

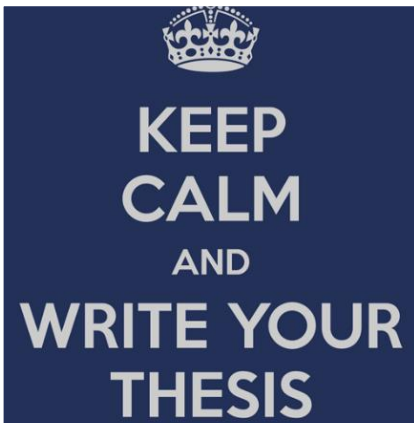
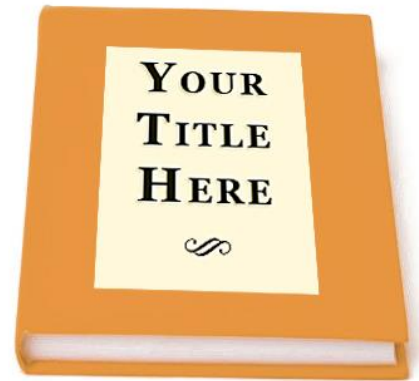


**Topic:**

What topic did you select?  
Is it something that interests you?  
Is the topic too broad or too narrow?  
Is there enough information for this topic?

**Title:**

Is the title "catchy"?  
Is the title descriptive of your topic?  
Is the title informative of your project?  
Does your title "hook" people to your project?

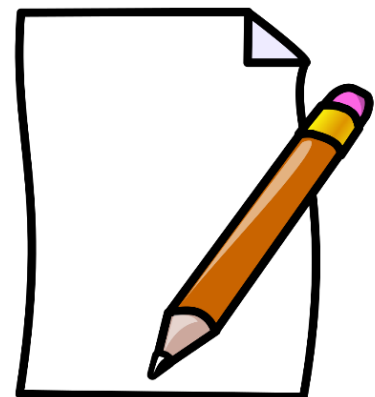


**Thesis and Thesis Statement:**

What is the point of your project?  
What are you trying to prove in your project?  
How is your topic connected to the theme?  
What is your position on the topic?

**Format:**

What is the format of the end product for your project?  
(Website, Paper, Performance, Exhibit, Documentary)  
How many and what kind of sources do you need?  
When is the product due?



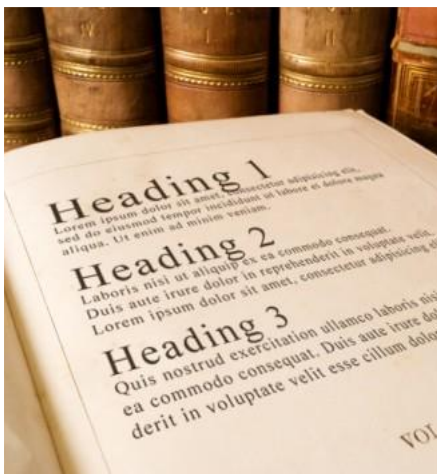


### Background Research:

- Get an overview of the topic by reading an encyclopedia article.
- Make a rough outline of what information you are going to cover (Main Topic and Subtopics)
- Make an annotated bibliography for the encyclopedia article. Tell what the article contains and how it helps your research.

See/See also and Cross References:

- Make a list of key words that will help you look up more information.
- Make a list of possible primary and secondary sources.



### Headings and Sub-Headings:

- Look for headings and subheadings in the articles you read to help you get ideas about how to narrow your focus.
- Does your thesis have to be reformulated based upon your research?



