

**District  
Packet**

**2021**



**Kansas  
History  
Day  
Foundation**

**District Contest  
Registration and Project  
Submission Instructions**

This Document also is posted on the website, [kansashistoryday.org](http://kansashistoryday.org).

**PLEASE NOTE: NEW REGISTRATION and SUBMISSION PROCEDURES. Registration and Submission system will be available after January 1, 2021.** Registration and Fee

Deadline for all Districts: [kansashistoryday.org](http://kansashistoryday.org)

Payment is by check only. District mailing addresses are located at [kansashistoryday.org](http://kansashistoryday.org)

**PLEASE EMAIL QUESTIONS TO TRACIE LAMB at [kansashistoryday@gmail.com](mailto:kansashistoryday@gmail.com).**

**FIRST STEP FOR REGISTRATION:** Teachers must register before the student.

### **Creating a Teacher Account**

- Teachers need to register before their students can begin to register. Follow the steps below to begin registration.
- Go to the contest URL found at [kansashistoryday.org](http://kansashistoryday.org), under district contest tab.
- Click **Create Account** in the toolbar, then select **Teacher** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
- Complete the Teacher's Personal Information section. Then, click the blue **Next** button.
- Complete the School section. Then, click the blue **Next** button.
- Complete the Additional Information section. Then, click the blue **Next** button.
- Complete the Teacher's Permissions and Waivers section. Then, click the blue **Next** button.
- 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.

### **Logging into Teacher Account (After Registering)**

- Go to the contest URL found at [kansashistoryday.org](http://kansashistoryday.org), under district 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.

**TEACHERS: DO NOT REGISTER FOR STUDENTS!**

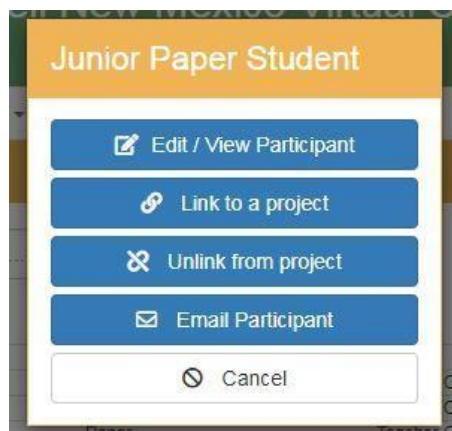
SECOND STEP OF REGISTRATION: Student registration -Teacher must register first.

### Creating a Student Account

- After your teacher(s) create their accounts, follow the steps below to begin registration.
- Go to the contest URL found at [kansashistoryday.org](http://kansashistoryday.org), under district contest tab.
- Click **Create Account** in the toolbar, then select **Student** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
  - **Note:** This is the email your contest admin will use to contact you.
- Complete the Student's Personal Information section. Then, click the blue **Next** button.
- Complete the Student's School & Teacher section. Then, click the blue **Next** button.
- Complete the Student's Additional Questions section. Then, click the blue **Next** button.

### ENTER PARENT NAME AND EMAIL ADDRESS.

- Complete the Student's Project section. Then, click the blue **Next** button.
  - **Group Projects Only**
    - **IF YOU ARE REGISTERING AS PART OF A GROUP PROJECT** The first student in a group to register will create the entry. That student will give other group members the "Team/Project Key." This Team/Project key will appear in a confirmation screen for that student, as well as in that student's profile when logged into the account. **Sample Team/Project Key: b965f631-a8a0-4eff-8145-d1698f3618d3.**
      - The other group members will create their student accounts and enter the **Team/Project Key** for their entry. This will bring up the title and description for their entry that was filled out by the group member who created the entry.



### Detailed Category Instructions (Detailed Submission instructions on page 7)

- **Documentary Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) and insert a shareable **Documentary Link** from Google Drive, OneDrive and Dropbox.
- **Exhibit Students:** Upload a single PDF of your **Written Materials** (title page, process paper, annotated bibliography, and exhibit).

- **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).
- **Performance Students:** Upload a single PDF of your **Written Materials** (title page, process paper, and annotated bibliography) and insert a shareable **Performance Link** from Google Drive, OneDrive, or Dropbox.
- **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.

