

HANDOUT: PROCESS PAPERS AND ANNOTATED BIBLIOGRAPHIES

Your Process Paper and Annotated Bibliography are important parts of the judging process. These are the first thing that judges read, so you don't want to save this part of your History Day project until the last minute. The written materials include three parts:

1. TITLE PAGE

- Title of Project
- Student Name(s)
- Age Division and Entry Category
- Exhibits Only: Number of Student-Composed Words in Exhibit

DO NOT include your grade, school name or teacher name!

2. PROCESS PAPER

(500 words, 4-5 Paragraphs)

- How did you get the idea for this topic?
- Where did you go for your research? What types of sources (newspapers, documents, interviews, etc.) did you use?
- How has your understanding of this topic changed as you have worked on your research?
- How did you put your presentation together? What skills did you learn?
- How does your topic relate to the theme "**Rights and Responsibilities in History**?" Why is this topic important in history?

(Sample process paper title page)

The British Reaction to the
American Revolution

Jill Jones and Rebecca Smith
Junior Division
Group Documentary

3. ANNOTATED BIBLIOGRAPHY

Separate into primary and secondary sources and alphabetize.

Use MLA or Turabian guide for your citations.

Use a two-sentence annotation format:

- What is this source?
- How was it useful to your project?

REMEMBER: All materials must be printed on plain white paper and stapled in the upper left-hand corner. **NO COVERS! NO ARTWORK OR SPECIAL PAPERS!** Bring at least four copies of your process paper when you are judged.