YOUR GUIDE TO NATIONAL HISTORY DAY IN INDIANA
2020-2021
National History Day in Indiana equips students and educators with a framework to create projects in the form of exhibits, documentaries, websites, performances and papers. The program provides a platform for presenting work in regional, state and national competitions.

Educators and students can use this guide to help them through the entire National History Day in Indiana process – from information about the annual theme and special prizes to choosing a topic, doing research, developing a thesis, selecting a type of project and preparing for a contest.

If you have any additional questions, you can reach Jonnie Fox, coordinator for National History Day in Indiana, at nhdi@indianahistory.org.

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National History Day in Indiana is brought to you by the Indiana Historical Society. As the official National History Day affiliate, you can depend on us to help you every step of the way. Whether you’re an educator looking for Indiana-specific resources and professional development or a student working on your project.

Follow the IHS education team on Facebook, Twitter and Instagram at @IndianaHistory.

Presented by the Rooker Family Foundation with support from the Vigran Family Foundation.
The National History Day offices choose a different theme each year to unite all National History Day projects. While your topic must relate to the theme, the annual theme is broad enough for you to pick a topic from any time period or place. The annual theme helps you go beyond the names and dates in your research to finding the impact and significance it has had on the past and may continue to have on the present and future.

During the 2020-2021 school year, the annual theme is Communication in History: The Key to Understanding. Countless events, inventions, and people in history connect to this theme. To better understand how to connect your own interests in history to this theme, it is best to start with a definition.

By defining “communication” you can get a better grasp on what questions you should be asking as you connect your topic to the theme. After defining “communication,” consider several ideas related to this definition.

What are ways in which people communicate and have communicated throughout history?

By speaking
Speeches, protests, important meetings and coups

By writing
Newspapers, literature, letters

By seeing
Advertisements, television, political cartoons, maps

Why is communication so important?
Just as the theme states, communication is the key to understanding. Communication builds relationships, delivers vital information, and bridges gaps among most living creatures.

Consider when people or countries have a dispute. Communication is the biggest step to attempting to resolve that issue.

Communication can be a matter of life or death. In the case of a medical emergency, you dial 911 in order to quickly get a response team on site.

Sometimes communication can even happen between different species, like how a cat meows at its owner when hungry.

New forms of communication can replace or build upon other forms that might not always work. Consider the development of ASL for people with hearing impairments.

Communication is even necessary at an anatomical level to ensure our bodies function, such as neurotransmitters which excite or inhibit certain neurons in the body to achieve varied actions.

Communication isn’t always positive. If you really like thinking outside of the box, consider instances in which communication led to something negative.

As you explore this theme and possible topics, consider how situations might have turned out differently had there no form of communication. How did that form of communication make things better?

Communication (n)
1. A process by which information is exchanged between individuals through a common system of symbols, signs, or behavior
2. Personal rapport
3. Information communicated, transmitted or conveyed
4. A verbal or written message
2020 SPECIAL PRIZES

Don’t forget to consider your own backyard for your NHDI topic! You can find so many interesting stories that had an impact on local, state, national and global history. Below are special prizes that are available for participants researching and presenting on some part of Indiana history at the state contest. Examples are provided under each prize but there are many more Indiana topics you could explore.

$100

**Geeslin Hoosier President Prize**
Awarded to a student or group with an outstanding project on America’s Hoosier President, Benjamin Harrison. Sponsored in honor of retired president and CEO of the Benjamin Harrison Presidential Site, Phyllis Geeslin, by her friends and admirers

**Gene Stratton-Porter Prize**
Awarded to a student or group with an outstanding project on Indiana environmentalist and author Gene Stratton Porter. Sponsored by Janet McCabe and Jon Laramore in memory of Evelyn McCabe

**Indiana Women in STEM Prize**
Awarded to a student or group with an outstanding project on a woman from Indiana who made a difference in STEM. Sponsored by Lauren Grey, author of 1001 Watts

**John Bartlow Martin Award**
Awarded to a student or group with an outstanding project on journalism and/or journalists in Indiana. Sponsored by Ray E. Boomhower