### Logging into Student Account (After Registering)

- Go to the contest URL found at [kansashistoryday.org](http://kansashistoryday.org), under district 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, project information, or other registration information before contest registration ends.
- Select **Change Password** to change the password for your account.

---

We will test all url links and PDFs and will contact you if there are problems with the files.

**Questions?** Contact Tracie Lamb at [kansashistoryday@gmail.com](mailto:kansashistoryday@gmail.com)

## Historical Papers

Paper category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category: <https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf>. Please note that the national contest may require printed hard copies if it takes place in person, but the **regional and state level contests just require a digital submission by the registration deadline.**

Once the student has finalized their paper, they should combine all required parts into one document in the following order: **Title Page, Process Paper, Historical Paper, and the Annotated Bibliography** at

the end. They should then **save the final version as one PDF file** with their first and last names, followed by the contest level. For example, John Smith should save his district contest paper as **johnsmithdistrict.pdf**. If he qualifies for the state contest, he should save his state contest paper as **johnsmithstate.pdf**. **Important contest planning note!** Students will be required to upload their final PDF file to the contest registration system by the registration deadline.

## Websites

---

Website category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category:

<https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf>. **Please remember that NHDWebCentral (<https://website.nhd.org/>) must be used to build and create ALL websites.**

Complete instructions on creating an account, getting started, and other tips are available in the new **NHDWebCentral guide here:**

<https://drive.google.com/file/d/1HBpFvkHALO4yIbVehbkZQo8qOQtCkv12/view?usp=sharing>.

As detailed in the rules, students should include their process paper and annotated bibliographies on their website. During registration, students will provide their website's 8-digit code found in its URL - separate contest registration instructions to follow closer to the contests.

**Important contest planning note!** Websites are unable to be edited during the contest. They will "freeze" at 11:59 p.m. on the registration deadline and not unfreeze until after the contest.

## Documentaries

---

Documentary category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category:

<https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf>.

Documentary students need to plan to upload a shareable **.MP4** video file of their final project to Google Drive, One Drive, or DropBox by the contest registration deadline. Students should prepare to give themselves plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi. Documentary students also need to save their paperwork as one PDF file and upload it to the registration system by the deadline - separate contest registration instructions to follow closer to the contests.

### **To prep documentary and paperwork for submission, please follow these steps:**

**Step 1: Create one PDF file that contains the title page, process paper, and annotated bibliography in that order.** The registration system only allows one PDF upload, so it must include all required paperwork.

- **If competing as an individual, name the file** with first and last name and the contest level. For example: **johnsmithdistrict.pdf** at the regional contest level or **johnsmithstate.pdf** at the state contest level.
- **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasdistrict.pdf** at the regional contest level or **smithjonesthomasstate.pdf** at the state contest level.

- **Step 2: Upload the .MP4 file of documentary to Google Drive, One Drive, or DropBox.** A particular platform is not preferred as long as it is viewable to anyone with the link. **If you do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive,** please consult with your teacher **before** your contest deadline
  - **If competing as an individual, name the .MP4 file** with first and last name and the contest level. For example: **johnsmithdistrict.mp4** at the regional contest level or **johnsmithstate.mp4** at the state contest level.
  - **If competing as a group, name the file** with each group member's last name and the contest level. For example: **smithjonesthomasdistrict.mp4** at the regional contest level or **smithjonesthomasstate.mp4** at the state contest level.

