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PLAGIARISM: Presenting the work or ideas of others in ways that give the impression that they are your own (copying information word-for-word without using both quotations and citations, paraphrasing an author’s ideas without proper attribution, or using visuals or music without giving proper credit). Plagiarism in any form will result in disqualification from the contest.

RULE INFRACTION: A violation of any of the rules stated in this *Contest Rule Book*. Judges will take any rule infractions into consideration in their final rankings. Failure to comply with the rules will count against your entry but will only result in disqualification as delineated below. Any rule infractions should be corrected before a winning entry competes in the next level of competition.

DISQUALIFICATION: Removal of an entry from competition. A project may be disqualified from the contest on three grounds:

1. Plagiarizing all or part of the NHD project. Please note that failing to give proper credit is plagiarism.
2. Reusing, individually or as a group, a project (or research from a project) from a previous year, or entering a project in multiple contests or entry categories within a contest year.
3. Tampering with any part of the project of another student.



HISTORICAL CONTEXT: The appropriate settings in which to understand your subject's time period. Settings might include relevant physical, economic, intellectual, and/or socio-cultural characteristics of the place and time.

HISTORICAL PERSPECTIVE: Understanding a topic's development over time and its influence.

PRIMARY SOURCE: Something that was written or produced in the time period you are investigating (letters, speeches, diaries, newspaper articles from the time, oral history interviews of people from the time, documents, photographs, artifacts, and anything else that provides firsthand accounts about a person or event). This definition also applies to primary sources found on the Internet. A letter written by President Lincoln in 1862 is a primary source for a student researching the Civil War era. An article about the Vietnam War published in 2001 and not written by an eyewitness or participant about his or her experience is **not** a primary source. An interview with an expert (such as a professor of Vietnamese history) is **not** a primary source UNLESS that expert actually lived through and has firsthand knowledge of the events being described. Primary materials such as quotes from historical figures or photographs of historical events, when found in secondary sources, can be used effectively in NHD projects; however, these are not considered primary sources. Figure 1 provides a comparison of primary material found in a textbook (secondary source) and the original document.

NOTE: Check out the "Conducting Research" page in the Contest section on the NHD website at <http://www.nhd.org> for additional help on primary sources.

SECONDARY SOURCE: A source by an author who was **not** an eyewitness or a participant in the historical event or period. Secondary sources are interpretations of primary sources, research, and study. Secondary sources provide context for a historical event. For example, high school history textbooks and history books about a particular topic are secondary sources; so are biographies and reference sources such as encyclopedias. This definition also applies to descriptive articles or information found on the Internet.

FIGURE 1 | COMPARISON OF ORIGINAL PRIMARY MATERIAL WITH SECONDARY SOURCE EXCERPT

Abigail Adams wrote a letter to her husband, John, in 1776. Below is an excerpt of the letter included in a textbook and a copy of the original document accessed on the Internet. The excerpt is a secondary source because it only includes part of the letter and thus, does not provide full context. The original is a primary source. Citations are provided for both as well as for the actual document.



Secondary Source – Textbook:

Adams, Abigail. “Letter from Abigail Adams to John Adams, 31 March - 5 April 1776.” *The American Pageant: A History of the American People*, by David M. Kennedy, Lizabeth Cohen, and Thomas Bailey, 153. Boston: Wadsworth, 2010.



Primary Source – Website (as shown here):

Adams, Abigail. “Letter from Abigail Adams to John Adams, 31 March - 5 April 1776.” Adams Family Papers: An Electronic Archive, Massachusetts Historical Society. Accessed April 29, 2014.
<http://www.masshist.org/digitaladams/archive/doc?id=L17760331aa>.

Primary Source – The actual letter:

Adams, Abigail. “Letter from Abigail Adams to John Adams, 31 March - 5 April 1776.” Adams Family Papers. Massachusetts Historical Society, Boston, MA.

III.

Rules for All Categories

GENERAL RULES FOR ALL CATEGORIES

Rule 1 | Annual Theme

Your entry must relate clearly to the annual theme and explain your topic's significance in history.

