

## **NHD RESEARCH PAPER - Rules**

A paper is the traditional form of presenting historical research. Various types of creative writing (for example, fictional diaries, poems, etc.) are permitted, but must conform to all general and category rules. Your paper should be grammatically correct and well written.

### **Rule 1: Length Requirements**

The text of historical papers must be no less than 1,500 and no more than 2,500 words in length. Each word or number in the text of the paper counts as one word. The paper category 2,500 word limit does not apply to: notes, annotated bibliography, illustration captions, and supplemental/appendix material. Appendix material must be directly referred to in the text of the paper. Extensive supplemental materials are inappropriate. Use of appendices should be very limited and may include photographs, maps, charts, and graphs, but we strongly suggest no other supplemental materials.

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

### **Rule 2: Citations**

Citations—footnotes, endnotes or internal documentation—are required. Citations are used to credit the sources of specific ideas as well as direct quotations. Refer to Part II, Rule 17, for citation styles. Please note that an extensively annotated footnote should not be used to get around the word limit.

### **Rule 3: Preparation Requirements**

Papers must be typed, computer printed, or legibly handwritten in ink on plain, white 8.5 x 11-inch paper with 1-inch margins on all sides. Pages must be numbered consecutively and double-spaced with writing on one side and with no more than 12 characters per inch or no less than 10-point type. Papers must be stapled in the top left corner and should not be enclosed in any cover or binder. The title page should have no illustrations.

### **Rule 4: Number of Copies**

Four copies of the paper must be submitted, prior to the contest, with the appropriate entry form by the deadline established for the contest. Winning papers are sometimes published by contest officials; you must be prepared to give permission for such publication.

NOTE: Be sure to keep a copy of your paper for yourself and bring it with you to the contest.

## **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. 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 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.

## **Paper (Individual Only) Checklist**

- \_\_\_ • 1,500-2,500 words, excluding notes, annotated bibliography, and title page
- \_\_\_ • Title page with only the required information
- \_\_\_ • Annotated bibliography, separated into primary and secondary sources
- \_\_\_ • Paper addresses the theme
- \_\_\_ • Citations
- \_\_\_ • 4 copies (plus one for you)
- \_\_\_ • Organization shows clear focus and progression
- \_\_\_ • Entry registered and papers mailed by deadline
- \_\_\_ • Prepared to answer judges' questions at the contest (remember that formal narratives are not appropriate responses to questions)