

Rules Verification Checklist – Historical Paper

Student Name	
Paper Title	
Word count of paper	

GENERAL RULES

√	Requirement:
	My topic clearly relates to the annual theme.
	This is an original entry. I have only participated in one entry.
	I have researched and written this paper in the last year.
	I certify that this is my original work. I have not used any improper assistance. Credit has been given properly.
	My paper has a title page containing the title of the paper, the name of the author, Junior OR Senior Division, Historical Paper, and the word count of the paper. No other information (school, state, teacher, course) is contained on this page.
	Following my paper, there is an annotated bibliography that contains: <ul style="list-style-type: none"> ○ a complete list of all sources used to create this entry separated into primary and secondary sources ○ annotations for each entry
	I understand that using someone else’s work without properly crediting it is plagiarism and will result in disqualification.

PAPER RULES

√	Requirement:
	The paper is between 1,500 and 2,500 words (including quotations from primary and secondary source documents).
	If I have included an appendix (this is not required), any images in the appendix are directly referenced in the text of the paper.
	I have chosen a method of citation (footnotes, endnotes, or internal citations) and have credited sources throughout my paper.
	My paper is typed or legibly handwritten on 8.5 x 11-inch paper with 1-inch margins on all sides.
	My paper is double-spaced and is printed in 12-point font.
	I have numbered my pages.
	My paper is stapled in the top left hand corner. I have not enclosed the paper in a binder or cover of any kind.

I certify that this National History Day project is the result of my unique academic work. All assistance and sources are properly credited.

Signed _____

Date: _____



Rules Verification Checklist – Exhibit

Student Name(s)	
Exhibit Title	
Number of student-composed words on board	
Word count of process paper	

GENERAL RULES

√	Requirement:
	My/our topic clearly relates to the annual theme.
	This is an original entry. Each participant has only participated in one entry.
	I/we have researched and built this exhibit in the last year.
	I/we certify that this is my/our original work. I/we have not used any improper assistance. Credit has been given properly.
	I/we understand the rule prohibiting costumes and historical materials other than that contained in the exhibit itself.
	I/we understand that using someone else’s work without properly crediting it is plagiarism and will result in disqualification.

WRITTEN MATERIALS

√	Requirement:
	I/we have supplied a title page on the front of our process paper (4 copies). The title page includes: <ul style="list-style-type: none"> the title of the exhibit, the names of the creator(s), Junior OR Senior Division, Individual OR Group Exhibit, count of of student-composed words on board, and word count of process paper. No other information (school, state, teacher, course) is contained on this page.
	I/we have supplied a process paper (4 copies). The process paper (500 words or fewer) addresses: <ul style="list-style-type: none"> how I/we chose our topic how I/we conducted our research how I/we selected to make an exhibit and constructed this exhibit how my/our project relates to the NHD theme
	Following the process paper, there is an annotated bibliography that contains: <ul style="list-style-type: none"> a complete list of all sources used to create this entry separated into primary and secondary sources annotations for each entry

EXHIBIT RULES

√	Requirement:
	My/our exhibit meets the size requirements: <ul style="list-style-type: none"> The exhibit is no larger than 40 inches wide, 30 inches deep, and 6 feet high OR If the exhibit is circular or rotating, it is no more than 30 inches in diameter
	My/our exhibit contains 500 or fewer student-composed words (excluding brief citations that credit sources.)
	I/we know that any media devices must not run for more than three minutes. I/we know that any student narration in the media will count towards the 500-word limit.
	I/we have credited all sources on the exhibit itself and cited all sources in the annotated bibliography.

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

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Rules Verification Checklist – Performance

Student Name(s)	
Performance Title	
Word count of process paper	

GENERAL RULES

√	Requirement:
	My/our topic clearly relates to the annual theme.
	This is an original entry. Each participant has only participated in one entry.
	I/we have researched and developed this performance in the last year.
	I/we certify that this is my/our original work. I/we have not used any improper assistance. Credit has been given properly.
	I/we understand that using someone else’s work without properly crediting it is plagiarism and will result in disqualification.

WRITTEN MATERIALS

√	Requirement:
	I/we have supplied a title page on the front of our process paper (4 copies). The title page includes: <ul style="list-style-type: none"> the title of the performance, the names of the creator(s), Junior OR Senior Division, Individual OR Group Performance, and word count of process paper. No other information (school, state, teacher, course) is contained on this page.
	I/we have supplied a process paper (4 copies). The process paper (500 words or fewer) addresses: <ul style="list-style-type: none"> how I/we chose our topic how I/we conducted our research how I/we selected to create a performance and developed this performance how my/our project relates to the NHD theme
	Following the process paper, there is an annotated bibliography that contains: <ul style="list-style-type: none"> a complete list of all sources used to create this entry separated into primary and secondary sources annotations for each entry

PERFORMANCE RULES

√	Requirement:
	The performance is fewer than ten minutes from start to finish.
	I/we can set up the performance in five minutes or fewer.
	I/we can clean up from the performance in five minutes or fewer.
	I/we understand that the performance time begins after the title of the entry and the name(s) of the participants are announced.
	I/we understand that we may use media devices, but I/we have to operate these devices during the performance.
	I/we are responsible for gathering costumes and props for the performance.

