State Contest Registration/Submission Instructions

2024

Kansas History Day Foundation

National History Day 2024

Turning Points
In History
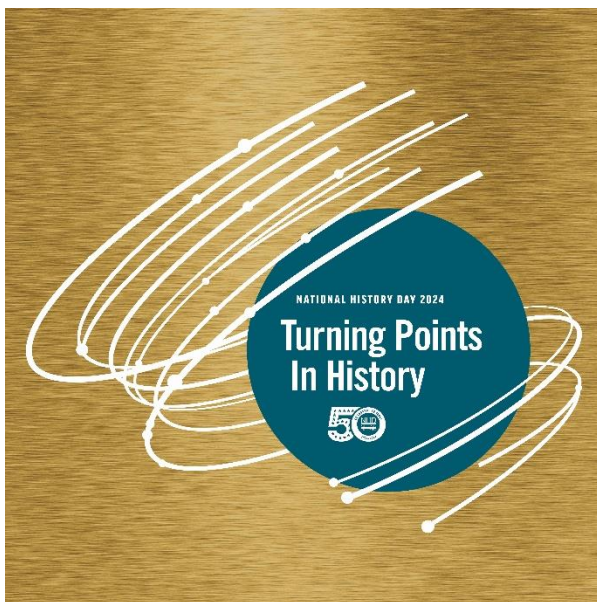
This Document also is posted on the website, kansashistoryday.org.

PLEASE NOTE: NEW REGISTRATION and SUBMISSION PROCEDURES.

Registration and Submission system will be available on March 11, 2024, when

the state contest registration system opens. EMAIL ANY QUESTIONS TO

TRACIE LAMB, kansashistoryday@gmail.com

Registration, Fee payment and Project Submission Deadline for state contest is April 4, 2024.

$30 per student payment by check only and mailed to Kansas History Day, PO Box 3862, Topeka, KS 66604

FIRST STEP FOR REGISTRATION: **YOU DO NOT CREATE AN ACCOUNT: You will log in and**

complete registration. Tracie Lamb will let you know when your district winner(s) have been moved into

the state registration system.

Logging into Teacher Account
- Go to the contest URL found at kansashistoryday.org, under state contest tab.
- Click **Login** in the top right corner.
- Insert your username and password.
    - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Logging Out of Teacher Account
- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

Editing Teacher Account Information
- After logging in to your teacher account, click your name in the top right corner.
- Select **My Profile** from the drop-down menu to edit your personal information before registration ends.
- Select **Change Password** to change the password for your account.

Checking Your Students' Registration Progress
- After logging in to your teacher account, click **My Students** in the top toolbar.
- This page lists each of your students. Click on a name to bring up a pop-up menu. You can **Edit/View Participant** profile, **Link/Unlink** Projects, and **Email Participants**. This is optional, and it can only be done before contest registration closes.

Logging into Student Account
- Go to the contest URL found at kansashistoryday.org, under the state contest tab.
- Click **Login** in the top right corner.
- Insert your username and password.
    - If you forgot your username and/or password, click the white **Forgot Password / Username** button and follow the prompts to reset.

Logging Out of Student Account
- Click your name in the top right corner.
- Select **Logout** from the drop-down menu.

Editing Student Account Information
- After logging in to your student account, click your name in the top right corner.

- Select **My Profile** from the drop-down menu to edit your personal information before registration ends.
- Select **Change Password** to change the password for your account.

Category Instructions (Detailed Submission instructions below.
- o **Documentary Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography).
- o **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography).
- o **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).
- o **Performance Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography).
- o **Website Students:** Insert your NHDWebCentral **Site Key.**
- Complete the Student's Project Questions section. Then, click the blue **Next** button.
- Review the registration information. Then, click the blue **My Information is Correct** button.
- Complete the Student Permissions and Waivers section with a parent/guardian. Then, click the blue **Next** button.
- Follow the prompts to pay any contest registration fees.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

We will test all url links and PDFs and will contact you if there are problems with the files. We will NOT check website tabs, process paper or bibliography links. Teachers and students need to check all website entries after the editing deadline date to make sure everything works. If you discover something wrong with your website, contact Tracie Lamb immediately. Once websites are sent to judges, no corrections will be allowed.

