

# RULES FOR ALL HISTORY DAY PROJECTS

The following rules apply to History Day projects in all categories. This is a summary from the [National History Day Contest Rule Book](#). **It is your responsibility to make sure your project follows all the History Day rules.** Please read the rulebook for more information!

## Project Creation

- I created my project this year. I have not reused any part of a previous project (mine or anyone else's).
- This is the only History Day project that I have created this year.
- This is a new topic. I have not done a History Day project on this topic before.
- I have credited the sources of all my information. I have not plagiarized.
- My topic connects to the History Day annual theme (*Communication in History*).
- I have researched, designed, and created the entry. The only help I got from other people was other group members or adults within reason (See NHD Rulebook).
- **Groups:** We all worked together on the project. All group members are listed with the project.

## Counting Words in History Day Projects

There are size limits for projects in all History Day categories. The limit is usually a combination of words and/or time. Limits keep projects to a manageable size. Pay attention to the way words are counted. You will have to count the words in your project and accurately include this information with your project.

### Required Written Materials (All Categories)

Item	Do the words count?	Explanation
Process paper	Yes	All the words in the process paper count toward the process paper's 500-word limit.
Title page and annotated bibliography	No	Words in the title page and annotated bibliography do not count.

### Categories: How to Count Words

Item	How many words?	Explanation
December 7, 1941	One	A date counts as one word.
365 or forty-eight	One	A number counts as one word.
A cow jumped over the moon.	Six	Words such as "a," "the," and "of" count as one word each.
John Quincy Adams	Three	Each word in a name is counted individually.
mid-September or up-to-date	One	A hyphenated word counts as one word.
Eighteenth-century politics	Two	A hyphen is needed in "eighteenth-century" because it is a compound adjective. By contrast, "in the eighteenth century" is four words.

**The category-specific rules have more information on what should be included in the total word count for your category.**

## Disqualification

Disqualification is when an entry is removed from competition. The contest coordinator is able to disqualify an entry for the following reasons related to academic integrity:

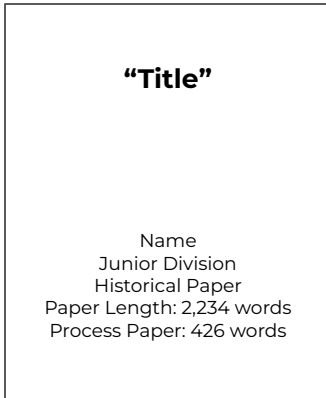
- Entering a project in multiple contests or entry categories within a contest year
- Reusing, individually or as a group, a project (or research from a project) from a previous year
- Plagiarizing
- Tampering with or removing any part of another entry during a competition

Rule infractions (such as going over the time, size, or word limit) may keep your entry from advancing. Rule infractions, however, are not grounds for disqualification from a competition.

# REQUIRED WRITTEN MATERIALS

You need supporting written documents in addition to your project itself. Judges will look at these materials when they review your entry. When assembling these materials, put them in the following order.

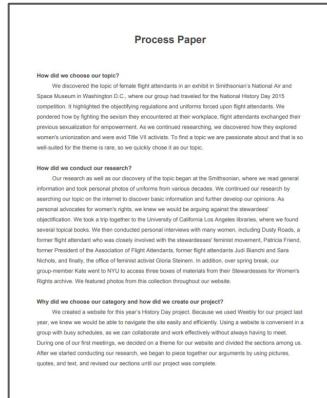
## Title Page



The title page includes:

- Entry title
- Student name(s)
- Division
- Category
- Word counts for project and process paper

## Process Paper

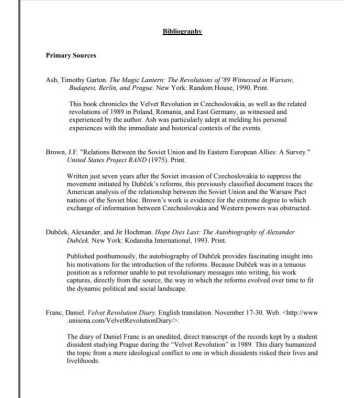


You will need one process paper for each entry. In a group, students will work together to create it. The process paper should be 500 words or fewer. It should not have quotes, images, or captions.

You can write your process paper as an essay, or question-and-answer format. You will discuss:

- How did you choose your topic and how does it relate to the annual theme?
- How did you conduct your research?
- How did you create your project?
- What is your historical argument (thesis)?
- In what ways is your topic significant in history?

## Annotated Bibliography



Your bibliography should list all the sources you used to develop your project. Your citations should be either in MLA or Turabian format. Divide your bibliography into at least two sections - primary and secondary sources.

