

# So what do I have to do to finish my....

# Paper

## **First things first...you need an Annotated Bibliography!**

NHD Rule 15: An annotated bibliography is required for all categories. It should contain all sources that provided usable information or new perspectives in preparing your entry. You will look at many more sources than you actually use. You should list only those sources that contributed to the development of your entry. Sources of visual materials and oral interviews must be included. The annotations for each source must explain how you used the source and how it helped you understand your topic. Annotations of websites should include a description of who sponsors the site.

NHD Rule 16: You are required to separate your bibliography into Primary and Secondary sources. 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. (DON'T put it in both places...choose one and explain why in your annotation).

NHD Rule 17: Follow MLA Style

NHD Rule 18: You must give credit to all sources used in your entry. Failure to credit sources is plagiarism and will result in disqualification.

**USE THE ATTACHED BIBLIOGRAPHY PAPER AND THE EXAMPLE ON  
WWW.RONHUSTVEDT.COM TO HELP YOU OUT!!!**

## Now it's time to write your Rough Draft!

NHD Rule: Your paper should be grammatically correct and well written.

NHD Rule: 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. THIS DOES NOT INCLUDE notes, annotated bibliography, illustration captions, supplemental/appendix material. Appendix material must be directly referred to in the text of the paper. Extensive supplemental materials are inappropriate. Use of appendices (plural for appendix) may include photographs, maps, charts and graphs. (Do NOT include sources in any appendices).

NHD Rule: You must make citations (footnotes, endnotes or internal documentation) in your paper. Citations are used to credit the sources of specific ideas and direct quotations. (CHECK OUT THE PART ABOUT CITATIONS IN THIS PAPER!!!) →

NHD Rule: Papers must be typed, computer printed or legibly handwritten on plain, white 8.5 by 11 inch paper with one-inch margins on all sides. Pages must be numbered and double-spaced with writing on one side. (If you type the font size must be 10, 11 or 12). Papers must be stapled in the top left corner and should not be put in a cover or binder. There should be no illustrations on the title page.

### **A FEW LITTLE GEMS OF INFORMATION...**

- Your paper needs a strong Thesis Statement that will be the introduction and conclusion (worded only slightly different from one another)!
- Be sure that your paper is organized (see back)
- Don't over emphasize facts or interesting tidbits
- Be sure you defend your Thesis Statement but don't get too one-sided...present multiple sides!
- Make sure you have people PROOFREAD your drafts

## Help! I don't get citations!!!

In the MLA style, sources are indicated in parentheses within the text and linked to a bibliography at the end of the paper. So you would indicate your reference by writing out the author and page number, like this:

*By the 1790s, African American families began to cluster in two areas of the city of Philadelphia (Nash 164).*

If you are citing more than one work by the same author, then indicate which one by including a few key words from the title, like this:

*By the 1790s, African American families clustered in two areas of the city of Philadelphia (Nash, Forging Freedom 164).*

Finally, if you are including the author and title in your actual sentence, then just indicate the page number:

*According to historian Gary Nash in his work Forging Freedom, African American families began to cluster in two areas of the city of Philadelphia in the 1790s (164).*

### **DON'T FORGET A TITLE PAGE!!!**

A Title Page is boring. It has the Title of your Paper at the top. On the bottom it has your name, Junior Division and Category (paper).

***CHECK IT OUT***

### **TITLE**

STUDENT NAME  
JUNIOR DIVISION  
PAPER CATEGORY

## Writing a well constructed paper

*A good paper has:*

- a clear structure
- no mistakes in grammar, spelling or punctuation

*It is:*

- jargon-free (no slang)
- lucid (clear, intelligible)
- not filled with excess details
- compelling to the reader

Organization is the key to a good paper. A well-organized and structured paper has an introduction, a body and a conclusion.

**Introduction:** Your introduction is where you lay out your argument or thesis. The opening paragraph or paragraphs should present the question you are asking, the structure of your argument and your answer. It should be a map for the reader. The introduction is also where you should explain the connection between your topic and the History Day theme.

**Body:** The rest of the paper should follow that map. Each paragraph should have a point that is well developed and that addresses the main issue or problem. Ask yourself whether the information that you are providing is really necessary to prove your point. Avoid including extraneous information. Just because something is interesting does not mean it belongs in your paper. Just because you have worked hard to gather information does not mean that it fits into your “map.”

In the body of the paper, don’t just tell a story. Analyze and interpret the evidence you have gathered. This is the advantage of asking a “why” question. Answering “why” questions forces you to analyze and interpret your evidence to prove your point.