$250

**Bill Curran Memorial Prize for Irish Heritage**
Awarded to a student or group with an outstanding project that features Indiana’s Irish-American heritage. Sponsored by Patti Curran

**Crown Hill Heritage Foundation Prize for Notable Hoosiers**
Awarded to a student or group with an outstanding project about a notable Hoosier buried in Crown Hill Cemetery. Sponsored by the Crown Hill Heritage Foundation

**Eiteljorg Museum Prize for Native Americans**
Awarded to a student or group with an outstanding project on Indiana’s Native Americans. Sponsored by the Eiteljorg Museum of American Indians and Western Art

**Indiana Local History Prize | Youth and Junior Division**
Awarded to a student or group with an outstanding project focused on local Indiana history. Sponsored by the IHS Local History Services

**Indiana Local History Prize | Senior Division**
Awarded to a student or group with an outstanding project focused on local Indiana history. Sponsored by the IHS Local History Services

**Indiana Pioneers Prize for Early Indiana (pre-1840)**
Awarded to a student or group with an outstanding project related to pre-1840, pioneer-era Indiana. Sponsored by The Society of Indiana Pioneers

**International History in Indiana Prize**
Awarded to a student or group with an outstanding project on an international history topic that has an Indiana connection. Sponsored anonymously

**Latinx History Prize**
Awarded to a student or group with an outstanding project on Latinx History in Indiana. Sponsored by Nicole Martinez-LeGrand

**Madam C.J. Walker Prize**
Awarded to a student or group with an outstanding project about Madam C.J. Walker’s time in Indiana. Sponsored by Andrew Halter and Joshua Rogers in honor of Tanya Stuart Overdorf

**Patti Curran Prize for Fashion Design in Indiana**
Awarded to a student or group with an outstanding project that features an Indiana fashion designer or designers. Sponsored by Patti Curran
Roy F. Stringer Memorial Prize for Labor Unions in Indiana
Awarded to student or group with an outstanding project that explores the history of Labor Unions in Indiana. Sponsored by Andrew Halter and Joshua Rogers

Women’s History in Indiana Prize
Awarded to a student or group with an outstanding project on Women’s History in Indiana. Sponsored by the Indiana Women’s History Association

$500
Ayres Prize for Commerce in Indiana
Awarded to a student or group with an outstanding project related to the history of commerce in Indiana. Sponsored by Nancy Ayres

Ayres Prize for Indiana Architecture
Awarded to a student or group with an outstanding project related to the history of Indiana architecture. Sponsored by Nancy Ayres

Ayres Prize for Indiana Transportation
Awarded to a student or group with an outstanding project related to the history of transportation in Indiana. Sponsored by Nancy Ayres

Cole Porter Prize for Indiana Musical Heritage
Awarded to a student or group with an outstanding project on the life and legacy of Cole Porter. Sponsored by Steve and Mag Russell

Daughters of the American Revolution Prize for George Rogers Clark and the Northwestern Campaign
Awarded to a student or group with an outstanding project related to George Rogers Clark’s Northwestern Campaign during the American Revolution. Sponsored by the Caroline Scott Harrison Chapter of the Daughters of the American Revolution

Indianapolis Indians Prize
Awarded to a student or group with an outstanding project on the history of the Indianapolis Indians. Sponsored by the Indianapolis Indians

Richard G. Lugar Prize for Documentary Excellence
Awarded to a student or group with an outstanding documentary project on Indiana Political History. Sponsored by Larry S. Landis

Sallie Rowland Prize for Furniture Design
Awarded to a student or group with an outstanding project related to the history of furniture design in Indiana. Sponsored by Sallie Rowland

William Henry Smith Memorial Library Prize
Awarded to a student or group with an outstanding project that utilizes the collection of the William Henry Smith Memorial Library. Sponsored by Matthew and Suzanne Hahn

$1,000
National History Day in Indiana Prize
Awarded to a high school junior or senior student, recognizing the outstanding body of work accomplished across many years of individual or group project participation. Requires separate application. Sponsored by the Indiana Historical Society
No matter what limits you decide to place on your students’ projects, the process remains the same. This checklist can be adapted to fit any curriculum and time constraints and is applicable for all project types.

