



Judge Handbook



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Welcome Judges!

You make National History Day–Orange County great! Thank you!

National History Day–Orange County (NHD-OC) is recognized as a top-tier program with an unrivaled contest because of your support. Thank you for your gifts of time, expertise, and care on behalf of Orange County students.

As a judge, you are an integral element of NHD-OC. You will be tasked with determining the entries that will best represent our county at the NHD-CA State Finals to be held in May 2021. You have a wonderful and difficult job. The entries you will assess represent the research, analysis, interpretation, creativity, and perseverance of some of Orange County’s finest students. They have tackled a challenging theme and translated their research and interpretation into projects that reflect their understanding of the historical significance of their topics. They will be excited, nervous, and hopeful as you examine their work and meet with them. As you make difficult decisions, you are charged with making every student feel valued as a scholar and for their tremendous efforts. We depend upon your judgment and graciousness to make NHD-OC better year after year.

YOUR ROLE

National History Day combines a research–based instructional program with a highly regarded competition. The primary goal is to provide students with a relevant and empowering academic experience. Your role is twofold:

1. Provide students with a positive, meaningful experience; and
2. Determine the entries that will represent Orange County at the State Finals.

You will have the opportunity to view and experience student work as well as *interview students and provide them with written comments. Your feedback will be essential for students who will move forward as well as for those who will be thinking about next year’s participation. Your interactions with these young competitors will influence their opinions of the NHD-OC program and their interest in participating in the future. Everything from your smile when you greet students to the phrasing of your interview questions to your written comments will affect the students with whom you interact as a judge.

*may not apply in a virtual format

THE PROCESS OF JUDGING – BEFORE YOU EVALUATE ENTRIES

1. **Materials Review:** Prior to the contest, carefully review all materials provided by NHD-OC. Materials include this handbook, the theme description, and rules relative to the category you will be judging.
2. **Judge Training:** View the Judge Training webinar. Additionally, there will be a short orientation at the contest venue prior to the day’s judging. You will receive necessary materials, your judging assignment, and any last-minute updates.
3. **Consensus Judging:** You are part of a team of judges assigned to a set of entries. Instead of using a numerical scoring system, you will use a rubric on which you can identify areas of strength and growth in addition to writing comments that will be helpful to the student(s). After viewing all the entries in your set, you will collectively determine which are the strongest. It is important that your rubric rankings reflect your decisions. Some teams use two members to focus on Historical Quality as this comprises 80% of the overall ranking.
4. ***Time Management:** Entries are scheduled at specific time intervals. You are responsible for maintaining the event flow as your actions affect judging teams who follow you.

****THE PROCESS OF JUDGING – WHEN THE STUDENTS ARRIVE***

1. Smile and introduce yourselves to the students.
2. Read the Annotated Bibliography and Process Paper before viewing the entry.
3. After viewing the entry, ask the students some thoughtful questions about their projects, their research, what they learned, etc. This is an opportunity to confirm that students actually did the work and to provide students with a platform to highlight elements of their projects that may not have stood out to the judges initially.
4. Thank the students and dismiss them.
5. Jot down comments until it is time to address the next entry.

THE PROCESS OF JUDGING – WORKING TOWARD CONSENSUS

1. *After all entries are viewed, return to the Judges Headquarters to discuss in private.
2. Suggestion: each judge identifies his/her “top” entries to determine the initial level of agreement.
3. With a focus on HISTORICAL QUALITY, determine which entries are the strongest.
4. Complete comments with an emphasis on positive, constructive, useful messages. Avoid “Great Job!” – as it doesn’t help a student know what s/he did well or how to improve.
5. Double check that all rubric elements are completed, that your writing is clear and legible, and that all forms are turned in.

*may not apply in a virtual format

THE PROCESS OF JUDGING – WHAT YOU CAN EXPECT

Required Materials: Each entry must have a Title Page, Process Paper, and an Annotated Bibliography. Written materials should be turned in as one PDF document, stapled at top left corner.

- ✓ *Title Page:* First page of written material. It includes ONLY name of student(s), entry number, division (i.e., Elementary, Junior, or Senior) and category (e.g., Poster, Exhibit, Performance, etc.). In the Website category, the Title Page is the home page of the Website and may include navigation buttons in addition to the items already identified. The number of student-composed words in the Process Paper must be included on the title page.
- ✓ *Annotated Bibliography:* This is the heart of the entry. The Annotated “Bib” is divided into Primary and Secondary Source categories and *may* be further divided by the types of documents (e.g., Magazines, Periodicals, Interviews, Images, Books, etc.). **This document contains all the sources consulted in the development of the entry.** This includes sources for oral interviews, visual materials, and video used in the project. Annotations briefly describe the source, how it was used in the creation of the project, and/or how it supported the student’s understanding of the topic. **Each annotation must be no more than two to three sentences.** Use of sources not included in the Annotated Bibliography is plagiarism – this will result in disqualification of the entry.
- ✓ *Process Paper:* Students respond to **five** questions in 500 words:
 1. How did you choose your topic and how does it relate to the annual theme?
 2. How did you conduct your research?
 3. How did you create your project?
 4. What is your historical argument?
 5. In what ways is your topic significant in history?

