

# Process Paper Outline

The Process Paper is a very important part of the judging process. It is 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 Process Paper has three parts:

## 1. Title Page

- Title of Project
- Student Name(s)
- Age Division & Entry Category

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

## 2. Process Description (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 “Revolution, Reaction, Reform in History”?**
- **Why is this topic important in history?**

## 3. Annotated Bibliography

- Separate into Primary and Secondary sources and alphabetize.
- Use a two-sentence annotation format:
  1. What is this source?
  2. How was it useful to your project?
- Use MLA or Turabian guide for your citations.

Process paper must be printed on plain white paper and stapled in the upper lefthand corner. **NO COVERS! NO ARTWORK OR SPECIAL PAPERS!** Bring at least four copies of your process paper when you are judged.