2018 State History Day
Registration and Event Information

Saturday, April 28, 2018
University of Minnesota, Twin Cities

National History Day in Minnesota is a partnership of the Minnesota Historical Society and the College of Liberal Arts at the University of Minnesota.

Major Funding Provided By:
3M Foundation, the Gerald and Patrice Halbach Charitable Fund, the Ralph and Virginia Kurtzman Fund, David and Janis Larson Foundation, the State of Minnesota/Arts and Culture Heritage Funds, National Checking, the Richard M. Schulze Family Foundation, Margaret and Lee Skold Fund, Frank W. Veden Charitable Trust, the Wells Fargo Foundation Minnesota, and the WEM Foundation.

A Special Thanks to Our Regional Partners:
Augsburg College; Bemidji State University; Minnesota State University, Mankato; Minnesota State University, Moorhead; Minneapolis Public Schools; St. Cloud State University; St. Paul Public Schools; University of Minnesota, Duluth; Sandburg Middle School, Robbinsdale White Bear Lake High School, South Campus; and Winona State University

By participating in this event, you consent to having your image recorded for informational or publicity purposes. If, however, you object to having your image recorded for any such potential use, you must affirmatively inform the organizers, who will make every effort to honor your wishes.
Get Ready for State History Day!

REGISTER

- Register online for State History Day FRIDAY, APRIL 6, 2018.
  - One registration per entry
  - Let us know about any scheduling conflicts.
    Remember: The Topical Prize Nomination Form is a separate online form (optional).

- High School students can apply for Kurtzman History Day Internship, due April 6, 2018 (optional).

- Pay ENTRY FEE. $15.00/student
  - Schools will be invoiced after the registration deadline for the total number of students registering for the event.
  - Talk to your teacher about who will be collecting fees at your school.

PREPARE

- Look through your Regional judging comment sheets and continue to IMPROVE your project.
  - How did judges respond to your thesis?
  - Are there any additional sources that could enhance your bibliography?
  - Can you make your argument more clear with better organization?

- Attend a FEEDBACK SESSION and get additional help on your project (optional).
  - If you live in greater Minnesota, talk to your teacher to see if a History Day staff member is visiting your school!

- If you live in greater Minnesota, you may want to FUNDRAISE to help cover the cost of your trip to State History Day (optional).

COMPETE

- A tentative schedule will be posted online after Monday, April 16, 2018. Check this schedule for errors or omissions. Email Sarah.Aschbrenner@mnhs.org or call (651) 259-3489 with any problems.

- The final schedule will be posted on Friday, April 20, 2018. Check the updated schedule to see if there have been changes.

- See you at STATE HISTORY DAY on Saturday, April 28, 2018!

Questions?

Visit our website: education.mnhs.org/historyday/ or contact Sarah Aschbrenner at Sarah.Aschbrenner@mnhs.org or (651) 259-3489.
<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>LOCATION/NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00—11:30 a.m.</td>
<td>Registration</td>
<td>Great Hall Lobby, Coffman Memorial Union (CMU)</td>
</tr>
<tr>
<td>8:00—9:15 a.m.</td>
<td>Exhibit Halls Open</td>
<td>Exhibit halls are open for public viewing and project set-up (Mississippi Room and Great Hall, CMU)</td>
</tr>
<tr>
<td>9:15 a.m.</td>
<td>First-Round Judging Begins</td>
<td>• Exhibits: CMU (Great Hall and Mississippi Room)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Performances: CMU, Murphy, Vincent, Amundson</td>
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<tr>
<td></td>
<td></td>
<td>• Documentaries: Ford, Vincent</td>
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<tr>
<td></td>
<td></td>
<td>• Papers: CMU</td>
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<tr>
<td></td>
<td></td>
<td>• Websites: Bruininks Hall</td>
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<tr>
<td>9:15 a.m.—12:00 p.m.</td>
<td>Limited Access to Exhibit Halls</td>
<td>During First-Round judging, there is limited access to Exhibit areas. Only the following should be in the halls:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Judges</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Students being interviewed</td>
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<tr>
<td></td>
<td></td>
<td>• Students actively setting up projects,</td>
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<td></td>
<td></td>
<td>• Teachers/parents supporting those students being interviewed and/or setting up projects</td>
</tr>
<tr>
<td>12:00—1:30 p.m.</td>
<td>Public Viewing of Exhibits</td>
<td>Exhibit Halls open for public viewing (Great Hall and Mississippi Room, CMU)</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Teachers’ Meeting</td>
<td>CMU (Theatre)</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>Parents’ Meeting</td>
<td>CMU (Theatre)</td>
</tr>
<tr>
<td>Approx. 1:30 p.m.</td>
<td>Final-Round Schedules for Documentary and Performance Posted</td>
<td>• On web: <a href="http://education.mnhs.org/historyday/">http://education.mnhs.org/historyday/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• In-person posting locations TBD</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Final-Round Exhibit and Website Judging Begins</td>
<td>Rooms closed, students not present</td>
</tr>
<tr>
<td>1:30—4:15 p.m. (est.)</td>
<td>Exhibit Hall Closed for Final-Round Judging</td>
<td>Only judges are permitted in the Exhibit halls during Final-Round judging. Rooms will remained closed and no Exhibits may be removed until Final-Rounds are done, approximately 4:30 p.m.</td>
</tr>
<tr>
<td>Approx. 2:00 p.m.</td>
<td>Final-Round Documentary/ Performance Judging Begins</td>
<td>Specific Rooms TBD</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Final-Round Website Entries Posted</td>
<td>• CMU (Registration Area)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• On web: <a href="http://education.mnhs.org/historyday/">http://education.mnhs.org/historyday/</a></td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Final-Round Exhibit Entries Posted</td>
<td>• CMU (Registration Area)</td>
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<td>• On web: <a href="http://education.mnhs.org/historyday/">http://education.mnhs.org/historyday/</a></td>
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<tr>
<td>4:45 p.m.</td>
<td>(Optional) Pre-Awards</td>
<td>Williams Arena. Doors open at 4:00 p.m. No category results will be announced during pre-awards.</td>
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<tr>
<td></td>
<td>Presentations: Entertainment, teacher recognition, Kurtzman History Day interns</td>
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</tr>
<tr>
<td>5:15—6:30 p.m.</td>
<td>Awards Ceremony</td>
<td>Williams Arena</td>
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<tr>
<td>6:30—7:30 p.m.</td>
<td>National Finalist Meeting</td>
<td>Williams Arena</td>
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</tbody>
</table>
Driving Directions