EVALUATION CRITERIA

NHD-OC Entry Evaluation Forms (also called rubrics) align with those of National History Day-California and include columns to assess the elements related to Historical Quality and Clarity of Presentation.

RATINGS IN RELATION TO EVALUATION CRITERIA

Historical Quality: This evaluation component reflects 80% of your assessment of the entry. An entry identified as *Exemplary in the Historical Quality* area reflects the following qualities:

- **Historical Argument (Thesis or Claim):** Historical argument is supported by analysis and evidence.
- **Theme:** Annual theme is consistently clear and connected to the topic and argument.

- **Wide Research:** Bibliography includes a variety of types of available sources.
- **Primary Sources:** Primary sources support the historical argument.
- **Historical Context:** Connections to the topic’s time and place are made and analyzed.
- **Multiple Perspective:** Varied perspectives are included throughout the project.
- **Historical Accuracy:** Information is accurate, credible and without critical omissions.
- **Significance in History:** Impact of the topic is analyzed in the conclusion.

Clarity of Presentation: This evaluation component reflects 20% of your assessment of the entry:

- Audio and visuals are clear and easily understood.
- Creative and original.
- Visual elements effectively guide the viewer to understand the claim.
- Free of distracting grammatical errors.
- Student Voice: Analysis is clear and balanced between own words/ideas and supporting evidence.

RULE COMPLIANCE

Specific rules apply to each entry category. Judges should review the rules for their categories. Judge team, Building Leads, and the NHD-OC Coordinator are additional resources when considering possible rule infractions. In the event of a possible rule infraction, please alert your co-judge(s) to discuss it (**NOT IN THE PRESENCE OF STUDENTS**). **Major infractions require a ranking markdown as they provide a competitive advantage.** Projects with a major infraction such as, over word count, over time limit, or a late entry should not be finalists. Minor rule infractions are worth noting in your written comments as areas for students to improve. Plagiarism, the use of a previous year’s project, and tampering with any part of the project of another student are the only infractions that result in disqualification. The NHD-OC Coordinator must confirm disqualifications. **Judges should not disqualify students, but should alert the NHD-OC Coordinator privately.**

STUDENT INTERVIEWS *(may not apply in virtual format)*

Following the review of each entry and its associated materials, judges conduct short (5 minute) interviews with students regarding their work. This is an opportunity to ask questions that help clarify your understanding of the project, to confirm students’ understanding of their research and project development, and to provide students with a forum to highlight key elements of their work. A few thoughts to keep in mind when conducting the interview:

1. This is an unscored element of the judging process – the entry must be able to stand on its own without additional explanation.
2. Students may arrive at different conclusions than yours on the same issue – the focus is on the students’ research, understanding, interpretation, and project development.

3. Interview time is short and students/spectators pay attention to your consistency – consider a small handful of “hip pocket” questions to ask – samples follow:
 - a. How did you choose this topic?
 - b. What source did you find most important, and why?
 - c. How did you go about your research process?
 - d. What are some of the most important things you learned?
 - e. What did you find most rewarding/challenging?

The interview is your opportunity to leave students with a positive NHD-OC experience. The following “do’s” and “don’ts” are of special service at this point in judging:

1. DO smile and help students feel comfortable.
2. If one student in a group dominates during the interview, DO direct questions at other members to provide equal opportunity to respond.
3. DO provide compliments and a sense of appreciation for the students’ hard work and effort.
4. DON’T lecture or chastise the students. Today, they are the experts.
5. DON’T criticize, make negative comments, or ask questions with negative presuppositions (e.g., “Why didn’t you examine the following source?”).
6. DO thank the students but DON’T indicate in any manner how students appear to have performed relative to others or about the possibility of them advancing to the next level of competition.

COMING TO CONSENSUS

After viewing all the entries in your heat, your team will determine the entries that will advance to the next level of competition. Many teams begin by identifying the entries that stand out as the best. Your conversation will focus on ranking the entries with #1 being the top-ranked entry in your heat. Judging is complete when all judges sign the Consensus Form. **You must rank the top 5 entries in your heat.**

UPON COMPLETION

Your rankings are confidential. Many people at the competition would love to catch any hint of your opinion of students’ projects. **DO NOT DISCUSS STUDENT WORK OUTSIDE THE JUDGES’ HEADQUARTERS.** Students will receive their evaluation sheets upon the conclusion of the competition.

FINAL THOUGHTS

Most students will not advance to the next level of competition. ***YOU are their NHD experience.*** This is your opportunity to share how much you value the efforts and work of these budding scholars. They will read and reread your written comments – and will take them to heart. They will hang on every question you ask and comment you make. We trust you to keep

in mind the ages of these students and trust that you are here to support them. As keepers of this trust, *we cannot thank you enough!*

NHD–OC RULES FOR JUDGES

RULES FOR ALL CATEGORIES

NHD-OC rules align with those of the National History Day program. The following rules apply to every category. Participation in NHD-OC requires adherence to each of the following rules:

Rule 1 Annual Theme: Entries must relate clearly to the annual theme and explain the topic’s significance in history.