**Step 3: Make Google Drive, One Drive, or DropBox Link Shareable.** See the following instructions for each platform.

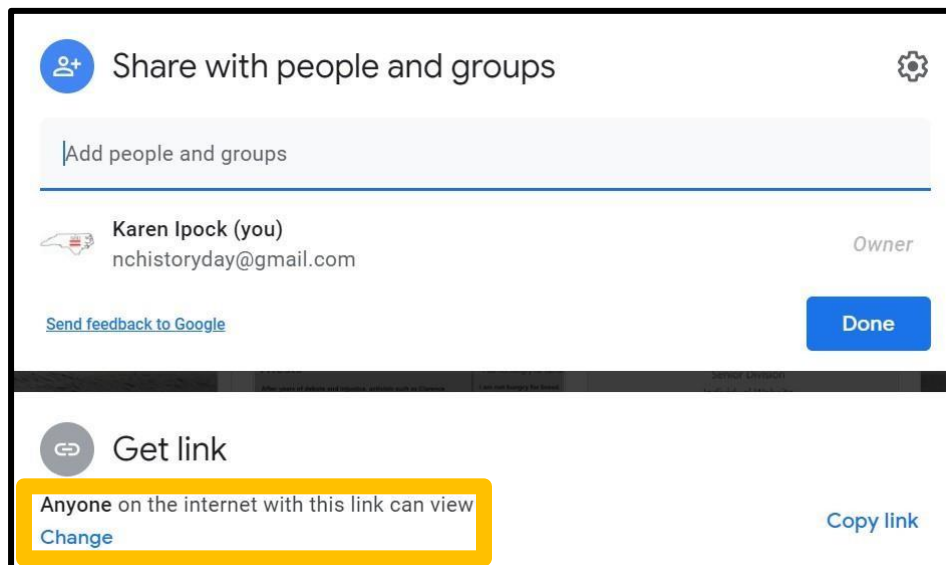
#### DropBox Share Steps

Upload file to DropBox. Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear. Find “Share a link instead,” create a link, and set it to “Anyone with a link can view.” Copy the link.



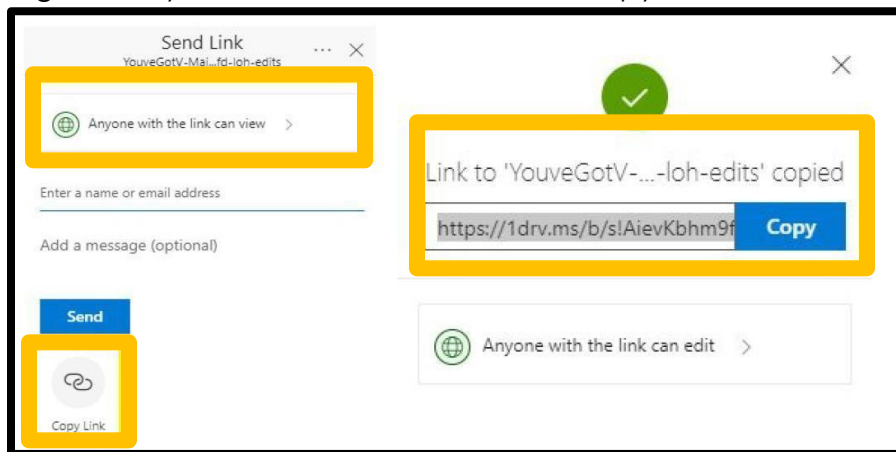
#### Google Drive Share Steps

Upload file to Google Drive. Once uploaded, right-click on the file. Select the “Share” option from the menu. A pop-up box will appear, as shown below. Make sure “Anyone on the internet with this link can view” is selected. If not, click on the blue change button and select that option. Once set to “Anyone” click on “copy link” and done.



## One Drive Share Steps

Upload file to One Drive. Once uploaded, right-click on the file. Select the “Share” option from the menu. Change settings to “Anyone with the link can view.” Copy the link.



### **Step 4: Double-check that contest coordinators and judges can access shareable link.**

Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 3. If the video appears, advance to Step 5.

- **How to Open Incognito Browser Tab**

1. Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
2. Mac: Press ⌘ + Shift + n.

### **Step 5: Submit project to the contest by the contest registration deadline. Using**

**the** registration instructions in this document make sure to register for the contest by the registration deadline. Include the documentary's shareable link and upload paperwork's PDF file during the registration process.

**Important contest planning note!** Make sure that the documentary stays on the shareable drive and does not change locations or settings during the contest. The contest runs from the close of registration through to the announcement of finalists.

## **Exhibits**

Exhibit category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category:

<https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf>.

Traditionally, an NHD exhibit sits on a table for judging. However, this year, there are two options:

1. Physically construct an exhibit and then take photos of it and follow the guidelines for virtual contest submission.
2. Create a virtual exhibit and follow these guidelines for virtual submission.

Keep in mind that students may have to convert their virtual exhibit submission to a physical exhibit if they qualify for the national contest, as it could take place in person.