Coffman Memorial Union, State History Day headquarters, is located on the south side of Washington Avenue on the east bank of the Mississippi between the Weisman Art Museum and Hasselmo Hall. If driving, access the event from East River Road Parking Garage: 385 E River Pkwy, Minneapolis, MN 55455.

Directions (35W from the south): As you’re nearing the downtown Minneapolis area, proceed to make your way to the far right lane to follow exit 16B to merge onto I-94 E towards St. Paul. Once on I-94E, after 1.5 miles or so you will exit on 235B Huron Boulevard. Keep right at the fork and take your first left at the stoplight onto Fulton Street. Continue on Fulton Street SE which becomes East River Parkway. The East River Road parking garage entrance will be on your right.

Directions (35W from the north): Take the University Avenue/4th Street exit. Turn left at University Avenue and head toward the East Bank. Turn right onto Oak Street, then right onto Fulton Street SE. Fulton Street becomes East River Road. The East River Road parking garage entrance will be on your right.

Directions (I-94 from the east): Follow I-94 towards Minneapolis and take the Huron Boulevard exit (235B) (north exit only). Keep right at the fork and take your first left at the stoplight onto Fulton Street. Continue on Fulton Street SE which becomes East River Parkway. The East River Road parking garage entrance will be on your right.

Directions (I-94 from the west): Follow I-94 towards St. Paul and take the Huron Boulevard exit (235B) (north exit only). Keep right at the fork and take your first left at the stoplight onto Fulton Street. Continue on Fulton Street SE which becomes East River Parkway. The East River Road garage entrance will be on your right.

Visit Coffman Memorial Union’s Directions Website: http://sua.umn.edu/about/directions/coffman.php

Parking

Parking is available in the East River Road Parking Garage at an event rate of $6.00. You will pay as you exit and there are no in/out privileges.

Participant and Performance Prop/Exhibit Drop-Off

Exhibit and CMU Performances: The light rail on Washington Avenue has restricted vehicle access to Coffman. There are no routes to access the rear of Coffman Union for student drop-offs and pick-ups from Washington Avenue. All participants should access the event through the East River Road Parking Garage.

Vincent, Amundson, or Murphy Performances: Performance students who are assigned to present in Vincent Hall, Amundson Hall, or Murphy Hall may find it more convenient to get dropped off behind Morrill Hall. You can access this spot by going south on Church Street from University Avenue or 4th Avenue.

Public Transportation

If taking public transportation, you should look up directions to Coffman Memorial Union.

Bus: There are two bus stops located immediately in front of Coffman
- Washington Ave and Coffman Union Station: South of Washington Ave.

Light Rail: The East Bank Station on the Green Line stops two blocks east of Coffman Memorial Union on Washington Ave.
Online Registration, Deadlines, and Fees for State History Day
Online registration for State History Day is due on Friday, April 6. State Qualifiers received registration information at their Regional award ceremony. See page 17-18 for registration details. Schools will be invoiced for all students registering for State as of the registration deadline. All members of a group must register, are subject to the entry fee, and be included in the registration form even if they are unable to attend the State contest. Once a group enters the Regional level of competition, they may not change or add group members.

Student Presentation Schedule
A tentative student presentation schedule, listing the presentation time and location for all students, will be posted on Monday, April 16 at education.mnhs.org/historyday. It is your responsibility to check this schedule for spelling errors or omissions. Contact Sarah Aschbrenner at Sarah.Aschbrenner@mnhs.org or (651) 259-3489 with any problems no later than 8:00 a.m. on Friday, April 20. An updated schedule will be posted on Friday, April 20.

Event Check-In: 8:30 am – 11:30 am
All check-in will take place on the ground floor of Coffman Memorial Union near the Great Hall. Each category/division will have its own registration line. Only one member of a group should stand in line to check-in. Other members of group entries should stay clear of the check-in tables.

Performance and Documentary Participants: Do not bring props and equipment to the check-in area. Try to drop these things off at the building where you will be judged. Only one member of a Performance or Documentary group needs to check-in.

Surveys: Each student will get a survey when they check-in. Each student should fill out and return the survey to their First-Round judging team, even if a group member checks in for the group. Their responses to this survey will have no impact on History Day rankings.

Teacher Check-In: All teachers attending the event should also check-in at the “Teacher” table on the ground floor of Coffman Memorial Union.

Parent and Visitor Information: Parents and/or other friends and family members attending State History Day should check-in to the main information table on the ground floor of Coffman Memorial Union. You can find a program with contest information, maps, FAQs, and coupons for the University of Minnesota Bookstore.

Printed Presentation Schedules: The full schedule of student presentation times will be posted in each event building and on our website. Printed versions of the full schedule will not be available for purchase.