Rule 2 Contest Participation: Students may participate in the research, preparation, and presentation of only one entry each year. They may share research only with up to four other students who are fellow participants in their group entry. They may not create a common pool of research from which several entries are created.

Rule 3 Individual or Group Entries: A paper, individual exhibit, individual performance, individual website, individual documentary, or individual poster must be the work of only one student. A group exhibit, group performance, group website, group documentary, or group poster must be the work of 2 to 5 students. All students in a group entry must be involved in the research and interpretation of the group’s topic.

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 will result in disqualification.* The year begins each June, following the national contest and the announcement of the new theme.

Rule 5 Construction of Entry: Students are responsible for the research, design, and creation of their own entry. They may receive help and advice from teachers and parents on the mechanical aspects of creating the entry.

- They may have help typing their paper and other written materials.
- They may seek guidance from their teachers as they research and analyze materials, but all conclusions must be their own.
- They may have photographs and slides commercially developed.
- For their safety, students may have reasonable adult assistance operating machinery or equipment (e.g., power saw to cut out a prop). If the project requires extensive direct adult assistance, students are advised to consider another category that fits with what they can safely do themselves.

Rule 6 Contest Day Set-up: Students are responsible for setting up their own exhibits, equipment, or props at the contest. They may have reasonable help carrying them, but **all** set-up must be completed by students associated with the project.

Rule 7 Equipment/Supplies: Students are responsible for supplying all props and equipment at each level of competition. Laptop computers and monitors or screens are available at the county

competition for the documentary category only. Internet access and computers are available for website entry interviews. Tables are provided for exhibits and posters. Students provide any and all other supplies and equipment necessary for presenting their NHD-OC entry.

Rule 8 Interview with Judges: Students should be prepared to respond to judges' questions about the content and development of the entry. They will **not** give a formal, prepared introduction, narration, or conclusion. Judges' questions guide the interview. The entry should be able to stand on its own without any additional comments from the student(s). They should be prepared to explain the design, research, and creation of their entry if questioned. Judges need to know that the entry is the result of the student's own work.

Rule 9 Costumes: Only participants in the performance category may wear costumes related to the focus of their entry.

Rule 10 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 and *may* result in disqualification. Any questions about this should be directed to the NHD-OC Coordinator.

New for 2021: No weapons of any kind, including real, toys or replicas of any form.

Rule 11 Title: Each entry must have a title that is clearly visible on all written materials.

Rule 12 Written Material: Each entry must include the following written material *in the order presented below*:

- Title page as described in Rule 13
- Process paper as described in Rule 14
 - **New for 2021: process papers are required for Paper entries**
- Annotated bibliography as described in Rule 15

These materials must be typed or neatly printed on plain white paper, and stapled together in the top left corner. **No covers or binders.** Students must provide four copies of these materials, except in the Website and Historical Paper categories. Students submitting Website entries must integrate these required "written" materials into the site.

Rule 13 Title Page: A title page is required as the first page of written material in every category. The title page must include only the title of the entry, student name(s), and the contest division and category in which the student(s) is/are entered. The home page of Website entries serves as the title page – in this case, navigation buttons, images, music, etc. are acceptable. **Students must document the word count for projects and process paper in all categories.**

Title Name Junior Division Historical Paper Paper Length: 2,234 words Process Paper: 410 words	Title Names 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	Title Names Elementary Division Group Poster Student-composed words: 325 Process Paper: 410 words
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Rule 14 Process Paper: All categories must include a process paper with the entry. It must describe in 500 words or less how the student(s) conducted their research and created the entry. **The number of student-composed words included in the Process Paper must be included on the title page. New for 2021: The process paper must include five sections that explain:**

1. How they chose their topic and how it relates to the annual theme
2. How they conducted their research
3. How they created the project
4. What is their historical argument
5. How is their topic significant in history

New for 2021: Process paper must not include quotes, images or captions.

Rule 15 Annotated Bibliography: An annotated bibliography is required for all categories. Students are required to separate the bibliography into primary and secondary sources. **New for 2021: Students must list all sources consulted to develop the entry.** Sources of visual materials and oral interviews must be included. The annotations for each source must explain how they used the source and how it helped them understand their topic. Annotations of Websites should describe who sponsors the site. Poster entries should have a full bibliography with only 5 annotations. **New for 2021: Each annotation must be no more than 2-3 sentences.**

Rule 16 MLA, Chicago or Turabian Style: Formatting and style conventions for written materials including citations and bibliographic references, should follow the principles the style guides. Regardless of which style convention is used, the style must be consistent throughout all written material.

Rule 17 Plagiarism: Students must list in their annotated bibliography all sources consulted during the development of their entries. *Failure to credit sources is plagiarism and will result in disqualification.*

Rule 18 Registration: Students must meet registration deadlines and procedures established by the contest coordinator at each level of competition in order to participate.

Rule 19 Attendance at the Competition: All individual competitors and group members must register and be present at the county competition to be eligible for entry evaluation.