**Please remember that exhibit rules still apply for both physical and virtual exhibits.**

The NHD Contest Rule Book allows exhibit students to:

- include a multimedia device in exhibit
- create an exhibit other than a tri-fold board that rests on a tabletop
- include supplemental materials on the tabletop

However, NHD strongly recommends that students create a simpler exhibit this year -- a tri-fold board without the extras. Photographed or virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

## **Guidelines for Creating a Physical Exhibit and Submitting it to a Virtual Contest**

---

If students create a physical exhibit, they must photograph their exhibit and use the template below to submit to the virtual contests.

### **Step 1: Create a set of slides that include the following:**

- a full photo of the exhibit, and
- photographed sections of the exhibit with accompanying text.

Use either of the two template options to submit exhibit. These options provide students with slides to insert photos and text from their exhibit. Students may **not** add additional slides. More details are on the first page of either slide template.

- **Google Slides Template:**

[https://docs.google.com/presentation/d/1d7I30ZxW3jxiLKSImDdmlzD5OFY\\_SqvQgNoWJnffnsw/template/preview](https://docs.google.com/presentation/d/1d7I30ZxW3jxiLKSImDdmlzD5OFY_SqvQgNoWJnffnsw/template/preview)

- **PowerPoint Template:**

<https://drive.google.com/file/d/14LkQ6mav8kMw8gtXuH9wC3LUWjFAC0dS/view?usp=sharing>

### **View a sample project submitted through one of these templates here:**

<https://drive.google.com/file/d/1F3xQQ2H45lt5lQZpJWNuaTBCw4dL7WWq/view>

### **Step 2: Prepare to submit slides and required paperwork:**

- Export/download completed exhibit template as a PDF.
- Combine exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into **a single PDF file**. (Free apps for this include [Small PDF](#) and [I Love PDF](#).) **The final PDF document order must be the title page, process paper, annotated bibliography, exhibit template.**
  - Please see this example for the correct order:  
[https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT\\_lxpTh/view](https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_lxpTh/view)
  - Please see this video to learn how to combine PDF documents into one PDF file:  
<https://www.youtube.com/watch?v=VunwovyV0dl&feature=youtu.be>.

**Step 3: Submit project to the contest by the contest registration deadline.** Using the separate registration instructions (sent out closer to the contest), make sure to register for the contest by the registration deadline. Upload the combined PDF during the registration process.

## **Guidelines for Creating a Virtual Exhibit and Submitting it to a Virtual Contest**

---

Instead of building a physical exhibit, create an exhibit with design software. Virtual exhibits must still comply with all category rules, including word count and maximum size.

### **Step 1: Create a Virtual Exhibit**

- To create a virtual exhibit, students may use any design software they prefer. Here are two examples:



- **Google Drawings** is a free program that allows students to create a virtual exhibit within the maximum NHD exhibit size limit. Using this program does require creating a free Google account if participant does not already have one.
  - **Microsoft Publisher** is another program that students may have access to through their school. This program also allows students to create a virtual exhibit that fits within the maximum NHD exhibit size limit.
  - A 74-inch wide x 72-inch high page size replicates the maximum dimensions of a tri-fold exhibit. A standard rules-compliant tri-fold board laid flat is 74-inches wide by 72-inches high. Students can make size adjustments, but they cannot be larger than these dimensions.
  - The minimum font size on a virtual exhibit is **20** pt font.
  - Here are two optional templates:
    - **Google Drawings NHD Template** (74-inch wide x 72-inch high):  
[https://docs.google.com/drawings/d/1t3kKf3\\_HtkDc7DkGadlcwjjg5rK9BVF\\_FZA56XnFByow/template/preview](https://docs.google.com/drawings/d/1t3kKf3_HtkDc7DkGadlcwjjg5rK9BVF_FZA56XnFByow/template/preview)
    - **Microsoft Publisher NHD Template** (74-inch wide x 72-inch high):  
<https://drive.google.com/file/d/1ld2h182pVtm6GEii29HbsfqXwpKCqZAb/view>
- Both templates are adjustable. Students may make the virtual exhibit smaller, but they may not make the dimensions larger. Students may adjust or eliminate the black lines on the templates if desired.
- **View a sample project in the template:**  
[https://drive.google.com/file/d/1O\\_lcTDo5Kw-RI\\_Xt9vHU6lLlceFo9\\_kt/view](https://drive.google.com/file/d/1O_lcTDo5Kw-RI_Xt9vHU6lLlceFo9_kt/view)
  - Regardless of which design software students use, **NHD strongly recommends** designing a tri-fold exhibit. Virtually created exhibits cannot adequately represent physical exhibits that are round, multi-sided, or those with moving parts.