Rule 2 | Contest Participation

You may participate in the research, preparation, and presentation of only one entry each contest year. You may share research with up to four other students who are fellow participants in your group entry. You may not create a common pool of research from which several entries are developed.

Rule 3 | Individual or Group Entries

A paper, individual exhibit, individual performance, individual website, or individual documentary must be the work of only one student. A group exhibit, group performance, group website, or group documentary must be the work of two to five students. All students in a group entry must be involved in the research and interpretation of the group's topic. Once a group project enters a competition (regional or affiliate), additional students may not be added or replaced at that or subsequent competitions within a contest year.

Rule 4 | Development Requirements

Entries submitted for competition must be original and have been researched and developed in the current contest year. Revising or reusing an entry from a previous year—whether it is yours or another student's—will result in disqualification. The contest year begins each June, following the National Contest.

Rule 5 | Construction of Entry

You are responsible for the research, design, and creation of your entry. You may receive help and advice from teachers and parents on the mechanical aspects of creating your entry, such as typing your paper and other written materials. You may seek guidance from your teachers as you research and analyze your material, but your conclusions must be your own. You may have reasonable help preparing your project.

Examples of reasonable help include:

- a teacher instructs you in how to use an editing software program
- a parent uses a cutting tool to cut the exhibit board or performance prop that you designed
- a teacher offers editing suggestions on your historical paper
- a parent assists in sewing costumes that you have designed
- a teacher shows you or your group how to build an NHD website
- you have photographs commercially developed

***NOTE:** Objects created by others specifically for use in your entry violate this rule. Examples include a parent editing a documentary or an artist drawing the backdrop for your exhibit or performance. You may receive reasonable help in carrying and placing props and exhibits.*

Rule 6 | Tampering with Another NHD Entry

You may not tamper with, deface, or alter another student's or group's entry. Doing so will result in your project's disqualification.

Rule 7 | Contest Day Setup

You are responsible for setting up your own exhibit, equipment, or props at the contest. You may have reasonable help carrying them, but setup must be completed by you (and/or your group members).

Rule 8 | Supplying Equipment

You are responsible for supplying all props and equipment at each level of competition. All entries should be constructed with transportation, setup time, size, and weight in mind (e.g., foam board versus solid oak for an exhibit, folding table versus antique desk for a performance, etc.). You must provide your own equipment, including computers and software, unless the contest coordinator has specified that certain equipment

will be provided at the contest venue. Projection screens for documentaries and performances may be provided, if requested. Check with your contest coordinator about available resources at all contest levels. Be prepared.

Rule 9 | Discussion with Judges

You should be prepared to answer judges' questions about the content and development of your entry and to explain the design, research, and creation of your entry. Judges need to know that your entry is the result of your own work. However, you may not give a formal, prepared introduction, narration, or conclusion. Let the judges' questions guide the interview. Ultimately, your entry should be able to stand on its own without any additional comments from you.

Rule 10 | Costumes

You are not permitted to wear costumes that are related to the focus of your entry during judging, except in the performance category.

Rule 11 | Prohibited Materials

Items potentially dangerous in any way—such as weapons, firearms, animals, organisms, plants, etc.—are strictly prohibited. Such items will be confiscated by security personnel or contest officials. Replicas of such items that are obviously not real are permissible. Contact your teacher and contest coordinator to confirm guidelines before bringing the replica to a contest.

Rule 12 | Title

Your entry must have a title that is clearly visible on all written materials.

REQUIRED WRITTEN MATERIAL FOR ALL ENTRIES

Rule 13 | Written Material

Your entry must include the following written material in the order presented below:

1. A title page as described in Rule 14;
2. A process paper as described in Rule 15 (process papers are not required for paper entries);
3. An annotated bibliography as described in Rule 16.

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.**

Exhibit, performance and documentary categories – you must provide three copies of these materials, bringing along an extra set for your own reference.

Website category – you must include these required materials within the site.

Paper category – You must include the title page and annotated bibliography with your paper.