Rule 20 Sharing Entries: Registration in NHD-OC indicates that students grant permission for contest officials to duplicate, publish, distribute, and/or display their work to support program growth and excellence in Orange County.

RULE VIOLATIONS AND DISQUALIFICATION

Rule violations that result in disqualification of an entry:

1. Plagiarism
2. Use of another students' entry as one's own
3. Reuse of an entry from a previous year
4. Tampering with any part of the project of another student

PLAGIARISM: Plagiarizing all or part of your NHD project will result in disqualification. You must give credit to the primary and secondary sources you use and provide a complete citation and annotation for all of your sources in your annotated bibliography. See nhd.org/annotated-bibliography for more information about crediting and citing sources.

The online Merriam-Webster Dictionary defines “to plagiarize” as follows:

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source

Plagiarism includes, but is not limited to, the following examples:

- Turning in someone else's project as your own
- Failing to put quotation marks around direct quotes and include both a source credit and a proper citation of the source
- Failing to provide proper citations for all quoted and paraphrased material
- Failing to provide the sources for audio, video, or images used in your project
- Giving incorrect information about the source of a quote

TAMPERING: You may not tamper with another student's entry. Intentional or malicious defacing of another student's project will result in disqualification. Violations may include, but are not limited to, editing or deleting another student's website, defacing or stealing elements of an exhibit, or purposefully causing disruption during a performance with the intent of distracting the performer.

CATEGORY RULES – HISTORICAL PAPER (HPA)

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. Historical Papers should be grammatically correct and well written.

Rules for All Categories apply to the Historical Paper category. **New for 2021: A process paper is now required for papers.**

Rule HPA-1 Length Requirements: The text of historical papers must be no less than 1,500 and no more than 2,500 words in length. Each word or number in the text of the paper counts as one word. The 2,500-word limit does not apply to notes, annotated bibliography, illustration captions, and supplemental/appendix material. Appendix material must be referred to in the text of the paper. Extensive supplemental materials are inappropriate. Use of appendices should be limited and may include photographs, maps, charts, and graphs, but no other supplemental materials. Transcripts, correspondence, questionnaires, and other sources should be cited in the annotated bibliography but not included as attachments to the paper.

New for 2021: Captions and words in the footnotes/endnotes other than the citation now count toward the paper word limit.

Rule HPA-2 Citations: Citations - footnotes, endnotes, or internal documentation - are required. Citations are used to credit the sources of specific ideas as well as direct quotations. **Please note that an annotated footnote/endnote will count towards the paper word limit.**

Rule HPA-3 Preparation Requirement: Papers must be typed, computer printed, or legibly handwritten in ink on plain, white 8.5 x 11-inch paper with 1-inch margins on all sides. Pages must be numbered consecutively beginning with the first page following the title page (do not number the title page), and double-spaced with no more than 12 characters per inch or no less than 10-point type.

Rule HPA-4 Entry Submission: The deadline for submission of Historical Papers is well in advance of the competition so that judges will have time to thoroughly read and evaluate the work.

Rule HPA-5 Word Count: The total number of words in paper **and process paper** should be included on the title page.

Historical Paper Checklist

- ✓ 1,500 – 2,500 words, excluding notes, annotated bibliography, and title page
 - **Going over the word count provides a competitive advantage: entries over the word count should not advance to the next round of competition.**
- ✓ Title page includes title of entry, name, division (Junior or Senior), and category (Historical Paper) and **Word Counts (Paper and Process Paper)** only
- ✓ Process paper
- ✓ Annotated bibliography, separated into primary and secondary sources
- ✓ Clearly links topic to theme and demonstrates exploration of the entire theme
- ✓ Demonstrates significance of topic in history
- ✓ Citations provided within the body of the paper
- ✓ Submitted via e-mail by established contest deadline

- ✓ Demonstrates wide and balanced research and use of primary sources
- ✓ Historically accurate
- ✓ Shows interpretation and analysis
- ✓ Places topic in historical context
- ✓ Presentation of topic is creative, original, and well organized
- ✓ Has followed copyright laws

CATEGORY RULES – INDIVIDUAL AND GROUP EXHIBIT (EXH)

Individual Exhibits are evaluated alongside other Individual Exhibits within the same grade-span division as are Group Exhibits.

An exhibit is a visual representation of student research and interpretation of the topic’s significance in history, much like a *small museum exhibit*. The analysis and interpretation of the 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 the exhibit.

In addition to the rules below, *Rules for All Categories* apply to Exhibits.

Rule EXH-1 Size Requirements: The overall size of an 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 would include any stand created by the student(s) along with 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 diagram below.)

Rule EXH-2 Media Devices: Media devices (e.g., DVD players, projectors, video monitors, and computers) used in an exhibit must not run for more than a total of **2 minutes and must not loop**, and are subject to the 500-word limit (Rule EXH-3). 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 methods to bypass the prohibition against live student involvement. For example, a brief excerpt from a taped student-conducted oral interview or a dramatic reading is appropriate, but taped commentary or analysis is inappropriate.

