

# RULES FOR ALL CATEGORIES

**NOTE:** These have been changes to some rules. Please read the Summary of Rules Changes at the end of this section.

## A. General Rules for All Categories

### **Rule 1: Annual Theme**

Your entry must be clearly related to the annual theme and explain your topic's significance in history.

### **Rule 2: Contest Participation**

You may participate in the research, preparation, and presentation of only one entry each year.

**NOTE:** *Do not share research with other students unless you are members of the same group and creating one entry together. It is not acceptable to have a common pool of research from which several entries are created.*

### **Rule 3: Individual or Group Entries**

A paper, individual exhibit, individual documentary, individual performance or individual web site must be the work of only one student. A group exhibit, group performance, group web site or group documentary must be the work of 2 to 5 students. All students in a group entry must be involved in the research, interpretation, and creation of the group's entry.

### **Rule 4: Development Requirements**

Entries submitted for competition must be researched and developed during the current contest year that begins following the national contest each June. *Revising or reusing an entry from a previous year –whether your own or another student's-is unacceptable and will result in disqualification.*

### **Rule 5: Construction of Entry**

You are responsible for the research, design, and creation of your entry. You may receive help and advice from teachers and parents on the mechanical aspects of creating your entry:

1. You may have help typing your paper and other written materials.
2. You may seek guidance from your teachers as you research and analyze your material, but your conclusions must be your own.
3. You may have photographs and slides commercially developed.
4. You may have reasonable help cutting out your exhibit backboard or performance props (e.g., a parent uses a cutting tool to cut the board that you designed).

**Note:** *Objects created by others specifically for use in your entry violate this rule. For example, a parent takes photographs or an artist draws the backdrop for your exhibit or performance. You may receive reasonable help in carrying and placing props and exhibits.*

### **Rule 6: Contest Day Set-up**

You are responsible for setting up your own exhibits, equipment or props at the contest. You may have reasonable help carrying them, but set-up must be completed by you (and your group members if applicable) only.

**Rule 7: Supplying Equipment**

You are responsible for supplying all props and equipment at each level of competition. All entries should be constructed keeping transportation, set-up time, size and weight in mind (e.g., foam core v. solid oak exhibit or folding table v. antique desk for a performance). Projection screens for documentaries and performances may be provided if requested but are not guaranteed. DVD players for the Documentary category will be available. Students may provide their own computers and software if they prefer. Pianos and Internet access are not guaranteed except in website judging locations.

*Note: Be prepared; bring extensions cords if needed and check with your contest coordinators about the availability of special equipment.*

**Rule 8: Discussion with Judges**

You should be prepared to answer judges' questions about the content and development of your entry, but you may not give a formal, prepared introduction, narration or conclusion. Let the judges' questions guide the interview. Ultimately, your entry should be able to stand on its own without any additional comments from you.

*Note: You should be prepared to explain the design, research, and creation of your entry if questioned by the judges. Judges need to know that your entry is the result of your own work.*

**Rule 9: Costumes**

You are not permitted to wear costumes that are related to the focus of your entry during judging, except in the performance category. It is strongly advised that students not wear any clothing with the name of their school on it. It is requested that students come dressed appropriately for the interview.

**Rule 10: Prohibited Materials**

Items potentially dangerous in any way (original form or replica)—such as weapons, firearms, animals, organisms, plants, etc.—are strictly prohibited. Please see the Broward County Student Code of Conduct Book. Please contact your teacher and contest coordinator to confirm guidelines before bringing the replica to a contest.

**Rule 11: Title**

Your entry must have a title that is clearly visible on all written materials.

**B. Required Written Materials for all Entries****Rule 12: Written Materials**

Entries in all categories except historical papers must include **four** copies of the following written materials in the following order:

1. A title page as described in Rule 13.
2. A process paper as described in Rule 14 (process papers are not needed for historical paper entries)
3. An annotated bibliography as described in Rule 15. These materials must be typed or neatly printed on plain white paper and stapled together in the top left corner. **Do not enclose them in a cover or binder.**

### Rule 13: Title Page

A title page is required as the first page of written material in every category. Your title page must include only the title of your entry, your name(s) and the contest division and category in which you are entered. For participation in the County Fair, schools will be assigned an entry number which must be listed on all written information.