Rule 14 | 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), the contest division and category in which you are entered, and applicable word counts. Please see Figure 2 for examples of required elements for the paper, exhibit, performance, and documentary categories. Details of requirements for a website’s home page can be found in Rule E3.

NOTE: *The title page **must not** include any other information (pictures, graphics, borders, school name, or grade) except for that described in this rule.*

FIGURE 2 | SAMPLE TITLE PAGES

Title Name Junior Division Historical Paper Paper Length: 2,234 words	Title Name Junior Division Group Exhibit Student-composed Words: 489 Process Paper: 410 words	Title Name Senior Division Individual Performance Process Paper: 425 words	Title Name Senior Division Individual Documentary Process Paper: 410 words
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Rule 15 | Process Paper

All categories, except historical paper, must include a process paper with the entry. It must describe in 500 or fewer words how you conducted your research and created your entry. The process paper must include four sections that explain:

1. how you chose your topic;
2. how you conducted your research;
3. how you selected your presentation category and created your project;
and
4. how your project relates to the NHD theme.

You can view sample process papers at <http://www.nhd.org/CreatingEntry.htm>.

Rule 16 | Annotated Bibliography

An annotated bibliography is required for all categories. List only those sources that contributed to the development of your entry, i.e., sources that provided usable information or new perspectives in preparing your entry. Sources of visual and audio materials and oral interviews must be included. Bundle photos or other materials from the same collection in a single citation. The annotations for each source must explain how you used the source and how it helped you understand your topic. Your annotated bibliography is not included in the word count.

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 firsthand 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 17 | Separation of Primary and Secondary Sources

You are required to separate your bibliography into two sections: one for primary sources and one for 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 18 | Style Guides

Style for citations and bibliographic references must follow the principles in a recent edition of one of the following style guides.

1. Kate L. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*
2. Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*

Regardless of which manual you use, the style must be consistent throughout all written material.

Rule 19 | 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.

CONTEST PARTICIPATION

Rule 20 | Entry Procedure

At each contest level you must register online or by submitting paper entry forms (check with your contest coordinator for the required format), meet specific deadlines, and follow any procedures established by that contest's coordinator. You are responsible for knowing and meeting the deadlines.

Rule 21 | Entries to National Contest

Each affiliate is limited to two entries per contest category in the National Contest. Ties at affiliate contests must be resolved at the affiliate level.

Rule 22 | National Contest Attendance

Individual students and groups must be present for an entry to be judged at the National Contest. All members of a group entry must register for the National Contest.

B. EXHIBIT

An exhibit is a visual representation of your research and interpretation of your topic's significance in history. The analysis and interpretation of your topic must be clear and evident to the viewer. Labels and captions should be used creatively with visual images and objects to enhance the message of your exhibit.

Part III, Rules for all Categories, applies to exhibits.

B1	Size Requirements	<ul style="list-style-type: none"> 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 does 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. See Figure 4 for illustration.
B2	Word Limit	<ul style="list-style-type: none"> A 500-word limit applies to all student-composed text that appears on, or as part of, an exhibit entry. This includes the text that you write for titles, subtitles, captions, graphs, timelines, media devices, or supplemental materials (e.g., photo albums, scrapbooks, etc.) where you use your own words. Brief factual credits of the sources of illustrations or quotations included on the exhibit do not count toward the 500-word limit. A date (January 1, 1903) counts as one word. See Figure 5 for additional explanation. <p><i>NOTE: Be careful that your message is clear on the exhibit itself. Extensive supplemental material is inappropriate. Oral history transcripts, correspondence between you and experts, questionnaires, and other primary or secondary material used as sources for your exhibit should be cited in your bibliography, but not included as attachments to your bibliography or exhibit.</i></p>
B3	Media Devices	<ul style="list-style-type: none"> Media devices (e.g., DVD players, tablets, mp3 players, video monitors, computers, etc.) used in an exhibit must not run for more than a total of three minutes. Quotes from another source (e.g., clip from a documentary, primary source music, etc.) are considered quotes. Any student-composed questions, narration, or graphics incorporated within a media presentation are subject to the 500-word limit (Rule B2). Viewers and judges must be able to control media devices. Any media devices must fit within the size limits of the exhibit. Any media devices used should be integral to the exhibit—not a method to bypass the prohibition against live student involvement.