___ Choose a topic

___ Do some preliminary research and narrow your topic, decide what sort of sources you can use

___ Determine if you would like to work alone or in a group

___ Create good research questions that will help you better analyze and understand your sources

___ Develop your so what/thesis statement

___ Analyze your sources, answer your research questions, take good notes
   HINT: Keep track of your sources using Noodle Tools or a similar tool. You’ll save yourself time and energy!

___ Choose your project type (one that works for you and helps you tell your story)

___ Write your content (background, main story, impact)

___ Find accompanying media, plan out any design you might have

___ Finish a rough version of your project

___ Evaluate and revise your project, have others look at it

___ Complete process paper and annotated bibliography

___ Go to a regional contest if you would like to share your work with others around the state!
CHOOSING YOUR TOPIC

Since the annual theme is so broad, choosing a topic may seem overwhelming. However, with a little thought, you can find a topic that interests you, is narrow enough to adequately address and fit the annual theme.

NARROWING YOUR TOPIC

Example:

Interest Area: WWII
NHD Theme: Rights and Responsibilities
Broad Topic: Japanese Internment
Topic: Conscientious objectors from the Heart Mountain internment camp in Wyoming

For you:

A time period or event I’m interested in is:
__________________________________________________________

This year’s NHD theme:
__________________________________________________________

A broad topic from that time period or event is:
__________________________________________________________

How does this topic relate to the theme?
__________________________________________________________

________________________________________________________________________

How is this event significant to history?
__________________________________________________________

________________________________________________________________________

Three possible, narrower topics are:
1. __________________________________________________________
   a. Will I be able to find enough primary and secondary source material for this topic? ______
   b. Is the topic narrow enough to develop and research thoroughly? ____________
   c. Is there a tie to local history? ________________
2. 
   a. Will I be able to find enough primary and secondary source material for this topic? 
   b. Is the topic narrow enough to develop and research thoroughly? 
   c. Is there a tie to local history?

3. 
   a. Will I be able to find enough primary and secondary source material for this topic? 
   b. Is the topic narrow enough to develop and research thoroughly? 
   c. Is there a tie to local history?

My topic: 

Why I selected this topic: 

“How” and “Why” questions I have about my topic:

1. 

2. 

3. 

4. 

Further on, you will find more questions that are good to answer as you begin to research your particular topic. Additionally, you will find some helpful hints and ideas for understanding the historical context of your topic. Part of your research will also be focused on the context of your topic, since that is important to understanding the impact of your topic.
CHOOSING YOUR TOPIC
Since the annual theme is so broad, choosing a topic may seem overwhelming. However, with a little thought, you can find a topic that interests you, is narrow enough to adequately address and fit the annual theme.

NARROWING YOUR TOPIC – EXAMPLE
Example:
Interest Area: WWII
NHD Theme: Rights and Responsibilities
Broad Topic: Japanese Internment
Topic: Conscientious objectors from the Heart Mountain internment camp in Wyoming

For you:
A time period or event I’m interested in is:
  1960s

This year’s NHD theme:
  Communication in History: The Key to Understanding

A broad topic from that time period or event is:
  Civil Rights

How does this topic relate to the theme?
  Many people began protesting and speaking out about racial injustice in the
  United States.

How is this event significant to history?
  It raised awareness of problems endured by African Americans and led to legislative changes that
  have improved the lives of African Americans and paved the way for more equality.

