

District Contest Registration/Submission Instructions

**District
Packet**

2023



**Kansas
History
Day
Foundation**

This Document also is posted on the website, kansashistoryday.org.

PLEASE NOTE: NEW REGISTRATION and SUBMISSION PROCEDURES.

Registration and Submission system will be available after January 1, 2023.

Registration, Fee Deadlines, website lock out date and Historical Paper upload date for all Districts found at kansashistoryday.org

Payment is by check only. District mailing addresses are located at kansashistoryday.org

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, 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, 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.

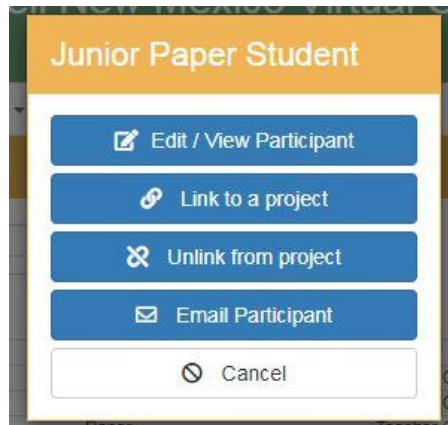
SECOND STEP OF REGISTRATION: Student registration -Teacher must register first.

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, 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.
- 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.



Category Instructions (Detailed Submission instructions below.)

- **Documentary Students:** Do NOT enter a link nor upload written materials for District contest. Three copies of written materials brought to the in-person District contest for judges.
- **Exhibit Students:** Do NOT upload written materials in District contest. Three copies of written materials brought to the in-person District contest for judges.
- **Paper Students:** Upload a single PDF of your **Paper** (title page, process paper, annotated bibliography, and paper).
- **Performance Students:** Do NOT enter a link nor upload written materials for District contest. Three copies of written materials brought to the in-person District contest for judges.
- **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. KHD does not accept credit cards.
- 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, 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.

VIRTUAL SUBMISSIONS FOR PAPER STUDENTS

- Create one PDF that includes your title page, paper, and bibliography. You can only upload one PDF so it must include all of these components.
- Name the file your first and last names (ex: HeinzDoofenschmirtz.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. nhd.org/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.

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

Questions? Contact Tracie Lamb at kansashistoryday@gmail.com

Judges' Comments/Evaluations Forms

Forms will be e-mailed or a link to a google folder will be emailed to teachers 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. The title page ***should only*** contain:
 - A. Title
 - B. Student name(s)
 - C. Division (Junior or Senior) and Category
3. The title page ***may not*** contain:
 - A. School
 - B. Teacher
 - C. Image/graphic
4. Order for of Written materials for website, documentaries, exhibits and performances: Title Page, Process Paper and Annotated Bibliography. Order of Historical Paper: Title Page, Process Paper, Historical Paper and Annotated Bibliography.
5. Three copies of the written materials for Exhibits, Documentaries and Performances are required at the in-person district contest.
6. Historical Paper will need to be uploaded in the registration system for all districts.
7. The written materials for the website need to be embedded in the website. Any links CANNOT go outside of the website.
8. Primary and secondary sources ***must be*** categorized separately in the annotated bibliography.

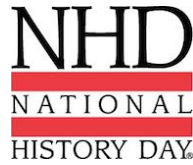
Sample Title Page

[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 were 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 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 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 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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