New for 2021: Links to external content, such as QR codes, are prohibited.

Rule EXH-3 Word Limit: A 500-word limit applies to all text created by the student that appears on, or as part of, an exhibit entry. This includes the text they write for titles, subtitles, captions, graphs, timelines, media devices (e.g., video, slides, computer files), or supplemental materials (e.g., photo albums, scrapbooks, etc.) where they use their own words. Brief citations crediting the sources of illustrations or quotations included on the exhibit **do not count** toward the 500-word limit.

NOTE: A date counts as one word, while each word in a name is individually counted. For example, January 1, 1900 counts as one word, but John Quincy Adams counts as three. Words such as “a,” “the,” and “of” are counted as one word each.

NOTE: Be careful that the message is clear and contained on the exhibit itself. Extensive supplemental material is inappropriate. For example, oral history transcripts, correspondence between you and experts, questionnaires, and other primary or secondary materials used as

sources should be cited in the bibliography but not included as attachments to the bibliography or exhibit.

Rule EXH-4 Credit of Visual Sources: Students must include a brief credit, on the exhibit itself, for all visual sources (photographs, paintings, charts, graphs, etc.). These sources also must be fully cited in the annotated bibliography.

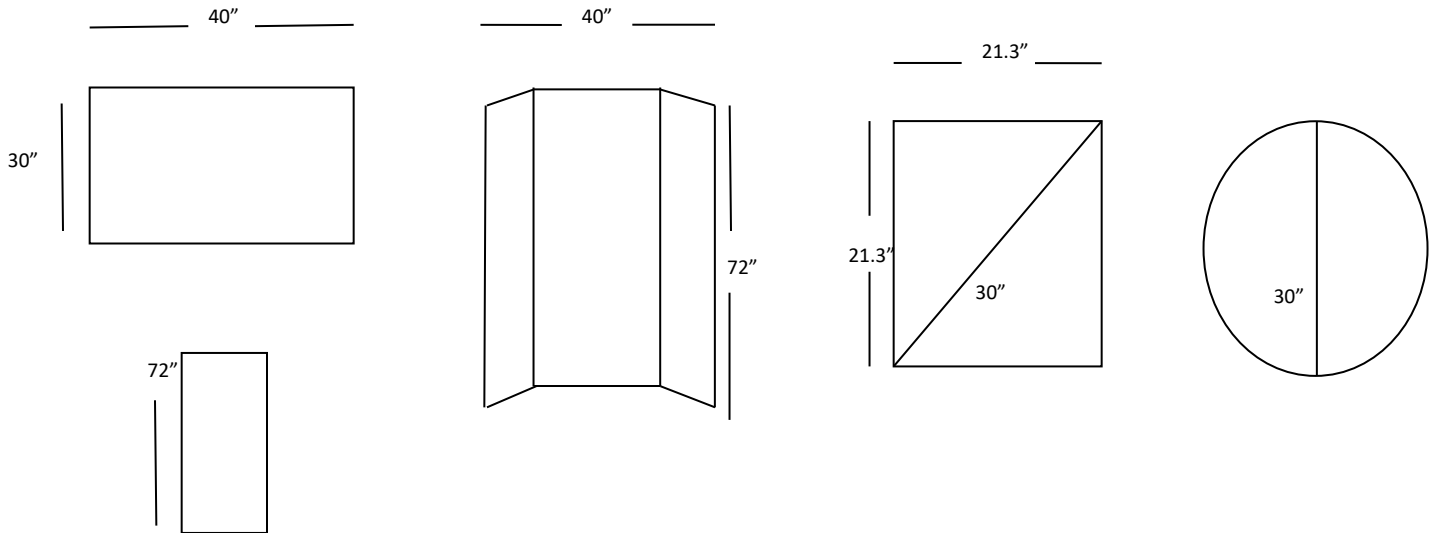


Exhibit Checklist

- ✓ No larger than 40 inches wide, 30 inches deep, and 72 inches high when displayed
 - **Going over size limits provides a competitive advantage: entries over the allotted size should not advance to the next round of competition.**
- ✓ Clear and visible title
- ✓ Minimum of 4 copies of written materials:
 - Title page with entry title, name(s), division (Junior or Senior), and category (Exhibit), number of student-composed words in exhibit and number of words used in process paper listed on the title page ONLY
 - Process paper no longer than 500 words
 - Annotated bibliography separated into primary and secondary source sections
 - Stapled at top left corner
- ✓ Shows wide research and use of primary sources
- ✓ Provides evidence of balanced research (multiple perspectives)
- ✓ Clearly links topic to theme and demonstrates exploration of the entire theme
- ✓ No more than 500 student-composed words (includes labels, captions, and titles)
 - **Going over the word count provides a competitive advantage: entries over the word count should not advance to the next round of competition.**
- ✓ Students must include a brief credit on the exhibit for all visual sources and quotations. These sources must be fully cited in the annotated bibliography
- ✓ Historically accurate
- ✓ Shows interpretation and analysis
- ✓ Places topic in historical context

- ✓ Demonstrates significance of topic in history
- ✓ Presentation of topic is creative, original, and well organized
- ✓ Has visual impact and shows interpretation
- ✓ Set up by the student(s) associated with the exhibit; adults may assist with *carrying* heavy or oversized items only
- ✓ Has followed copyright laws

CATEGORY RULES - INDIVIDUAL AND GROUP PERFORMANCE (PER)

A performance is a dramatic portrayal of a topic's significance in history and must be original in production. It must be scripted by the student(s) based on research of the chosen topic. The performance should have dramatic appeal, but not at the expense of historical information.