**Note:** *The title page must not include any other information (pictures, graphics, borders, school name, or grade) except for that described in this rule.*

TITLE
STUDENT(S) NAME(S)
DIVISION
CATEGORY

(e.g. Individual/Group, Exhibit, Documentary, Performance, Web Site)

### Rule 14: Process Paper

A process paper is a description of no more than 500 words explaining how you conducted your research and created and developed your entry. All categories except historical papers must include a process paper with their entry. Websites should include the process paper on the site as well. The process paper should address the following four sections: (1) how you chose your topic, (2) how you conducted your research, (3) how you selected your presentation category and created your project and (4) how your project relates to the annual theme. A sample process paper can be found at the end of this booklet. Indicate the word count.

### Rule 15: Annotated Bibliography

An annotated bibliography is required for all categories. Websites should include the annotated bibliography on the site. It should contain all sources that provided usable information or new perspectives in preparing your entry. You will look at many more sources than you actually use. *You should list only those sources that contributed to the development of your entry.* Sources of visual materials and oral interviews must be included. The annotations for each source must explain how you used the source and how it helped you understand your topic. Annotations of web sites should include a description of who sponsors the site. For example:

Bates, Daisy. *The Long Shadow of Little Rock*, New York; David McKay Co., Inc., 1962.

Daisy Bates was the president of the Arkansas NAACP and the one who met and listened to the students each day. This first hand account was very important to my paper because it made me more aware of the feelings of the people it involved.

**NOTE:** *Oral history transcripts, correspondence between you and experts, questionnaires and other primary or secondary materials used as sources for your entry should be cited in your bibliography but not included as attachments to your bibliography.*

**Rule 16: The Separation of Primary and Secondary Sources**

You are required to separate your bibliography into primary and secondary sources (list primary sources first).

**NOTE:** *Some sources may be considered as either primary or secondary. Use your annotations to explain your reasoning for classifying any sources that are not clearly primary or secondary. Listing a source under both primary and secondary is inappropriate.*

**Rule 17: Style Guides**

Style for citations and bibliographic references must follow the principles in one of the following style guides:

- (1) Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.
- (2) Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5<sup>th</sup> edition.

*Regardless of which manual you use, the style must be consistent throughout the paper.*

**Rule 18: Plagiarism**

You must acknowledge in your annotated bibliography all sources used in your entry. *Failure to credit sources is plagiarism and will result in disqualification.*

**C. Contest Participation****Rule 19: Entry Procedure**

At each contest level you must register and meet specific deadlines and procedures established by your contest coordinator. For the Broward County History Fair the school coordinator must submit a paper entry for each project. **You may submit only one entry for each category.**

**Rule 20: Entries to National Competition**

Each state is limited to no more than two entries per contest category in the national contest. Ties at state contests will be resolved at the state level.

**Rule 21: National Competition Attendance**

Individual students and groups must be present for an entry to be judged at the national contest.

**Rule 22: Automatic Disqualifications**

Failure to submit a process paper, title page, and/or annotated bibliography will result in automatic disqualification. Failure to submit 4 copies of each of the above will result in disqualification.

Websites should have the process paper and bibliography included on the site. All materials for the exhibits must be brought the night before with the exhibit.

## Summary of Significant Changes to *Contest Rule Book*

August 2014

National History Day has revised the *Contest Rule Book*, effective with the beginning of the 2014-15 contest year. Changes to the rules impact student participation at each level of the competition. While the NHD contest is not focused solely on rules, the *Contest Rule Book* sets forth the foundation for the entire program and establishes a consistent and fair footing for the contest cycle, from school level to the National Contest. NHD strongly recommends that teachers review the entire *Contest Rule Book*, available at [www.nhd.org](http://www.nhd.org), and share it with students. Below is a summary of the major changes. Please refer to the *Contest Rule Book* for exact wording, full explanations, and examples of these changes. Please also thoroughly read the expanded "Definitions" section for clear explanations of common terms. Contact your affiliate coordinator with any questions.