Teacher Meeting
Come hear the latest news about National History Day at 12 pm in Coffman Memorial Union’s Theater. Teachers will get updates about the progress of State and hear what’s happening with History Day at the National level.

Parent Meeting and Resources
The Department of History, the College of Liberal Arts, and the University of Minnesota Admissions office will host a resource room for parents in Room 303 in Coffman Memorial Union. A Parent Meeting will take place at 12:30 p.m. in the Coffman Theater on the first floor of Coffman Memorial Union.

Follow Us on Social Media
History Day staff will post event updates, finalists, and results on social media:

Twitter: MNHistoryDay Facebook: National History Day in Minnesota Web: http://education.mnhs.org/historyday/

Instagram: MNHistory

Photography and Videography
Official event photographers will capture the day of State as well as the awards ceremony. Photos will be uploaded to our Flickr page as soon as they are available. Minnesota History Day. Please respect the student participants and judges by not letting personal photography or videography interfere with the judging process. Spectators must have advance student permission to photograph or video-record during Performances.
**Exhibit Category Notes**

**Location:** CMU Great Hall (Junior Individual, Junior Group, Senior Individual) and Mississippi Room (Senior Group)

**What to Bring:** In addition to your Exhibit, and any special tools or materials you need for set-up, you must bring four copies of your process paper and annotated bibliography.

- **Word Count:** Students should include the number of student-composed words in their Exhibit and the number of words in their process paper on the title page.
- **Credits Required for all Visual Sources:** In accordance with the National History Day rules, implemented in 2015, credits are required for all visual sources on Exhibits. Review the instructions on page 11.

**Upon Arrival:** Individual entries, or one member of a group entry, must go to the ground floor of Coffman Memorial Union to check-in.

**Set-Up:** Students should have their Exhibit ready, and be at their table about 10 minutes before their judging time. Students may have assistance to carry and lift Exhibits, but students are required to do all set-up.

- **Three-Dimensional Exhibits:** Space for three-dimensional (walk-around) Exhibits will be made by the Exhibit room coordinator after check-in. A limited number of walk-around tables will be available. If you move your Exhibit to a separate table, leave a note and wait for your judging team at your original table. Be sure your table number is posted in both locations.
- **Valuables:** Please do not leave valuables unattended in the Exhibit hall during First-Round judging. Judges and staff will not “guard” objects for you.
- **Electricity:** Students with Exhibits needing electricity should bring a 25-foot extension cord.

**Public Viewing of Exhibits:** Our highest priority is to make sure the Exhibit hall is a place for fair judging. Access to Exhibit areas will be limited at several points during the day.

- 8:00—9:15 a.m.: Open access for Exhibit set-up and public viewing
- 9:15 a.m.—12:00 p.m.: Limited access for First-Round judging. Only judges, students currently being interviewed or setting up projects, and parents/teachers supporting students currently being interviewed or setting up should be in the room.
- 12:00—1:30 p.m.: Open access for public viewing
- 1:30—4:15 p.m.: Closed access for Final-Round judging. Only judges are permitted in Exhibit areas.
- 4:15 p.m. (estimated): Open access for Exhibit removal

**Final-Round Judging:** After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view Exhibits without student representation. Make sure that there are at least two copies of your Process Paper and Annotated Bibliography in front of your Exhibit before the room closes for Final-Round Judging. See pages 13-14 for more information.

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**When Can I Remove My Exhibit?**

Students may not remove their Exhibit prior to the completion of the Final-Round of judging. Once Final-Round judging is complete, Exhibits may be taken down and removed (tentatively 4:30 p.m.) or stay in place until after the Awards Ceremony. All Exhibits must be removed from Coffman Memorial Union after the Awards Ceremony and no later than 8:00 p.m. If you need to leave the contest before Final-Round judging is done, make arrangements with your school or other students to pick up your Exhibit. National History Day in Minnesota will not be responsible for any Exhibits that are left behind.

**Under NO CIRCUMSTANCES will students who did not make finals be allowed to remove their Exhibits before the end of final judging!!!** This policy is in place to make sure that Final-Round judging takes place without interruption. If you or your parents cannot abide by this requirement, please consider withdrawing from State.
**Performance Category Notes**

**Location:** Coffman Union, Murphy Hall, Amundson Hall, and Vincent Hall. Check the schedule for specific rooms.

**What to Bring:** Do not assume that props or backgrounds will be available in the Performance judging rooms. Chairs and/or tables may be available, but students should bring their own as back-ups if they are needed for the Performance. No pianos will be available. In addition to your props, you must bring four copies of your process paper and annotated bibliography.

**Word Count:** Students should include the number of words in process paper on the title page of their process paper and bibliography.

**Upon Arrival:** Check the schedule for your specific room assignment. Students assigned to perform in Amundson, Murphy, or Vincent Halls may be dropped off near Morrill Hall (see map). Only one student needs to check-in for a Performance group at Coffman Union. Please do not bring props with you as you check-in.

**Prop Storage:** Several storage areas will be listed in the event program. Do not leave valuables in this area. It will not be supervised by History Day staff. Please keep your props organized and out of the hallways.

**Set-Up:** Students must set up all backdrops and props without help from parents or teachers.

**Viewing Performances:** Both First- and Final-Round Performances are open to the public. Audiences should silence their cell phones and only enter or exit a room between presentations.

**Final-Round Judging:** Performance students may need to be present for the final-round of judging. After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view performances without student interviews. If selected for the Final-Round, you will need two copies of your Process Paper and Annotated Bibliography. See pages 13-14 for more information.

