

# 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
  - **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 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 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?

**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.