Questions? Contact Tracie Lamb at kansashistoryday@gmail.com

INSTRUCTIONS FOR SPECIAL AWARD SUBMISSIONS

VIRTUAL SUBMISSIONS FOR EXHIBIT STUDENTS

Take photos of your exhibit and use them to create a PowerPoint or Google Slides presentation to display your project. Each photo should have a box of the text beside it.

Then…

- Export/download your slides as a PDF.
- Combine your title page, process paper, and bibliography and save as one PDF.
- Combine your slides PDF and paperwork PDF into a single PDF file. (Free apps for this include Small PDF and I Love PDF).
- Name the file your title of project (ex: DebateandDiplomacy.pdf).
- Go to URL found at kansashistoryday.org, under state contest tab and login to your NHD student profile.
- Upload your PDF file into the **Entry's Paper** field.
- Click **Save.** That's it!

VIRTUAL SUBMISSIONS FOR PAPER STUDENTS

- Create one PDF that includes your title page, process paper, historical paper, and bibliography. You can only upload one PDF so it must include all of these components.
- Name the file your title of project. (ex: DebateandDiplomacy.pdf).

- Go to URL found at kansashistoryday.org, under district contest tab and login to your student profile.
- Upload your PDF file into the **Entry's Paper** field.
- Click **Save.** That's it!

VIRTUAL SUBMISSIONS FOR WEBSITE STUDENTS

- Your website must be built in NHDWebCentral.
- Complete your revisions and click save before the website deadline.
- Be sure that your process paper and annotated bibliography are embedded in your website.
- Go to URL found at kansashistoryday.org, under district contest tab and login to your student profile.
- Double check that your site key is correct in your NHD student profile.

VIRTUAL SUBMISSIONS FOR DOCUMENTARY & PERFORMANCE STUDENTS

- Documentary and Performance students will upload video files of their projects to approve platform (YouTube) above allowing judges to view them remotely. Process papers & bibliographies will be converted to PDF files and uploaded as well.

- Performance videos must be shot in a single live take and submitted without editing or enhancements. Please check your video to be sure the recording is audible before you submit it. You will not be penalized for sound quality or video quality issues, but judges do need to hear your performance.

- Documentary needs to be saved in YouTube platform and uploaded in the registration system.

- PLEASE… allow yourself ample time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi.

Follow These Steps:

<u>**STEP 1**</u> Create **one** **PDF** file that contains your title page, process paper, and annotated bibliography. You may only upload <u>one</u> PDF, so it must include all of your required paperwork.

Name the file your first and last names (ex: HeinzDoofenschmirtz.pdf).

<u>**STEP 2**</u> Save your documentary or performance video as an **.MP4** video file.

<u>**STEP 3**</u> Upload the .MP4 file to **YouTube** as a private listing.
   A. Go to YouTube.com and sign in with a Google or Gmail account (you can create one for free).

   B. Click the **Upload** button in the top right menu, as shown:
   C. **Set video privacy to UNLISTED.** <u>**This is required**</u>.
   D. Follow the prompts to upload your video file.
   E. In the YouTube **Title** box, put your complete project title.
   F. In the **Description** box, put your division, category, and student name/s. Do not put your school or city. (Example: Junior Individual Documentary, by Perry T. Platypus.)
   G. Click **Done** and wait for your video to upload. After it uploads you will see a Share menu.
   H. Watch your video to be sure it plays correctly. If it does not, fix the problem and repeat this process. Once the video plays successfully on YouTube, advance to Step 4.

<u>**STEP 4**</u> Submit your project to the contest:

A. Go to URL found at kansashistoryday.org, under district contest tab and login to your student profile.
B. Upload your PDF file into the **Entry's Paper** field.
C. Paste your YouTube link into the **Entry Video URL** field.
D. Click **Save.** That's it!

Plans for an Awards ceremony will be announced later.

Judges' Comments/Evaluations Forms

Forms will be available in google folders. Teachers will be emailed the link or the pdfs following the contest.