**Conclusion:** A conclusion sums up what the readers have learned. It makes them feel the paper has an end.

## Eight Hints On Organization

1. Stick to your focus. What’s that? Proving your Thesis Statement of course!
2. Make an outline. Breaking your paper down into major sections, paragraphs and, finally, topic sentences, can help you to clarify your thoughts. Use Mr. H’s or feel free to use your own.
3. Margins, neatness, spelling, correct grammar, punctuation and syntax. This is the easy stuff. Leave yourself enough time to do it right. Spelling counts and reflects how people view ur riting sew git et rite!
4. **Punctuation, grammar and style.** If you type it, use your computer’s spell check and grammar check but DON’T assume the computer knows the answer. It is only as smart as you!
5. **Clarity.** Don’t assume that people know what you know. When you mention someone in the paper for the first time, include both the first and last name. Also, make sure you identify who that person is in the context of your paper. For example, instead of writing “Schoemehl recommended a tax increase” write “Vincent Schoemehl, mayor of St. Louis...”
6. **Transitions.** A judicious use of transitional words and phrases like “therefore,” “however,” “thus,” “despite,” “because,” “instead,” “although,” “rather” and “nevertheless” carries the reader smoothly from one sentence or paragraph to the next. Don’t overuse them, however, thus people read them instead of the good stuff. Nevertheless, consider them.
7. **Footnotes.** It is crucial to document the sources for quotations and ideas that are not your own. Using other people’s ideas without giving proper credit is called plagiarism. Plagiarism is stealing someone else’s ideas (intellectual property), which is at least as serious an offense as stealing someone else’s material property (cars, stereos, etc.). Footnotes can also provide an opportunity to talk about information that is not directly related to your narrative and to discuss debates among historians.
8. **Footnote form.** Follow the rules about what information should be included in footnotes and how footnotes should be formatted.

## Hints on getting technical matters right

Use a style guide. If you don’t know, look it up. No one likes to look up the appropriate format for footnotes (or how to spell a word, etc.) It is boring. Besides, these matters seem like trivial details. After all, the ideas are what count, right? Well, yes and no. Here are four good reasons to proofread and to take the time to look up technical elements (spelling, footnote formats, tricky grammar and punctuation issues, etc.)

HAVE PEOPLE READ YOUR ROUGH DRAFTS!

READ YOUR ROUGH DRAFTS OUTLOUD—yes, when you read something and hear it you find mistakes with your writing!

A good paper has an outline first...it’s your paper’s road map

- I. Introduction & Thesis
- II. Body of the Paper
  - a. Background/Big Picture Context
  - b. Build-Up
  - c. Heart of the Story
  - d. Short-Term Impact
  - e. Long-Term Impact
- III. Conclusion
- IV. Annotated Bibliography

# Hey Paper writers!

Take advantage of the internet to help you out!

One of the best sources of information to get familiar with can be found at:

<http://owl.english.purdue.edu/owl/resource/747/01/>

Here's what it looks like...

## Purdue Online Writing Lab



The screenshot shows the Purdue OWL website interface. At the top, there is a navigation menu with links for Purdue OWL, Writing Lab, OWL News, Engagement, Research, Contact, and Site Map. Below this is a secondary menu with links for General Writing, Research and Citation, Teaching and Tutoring, Subject Specific Writing, Job Search Writing, and ESL. The breadcrumb trail reads: OWL Family of Sites > OWL > Research and Citation > MLA Style > MLA Formatting and Style Guide. On the left side, there is a search bar and a sidebar menu with the following items: Research and Citation, MLA Style, MLA Overview and Workshop, MLA Formatting and Style Guide (highlighted), MLA Formatting and Style Guide, MLA In-Text Citations: The Basics, MLA Formatting Quotations, MLA Footnotes and Endnotes, MLA Works Cited Page: Basic Format, and MLA Works Cited Page: Basic. The main content area is titled "MLA Formatting and Style Guide" and contains a summary, contributors, and last edited date. The summary states: "Summary: MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the MLA Handbook for Writers of Research Papers (7th ed.) and the MLA Style Manual and Guide to Scholarly Publishing (3rd ed.), offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page." The contributors are listed as Tony Russell, Allen Brizee, and Elizabeth Angeli. The last edited date is 2010-11-16 10:21:00. Below the summary, there is a note: "Please use the example at the bottom of this page to cite the Purdue OWL in MLA." The section is titled "General Format" and begins with the text: "MLA style specifies guidelines for formatting manuscripts and using the English language in writing. MLA style also provides writers with a system for referencing their sources through

It's free to use AND it's mainly used by college students, but you can use it ANYTIME you are writing a paper.....in middle school, high school and beyond! Check it out and use this valuable tool!!!