### Step 2: Prepare to submit virtual exhibit and required paperwork:

- Export/download completed exhibit template as a PDF.
- Combine exhibit PDF and required paperwork (title page, process paper, and annotated bibliography) PDF into **a single PDF file**. (Free apps for this include [Small PDF](#) and [I Love PDF](#).)  
**The final PDF document order must be the title page, process paper, annotated bibliography, exhibit template.**
  - Please see this example for the correct order:  
[https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT\\_lxpTh/view](https://drive.google.com/file/d/1eifpfDehiQzOHvIE98T1ZJpUnT_lxpTh/view)
  - Watch to learn how to combine PDF documents into one PDF file:  
<https://www.youtube.com/watch?v=VunwovyV0dl&feature=youtu.be>

**Step 3: Submit project to the contest by the contest registration deadline.** Make sure to register for the contest by the registration deadline. Upload the combined PDF during registration.

## Performances

Performance category students should review the new 2021 NHD Rule Book to ensure they do not miss any important rules and requirements for their category:

<https://www.nhd.org/sites/default/files/NHDRuleBook2021Digital.pdf>. Please remember that performance rules still apply for virtual contests. Also, keep in mind while planning that as the 2020-2021 school year progresses, students may have to perform live if they qualify for the national contest, and it takes place in person.

For this year's unique contest season, NHD has created guidelines for submitting performances with health and safety measures in mind. They have also created a required "performance companion worksheet" to accompany the performance paperwork.

**Choose this category carefully!** This category requires students to record their performance and upload it into a shareable online drive for judges to view. Last year accommodations were made since projects were already underway when the contests had to go virtual. This year recordings are required to be submitted in order to compete.

### **Performance Companion Worksheet and Paperwork Guidelines**

---

The Performance Companion Worksheet assists judges in seeing and understanding important performance details that might be missed or hard to see in a recording. **This companion worksheet is required.** Here are the links to the important documents:

- **REQUIRED! Blank Performance Companion Worksheet:**  
[https://docs.google.com/document/d/1gFa7T-iezLJ\\_GYphq7pvt9Bl23ipS4W43j2Htc6alw/edit?usp=sharing](https://docs.google.com/document/d/1gFa7T-iezLJ_GYphq7pvt9Bl23ipS4W43j2Htc6alw/edit?usp=sharing)
- **An example of a completed worksheet:**  
<https://drive.google.com/file/d/1KRN0OPZDyaTb0omtuKaA0m2HAbvc5WCr/view?usp=sharing>

### **Performance Recording Guidelines**

---

There are two options for recording performances. Students can film their performance the traditional way using a camera or phone or use an online conferencing platform such as Google Meet, Zoom, and Microsoft Teams. These platforms are only recommendations. Students are free to use any platform their teacher deems appropriate. Here are the requirements and notes for both options:

- Students should follow all social distancing guidelines and preventative actions that apply in their state, county, school. NHD encourages group performances to consider using an online conferencing platform to record their performance to help everyone stay safe and healthy.
- Students can utilize their backgrounds and props, wear any relevant costumes, and get creative. If using one of the online platforms, students can consider virtual backgrounds and other digital effects. Students can elaborate on these elements in the Performance Companion Worksheet.
- Any audio recordings, music, or media should be present in the recording as a part of the performance. There will not be a space to include these elements in the Performance Companion Worksheet.
- Students must record performances in one continuous take regardless of if recorded the traditional way or students use an online platform. **Participants are not allowed to edit multiple clips together.**
- **If recording the traditional way, the camera should be stationary and from the point of view of where the audience would be sitting.** Make sure the camera does not pan or zoom.
- A teacher or parent may assist with recording a performance.
- **Students want to be sure there is not the appearance of editing.** This is particularly important if using an online platform to record. Remember, if the app switches views, it might appear as an edit even if it is a continuous take. A way to prevent this is for individual performers to make sure they stay in camera view (even partially) the entire performance. For groups, be sure that all performers' screens are visible throughout the performance, even if minimized at the bottom. That way, the platform cutting between screens does not appear to be an editing cut.
- Once performance recording is ready, save the file as a .MP4.