Each citation should have an annotation. Each annotation should be no longer than 2-3 sentences. The annotation should explain:

- How you used the source
- How the source helped you to understand the topic

## Preparing Your Written Materials

The way you will prepare these materials will differ based on the type of competition in which you are participating.

In-Person Contest	Virtual Contest
<p>Follow the contest coordinator's instructions carefully. In general, you will need to <b>print your materials in advance</b>. Bring the required number of copies with you to the event <i>already printed</i>.</p> <p><b>Format:</b> 1-inch margins and 12 point font.</p> <p><b>Print:</b> Use plain, white 8.5 x 11 paper. You can print single or double-sided. Staple materials in upper-lefthand corner. DO NOT put these materials in a binder or folder.</p> <p><b>Website</b> students will upload these materials to the website itself. You do not need to bring additional copies of these materials to the event.</p>	<p>Follow the contest coordinator's instructions carefully. In general, you will:</p> <ul style="list-style-type: none"> <li>• Use 1-inch margins and 12 point font</li> <li>• Combine into one file</li> <li>• Make sure they are in the following order:             <ul style="list-style-type: none"> <li>○ Title Page</li> <li>○ Process Paper</li> <li>○ Annotated Bibliography</li> </ul> </li> <li>• Save the file as a PDF</li> <li>• Rename your PDF file to include you (and any group members') names</li> </ul> <p><b>Website</b> students will upload these materials to the website itself.</p>

# RULES: WEBSITE

The following rules apply to History Day projects in the Website category. This is a summary of the [National History Day Contest Rule Book](#). **It is your responsibility to make sure your project follows all the History Day rules.** Read the rulebook for more information!



## You must use NHDWebCentral to create your Website

You must use NHDWebCentral (the NHD website editor) to create your site: [nhd.org/nhdwebcentral](http://nhd.org/nhdwebcentral).



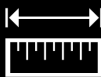
## Website is an original creation

Your Website is a reflection **your** research and analysis. You may receive reasonable help from others, but you must be the sole author. All the information you use from others must be attributed and cited. Failure to do so is plagiarism. For example:

- Another person may show you how to use the editor, but you must build yourself.
- Others may review your work and offer suggestions, but you must make any changes.

You may use professional photographs, graphics, video, recorded music, etc. within the web site. These items will help provide evidence to **support** your ideas, but should **not overwhelm** your ideas.

- Integrate these materials into the Website.
- Credit these materials within the Website and cite them in your annotated bibliography



## Website can be no larger than 100 MB

NHDWebCentral will automatically limit the size of your Website. It can be no larger than 100 MB. Resize your files before uploading!



## One page of your Website is the home page and connect to all other pages

All pages of your Website should be connected with navigational links. One page of the Website must be a home page and include:

- Your name(s)
- Entry title
- Division and category
- Number of visible, student-composed words in site
- Total length of multimedia
- Number of words in the process paper
- The main menu that directs viewers to the various sections of the site
- The home page must **not** include the name of your teacher or your school.

While not required, the home page is a great place to include your thesis. The thesis **will** count towards the word limit.



## No more than three minutes media

Your site may have no more than 3 minutes total media.

- This can be audio, video, or both.
- You can divide this media up into smaller clips, as long as the total does not go over three minutes.

You may record quotes and primary source materials for dramatic effect, but you may not narrate your own compositions or other explanatory material.



## Website contains no more than 1,200 visible, student-composed words

### Counts to Limit

Text that you write, including captions, graphs, timelines, multimedia, etc.

### Does Not Count

- Code used to build the site and alternate text tags on images
- Required source credits
- Recurring menus, titles, and navigation instructions
- Primary or secondary materials or quotes
- Required home page elements
- The annotated bibliography and process paper



## Credits are in the Website for all quotes and visual sources

All quotes and visual sources (e.g., photographs, paintings, charts, graphs) must be credited on the Website and cited in your annotated bibliography.

- Source credits are brief - not the full bibliographic citation.
- A credit usually includes the title/name, date, and source.
- Your source credits do not count toward the word limit.
- Additional descriptive or analytical text in a caption will count towards a word limit.



Alice Paul, 1918. Library of Congress



## No links to external websites

You may not use content that is hosted on an external website or link to external websites. You must remove the hyperlink from all URLs listed within your on-screen source credit. The only exception to this rule is to provide a link to a multimedia player, if needed.



## Process paper and annotated bibliography within Website

The general NHD rules require a process paper and annotated bibliography with each project. In the Website category, these materials must be:

- Uploaded to the Website as PDF files
- Included in the navigational structure of Website