Three possible, narrower topics are:
1. Civil Rights Movement
   a. Will I be able to find enough primary and secondary source material for this topic? _yes_
   b. Is the topic narrow enough to develop and research thoroughly? _no_
   c. Is there a tie to local history? _yes_
2. **Black Panther Party**

   a. Will I be able to find enough primary and secondary source material for this topic?  **yes**
   
   b. Is the topic narrow enough to develop and research thoroughly?  **yes**
   
   c. Is there a tie to local history?  **maybe**

3. **Robert F. Kennedy’s Indianapolis speech after the assassination of Martin Luther King Jr.**

   a. Will I be able to find enough primary and secondary source material for this topic?  **yes**
   
   b. Is the topic narrow enough to develop and research thoroughly?  **yes**
   
   c. Is there a tie to local history?  **yes**

My topic: **Robert F. Kennedy Speaks: How Kennedy Communicated the Assassination of Martin Luther King Jr.**

Why I selected this topic:  I am interested in how the assassination of Martin Luther King Jr. affected the Civil Rights Movement and wanted a topic that tied into Indiana history.

“How” and “Why” questions I have about my topic:

1. **Why did Kennedy choose to address the people of Indianapolis in the way that he did?**

2. **What motivated Kennedy to deliver the speech?**

3. **How did the people of Indianapolis respond?**

4. **How did his words impact the Indianapolis community?**

Further on, you will find more questions that are good to answer as you begin to research your particular topic. Additionally, you will find some helpful hints and ideas for understanding the historical context of your topic. Part of your research will also be focused on the context of your topic, since that is important to understanding the impact of your topic.
Complete each of the following sentences below and use those answers to fill in the diagram at the bottom of the page.

(What?) My current topic is (or I am interested in): ____________________________

(Who?) The people involved in my topic are: ____________________________

(When?) My topic took place in the year(s) ___________, which was during the ___________. (age/era/war/period)

(Where?) My topic took place in ____________________________.

Example:

Communication in History

19th and 20th Century Indiana History, Reading, Writing, Journalism

Authors, Journalists, Books

Late 1800s, 1900s

Indianapolis, Indiana

The Golden Age of Indiana Literature

Kurt Vonnegut

Ernie Pyle

Communication in History

Theme

Interests (What)

Who

When

Where

Narrowed Topic Ideas

Tip: Fill out the diagram with the responses to the What, Who, When, and Where questions. Then find books and other articles on your topic and look for more specific topics that relate to all of your Ws to narrow your research.
Why is Local History Important?

When we think of history, we often think of bloody wars and legendary movers and shakers – things we read about in our history textbooks. These parts of history are important and interesting, but often overshadow smaller histories that more directly impact us. While some students find these “grander” histories fascinating, those who don’t inherently love history are left wondering “Why does it matter? How does this affect me?” All history can affect us but looking at local history shows how we can have a personal, invested connection to history.

So how can you get your students interested in local history?

For many students, history can be challenging to comprehend and relate to. With local history, students can learn about their own community, families and why their lives are the way they are. But how do you get this through to them? Below are some suggestions and activities that can get your students thinking about local history. If that fails, don’t forget that doing local history can give them an edge in contests, and there are local history special prizes available at the State Contest!

Have Story Time

We all know history is more than just facts and dates. History is comprised of stories, and everyone has a story to tell. Encourage your students to ask a family member or friend about an interesting story from their past, perhaps a family legend or just a snippet about their hometown. Then, have your students share those stories with each other in class. When we realize that people we are close to are part of history, it strengthens our bond to the past.

Discuss Notable Hoosiers

Have your students peruse through notable Hoosiers and determine their favorite. You can find a page at www.indianahistory.org/notablehoosiers. Have them share their favorite and reasons why with the class. These do not have to be famous individuals; they are welcome to choose someone they may know personally!

Check out Destination Indiana

The Indiana Historical Society's Destination Indiana is full of great Indiana stories. Thousands of images are organized into journeys. Each journey is based on an Indiana topic: a person, place, business, issue, etc. There is also a journey on each county in Indiana. Destination Indiana not only exposes your students to local history, but it can be a great starting point for research. Check it out at www.destination-indiana.com.
RESEARCHING YOUR TOPIC

You’ve chosen your topic! Your background reading means you should know a little bit about your topic. Now it’s time to dig deeper. Keep in mind why you are doing the research:

• To learn more about your topic
• To develop and defend your thesis statement

SOURCES

Remember, not all sources are the same. Historians classify sources into two different categories – primary and secondary. It is not only important that you use both, but that you use a variety of each. While you research:

• Determine what types of sources you need.
• Consider conducting an interview.
• Find your sources.
• Analyze your sources.
• Cite your sources.