- **Make sure the performance volume is clear!** If the performance is hard to hear, the judges might miss important points. If there are parts that are not clear, consider redoing the recording.

## Final Steps for Preparing Performance Recording and Paperwork for Contest

### Finalizing Performance Paperwork for Registration

- When it comes time to submit the performance during registration, **combine all the performance paperwork into one PDF document**. The registration system only allows one PDF upload.
- **Paperwork should be in this order:** Title Page, Process Paper, Performance Companion Worksheet, Annotated Bibliography.
- **View an example of the final performance paperwork order here:**  
<https://drive.google.com/file/d/1Rhe0ilZtsy2DRglJaQBPzRhy2qHK89HO/view?usp=sharing>
- **Combine multiple PDFs into one.** There are some free online apps available such as [Small PDF](#) and [I Love PDF](#).
- **Save the final combined PDF file using these naming guidelines:**
  1. **If competing as an individual**, name the file with first and last name and the contest level. For example: johnsmithdistrict.pdf at the regional contest level or johnsmithstate.pdf at the state contest level.
  2. **If competing as a group**, name the file with each group member's last name and the contest. For example: smithjonesthomasdistrict.pdf at the regional contest level or smithjonesthomasstate.pdf at the state contest level.

### Finalizing Performance Recording for Registration

- Students should plan to upload their final performance recording as a shareable **.MP4** video file on Google Drive, One Drive, or DropBox by the contest registration deadline.
- Students need to give themselves plenty of time to complete this process before the deadline. Files typically upload faster over a wired connection instead of WiFi.
- To prep recording for submission, please follow these steps:

**Step 1: Upload the .MP4 file of performance to Google Drive, One Drive, or DropBox.** There is no preference on which platform as long as your performance recording is viewable to anyone with the link. **If you do not have access to one of these shareable drives or have a way to share outside access to your file in a school drive**, please consult your teacher **before** your contest deadline so that they can assist.

- **If competing as an individual**, name the **.MP4** file with first and last names and the contest level. For example: **johnsmithdistrict.mp4** at the regional contest level or **johnsmithstate.mp4** at the state contest level.
- **If competing as a group**, name the file with **each group member's last** name and the contest level. For example: **smithjonesthomasdistrict.mp4** at the regional contest level or **smithjonesthomasstate.mp4** at the state contest level.

**Step 2: Make Google Drive, One Drive, or DropBox link shareable when ready to register.** Complete this step when ready to submit the project link during registration. See the instructions below for each platform to see how to get a shareable link.

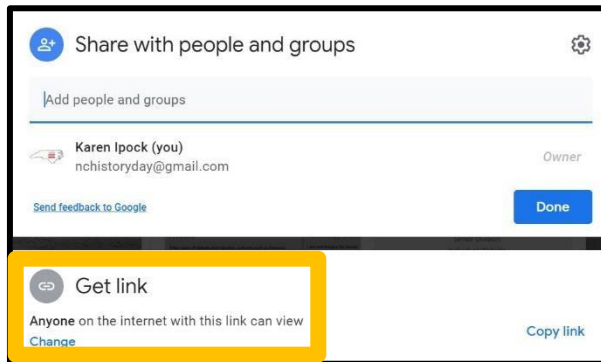
### DropBox Share Steps

Upload file to DropBox. Once uploaded, hover over the .MP4 file and click the Share button. A pop-up box will appear. Find "Share a link instead," create a link, and set it to "Anyone with a link can view." Copy the link.



