**How to create a 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.** You must conclude your description with an explanation of the relationship of your topic to the contest theme.

**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)
* The contest division, which will be Junior Group OR Individual Division and the category (documentary, exhibit, paper, performance, website) in which you are entered.
* Do not include your age, grade or school name.

1. The first section should explain how you chose your topic.
2. The second section should explain how you conducted your research.
3. The third section should explain how you selected your presentation category and created your project.
4. The fourth section should explain how your project relates to the NHD theme, which is leadership and legacy this year. You MUST relate to either leadership or legacy… you can relate your topic to BOTH if it works.

**How to create Citations/Bibliographies**

To record the information the two acceptable styles of writing for NHD projects are Turabian and MLA. Historians use Turabian but we know that many classes in middle school and high school teach the MLA style. It does not matter which of these two styles you use, but it is important to be consistent. For help with questions of citations, you can check out Turabian or MLA guides from your local library.

**Annotated Bibliography**

An annotated bibliography is required for all categories. The annotations for each source must explain how the source was used and how it helped you understand your topic. You should also use the annotation to explain why you categorized a particular source as primary or secondary. Sources of visual materials and oral interviews, if used, must also be included. List only those sources that you used to develop your entry. An annotation normally should be only 1-3 sentences long.

**Source (example):**

* Bates, Daisy. The Long Shadow of Little Rock. 1st ed. New York: David McKay Co. Inc., 1962.
* **Annotation (example):**

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.

**In your Bibliography make sure to classify sources as a primary or secondary source**: You should use the annotation to explain why you categorized a particular source as primary or secondary, If that is likely to be at all controversial. Historians do sometimes disagree and there's not always one right answer, so justify your choice to the judges.

**What to do with secondary sources which include primary materials:** You also may use the annotation to explain that a book or other secondary source included several primary sources used for the paper. Examples: "This book included three letters between person X on the frontier and person Y back in New England, which provided insight into the struggles and experiences of the settlers." "This book provided four photos of settlers on the Great Plains and their homes, which were used on the exhibit." Please note that the materials included in secondary sources, like your text book, are not primary in this instance because they have been taken out if their original context. For example, an image of a painting may have been cropped, or a letter may be missing sentences.

**How do I give a fuller explanation of credits for documentaries?** You are supposed to give credit in the documentary itself for photos or other primary sources, but you can do this in a general way, such as by writing, "Photos from: National Archives, Ohio Historical Society, A Photographic History of the Civil War" rather than listing each photo individually in the documentary credits, which would take up too much of your allotted 10 minutes. You then must use the annotation in the bibliography to provide more detailed information.