In addition to the rules below, *Rules for All Categories* apply to Performances.

Rule PER-1 Time Requirements: Performances may not exceed 10 minutes in length. Timing starts at the beginning of the performance **following** the announcement of the title and student name(s). Any other introductory remarks are considered part of the performance and will be counted as part of the overall time. Students have an additional 5 minutes to set up and **5 minutes to remove any props and be interviewed.**

Rule PER-2 Performance Introduction: The title of the entry and the names of the participants must be the **first and only** announcements prior to the start of the performance.

Rule PER-3 Media Devices: Use of slides, tape recorders, computers, or other media within a performance is permitted. Students must provide and run all equipment, as well as carry out any special lighting or sound effects.

Rule PER-4 Script: The script for the performance should *not* be included with the written material presented to the judges. **Script will be submitted in the event of a virtual contest.**

Rule PER-5 Costumes: Students may rent or have costumes produced for them, but the design, choice of fabrics, etc., must be their own.

Rule PER-6 Interaction: New for 2021: Students may not interact with or require participation by the audience.

Performance Checklist

- ✓ Performance does not exceed 10 minutes in length
 - **Going over time limit provides a competitive advantage: entries over the time limit should not advance to the next round of competition.**
- ✓ Set up and removal of props do not exceed 5 minutes for each
 - **New for 2021: The 5 minutes following the performance includes both the removal of props and the interview.**
- ✓ Minimum of 4 copies of written materials
 - Title page with entry title, name(s), division (Junior or Senior), and category (Performance), and **number of words in the process paper listed on the title page ONLY**
 - Process paper no longer than 500 words
 - Annotated bibliography separated into primary and secondary source sections

- Stapled at top left corner
- ✓ Any props, equipment, and costumes are student supplied
- ✓ Students registered for the given performance are the only individuals who may set up props, run equipment, or otherwise participate in the performance
- ✓ **New for 2021: Performers may not interact with or encourage interaction from the audience.**
- ✓ Shows wide research and use of primary sources
- ✓ Provides evidence of balanced research (multiple perspectives)
- ✓ Historically accurate
- ✓ Shows interpretation and analysis
- ✓ Places topic in historical context
- ✓ Clearly links topic to theme and demonstrates exploration of the entire theme
- ✓ Demonstrates significance of topic in history
- ✓ Presentation of topic is creative, original, and well organized
- ✓ Has followed copyright laws

CATEGORY RULES - INDIVIDUAL AND GROUP DOCUMENTARY (DOC)

A documentary should reflect the ability to use audiovisual equipment and technology to communicate the topic's significance, much as professional documentarians do. Presentations should include primary source materials and must be original productions.

In addition to the specific rules below, *Rules for All Categories* apply to Documentaries.

Rule DOC-1 Time Requirements: Documentaries may not exceed 10 minutes in length. Timing will begin when the first visual image of the presentation appears and/or the first sound is heard. Audio and visual leads are counted in the time limit. Timing will end when the last visual image or sound of the presentation concludes (including credits).

- ✓ **Going over time limit provides a competitive advantage: entries over the time limit should not advance to the next round of competition.**

Rule DOC-2 Introduction: Students may announce only the title of the presentation and names of participants. Comments prior to or during the presentation, including live narration, are prohibited.

Rule DOC-3 Student Involvement: Students are responsible for uploading their Documentary by the contest deadline. Judges will open documentary from computer desktop.

Rule DOC-4 Student Production: All entries must be student-produced. Students must operate all equipment. They must provide the narration, voice-over, and dramatization. Only those students listed as entrants may participate in the production. Only entrants and the subjects of their interviews (participants in an historical event or experts) may appear on camera.

Rule DOC-5 Entry Production: Each entry must be an original production. Students may use professional photographs, film, slides, recorded music, etc., within the presentation. However, they must integrate such items into the presentation and give proper credit at the end as well as in the annotated bibliography. Students must operate all editing equipment used in the production of the presentation. Using material created by others specifically for use in the entry violates this rule.

Rule DOC-6 Credits: At the conclusion of the documentary, students must provide a list of acknowledgments and credits for all sources. These credits should be brief - not full bibliographic citations, and not annotated. All sources (music, images, film/media clips, interviews, books, Websites) used in the making of the documentary should be properly cited in the annotated bibliography. The list of credits counts toward the 10-minute time limit and **should be readable by viewers.**

Rule DOC-7 Displays: Stand-alone displays are not part of this category and are prohibited.