**Performance Prop Drop-Off:** The light rail on Washington Avenue has restricted vehicle access to Coffman Memorial Union. There are no routes to access the rear of Coffman Memorial Union for student drop-offs and pick-ups from Washington Avenue. All participants we are performing in Coffman Memorial Union should access the event through the East River Road Parking Garage. Performance students who are assigned to present in Vincent Hall, Amundson Hall, or Murphy Hall may find it more convenient to get dropped off behind Morrill Hall. You can access this spot by going south on Church Street from University Avenue or 4th Avenue.
Location: Ford Hall and Vincent Hall. Check the schedule for specific room assignments.

What to Bring: In addition to your Documentary, you must bring four copies of your process paper and annotated bibliography.

Word Count: Students should include the number of words in process paper on the title page of their process paper and bibliography.

Available Equipment: Each room will be equipped with the following equipment:
- Overhead audio and projection system with VGA connections. Adapters are available only for HDMI and Mac Mini-Display Port
- Chromebook with USB drive and wireless Internet connection. No DVD player in laptop
- DVD player (standalone, NOT part of a computer)

Upon Arrival: Student check-in is on the ground level of Coffman. Only one member of a group must check-in.

Testing Your Equipment: Documentary rooms will be open prior to the First-Round judging time. Students may test Documentaries on the equipment in rooms prior to the first judging time. It is the STUDENT’S RESPONSIBILITY to make sure that they have a presentation format that works with the available equipment (or their own equipment) and is ready to go at their scheduled judging time.

Set-Up: Documentary students should use their five-minute set-up time to make sure that all equipment is in working order and that sound levels are correct.

Viewing Documentaries: Both First- and Final-round Documentary judging is open to the public. Audience members should silence cell phones and only enter or exit a room between presentations.

Final-Round Judging: After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view Documentaries without student interviews. If selected for the Final-Round, it is preferable if students are present for the Final-Round of judging, however, a teacher or other trusted student can play the Documentary in the Final-Round, if necessary. If selected for the Final-Round, you will need two copies of your Process Paper and Annotated Bibliography. See pages 13-14 for more information.

### Preparing Your Documentary

#### MP4—USB Flash Drive
- From your documentary software, save or export your project as a MP4 file. This file type is playable on a wide variety of computers.
- You must save your .MP4 to a USB flash drive, which you can plug into the Chromebook in the Documentary room.

#### Web-Based
- Students can upload their Documentary to a private channel on a web-based service, like YouTube, or save them to a Cloud-based storage service, like Google Drive. The video should be only accessible to them.
- Bandwidth limitations and internet accessibility problems will make this the most risky backup version and students should not rely on this as their only option to play their Documentary.

#### Bring Your Own Device
- Bring your own laptop, tablet, or iPad and play your Documentary directly from the device.
- An overhead audio and projection system with VGA connections will be available. Adapters are available only for HDMI and Mac Mini-Display Port
- Macs, iPads, and tablet computers often require a unique adapter to be compatible with a VGA connector. Plan accordingly and bring your own adapter, if needed.

#### DVD
- When creating a DVD, students need to format their Documentaries as DVDs, playable on any non-computer based DVD player. In order to do this, you need to follow the instructions for the specific software you used to create the Documentary. The software will process your file into a DVD, not just save them on the disc. You can check to see if you correctly created a DVD by testing it on a standard, non-computer based DVD player (like the one attached to a television set).
- PLEASE NOTE: Formatting your documentary as a DVD is different than just saving your project on a DVD. Saving your Documentary on a DVD or flash drive simply saves your working files to this media, keeping the files in a format that can only be opened on computers with the same software that you used to create the project. We cannot guarantee that the same software (Windows MovieMaker, iMovie, etc.) will be available at your History Day event and will likely NOT be able to play your Documentary.
Website Category Notes

Location: Bruininks Hall

- **Word Count:** Students should include the number of student-composed words in their Website and the number of words in their process paper on the home page of their Website.

- **Website Editor Lockout:** Judges will review Websites in advance of State History Day. Website students will be **LOCKED OUT** of editing their site at 11:59 pm on Friday, April 20, one week before State.

**What to Bring:** Student finalists do not need to bring copies of their process papers or bibliographies. These materials **MUST** be included on the Website. **Students must bring laptops or tablets to use during their interviews.**

**Upon Arrival:** Student check-in is on the ground floor of the Coffman Union.

**Interviews and Project Viewing:** Website students will be interviewed by a panel of judges at State History Day. Judges will have already reviewed the projects in advance of the contest. **Interviews are open to the public,** however, judges have viewed projects in advance. Students will not present their Website or walk judges through each page. Audiences should not expect to view Websites in-depth during the interview.

**Viewing Websites:** Website viewing will be available in a separate room in Bruininks Hall at the competition and URLs will be posted on the Minnesota History Day website.

**Final-Round Judging:** After the First-Round of judging is complete, judges will select their top three entries to move on to Final-Rounds of competition. During the Final-Round of judging, a different judge panel will view Websites without student representation. See pages 13-14 for more information. A list of entries that have advanced to the Final-Round of competition will be posted in Coffman Memorial Union once they are available.

Paper Category Notes

**Important Note About Paper Judging at State History Day**

Only students who were selected as Paper State Finalists will be interviewed at State History Day. History Day staff notified Paper Finalists by email of their eligibility to be interviewed at State. If students were not contacted by the History Day office, they were not Finalists and will not be interviewed at State.

Location: Coffman Memorial Union

- **Word Count:** Students should include the number of words in their Paper on the cover page. Remember: All words in the text of the paper count towards the word limit, both student-composed and quoted words.

