WRITTEN MATERIALS GUIDE

All applicants must submit the following written materials **in addition to** creating the project itself. These materials must be submitted with the online Project Application, due January 15, 2025. This guide provides a brief overview of the requirements; see the **NHD Rule Book** for complete rules.
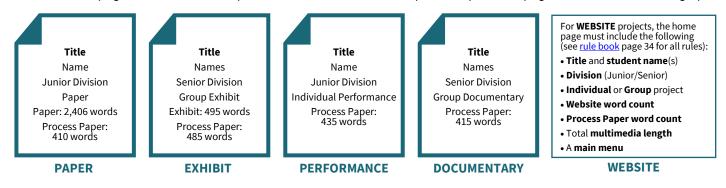
Title Page
Process Paper
Annotated Bibliography

For more information about the Northeast Georgia NHD Regional Contest, visit:
www.georgiacenter.uga.edu/nhd

TITLE PAGE (Rule 17)

A title page is required as the first page of written material in every category. Your title page must include **all and only** of the following: title of your entry, your name(s), Division (Junior/Senior), Project Type (Individual/Group), Category, and applicable word counts. Your title page is **not** included in any word count. See below for examples of required title page elements for each category:

Title
Name
Junior Division
Paper
Paper: 2,406 words
Process Paper: 410 words

PAPER

Title
Names
Senior Division
Group Exhibit
Exhibit: 495 words
Process Paper: 485 words

EXHIBIT

Title
Name
Junior Division
Individual Performance
Process Paper: 435 words

PERFORMANCE

Title
Names
Senior Division
Group Documentary
Process Paper: 415 words

DOCUMENTARY

For **WEBSITE** projects, the home page must include the following (see rule book page 34 for all rules):
- **Title** and **student name**(s)
- **Division** (Junior/Senior)
- **Individual** or **Group** project
- **Website word count**
- **Process Paper word count**
- Total **multimedia length**
- A **main menu**

WEBSITE

PROCESS PAPER (Rule 18)

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. The process paper words are counted separately and are not part of the project word count in the Paper, Exhibit, or Website categories. Your process paper should answer the following questions:

1. How did you choose your topic and how does it relate to the annual theme?
2. How did you conduct your research?
3. How did you create your project?
4. What is your historical argument?
5. In what ways is your topic significant in history?

For **WEBSITE** projects, the **Process Paper** and **Annotated Bibliography** must be included as an integrated part of the website.
- They must be in PDF format.
- They must be included in the navigational structure.

WEBSITE

ANNOTATED BIBLIOGRAPHY (Rule 19)

An annotated bibliography is required for all categories. Your annotated bibliography must follow these requirements:

- List all sources that you consulted in developing your entry.
- Combine photos or other materials from the same collection into a single citation.
- Separate your bibliography into two sections: one for primary sources and one for secondary sources.
- Do not attach primary or secondary materials to your annotated bibliography.
- Do not include your annotated bibliography in the word count.
- See **nhd.org/annotated-bibliography**

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:

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

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.

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.

1. *The Chicago Manual of Style* by the University of Chicago Press
2. *MLA Handbook* by the Modern Languages Association of America