Rule DOC-8 Computer Entries: Judges will open the documentary from the desktop of the laptop. Interactive computer programs and web pages in which the audience or judges are asked to participate are not acceptable. Internet access will not be available.

Rule DOC-9 Entry Submission: Students' final documentary will be uploaded to a secure online platform, password protected website by the NHD-OC established deadline. The title page, process paper and annotated bibliography must also be uploaded by the established contest deadline. The process paper and annotated bibliography must be uploaded as one PDF document with their documentary.

Documentary Checklist

- ✓ Presentation does not exceed 10 minutes
 - **Going over time limit provides a competitive advantage: entries over the time limit should not advance to the next round of competition.**
- ✓ Participant involvement during the presentation entails providing judges with written materials, and announcing name(s) and title
- ✓ Minimum of 4 copies of written materials
 - Title page with entry title, name(s), division (Junior or Senior), and category (Documentary) and number of words in the process paper listed on the title page ONLY
 - Process paper no longer than 500 words
 - Annotated bibliography separated into primary and secondary source sections
 - Stapled at top left corner
- ✓ Shows wide research and use of primary sources
- ✓ Provides evidence of balanced research (multiple perspectives)
- ✓ Historically accurate
- ✓ Shows interpretation and analysis
- ✓ Places topic in historical context
- ✓ Clearly links topic to theme and demonstrates exploration of the entire theme
- ✓ Demonstrates significance of topic in history
- ✓ Presentation of topic is creative, original, and well organized
- ✓ Has followed copyright laws
- ✓ Documentary must be uploaded by contest deadlines
- ✓ The title page, process paper and annotated bibliography must be uploaded as one PDF document by established contest deadline

Special Note on Documentary Entries: Each documentary judging room will have a laptop computer as well as a screen.

CATEGORY RULES - INDIVIDUAL AND GROUP WEBSITE (WEB)

The Website category is the most interactive of all NHD categories. By developing a collection of web pages, connected by hyperlinks, students create a self-guided experience for the viewer that demonstrates the student's interpretation of the topic and theme. Inspired by rich interpretative and interactive Websites, such as sites hosted by the Smithsonian, entries in this category should include primary and secondary sources, interactive multimedia, and historical analysis. Entries should incorporate textual and non-textual sources (photographs, maps, music, etc.), descriptions, and interpretations to engage and inform viewers. This category reflects students' abilities to use Website design software and computer technology to communicate the topic's significance in history. To construct a Website project, students must be able to operate, and have access to, appropriate software, equipment, and the Internet.

In addition to the rules below, *Rules for All Categories* apply to Websites.

Rule WEB-1 Entry Production: All entries must be original productions constructed using the online NHD Website editor beginning at the school level. Students may use professional photographs, graphics, video, recorded music, etc., within the site. Such items must be integrated into the Website, and proper credit must be given within the site as well as in the annotated bibliography. Students must operate all software and equipment in the development of the Website.

Students must include a brief credit in the website itself for all visual and written sources (e.g., quotes, photographs, paintings, charts, graphs, etc.). They must fully cite these sources in the annotated bibliography. These brief citations do NOT count toward the student-composed word count.

NOTE: Using objects created by others for specific use in the entry violates this rule. However, using graphics, multimedia clips, etc., that already exist is acceptable.

Rule WEB-2 Size Requirements: Website entries may contain no more than 1,200 visible, student-composed words. Code used to build the site and alternate text tags on images do not count toward the word limit. Also excluded, are words found in materials used for identifying illustrations or used to briefly credit the sources of illustrations and quotations; recurring menus, titles, and navigation instructions; words within primary documents and artifacts; and the annotated bibliography and process paper that must be integrated into the site. The entire site, including all multimedia, the process paper, and annotated bibliography, may use no more than 100MB of file space.

Rule WEB-3 Navigation: One page of the Website must serve as the "home page." The home page must include the name/s of participant/s, entry title, division, **total length of multimedia**, the total number of student-composed words, and the main menu that directs viewers to the various sections of the site. All pages must be interconnected with hypertext links. Automatic redirects are not permitted.

Rule WEB-4 Multimedia: Multimedia is Limited to No More than **Three Minutes** for entire Website: A Website may contain multimedia, audio, video, or both, but the **grand total for all multimedia used within the Website may total no more than three minutes**. Students have a grand total of three minutes to divide up at their discretion. It is the student's decision to divide up this overall media limit to best provide supporting evidence in their Website.

- ✓ Please note that any music or song that plays after a page loads is included in this total.
- ✓ A website could include many, smaller clips or include fewer, longer clips. The choice is up to the student.

Students may record quotes and primary source materials for dramatic effect, but may not narrate their own compositions or other explanatory material. All multimedia must be stored within the site; students may not use embedded material hosted elsewhere (e.g., YouTube, Google Video). There is no limit to the number of multimedia clips students may use, but they must respect the file size limit. If students use any form of multimedia that requires specific software to view (e.g., Flash, QuickTime, Real Player), they must provide on the same page a link to an Internet site where the software is available as a free, secure, and legal download. Judges will make every effort to view all multimedia content, but files that cannot be viewed cannot be evaluated as part of the entry.

