

## **NHD EXHIBIT - Category Rules**

An exhibit is a visual representation of your research and interpretation of your topic's significance in history, much like a small museum exhibit. Labels and captions should be used creatively with visual images and objects to enhance the message of your exhibit.

### **Rule 1: Size Requirements**

The overall size of your exhibit when displayed for judging must be no larger than 40 inches wide, 30 inches deep, and 6 feet high. Measurement of the exhibit does not include the table on which it rests; however, it would include any stand that you create and any table drapes. Circular or rotating exhibits or those meant to be viewed from all sides must be no more than 30 inches in diameter.

### **Rule 2: Media Devices**

Media devices (e.g., tape recorders, projectors, video monitors, computers) used in an exhibit must not run for more than a total of 3 minutes and are subject to the 500-word limit (Rule 3). Viewers and judges must be able to control media devices. Any media devices used must fit within the size limits of the exhibit—**not just a device to bypass the prohibition against live student involvement.**

NOTE: For example, a brief excerpt from a taped student-conducted oral interview or a dramatic reading might be appropriate, but taped commentary or analysis is inappropriate.

### **Rule 3: Word Limit**

There is a 500-word limit that applies to all text created by the student that appears on or as part of an exhibit entry. This includes the text you write for titles, subtitles, captions, graphs, timelines, media devices (e.g., video, slides, computer files) or supplemental materials (e.g., photo albums, scrapbooks, etc.) where you use your own words.

NOTE: A date counts as one word, while each word in a name is individually counted. For example, January 1, 2006 counts as one word, but John Quincy Adams counts as three.

Words such as "a," "the" and "of" are counted as one word each. Brief citations crediting the sources of illustrations or quotations included on the exhibit do not count toward the 500-word limit.

NOTE: Be careful that your message is clear and contained on the exhibit itself; judges have little time to review supplemental material. Extensive supplemental material is inappropriate. For example, oral history transcripts, correspondence between you and experts, questionnaires, and other primary or secondary materials used as sources for your exhibit should be cited in your bibliography but not included as attachments to your bibliography or exhibit.

## **Required Written Material**

### **Rule 12: Written Material**

Entries in all categories must include three copies of the following written material in the following order:

1. A title page as described in Rule 13.
2. A process paper as described in Rule 14
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.

NOTE: The title page must not include any other information (pictures, graphics, borders, school name, or grade)

### **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 paper must include a process paper with their entry. The process paper should include the following four sections:

- (1) explain how you chose your topic
  - (2) explain how you conducted your research
  - (3) explain how you selected your presentation category and created your project
  - (4) explain how your project relates to the NHD theme
- Go to [www.nhd.org](http://www.nhd.org) and in the Contest section click on Creating a Process Paper to view sample process papers.

### **Rule 15: Annotated Bibliography**

An annotated bibliography is required for all categories. It should contain all sources that provided usable information or new perspectives in preparing 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 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.

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 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*, 5th Edition.

### **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.

## **Exhibit Checklist**

- \_\_\_\_ • No larger than 40 inches wide, 30 inches deep, and 6 feet high when displayed
- \_\_\_\_ • 3 copies (plus one for you) of written materials: title page with required information; 500 word description of the research methods used (a judging team may retain one copy for review)
- \_\_\_\_ • Annotated bibliography, separated into primary and secondary sources
- \_\_\_\_ • Exhibit addresses the theme
- \_\_\_\_ • Title is clear and visible
- \_\_\_\_ • Labels, captions, and titles include no more than 500 words
- \_\_\_\_ • Has visual impact and shows interpretation
- \_\_\_\_ • Entry registered by deadline
- \_\_\_\_ • Prepared to answer judges' questions at the contest (remember that formal narratives are not appropriate responses to questions)