### Research Sources:

Make a list of possible sources of information. (books, references materials, websites, databases, periodicals, media, interviews, journals, etc. )

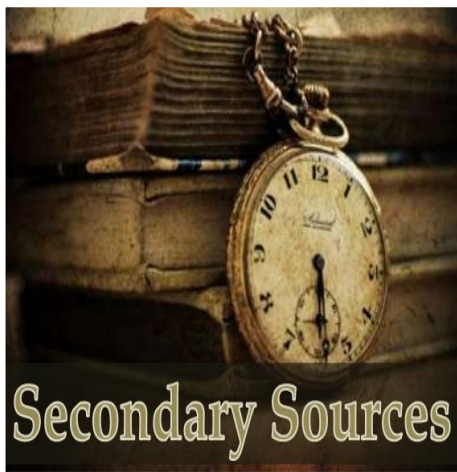
Locate the best sources. (libraries, internet, museums, etc.)

Make an annotated bibliography for each source you use. (proper citation with summary of source, and how and why it is important to your topic)

### Primary Sources:

Look for information about your topic in which the creator of the source was an actual participant in or lived during the historical moment.

(documents of the time, artifacts, autobiographies, historical sites, journals, diaries, letters, photographs, videos, etc.)



### Secondary Sources:

Look for information about your topic in which the source was not created during the historical moment.

Secondary sources are usually created from analyzing and interpreting primary sources.

Research useful primary sources cited in the secondary sources to help further your research materials.

(books published after the event, biographies, reprints of art, retrospective articles, textbooks, websites, etc. )



## Important Information

### Use of Information:

On the sources you have gathered, use the table of contents, index, headings, subheadings, charts, graphs, maps, etc. in order to guide your research.

Along the way, use this information to take notes.

If needed, adjust your outline/ thesis as you figure out new information on your topic.

### Skim/Scan information and Using the Index:

Skim the text and scan to find useful information on your topic.

Read the information you find that is useful for your topic.



**KEEP  
CALM  
AND  
SUMMARIZE**

### Paraphrase and Summarize Information:

Take notes by summarizing or paraphrasing the information you find useful on notecards.

Each note card should have a heading according to the outline you create, where the information will best be useful in your project.

Each note card should also have a reference of the source, so you can create an annotated bibliography for the source.



### Note Cards:

Read and take notes until you have enough information from your sources.

Create note cards for every source you read by summarizing or paraphrasing useful information.

Create an annotated bibliography for every source you gather information from and created a note card.

### Note-taking:

Do you have enough information to prove your thesis statement? (If not, you have to continue your research)

Do you have a strong support for your claims?

Organize your notes according to your outline's headings and subheadings.



### Outline:

Write an adjusted, formal outline from the information you have gathered from your sources.

Write the body of your paper from your notes. Edit.

Write the introduction and the conclusion. Edit.

Create an annotated bibliography.

Create your title page.





### Process Paper:

Create a process paper answering the following questions in 500 words or fewer. (Except the Historical Paper category)

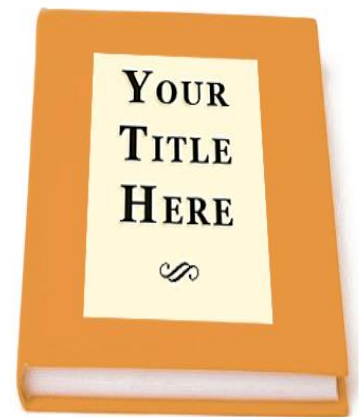
How did you chose your topic? How did you conduct your research? How did you select your category? How did you create your project? How does your project relate to the NHD theme?

### Title Page:

Create a title page containing the title of your project, your name(s), the category and division you are competing, and the appropriate word-counts needed.

(Exhibits, performances, papers, and documentaries- title page goes with completed paper and annotated bibliography;

Websites- Main page should act as your title page along with the main menu for the site)



### Evaluation:

Does my product meet all requirements?

Did I cover my outline and do I prove my thesis effectively by providing interpretation and analysis?

Is all my information organized and did I stay on topic?

Does my project connect to the NHD theme?

### Annotated Bibliography and MLA Format:

Did I give credit to all my sources?

Did I use MLA Format for my citations?

Did I give a complete annotation for my sources by providing a summary on the source and how I effectively used it in my project?