### New Rules

#### **Exhibit: Credits of Visual Sources Required on Exhibits**

Students must include a brief credit, on the exhibit itself, for all visual sources (e.g., photographs, paintings, charts, graphs, etc.). They also must fully cite these sources in their annotated bibliography. (See: *IV. Individual Category Rules – B. Exhibit, Rule B4, pages 24-25.*)



- ✓ Keep in mind that a credit will be much briefer than a full citation. For example: The credit below includes the organization where this picture can be found (Library of Congress) but does NOT include the details that are part of the bibliographic citation.
- ✓ Students may consider including these credits in a smaller font, below the image on the exhibit, similar to how a credit appears in a book. These brief credits do NOT count toward the student-composed word count.

Alice Paul, 1918, Library of Congress      *(A brief, factual **credit** is required and does not count toward 500 word limit)*

Alice Paul was responsible for the campaign for women's suffrage and the introduction of the Equal Rights Amendment.      *(A student-written **caption** counts toward 500-word limit)*

#### **Required Documentation of Word Counts for All Categories**

Students must document the word count for projects in all categories. Refer to the *Contest Rule Book* for category word limits as well as guidance on determining word counts in each category. (See: *III. Rules for All Categories – Rule 14, page 17 and IV. Individual Category Rules – E. Website, Rule E3, page 32.*)

- ✓ Paper: Total number of words in paper included on title page
- ✓ Exhibit: Number of student-composed words in exhibit and number of words in process paper included on title page
- ✓ Documentary and Performance: Number of words in process paper included on title page
- ✓ Website: Number of student-composed words in website and number of words in process paper included on website home page.

<b>Title</b>  Name Junior Division Historical Paper Paper Length: 2,234 words	<b>Title</b>  Names Junior Division Group Exhibit Student-composed words: 489 Process Paper: 410 words	<b>Title</b>  Name Senior Division Individual Performance Process Paper: 425 words	<b>Title</b>  Name Senior Division Individual Documentary Process Paper: 410 words
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**Website: Multimedia is Limited to No More than Four Minutes for Entire Website**

A website may contain multimedia, audio, video, or both, but the grand total for all multimedia used within the website may total no more than four minutes. Clips are no longer limited to just 45 seconds each. Rather, students have a grand total of four minutes to divide up at their discretion. It is the student's decision to divide up this overall media limit to best provide supporting evidence in their website. (See: *IV. Individual Category Rules – E. Website, Rule E4, page 32.*)

- ✓ Please note that any music or song that plays after a page loads is included in this total.
- ✓ A website could include many, smaller clips or include fewer, longer clips. The choice is up to the student.

**Website: Quotes and Visual Sources Must Be Credited Within Website**

Students must include a brief credit, in the website itself, for all VISUAL and WRITTEN sources (e.g., quotes, photographs, paintings, charts, graphs, etc.). They must also fully cite these sources in their annotated bibliography. (See: *IV. Individual Category Rules – E. Website, E5, page 33.*)

- ✓ Keep in mind that a credit will be much briefer than a full citation.
- ✓ These brief credits do NOT count toward the student-composed word count.

**Clarifications:** Reflecting frequently asked questions, NHD has clarified rules in the areas below.

**Disqualification vs. Rule Infraction** (See: *I. What is National History Day?, Definitions – Rule Infraction and Disqualification, page 6; III. Rules for All Categories – Rules 4, 6, and 19, pages 14-19.*)

A rule infraction is a violation of any of the rules stated in the *Contest Rule Book*. Failure to comply with the rules will count against an entry but will only result in disqualification as described below. Disqualification is removal from competition and results from any of the following violations:

1. Plagiarizing all or part of the NHD project, including failure to give proper credit.
2. Reusing, individually or as a group, a project (or research from a project) from a previous year, or entering a project in multiple contests or entry categories within a contest year.
3. Tampering with any part of the project of another student.

**After Entering the Competition Cycle, Students Cannot Add or Replace Group Members**

Once a group project enters the competition cycle (at either the Regional or Affiliate level, whichever is first), additional students may not be added and missing group members may not be replaced at that or subsequent competitions during that contest year. (See: *III. Rules for All Categories – Rule 3, page 14.*)

- ✓ Check with the contest coordinator about rules regarding contest attendance. Contest coordinators may or may not require that all group members be in attendance at a contest to be eligible to participate.