Rule WEB-5 Required Written Materials: The annotated bibliography and process paper must be included as an integrated part of the Website. They should be included in the navigational structure. They do NOT count toward the 1,200 student-composed word limits. Students will follow the general rules regarding citations and style (see Rules 15 & 16) for the written materials integrated into Website projects **in PDF format**.

Rule WEB-6 Stable Content: The content and appearance of a page cannot change when the page is refreshed in the browser. Random text or image generators are not allowed.

Rule WEB-7 Viewing Files: The pages that comprise the site must be viewable in a recent version of a standard web browser (e.g., Internet Explorer, Firefox, Safari, Google Chrome). Students are responsible for ensuring that their entries are viewable in multiple web browsers. Entries may not link to live or external sites, except to direct viewers to software plug-ins, per Rule WEB-4. **Students must remove hyperlinks from all URLs listed in the source credits.**

Rule WEB-8 Submitting Entry for Judging: Students must submit the URL for the site in advance by the established deadline, after which they will be blocked from editing their site to permit equitable judging. While not required, it is recommended that students bring a printout of their Website and written materials to the competition.

Website Check List

- ✓ Site contains no more than 1,200 student generated words
 - **Going over the word count provides a competitive advantage: entries over the word count should not advance to the next round of competition.**
- ✓ Adheres to the 100 MB size limit
- ✓ Multimedia is limited to three minutes for entire Website with no student narration
- ✓ Constructed using the NHD Website editor beginning at the school level
- ✓ Does not include live or external links (except for software downloads needed to view site)
- ✓ Home page includes title of entry, names, division (Junior or Senior), category (Website), navigation menu, total length of multimedia, and word count for the process paper and Website
- ✓ Site URL is submitted by the established deadline
- ✓ Includes process paper of no more than 500 words
- ✓ Includes annotated bibliography, separated into primary and secondary sources
- ✓ Annotated bibliography and process paper are integrated into the Website **in PDF format**
- ✓ Presentation of topic is creative, original, and well organized
- ✓ Clearly links topic to theme

- ✓ Demonstrates significance of topic in history
- ✓ Historically accurate
- ✓ Shows interpretation and analysis
- ✓ Places topic in historical context
- ✓ Shows wide research and use of primary sources
- ✓ Provides evidence of balanced research (multiple perspectives)
- ✓ Has followed copyright laws

CATEGORY RULES – INDIVIDUAL AND GROUP POSTER

The poster is a scaled-down version of the exhibit category. This entry category is available only to participants in the Elementary Division. This category is not included at the National History Day contest. A poster provides the opportunity for students to demonstrate their understanding of the topic and theme, effectively use a combination of quotations and their own words to share the context, their thesis statement and evidence that supports it, and the significance of the topic in history. Students will also use images of all kinds (e.g., photos, maps, art images, etc.) and meaningful captions and labels to tell their story and guide the viewer through the display. Each Poster includes a title page, process paper, and bibliography, with only 5 annotations (**annotations must be no more than 2-3 sentences**).

In addition to the rules below, *Rules for All Categories* apply to the Poster

Rule DIS-1 Size and Shape: The Poster will be a rectangle no larger than 30" x 40" in size. It may be oriented as portrait or landscape.

Rule DIS-2 Construction: The project must be flat. It will contain no protruding elements. The display backing may be cardboard, mat board, poster board, foam board, or other flat material. Students may attach flat paper items to the display backing. Poster may be computer generated.

Rule DIS-3 Word Limit: A limit of 350 words applies to all text created by the student included in the Poster. This includes the text written for titles, subtitles, captions, graphs, and timelines where students use their own words. Brief citations crediting the sources of illustrations or quotations included on the display do not count toward the 350 student-composed word limits. This word limit does not apply to the title page, process paper, and annotated bibliography.

Poster Checklist

- ✓ Researched and developed by Elementary Division participant(s) only
- ✓ Rectangular in shape and no larger than 30" x 40"
- ✓ Flat
- ✓ Does not exceed 350 student-composed words
 - **Going over the word count provides a competitive advantage; entries over the word count should not advance to the next round of competition.**
- ✓ Four copies of written materials prepared in accordance with citation and style guidelines
 - Title page with entry title, name(s), division (Elementary), and category (Poster) ONLY
 - Number of student-composed words on Poster and number of words in the process paper included on title page
 - Process paper no longer than 500 words, **may use template provided by NHD-CA**

- Bibliography separated into primary and secondary source sections with **only 5 annotations (annotations must be no more than 2-3 sentences)**.
- Stapled at top left corner
- ✓ Uses images, labels, captions, and text to create a display with visual impact and tell an interesting story to the viewer
- ✓ Shows interpretation and analysis
- ✓ Places topic in historical context and is historically accurate
- ✓ Demonstrates wide research and use of primary sources
- ✓ Project reflects balanced research (multiple perspectives on the topic)
- ✓ Shows the connection between the topic and the theme
- ✓ Explains why the topic is significant in history
- ✓ Costumes are not permitted
- ✓ Follows copyright laws