

LESSON: PROJECT ORGANIZATION – PROCESS PAPER AND ANNOTATED BIBLIOGRAPHY

Essential Questions: 1. What else do I need to know? 2. Are we done yet?

Objective: Students will complete a research project taking many weeks.

Grade Level: 6 – 12

Time Needed: 100 minutes

Materials: Handout: Process Papers and Annotated Bibliographies, Students will need to provide their own materials to create their bibliographies, including note sheets, check lists, and any other tools they have used to record information about materials they have used.

Procedure

1. Pull up the websites from the “Introduction to History Day”
[lesson:https://00-47447034.nhdwebcentral.org/home](https://00-47447034.nhdwebcentral.org/home).
2. Walk through it again while asking the students, “Have you completed this for your project?” They should say yes to every portion until you get to Process Paper and Annotated Bibliography. Distribute the **Handout: Process Papers and Annotated Bibliographies** instruction sheet.
3. Ask students: Why are the process paper and bibliography important?
4. **Process Paper:** In the Process Paper, students reflect on the project, what they have done, how it relates to the theme, and what challenges or triumphs they encountered. It is a way to share that with the judges or whoever is reading their project. Walk through the Process Paper outline and tell students they will write that today.
 - **Sample: Process Paper:** This example was created by a History Day student.
5. **Annotated Bibliography:** The information students need to include should be verifiable by another person. We include bibliographies for the integrity of the project and to make sure it is not plagiarized. With the note sheet, students have already documented the information and taken notes on how they used the source. Now it needs to be put into the proper format and annotated to be included in the project.
 - **Handout: [Bibliographies Made Easy](#):** Tips for putting together bibliographies.
 - **Handout: [All About Annotations](#):** Explains the purpose of annotations, including samples.
 - **Sample: [Selected Annotated Bibliography](#):** Selected bibliography for an actual History Day project.
6. Have students begin to assemble their bibliography using the tools provided and the notes they should have been taking throughout the History Day process. The note sheet being used has all of the information they need for citations and hopefully to start annotations.

Lesson Extension/Alternative

Online Citation Generators: For students who struggle with bibliographies, there are online bibliography tools such as BibMe or NoodleTools.

National History Day has a partnership with Noodletools to give History Day teachers free access to this resource! Visit www.nhd.org and click on the Noodletools logo on the Teacher Resources page for more information.