Historical Papers, Process Papers, & Annotated Bibliographies

1. *All papers submitted* ***MUST HAVE*** *a* ***TITLE PAGE!!!***
   (See next pages for a sample title page)

2. **PDF for Documentary should be uploaded in the following order: title page, process paper, and then annotated bibliography. For Historical Paper: title page, process paper, Historical Paper and then annotated bibliography. For Exhibits: title page, process paper, annotated bibliography and then exhibit slides. For Performances: title page, process paper, and annotated bibliography. Website will have process paper and annotated bibliography uploaded on the website.**

3. The title page ***should only*** contain:
   A. Title
   B. Student name(s)
   C. Division (Junior or Senior) and Category
   D. Process Paper number of words
   E. For Exhibits and Historical Papers, number of student written words

4. The title page ***may not*** contain:
   A. School
   B. Teacher
   C. Image/graphic

5. Primary and secondary sources ***must be*** listed separately in the annotated bibliography. Annotations may be one to two sentences, no more.
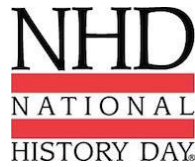
Sample Title Page

[Entry Title]

[Student Name(s)]

[Division]
[Category]

[Process Paper Word count]
[Exhibit or Historical Paper Word count]

NHD
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Frequently Asked Contest Questions*

1. How do I count words for the **500 Word Limit in the Exhibit Category**?
   (Rule #3 in the Exhibit Section of the "Student Contest Guide")

   <u>Student-composed</u> written materials that are used on an exhibit **(excluding the title page, process paper, and annotated bibliography)** must contain no more than 500 words.

   This limit <u>does not apply</u> to words found in materials used for illustration, such as documents, artifacts, graphs, or timelines <u>which where not created by the student(s)</u>. It also <u>does not apply</u> to quotations from primary sources such as oral history interviews, letters, or diaries. These materials are not student-composed. ***However, if a student does use his or her own words in a timeline or on a graph, those words <u>do count</u>.***

   <u>The 500 word limit applies</u> to any student-composed written materials used in any media devices (computers, slides, video) and/or any supplemental materials.

   The following are examples of how student composed words are counted on exhibits:
   - A date counts as one word, while each word in a name is individually counted. **For example**, "January 1, 1990" counts as one word, but "John Quincy Adams" counts as three.
   - Words such as "a," "the," and "of" are counted as one word each.

2. Is the 500-word limit in an exhibit category separate from the 500-word limit for the process paper?

   Yes, the title page, process paper, and bibliography are considered as being separate from the exhibit and do not count towards the 500-word limit for the exhibit itself.

3. How do you count words for the paper category?

   The text of the historical paper (Title page, notes, annotated bibliography, illustration captions, and appendix materials that are directly referred to in the text do not count) must be no less than 1,500 words and no more than 2,500 words in length. Each word or number in the text of the paper counts as one word. Unlike exhibits, <u>words in quotations do count against the word limit in papers</u>. Each part of a name counts as one word, so "Mark Van Doren" would count as 3 words. Each part of a date counts as a word, so "June 13, 2002" would count as 3 words.

Please note that only words in the text of the paper count. Words in the title of the paper do not count, although words in subtitles dividing parts of the paper do count, as they are part of the text. Words in notes, annotated bibliographies, illustration captions, and appendices do not count against the limit, as they are not part of the text of the paper.

4. Can you have pictures in a paper, like illustrations, graphs, etc.?

Illustrations also are acceptable. Captions do not count in the word total. Make sure that illustrations are directly related to the text, and don't overdo them. The people who volunteer as paper judges tend to be quite text-based, and they're probably not going to be impressed by excessive illustrations; instead, they're likely to suspect that maybe you didn't have much confidence that your writing could stand up on its own.

No pictures, graphs, illustrations, etc. should be included on title pages for process papers or historical papers.

5. Can I use a fictional first person in a paper or performance?

Yes. At the beginning of the Category Rules for Papers in the National History Day Contest Guide, there's a description of papers: "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." The Rules state, "A performance is a dramatic portrayal of your topic's significance in history and must be original in production." A performance is not simply an oral report or a recitation of facts. You can make up characters to make a broader historical point, but don't make up history. While performances must have dramatic appeal, that appeal should not be at the expense of historical accuracy.