TIPS FOR RESEARCH SUCCESS

Research takes practice. Here are some tips to make sure you’re getting the most out of the time you spend on your project.

• Don’t rely on the Internet! It’s a great place to start, but it won’t have everything. Other sources will typically give you more information and deeper analysis.
• Be critical. Not all sources should be trusted. Use great discretion on the Internet. Make sure your books are written by credible people. When in doubt, ask a teacher or librarian.
• Have balanced research. Use a variety of sources from different points of view. Sometimes sources will have conflicting information or missing parts.
• Use footnotes, citations and bibliographies in books and other secondary sources to find what primary and secondary sources the author used. See if you can find those sources for your own research!

A primary source gives you first-hand evidence about your topic. They usually come from the time period or around the time period in which your topic takes place. Primary sources can also come from an interview with an individual who participated in or witnessed events from your topic or a memoir written later by someone who had involvement with your topic.

A secondary source is a piece of information that was created later by someone who did not experience first-hand or participate in the events you are researching. People who write or create these sources often use other secondary and primary sources in their own research.
SECONDARY SOURCES

Secondary sources provide a lot of information, including what types of primary sources are available. Below is a table to help you understand what types of secondary sources there are and what each type can provide you in your research.

<table>
<thead>
<tr>
<th>General Facts</th>
<th>Time Period Information</th>
<th>Historical Context</th>
<th>Sources other scholars have used</th>
<th>Opinions from Other Scholars</th>
<th>What scholars have already learned</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Textbooks</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encyclopedias</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentaries</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Websites</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarly Books</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Scholarly journals</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Scholarly Articles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interviews with Scholars</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

DETERMINING THE QUALITY OF YOUR SECONDARY SOURCE

Before you get too deep into a secondary source, you’ll want to be certain that it is a good, reliable source. Evaluate these four key points about your sources – are they:

- Credible
- Accurate
- Balanced
- Supported
**Credible**
A credible source is one in which the author can be trusted to provide his or her own ideas and be able to back them up with evidence. If your source is a book, pay attention to the publisher as well as the author. Books published by universities tend to be safe.

Your source may lack credibility if:
- The author is anonymous.
- The source seems excessively negative or biased.
- The grammar is poor and words are misspelled.

**Accurate**
An accurate source will provide factual information that can be backed by evidence.

Tips for determining your source’s accuracy:
- Look for information that is up-to-date, meaning that it will have more recent ideas and interpretations about your topic.
- Make sure the information in your source can be backed up by other sources. This is why a variety of sources is so important.
- Avoid sources that make vague or grand generalizations, for example: “Everyone felt the same way about this issue…”

**Balanced**
Balanced sources are fair and reasonable in their discussion of the topic at hand.

To determine whether or not your source is balanced, take these points into consideration:
- Watch out for its tone and language. If a source resorts to name calling it could be biased and unreasonable.
- Look out for statements of excessive significance, for example: “This was the most important event ever.”

**Supported**
Good sources are evidence-based, meaning their conclusions are supported by facts. You should be wary of a source that doesn’t show its use of evidence or identify its sources.

Find out if your source is supported by:
- Checking the source’s sources. Are the facts backed up with legitimate evidence?
- Looking at the source’s bibliography. Are they using a variety of sources?

**PRIMARY SOURCES**
We know primary sources are generally from the time of the topic you’re researching or are from someone who witnessed or participated in an event. These sources tend to be, but are not limited to:
- Diaries
- Manuscript collections
- Letters
- Photographs
- Government records
- Interviews
- Autobiographies

You can find primary sources in libraries and archives, historical societies, museums, or even from people you know!

**WHY ARE PRIMARY SOURCES SO IMPORTANT?**
- Primary sources provide insight into how people felt at the time, what their personal experience was, their emotions and their reactions.
- Primary sources can fill in holes left by your secondary sources.
- Primary sources can give you information that other people might not have yet found.
- Primary sources allow you to make your own interpretation and analysis rather than relying on what other people think or have said about your topic.

