Checklist for Exhibit Entries

Rules/Guidelines

- ☐ It meets all size requirements: no more than 40" wide, 30" deep, and 6' high
- ☐ It contains less than 500 student-composed words
- ☐ Any media devices included are less than 3 minutes and can be controlled by the judges

Historical Quality

- ☐ My topic fits the annual theme
- ☐ My topic has historical significance
- ☐ My exhibit answers the "So What" question
- ☐ I have provided interpretation of source information
- ☐ I have checked all my information for accuracy
- ☐ I have a thesis for my website
- ☐ My exhibit supports my thesis statement

Exhibit Quality

- ☐ My exhibit clearly shows my analysis and interpretation without having to explain further
- ☐ My labels and captions are clearly related to the information to which they are attached
- ☐ My pictures, captions, labels, maps, and charts are all organized to maximize visual impact
- ☐ I have organized my information by sequence or theme to help support my thesis—there are different time periods or stages of my information
- ☐ My title is clearly displayed and readily found
- ☐ I have solicited outside opinions to verify that the exhibit has a visual impact

Proofreading/Editing

- ☐ I had at least one other person proofread my labels, captions, and process paper
- ☐ My process paper is less than 500 words
- ☐ I ran spell check and looked for errors that spell check did not catch
- ☐ My words and phrases are clear

Bibliography

- ☐ My bibliography is separated into primary and secondary sources
- ☐ There are at least 5 primary and 5 secondary sources
- ☐ Each source has at least a two-sentence annotation
- ☐ My most important sources contain annotations that describe how they influenced my project
- ☐ All of my entries have a hanging indent
- ☐ My bibliography has consistent formatting
- ☐ I made six hard copies of my process paper and bibliography to bring to the contest

Checklist for Documentary Entries

Rules/Guidelines

- ☐ Documentary does not exceed 10 minutes
- ☐ Documentary contains credits at the end
- ☐ Documentary is either on a DVD or a computer and project system that I can bring to the contest

Historical Quality

- ☐ My topic fits the annual theme
- ☐ My topic has historical significance
- ☐ My documentary answers the "So What" question
- ☐ I have provided interpretation of source information
- ☐ I have checked all my information for accuracy
- ☐ I have a thesis for my website
- ☐ My documentary supports my thesis statement

Documentary Quality

- ☐ I have watched at least 5 documentaries (at least 3 should be historical) to get a sense of how a documentary is put together
- ☐ My narration is clear and understandable
- ☐ My on-screen images clearly relate to the subject I am talking about
- ☐ The transitions between images or to videos is seamless
- ☐ All of your images are clear and are on screen long enough to make their point

Proofreading/Editing

- ☐ I had at least one other person proofread my onscreen captions and process paper
- ☐ My process paper is less than 500 words
- ☐ I ran spell check and looked for errors that spell check did not catch
- ☐ My words and phrases are clear

Bibliography

- ☐ My bibliography is separated into primary and secondary sources
- ☐ There are at least 5 primary and 5 secondary sources
- ☐ Each source has at least a two-sentence annotation
- ☐ My most important sources contain annotations that describe how they influenced my project
- ☐ All of my entries have a hanging indent
- ☐ My bibliography has consistent formatting
- ☐ I made six hard copies of my process paper and bibliography to bring to the contest

Checklist for Performance Entries

Rules/Guidelines

- ☐ The performance will fit within the 10 minute limit
- ☐ Props for my performance can be set up and taken down in 5 minutes or less

Historical Quality

- ☐ My topic fits the annual theme
- ☐ My topic has historical significance
- ☐ My performance answers the "So What" question
- ☐ I have provided interpretation of source information
- ☐ I have checked all my information for accuracy
- ☐ I have a thesis for my website
- ☐ My performance supports my thesis statement

Performance Quality

- ☐ I have rehearsed my presentation in full at least 5 times
- ☐ I am aware of the movements required by me in the script
- ☐ I have performed at least twice in front of others
- ☐ I have received and applied feedback from those who viewed my performance
- ☐ I understand the difference between performing and presenting and am confident that I have created a performance
- ☐ At least two rehearsals were completed without forgotten lines, stuttering, or other mistakes

Proofreading/Editing

- ☐ I had at least one other person proofread my process paper
- ☐ My process paper is less than 500 words
- ☐ I ran spell check and looked for errors that spell check did not catch
- ☐ My words and phrases are clear in my process paper

Bibliography

- ☐ My bibliography is separated into primary and secondary sources
- ☐ There are at least 5 primary and 5 secondary sources
- ☐ Each source has at least a two-sentence annotation
- ☐ My most important sources contain annotations that describe how they influenced my project
- ☐ All of my entries have a hanging indent
- ☐ My bibliography has consistent formatting
- ☐ I made six hard copies of my process paper and bibliography to bring to the contest

Checklist for Website Entries

Rules/Guidelines
☐ Website was created through NHD's Weebly site (nhd.weebly.com)

☐ The site contains no more than 1,200 student-composed words

☐ The website contains a "home page"

☐ The process paper and bibliography are included on the website

☐ Video clips do not last longer than 45 seconds

☐ All content is hosted on the page (not embedded from YouTube) and the site is less than 100 MB

☐ The site does not link to any externally-hosted websites (except to download viewers)

☐ Links are available to all necessary plug-ins required to view content on the site

Historical Quality
☐ My topic fits the annual theme

☐ My topic has historical significance

☐ My website answers the "So What" question

☐ I have provided interpretation of source information

☐ I have checked all my information for accuracy

☐ I have a thesis for my website

☐ My website supports my thesis statement

Website Quality
☐ All pages within the site have links on the homepage

☐ Navigation through the site is easy and organized to guide a viewer through the site

☐ The images appearing on the site are clear

☐ The site is organized to maximize visual impact and connection to the NHD theme

Proofreading/Editing
☐ I had at least one other person proofread my website and process paper

☐ My process paper is less than 500 words

☐ I ran spell check and looked for errors that spell check did not catch

Bibliography
☐ My bibliography is separated into primary and secondary sources

☐ There are at least 5 primary and 5 secondary sources

☐ Each source has at least a two-sentence annotation

☐ My most important sources contain annotations that describe how they influenced my project

☐ All of my entries have a hanging indent

☐ My bibliography has consistent formatting

Checklist for Paper Entries

Rules/Guidelines

- ☐ The paper is between 1,500 and 2,500 words
- ☐ The title page contains only my name, title, category, and division
- ☐ My paper is double spaced with one inch margins
- ☐ My pages are numbers consecutively
- ☐ My paper stays in third person throughout

Historical Quality

- ☐ My topic fits the annual theme
- ☐ My topic has historical significance
- ☐ My paper answers the "So What" question
- ☐ I have provided interpretation of source information
- ☐ I have checked all my information for accuracy
- ☐ I have a thesis for my website
- ☐ My paper supports my thesis statement

Proofreading/Editing

- ☐ I had at least one other person proofread my paper
- ☐ I ran spell check and looked for errors that spell check did not catch
- ☐ My words and phrases are clear

Bibliography

- ☐ My bibliography is separated into primary and secondary sources
- ☐ There are at least 5 primary and 5 secondary sources
- ☐ Each source has at least a two-sentence annotation
- ☐ My most important sources contain annotations that describe how they influenced my project
- ☐ All of my entries have a hanging indent
- ☐ My bibliography has consistent formatting