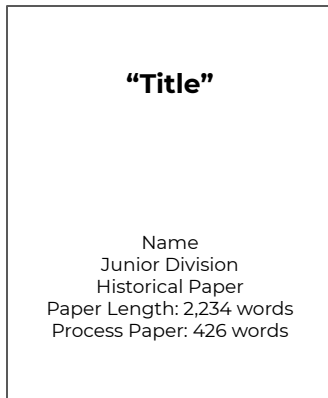


# REQUIRED WRITTEN MATERIALS

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.

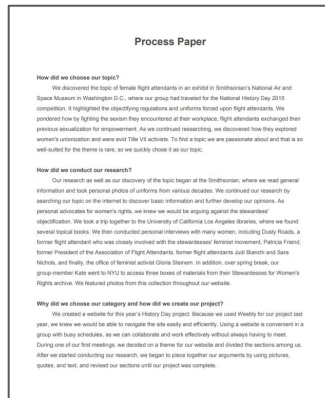
## Title Page



The title page includes:

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

## Process Paper

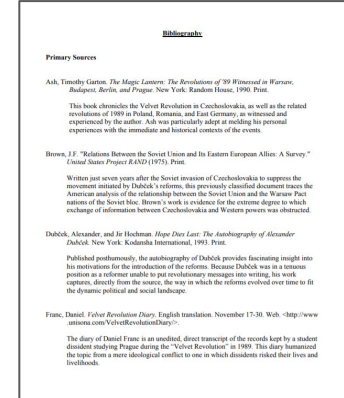


You will need one process paper for each entry. In a group, students will work together to create it. The process paper should be 500 words or fewer. It should not have quotes, images, or captions.

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>