Therefore, clearly it is possible to have fictional characters, for example, writing a fictional diary. However, you need to make sure that you cite sources just as you would for a traditional paper or in a performances use primary sources like letters where appropriate. Most importantly, it still has to be good history. You can make up the character, but the circumstances and events of the character's life and which that character witnesses or participates in should be based on historical facts.

If you are writing a traditional research paper, not a creative paper, it is best not to use a fictional character. The judges would find that quite jarring, and would be likely to think less of your paper for it.

6. What is a primary source?

Primary sources are materials directly related to a topic by time or participation. These materials include letters, speeches, diaries, newspaper articles from the time, oral history interviews, documents, photographs, artifacts, or anything else that provides first-hand accounts about a person or event. Check out the [Research Roadmap](#) for more help.

Some materials might be considered primary sources for one topic but not for another. For example, a newspaper article about D-Day (which was June 6, 1944) written in June 1944 was likely written by a participant or eyewitness and would be a primary source; an article about D-Day written in June 2001 probably was not written by an eyewitness or participant and would not be a primary source. Similarly, Lincoln's Gettysburg Address, delivered soon after the 1863 battle, is a primary source for the Civil War, but a speech given on the 100th anniversary of the battle of Gettysburg in 1963 is not a primary source for the Civil War. If, however, the topic was how Americans commemorate the Civil War, then the 100th anniversary speech would be a primary source for that topic. If there's any doubt about whether a source should be listed as primary or secondary, you should explain in the annotation why you chose to categorize it as you did.

Here are some common questions about primary sources:

- *Are interviews with experts primary sources?* No, an interview with an expert (a professor of Civil War history, for example) is not a primary source, UNLESS that expert actually lived through and has first-hand knowledge of the events being described.

- *If I find a quote from a historical figure in my textbook or another secondary source and I use the quote in my project, should I list it as a primary source?* No, quotes from historical figures which are found in secondary sources are not considered primary sources. The author of the book has processed the quotation, selecting it from the original source. Without seeing the original source for yourself, you don't know if the quotation is taken out of context, what else was in the source, what the context was, etc.

- *Should I list each photograph or document individually?* You should handle this differently in notes than in the bibliography. When you are citing sources for specific pieces of information or interpretations, such as in footnotes or endnotes, you should cite the individual document or photograph. In the bibliography, however, you would cite only the collection as a whole, not all the individual items. You should include the full title of the collection (i.e., Digges-Sewall Papers or the Hutzler Collection), the institution and city or city/state where the collection is located (i.e., Maryland Historical Society, Baltimore). You can use the annotation to explain that this collection provided 7 photographs, which you used in your exhibit or that collection provided14 letters which were important in helping you trace what happened. The same treatment applies to newspaper articles. In the footnotes or endnotes, you should cite the individual articles and issues of a newspaper. In the bibliography, you would

list only the newspaper itself, not the individual issues or articles; you can use the annotation to explain that you used X number of days of the newspaper for your research.

7. How many sources should I have for my annotated bibliography?

We can't tell you a specific number of sources, as that will vary by the topic and by the resources to which you have reasonable access. For some topics, such as the Civil War or many 20th-century US topics, there are many sources available. For other topics, such as those in ancient history or non-US history, there likely are far fewer sources available. The more good sources you have, the better, but don't pad your bibliography. Only list items, which you actually use; if you looked at a source but it didn't help you at all, don't list it in your bibliography.

You do need to find both primary and secondary sources. Secondary sources help you to put your topic in context, that is, to see how your topic relates to the big picture and to understand its long-term causes and consequences. Primary sources help you develop your own interpretation and make your project lively and personal.

As much as possible, your research should be balanced, considering the viewpoints of all relevant groups. That means losers as well as winners, males and females, different nations, different socioeconomic/ethnic/religious groups, etc. What balanced means will vary depending on your topic.

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The Kansas History Day District Contests are sponsored by:

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Washburn University, History Department
Friends University, Wichita
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