- **What to Bring:** Paper judges have already received and read Papers in advance of State History Day. Students may bring a copy of their Paper with them for personal reference, but are not required bring copies of their Paper for the judges to their interview.

- **Upon Arrival:** Student check-in is on the ground floor of Coffman Union.

**Interviews:** Research Paper State Finalists will be interviewed by a panel of judges at State History Day. Judges will have already reviewed the projects in advance of the contest. Interviews are open to the public, however, audiences should only enter or exit a room between interviews. Audiences should also remember that students will respond to judge questions during interviews, not give a formal presentation of their project.

**Viewing Papers:** All Final-Round Papers will be on display on the third floor of Coffman Memorial Union. Students or teachers may pick up their own Paper from the display outside the Mississippi Room after 3:00 p.m.

**Awards Ceremony:** All Paper students being interviewed at State will receive an honorable mention or first through fifth place medal at the Awards Ceremony.
Websites and Exhibits: Credits Required for Visual Sources

The National History Day Contest Rule Book **REQUIRES** credits for visual sources. Judges will look for credits on both Websites and Exhibits at the Regional, State, and National levels of competition.

Please review this information in advance of any History Day competitions!

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### National History Day Contest Rule Book

Students must include a brief credit, on the exhibit itself, for all visual sources (e.g. photographs, paintings, charts, graphs, etc.). They must also fully cite these sources in their annotated bibliography. *(See: IV. Individual Category Rules – B. Exhibit, Rule B4, pages 24-25)*

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**Caption**

A student-written **caption** does count toward the 500 word limit.

There is no template for a caption. Captions count toward your word limit, so keep them brief when possible!

If you include a caption, you should put it near to the image, either below or to the side.

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**Credit**

A brief, factual **credit** is required and does not count toward the 500-word limit.

Generally, credits are in the following format:

Brief title or description of image, Year it was created, Creator of image or organization that owns image

A credit is much shorter than a citation. For example: The sample credit includes the organization where this picture can be found, but does NOT include the publisher or city.

Students may consider including these credits in a smaller font, below or to the side of the image on the Exhibit, similar to how a credit appears in a book.

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**Questions?**

Learn more about the difference between a caption and a credit by watching a short video: http://education.mnhs.org/historyday/rules

Still need more information? Contact Sarah Aschbrenner at Sarah.Aschbrenner@mnhs.org
Process Papers and Annotated Bibliographies

All materials must be printed on plain white paper and stapled in the upper left-hand corner. No covers. No artwork or special paper. Bring at least four copies when you are judged. Staple your papers BEFORE coming to the event. Consider keeping a digital back-up of these files in your email or online.

1. TITLE PAGE
   - Title of Project
   - Student Name(s)
   - Age Division and Entry Category
   - Word Count:
     - Exhibit: Number of student-composed words in Exhibit and number of words in process paper
     - Paper: Total number of words in text of Paper (both student-composed and quoted material)
     - Website: Include the number of student-composed words in the Website as part of the information on your homepage
     - Performance and Documentary: Number of words in process paper
   DO NOT include your grade, school, or teacher name.

2. PROCESS PAPER 500 words, 4-5 Paragraphs
   - How did you choose your topic?
   - How did you conduct your research? Consider talking about the types of sources (newspapers, documents, interviews, etc.) you used or how your understanding of the topic changed as you worked on your research.
   - How did you select your presentation category and create your project?
   - How does your topic relate to the theme “Conflict and Compromise in History?” Consider also including your thesis or discussing why your topic is important in history.

3. ANNOTATED BIBLIOGRAPHY
   - Separate into primary and secondary sources and alphabetize.
   - Use MLA or Turabian style guide for your citations.
   - Use a two-sentence annotation format: What is this source? How was it useful to your project?

<table>
<thead>
<tr>
<th>Exhibit Word Count</th>
<th>Website Word Count</th>
<th>Research Paper Word Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>No more than 500 student-composed words</td>
<td>No more than 1,200 student-composed words</td>
<td>Between 1,500-2,500 words</td>
</tr>
</tbody>
</table>

The Exhibit word count only applies to student-composed text, not the process paper or quoted material.


The Website word count only applies to student-composed text. The word count does not include quoted material; code used to build the site; alternate text tags; words found in materials used for identifying illustrations or used to briefly credit the sources of illustrations or quotations; recurring menus, titles, and navigation instructions; words within primary documents and artifacts; and the annotated bibliography and process paper.


Each word or number in the text of a Research Paper counts as one word (including quoted material). The word limit does not apply to notes, annotated bibliography, illustration captions, and supplemental/appendix material.

Topical Prize Awards
Topical Prize judges will be present throughout the event. Exhibit students do not need to be present at their Exhibit to be considered for a Topical Prize. Topical Prize judges may ask questions, but it is not required. Due to the large number of entries at State History Day, there is no guarantee that separate judging will take place for Topical Prizes. Topical prize judging has no impact on other History Day judging results.

Students who win a Topical Prize will receive a form to fill out and return to the State History Day office in the weeks following State. Please note: Cash prizes will require that the students provide a social security number. Students will not receive their awards until their forms are returned.

The Judging Process
Evaluating history is a subjective process, but criteria and methods have been established to achieve fair decisions. Each judge will have a comment sheet, identical to those used at Regionals, for the entries they are judging. They are instructed to use these sheets to write positive, critical evaluations of each entry.

The Interview: Each judge team has the opportunity to question students about any aspect of their entry. The interview portion of judging does not weigh heavily in final decision-making. All History Day entries are expected to stand on their own and be understood without the need for a student to explain or clarify the material presented. There is no interview during Final-Round judging.