B4	Crediting Sources	<ul style="list-style-type: none"> • All quotes from written sources must be credited on the exhibit. • All visual sources (e.g., photographs, paintings, charts, and graphs, etc.) must be credited on the exhibit and fully cited in the annotated bibliography. • Brief, factual credits do not count toward the word total. See Figure 6 for an example of the difference between a credit and a caption.
B5	Required Written Materials	<ul style="list-style-type: none"> • Three copies of your title page, process paper, and bibliography should be presented to the judges for review. Be sure to bring an additional copy for your own reference. Refer to Part III, Rules 16-18, for citation and style information.



FIGURE 4 | EXHIBIT SIZE LIMIT ILLUSTRATION

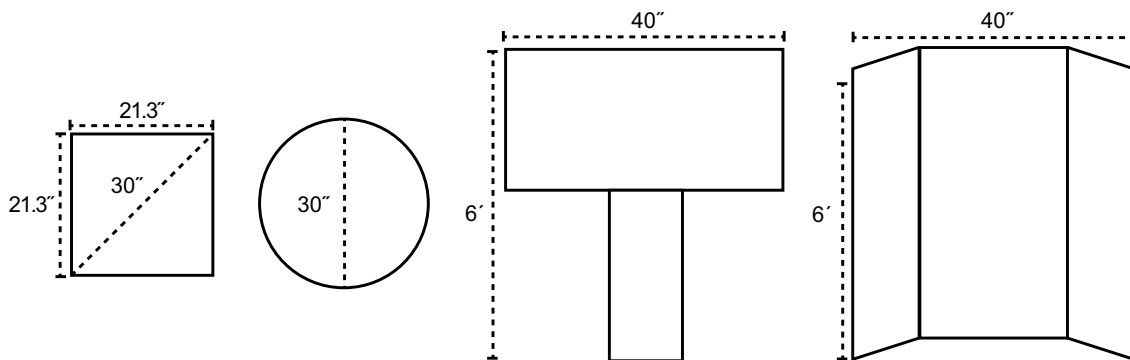


FIGURE 5 | COUNTING WORDS

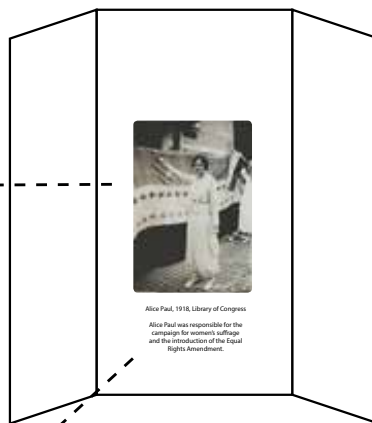
Example from an exhibit board	Number of student-composed words	Explanation
John Quincy Adams served as the Secretary of State....	9	These are all student-composed words.
On August 18, 1920, the Nineteenth Amendment was ratified....	7	The date counts as one word.
When Thomas Jefferson wrote that "All men are created equal" in the Declaration of Independence...	10	Direct quotations from primary and secondary sources do not count as student-composed words.
"Four score and seven years ago, our fathers brought forth..." Abraham Lincoln, Gettysburg Address, November 19, 1863	0	Direct quotations from primary and secondary sources and brief, factual credits do not count as student-composed words.

FIGURE 6 | CREDITING VISUAL SOURCES



Alice Paul, 1918, Library of Congress

Alice Paul was responsible for the campaign for women's suffrage and the introduction of the Equal Rights Amendment.



Alice Paul, 1918, Library of Congress.
Alice Paul was responsible for the campaign for women's suffrage and the introduction of the Equal Rights Amendment.

A brief, **FACTUAL CREDIT** is **REQUIRED** and does **NOT** count toward the 500-word limit.

A caption **DOES** count toward the 500-word limit.