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

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Date: _____

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Date: _____



Rules Verification Checklist – Documentary

Student Name(s)	
Documentary Title	
Run time of Documentary	
Word count of process paper	

GENERAL RULES

√	Requirement:
	My/our topic clearly relates to the annual theme.
	This is an original entry. Each participant has only participated in one entry.
	I/we have researched and created this documentary in the last year.
	I/we certify that this is my/our original work. I/we have not used any improper assistance. Credit has been given properly when appropriate.
	I/we understand the rule prohibiting costumes and historical materials other than that contained in the documentary.
	I/we understand that using someone else's work without properly crediting it is plagiarism and will result in disqualification.

WRITTEN MATERIALS

√	Requirement:
	I/we have supplied a title page on the front of our process paper (4 copies). The title page includes: <ul style="list-style-type: none"> • the title of the documentary, the names of the creator(s), Junior OR Senior Division, Individual OR Group Documentary, and word count of process paper. No other information (school, state, teacher, course) is contained on this page.
	I/we have supplied a process paper (4 copies). The process paper (500 words or fewer) addresses: <ul style="list-style-type: none"> • how I/we chose our topic • how I/we conducted our research • how I/we selected to make a documentary and developed this documentary • how my/our project relates to the NHD theme
	Following the process paper, there is an annotated bibliography that contains: <ul style="list-style-type: none"> ○ a complete list of all sources used to create this entry separated into primary and secondary sources ○ annotations for each entry

DOCUMENTARY RULES

√	Requirement:
	The documentary is less than ten minutes in length (from the first frame to the end of the credits).
	I/we can set up the documentary in five minutes or fewer.
	I/we can clean up any equipment used to play the documentary in five minutes or fewer.
	I/we know how to run the equipment and have practiced doing so.
	I/we understand that the title of the entry and the name(s) of the participant(s) are announced before the documentary begins. I/we understand that other commentary or live narration are prohibited.
	The documentary is my/our original academic work.
	I/we operated all equipment, including editing software
	The only voices or images on the documentary belong to members of the group or the people we interviewed. I/we have provided any narration, voice-overs, or dramatizations.
	I/we have credited and cited all sources in the annotated bibliography as well as in the credits of the documentary itself.
	I/we have included a readable list of credits that acknowledges the sources of our photographs, images, video, music, film, and media clips.
	I/we know that the judges cannot interact with the equipment in any way and that the documentary must play on its own.

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

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Date: _____



Rules Verification Checklist – Website

Student Name(s)	
Website Title	
Number of student-composed words on website	
Word count of process paper	

GENERAL RULES

√	Requirement:
	My/our topic clearly relates to the annual theme.
	This is an original entry. Each participant has only participated in one entry.
	I/we have researched and created this website in the last year.
	I/we certify that this is my/our original work. I/we have not used any improper assistance. Credit has been given properly.
	I/we understand that using someone else’s work without properly crediting it is plagiarism and will result in disqualification.

WRITTEN MATERIALS

√	Requirement:
	Website has no more than 1,200 student-composed words, excluding: <ul style="list-style-type: none"> • brief citations that credit sources • recurring menus, titles, and navigation instructions • word count notifications • primary sources • process paper • annotated bibliography
	I/we have supplied a process paper within the website. The process paper (500 words or fewer) addresses: <ul style="list-style-type: none"> • how I/we chose our topic • how I/we conducted our research • how I/we selected to make a website and constructed this website • how my/our project relates to the NHD theme
	There is an annotated bibliography within the website that contains: <ul style="list-style-type: none"> ○ a complete list of all sources used to create this entry separated into primary and secondary sources ○ annotations for each entry

WEBSITE RULES

√	Requirement:
	<p>One page must be a home page including:</p> <ul style="list-style-type: none"> • title • name(s) of participants • Junior Division OR Senior Division • number of student-composed words in the website • number of words in the process paper • menu to access the other parts of the website
	All pages can connect by clicking links. I have checked all of my links to make sure that they work.
	I/we have no more than four (4) minutes of multimedia (music and video) in the entire website.
	I/we have all materials (pictures, primary sources, multimedia) included in the website, not linked to another website.
	I/we have credited all materials (pictures, primary sources, multimedia) where they are placed in the website and in the annotated bibliography included in the website.
	I/we know the website can be viewed on multiple browsers (Firefox, Google Chrome, etc.)
	I/we have submitted the URL before the date listed for judging.

I/we certify that this National History Day project is the result of my/our unique academic work. All assistance and sources are properly credited.

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