Ratings: All decisions are made by the consensus of the judging teams. In effect, History Day judging is a jury process, where the judges have to reach a shared conclusion, rather than a point system.

Please note: Ratings vary from one judging group to another. Each set of judges establishes their own standards for ratings. Ratings cannot be compared across different judging teams.

Selecting Finalists: After finishing the First-Round, judges will meet to discuss the entries they have reviewed. Performance, Documentary, Website, and Exhibit judges will select the top three entries in their First-Round judging group. These entries will then become part of a Final-Round judging process in the afternoon. Because Papers have already gone through preliminary judging through mail-in participation, Paper judges will determine the top five award-winners after interviews are complete.

Final-Round Judging
The Exhibit, Performance, Website, and Documentary categories will have a Final-Round of judging at the State event. A new set of judges will view the Final-Round entries and select award-winners.

- **Exhibit and Website**: Students are NOT present for the Final-Round of judging. Exhibit and Website rooms are closed to the public during final judging. Exhibit students should double-check that at least two copies of their process paper and bibliography are in front of their Exhibit before the room closes for Final-Round judging. A list of the projects that have advanced to the Final-Round will be posted on the Minnesota History Day website at the times listed below. History Day will also post results in Coffman Memorial Union. Locations will be listed in the program.

- **Performance and Documentary**: Students with Performance and Documentary entries will present their entries in the Final-Round, but will not be interviewed by judges. Performance and Documentary rooms are open to the public during Final-Round judging. A list of the projects that have advanced to the Final-Round of judging will be posted on campus at the times listed below. Locations will be listed in the program.

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Number of Final-Round Entries per Category/Division</th>
<th>Estimated Posting Time</th>
<th>Final-Round Judging Begins</th>
<th>Are students present for the Final-Round?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentary</td>
<td>18</td>
<td>1:30 p.m.</td>
<td>2:00 p.m.</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance</td>
<td>Junior 18; Senior: 9</td>
<td>1:45 p.m.</td>
<td>2:00 p.m.</td>
<td>Yes</td>
</tr>
<tr>
<td>Exhibit</td>
<td>Junior: 30; Senior: 18</td>
<td>3:30 p.m.</td>
<td>1:30 p.m.</td>
<td>No</td>
</tr>
<tr>
<td>Website</td>
<td>Junior: 18; Senior: 15</td>
<td>2:30 p.m.</td>
<td>1:30 p.m.</td>
<td>No</td>
</tr>
</tbody>
</table>
Advancing to Final-Round
The Final-Round judging process is shaped by the number of entries in each category:

Senior Performances: Senior Performances will have three First-Round judging teams. Top three entries from each room advance to a single Final-Round room. These judges will view all of the finalists and select award winners.

Exhibit, Website, Documentary, and Junior Performances: There will be at least four First-Round judging teams in each of these categories.
• The top entry in each First-Round room will advance to the primary finals judging room.
• The second-place entry in each First-Round judging room will advance to the second-place finals judging room. After evaluating these presentations the judges will select the top two entries in the second-place finals judging room to advance to the primary finals judging room.
• The third-place entries in each First-Round judging room will advance to the third-place finals judging room. After evaluating these presentations the judges will select the top entry in the third-place finals judging room to advance to the primary finals judging room.

Performances and Documentaries: Pay Attention!
In Performance and Documentary categories, the top entries in the second-place and third-place finals judging rooms will be required to present for a third time. The judges who make this decision will announce the entry that is moving on shortly after the final presentation in the second- and third-place finals rooms. Students should stay nearby to make sure that they do not miss this announcement. See the diagram below.

Why are Final-Rounds Designed this Way?
This system is designed to make sure that the top three entries in each First-Round judging room receive the opportunity to be reviewed in a Final-Round judging process. Participation in the second-place or third-place finals judging room run-off does not affect the judging in the primary room. Many entries have progressed to Nationals after advancing from the second- and third-place finals judging rooms.
Awards Ceremony: Williams Arena

The Awards Ceremony will take place in Williams Arena, about a 10-minute walk from Coffman Memorial Union. Parking is available near Williams Arena, but if you move your vehicle you will have to pay an additional parking fee. The University Avenue Ramp is the closest to Williams Arena. The Washington Avenue Ramp is about halfway between Coffman Union and Williams Arena.

Pre-awards will begin at 4:45 p.m. with announcements, entertainment, teacher recognition, and special award presentations. Doors will open at 4:00 p.m. Final awards will start at 5:15 p.m., pending the completion of Final-Round judging, and will run until 6:30 p.m. Upper-deck seating will be closed. Students are encouraged to sit with other representatives of their school and applaud the efforts of all winners. You may want to bring signs to let the other participants know who you are. Allow students who are run-off finalists to sit on, or near, the aisle to help speed up the presentation of awards.

History Day staff has made every effort to ensure an efficient Awards Ceremony. The pre-awards ceremony is designed to distribute awards and recognition that are available earlier. We are not delaying category results with pre-awards. Category results will not be available until at least 5:15 pm. Given the volume of award winners, this ceremony will run until 6:30 pm.

Posting of Final Results

Complete results, including National finalists, honorable mentions, and special award winners, will be posted on our website by 8 pm on Saturday, April 28: http://education.mnhs.org/historyday

Participation Certificates

In addition to the award presentations, teachers or a designated school representative will be able to pick up participation certificates for all students at a table outside the main entrance to Williams Arena. Certificates that are not picked up will be mailed to schools with judge evaluations.

Judge Evaluations

Judge evaluations will be collected, sorted, and returned to teachers within two weeks of the event. Projects advancing to the final rounds of competition will get an additional set of comment sheets from Final-Round judges. Forms will not be available during the day or following the Awards Ceremony.

