

# Title Page/Process Paper Check-List

Name(s): \_\_\_\_\_  
Topic: \_\_\_\_\_

## **Title Page:**

\_\_\_\_\_ Title is specific and includes the theme (or synonyms)

\_\_\_\_\_ Title is capitalizes and 1/3 way down the page

\_\_\_\_\_ Full name(s) is on the page.

\_\_\_\_\_ Junior Division is listed

\_\_\_\_\_ Category of project is listed (Individual/Group **and** Exhibit/Documentary/Performance/Website)

\_\_\_\_\_ Lists the number of words in the process paper (Process Paper: \_\_\_\_\_ words)

\_\_\_\_\_ Lists the number of student composed words (Student-composed words: \_\_\_\_\_)  
(Only Websites and Exhibits)

\_\_\_\_\_ Single Spacing

## **Process Paper:**

\_\_\_\_\_ Paragraph 1: Introduces your topic, explains how you chose your topic.

\_\_\_\_\_ Paragraph 2: Explains how you did your research and what sources were the most helpful.

\_\_\_\_\_ Paragraph 3: Explains why you chose the type of project and how you put your project together.

\_\_\_\_\_ Paragraph 4: Explains how your topic relates to the theme and why your topic is important in history.

\_\_\_\_\_ Spelling and Grammar are correct

\_\_\_\_\_ No more than 500 words

\_\_\_\_\_ Double Spaced