234 words	Names Junior Division Group Exhibit Student-composed Words: 489 Process Paper: 410 words	Name Senior Division Individual Performance Process Paper: 425 words	Name Senior Division Individual Documentary Process Paper: 410 words

2. PROCESS PAPER

(500 words, 4-5 Paragraphs)

- How did you get the idea for this topic?
- Where did you go for your research?
What types of sources (newspapers, documents, interviews, etc.) did you use?
- How has your understanding of this topic changed as you have worked on your research?
- How did you put your presentation together? What skills did you learn?
- How does your topic relate to the theme "**Leadership and Legacy in History?**" Why is this topic important in history?

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:

- What is this source?
- How was it useful to your project?

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.