National Contest Eligibility

The first- and second-place award-winners in each category are eligible to advance to the Kenneth E. Behring National Contest at the University of Maryland near Washington, D.C. Travel dates for the Minnesota delegation will be June 9-15. National Qualifiers will receive a packet of information concerning Nationals travel at the awards ceremony. This information will be explained in a meeting immediately following the Awards Ceremony in Williams Arena. There is only a short time to make participation arrangements; therefore, it is important that eligible award-winners attend this meeting.

National Qualifiers, their immediate family members, and their teachers are also invited to attend a reception in their honor to be held at the Minnesota History Center in St. Paul on Saturday, May 5 from 1:00-5:00 p.m. Students will be expected to present their entries and participation is extremely important.

Clean-Up

TAKE-DOWN REMINDER! Exhibits, props, and media equipment may be removed before, or following, the Awards Ceremony. Students or teachers may pick up the papers on display in the hall outside the Mississippi Room after 3:00 p.m. Any lost-and-found questions should first be directed to the State History Day office at (651) 259-3489 on the Monday following the event. History Day staff will not save Exhibits that are left behind.
Frequently Asked Questions about State History Day

**How many students will be at State?**
About 1,300 students, with 850 entries.

**What if I have a scheduling conflict?**
Use online registration to let us know. Check the tentative schedule when it’s posted.

**Who are the judges?**
History Day judges are volunteers. They come from a variety of professional backgrounds. They love history and working with young people.

**What should I wear?**
There is no dress code. Wear clothing that makes you feel confident. **Remember:** Only Performance students can wear costumes.

**Where can I eat?**
Several restaurants in Coffman Memorial Union will be open throughout the event. Vending machines in contest buildings. Restaurants in Dinkytown and Stadium Village are within easy walking distance from Coffman Memorial Union.

**How much money should I bring?**
Students will need money for lunch and snacks. You can also purchase: T-shirts ($12-$15), Mugs ($5), and Buttons ($0.50).

**What should I do when I’m done being judged?**
Students should bring games, music, or homework to State. The bowling and game room in the lower level of Coffman Memorial Union will also be open. Students and/or parents will need a school ID or driver’s license to bowl or play pool. **Students are responsible for all charges while bowling or playing pool. These activities ARE NOT FREE.**

**What if I need help with technology?**
- **Gopher Technology Resource Room:** Printing and limited tech support will be in Coffman Memorial Union, Room 305.
- **Wireless Internet Access:** Select the U of M Guest network while on campus.
- **Photocopies:** The Coffman Printing Center will be open in the morning. Charges will apply.

**Why isn’t the Exhibit hall open all the time?**
Judges and students have told us that it is hard to look at Exhibits and talk with judges while the room is full of excited people. We are limiting access to Exhibit areas this year to help keep distractions to a minimum.

**What if I arrive and need to set-up my Exhibit after First-Round judging has already started?**
Students and their support crew can enter the room to set-up projects even after judging has started. They should stay as quiet as possible and leave as soon as they are done setting up.

**How many copies of process papers and bibliographies do I need?**
Bring at least four copies. Remember to print AND staple them before arriving on campus!

**What should I do/bring for Documentary or Website technology?**
Please look at the category-specific instructions so you can bring all necessary equipment to State.

**Can we leave and come back?**
Yes. You can leave and come back to campus. For Performances and Documentaries, look at the instructions for your category so you do not miss final-round postings. Keep in mind that you will have to pay the daily rate again in the parking garage.

**Will Final-Round schedules be posted online?**
Final-Round schedules will be posted on our website. Follow us on Facebook (National History Day in Minnesota) or Twitter (MNHistoryDay) for event updates. The same information will also be posted in Coffman Memorial Union, location to be determined.

**Do I have to be there for Final-Round?**
If selected for Final-Round, Performance students **must** be present. No taped Performances are allowed. We prefer that Documentary students are present if selected for Final-Round, but a teacher or other student can play the Documentary in the Final-Round if you have a conflict. Website and Exhibit students will not be present for Final-Round judging.

**Why does it take so long?**
We know it can seem like a long wait from your interview to the Awards Ceremony. Behind the scenes, staff are working hard to make things happen as fast as possible. There are 1,300 students at State. **There is literally no way that we could have the awards ceremony any earlier.**

**Do I have to go to the pre-awards?**
The pre-awards will have plenty of fun and games, but no contest results will be presented. Teachers should plan on attending, as we will recognize their support of the History Day program!

**Do I need to be at the Awards Ceremony to win?**
Students do not need to be present to be eligible for the National Contest or to win a topical prize. If a student is unable to be present, a teacher or friend may pick up the medal or packet during the awards ceremony.

**Why is the Awards Ceremony so long?**
We will go as fast as possible, but we have a lot of awards to present. All medal winners, honorable mentions, and topical prize winners will walk across the stage at Williams Arena.

**What if I need help at the event?**
Look for a staff member in a bright blue bowling shirt. Our college mentors wear yellow shirts.

**What if my question isn’t listed here?**
Your friendly History Day staff is here to help! Call or email Sarah Aschbrenner at (651) 259-3489 or sarah.aschbrenner@mnhs.org.
HOW TO PARTICIPATE
Participation in State History Day is open to qualifying entries that participated in a Regional History Day contest and were selected as State Qualifiers. At each Regional awards ceremony, qualifying entries were given packets of information. Please contact your teacher if you did not get this packet.

Each entry must register for State History Day by submitting the online Registration Form. Teachers may submit their schools’ entry forms as a group or have students submit forms on their own. If you are unsure who will submit the registration form, contact your teacher to make sure forms are not submitted late.