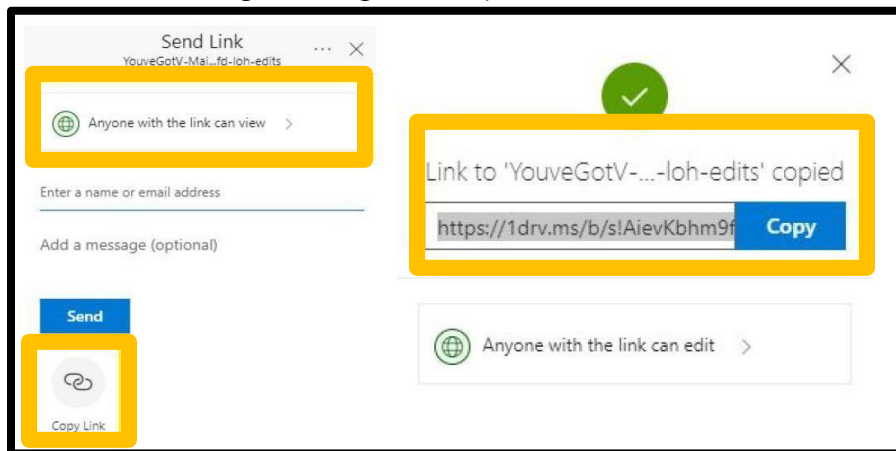
### Google Drive Share Steps

Upload file to Google Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. A pop-up box will appear, as shown below. Make sure "Anyone on the internet with this link can view" is selected. If not, click on the blue change button and select that option. Once set to "Anyone" click on "copy link" and done.



### One Drive Share Steps

Upload the file to One Drive. Once uploaded, right-click on the file. Select the "Share" option from the menu. Change settings to "Anyone with the link can view." Copy the link.



**Step 3: Double-check that contest coordinators and judges can access the shareable link.** Open an incognito browser tab (directions below) and copy and paste the link there. If the video is not shared, repeat Step 2. If the video appears, advance to Step 4.

- **How to Open Incognito Browser Tab:**

- Windows, Linux, or Chrome OS: Press Ctrl + Shift + n.
- Mac: Press ⌘ + Shift + n.

**Step 4: Submit project to the contest by the contest registration deadline.** During registration, include the performance's shareable link and upload the PDF file of combined paperwork (Title Page, Process Paper, Performance Companion Worksheet, and Annotated Bibliography).

**Important contest planning note!** Ensure that the performance recording stays on the shareable drive and does not change locations or settings during the contest. The contest runs from the close of registration through to the announcement of finalists.

## **Judges' Comments/Evaluations Forms**

***Access to Judge's Evaluations form will be released at a later date.***

# Historical Papers, Process Papers, & Annotated Bibliographies

1. All papers submitted **MUST HAVE** a **TITLE PAGE!!!**  
(See next pages for a sample title page)
2. Papers for all categories, *except for Historical papers*, should be **uploaded** in the following order: title page, process paper, and then annotated bibliography.
3. The title page **should only** contain:
  - A. Title
  - B. Student name(s)
  - C. Division (Junior or Senior) and Category
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.

# Sample Title Page

**[Entry Title]**

**[Student Name(s)]**

**[Division]  
[Category]**

**[Word count]**



## 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")

Student-composed 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 does not apply to words found in materials used for illustration, such as documents, artifacts, graphs, or timelines which are not created by the student(s). It also does not apply 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 do count.**

The 500-word limit applies 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, words in quotations do count against the word limit in papers. 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 do not 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 performance 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 provided 14 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 better 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.

## Kansas History Day Foundation Contact Information

Kyle Johnson  
Contest Co-Coordinator  
[kyjohnson@usd345.com](mailto:kyjohnson@usd345.com)

Norm Conard President  
[nconard@terraworld.net](mailto:nconard@terraworld.net)

Susan Sittenhauer  
Curriculum and Outreach  
[ssittenauer@usd345.com](mailto:ssittenauer@usd345.com)

Terry Healy  
Outreach  
[terryh@usd383.org](mailto:terryh@usd383.org)

Tracie Lamb  
Executive Director and  
Contest Co-Coordinator  
Contact for questions on registration  
and contests  
[kansashistoryday@gmail.com](mailto:kansashistoryday@gmail.com)

Kris Parker  
Curriculum and Outreach  
[ksandwell@yahoo.com](mailto:ksandwell@yahoo.com)

### Address

#### **Mailing Address**

Kansas History Day Foundation  
P.O. Box 3862  
Topeka, KS 6660



The Kansas History Day District Contests are sponsored by:

**Kansas History Day Foundation  
Washburn University, History Department  
Solar Kiwanis Club of Manhattan  
Friends University, Wichita  
Wichita-Sedgwick County Historical Museum**

The Kansas History Day State Contest is sponsored by:

National History Day and Kansas History Day Foundation