REGISTRATION GUIDELINES & FEES
Entry fees associated with student participation in the event are listed below. Parents should talk to their child’s teacher to confirm who is responsible for paying student entry fees and how fees will be collected. After the registration deadline, participating schools will be invoiced for the total number of students registered for the event. We will be unable to accept fee payment from students or schools at the event.

All members of a group must register, are subject to the entry fee, and be included in the online registration form even if they are unable to attend the contest. Once a group enters the Regional level of competition, they may not change or add group members.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Registration Deadline</th>
<th>Website Lockout</th>
<th>Entry Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>State History Day</td>
<td>Saturday, April 28, 2018</td>
<td>Friday, April 6</td>
<td>Friday, April 20 at 11:59 PM</td>
<td>$15.00/student</td>
</tr>
</tbody>
</table>

HOW TO REGISTER
Teachers may choose to register their schools’ entries or to have parents register on their own. Parents should talk to their child’s teacher to confirm their child has qualified for the State contest and/or to see who should complete the online registration form. All registration forms must be submitted electronically:

http://education.mnhs.org/historyday/state-history-day

Contest Registration: When registering, you will need to provide:
- Email Address
- School
- Title of Project (as you would like it to appear to judges)
- Scheduling Conflicts
- Project Information
  - Level: Junior Division (Grades 6-8) or Senior Division (Grades 9-12)
  - Entry Type: Individual Exhibit, Group Exhibit, Individual Performance, Group Performance, Individual Documentary, Group Documentary, Individual Website, Group Website
  - Website URL (Website category-only)
  - Student(s): First and Last Name(s)
- Waivers: Participants will also need to agree with the waivers listed on the reverse of this sheet.
- Teacher Award Nomination: Optional.

Topical Prize Nomination: State Qualifiers are also eligible to apply for optional Topical Prizes. Students must complete the Topical Prize Nomination Form, and include any additional materials required to be eligible for these prizes. Topical prizes are judged apart from the regular History Day competition and prizes are awarded in addition to an entry’s ranking in the contest.
EVENT INFORMATION
Full event details for all contests are on our website: http://education.mnhs.org/historyday/state-history-day

STUDENT PRESENTATION SCHEDULE
Each entry will be assigned a specific interview time at the event. Please check our website for a tentative schedule, posted two weeks in advance, and a final schedule, posted one week in advance, of the event.
http://education.mnhs.org/historyday/state-history-day

CATEGORY-SPECIFIC NOTES
- **Exhibit Entries:** Exhibit students must bring their project and four copies of their process paper and bibliography to the event. If they need electricity for their displays, they must bring their own extension cords. Students with Exhibits that must be seen from all sides (walk-around Exhibits) should notify the event coordinator at least one week in advance. Students are responsible for removing their Exhibit when the event is over. Event staff will NOT save Exhibits.
- **Documentary Entries:** Documentary technology will be different at State History than Regional contests. Refer to page 10 in this packet for full instructions on preparing your project. Documentary students must bring four copies of their process paper and bibliography.
- **Performance Entries:** Students must provide all props to be used in their Performances, including tables and chairs. Performance judging rooms are classroom-size; please do not plan on a large stage. Performance students must bring four copies of their process paper and bibliography.
- **Website Entries:** Website students should not password protect their Websites and should publish their Websites regularly to make sure the most recent version of the project is published to the Internet. Website students are locked out of editing their project one week before the State contest to give judges enough time to review in advance of the competition. Websites students should upload their process paper and bibliography to their Website before the lockout deadline. Website students should bring a laptop or tablet to the competition to reference during the interview.

NHD CONTEST AGREEMENTS AND WAIVER OF LIABILITY
By completing and submitting the online form, I acknowledge that I have read, understand, and agree to the terms and conditions outlined herein as a condition of participation in National History Day. I understand that I am not obligated in any way to make such agreement, except as a prerequisite to participation in this program.
- **Waiver of Liability:** By completing and submitting this registration form, I agree to indemnify and hold harmless the Minnesota Historical Society, University of Minnesota, National History Day, Inc., and its staff, trustees, and sponsors, for any personal injuries or property damages arising out of participation in the National History Day Contest.
- **Media Release:** I give the Minnesota Historical Society, University of Minnesota, National History Day, Inc. and its partners the unlimited right to use the voice and/or image of me or my child/legal ward, for publicity, and/or in documentaries, or other education materials and media.
- **Permission to Participate:** I also understand that by agreeing, I am certifying that I and/or my child/legal ward understand(s) what is involved in participation; that I and/or my child/legal ward freely and voluntarily participate and hereby agree to assume and accept any and all risks associated with participation in the National History Day Contest. I understand that my child/legal ward and I will given a survey to evaluate our experience with National History Day. Any data collected in this will remain anonymous and will be used to improve the National History Day program and communicate the value of National History Day to key stakeholders.
- **Student Statement of Originality:** I affirm that the entry submitted for competition was researched and developed during this school year. I have read the National History Day rules and policies governing student behavior and will conform to these rules. I understand that violation of these rules may result in the disqualification of my entry. I accept the discretion of the judges as final. I have reviewed and understand the information presented above, and acknowledge that my participation in National History Day is conditioned on my agreement with the terms and conditions outlined herein and that I am not obligated in any way to make such agreement, except as a prerequisite to my participation in this program.

QUESTIONS
Contact the Minnesota History Day staff member listed below with any questions in advance of the event. Please note: Staff members will unable to respond to emails or phone calls on the day of the contest.

Sarah Aschbrenner
(651) 259-3489, Sarah.Aschbrenner@mnhs.org