Primary sources help in ways that secondary sources can’t, but that doesn’t mean they’re more important.

Keep in mind that:
- While primary sources can sometimes be more reliable than secondary sources, you still need to be just as critical when determining their credibility, especially if you found them online.
- It can be tricky to determine whether a source is primary or secondary. Be careful not to cite them incorrectly in your annotated bibliography.
Define primary and secondary sources in your own words. Go over those definitions with a teacher to see if you have a grasp on the meaning.

Imagine you are doing a project on the National Organization for Women in Indiana, known as Indiana NOW. NOW fought to get the Equal Rights Amendment – ERA – passed. Though the proposed amendment was never passed by Congress, NOW’s efforts helped raise awareness about issues faced by women in American society.

Below are some potential sources you might use for this topic. Decide whether they are primary or secondary sources and circle your answers. Think about why you chose the answers you did.

<table>
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<th></th>
<th>PRIMARY</th>
<th>SECONDARY</th>
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<tbody>
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<td>A</td>
<td>PRIMARY</td>
<td>SECONDARY</td>
<td>A letter from Susan B. Anthony encouraging support for women’s suffrage</td>
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<td>PRIMARY</td>
<td>SECONDARY</td>
<td>The text of the 19th Amendment</td>
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<td>PRIMARY</td>
<td>SECONDARY</td>
<td>A newspaper article, published in 1915, describing a women’s suffrage rally in 1915</td>
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<td>SECONDARY</td>
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<td>SECONDARY</td>
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<td>SECONDARY</td>
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<td>SECONDARY</td>
<td>Government documents from the time related to the passage of the 19th Amendment</td>
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<td>PRIMARY</td>
<td>SECONDARY</td>
<td>Government documents from the time related to the passage of the 19th Amendment</td>
</tr>
</tbody>
</table>
Remember that a primary source is a source that comes directly from the time period under investigation. Answer the following questions about your source.

Type of primary source:

- Newspaper article
- Cartoon/Comic
- Photograph
- Poster/Advertisement
- Other: ________________________

Title of source: ____________________________________________________________

Date of source: ____________________________________________________________

Author/creator of source: ________________________ Position/Title: __________________________

Audience the source was created for: __________________________________________

List three things the author said (or that you notice) that you think are important:

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Why do you think this source was created?

What issues do you think are most important to the author/creator? Why?

What do you know now that the author/creator would have most liked to know?

Write a question to the author/creator of this source that is left unanswered.
Name: ___________________________________________ Date: ______________________

Remember that a primary source is a source that comes directly from the time period under investigation. Answer the following questions about your source.

Type of primary source:

☐ Newspaper article  ☐ Letter  ☐ Journal/Diary
☐ Cartoon/Comic  ☐ Audio Recording  ☐ Film Clip
☑ Photograph  ☐ Artifact  ☐ Map
☐ Poster/Advertisement  ☐ Government document  ☐ Other: ______________________

Title of source:  Employee Pasting a Sports Page of the Newspaper

Date of source:  ca. 1950

Author/creator of source:  The Indianapolis Recorder   Position/Title:  Newspaper

Audience the source was created for:  Most likely staff of the Indianapolis Recorder and possibly readers of the Indianapolis Recorder.

List three things the author said (or that you notice) that you think are important:

1. The Indianapolis Recorder is a newspaper that focuses on the lives of African Americans.
2. The employee is African American.
3. The employee is not using any form of technology on the job.

Why do you think this source was created?
It could have been used to document or show behind the scenes work at the Indianapolis Recorder.

What issues do you think are most important to the author/creator? Why?
That the Indianapolis Recorder did very important work and they wanted to show that it was the same as other newspapers and show the processes at the Recorder.

What do you know now that the author/creator would have most liked to know?
That the Indianapolis Recorder is still a prominent newspaper for the African American community of Indianapolis.

Write a question(s) to the author/creator of this source that is left unanswered.
Is the man trying to arrange the design for the sports page? What would be the next step in his process? What was his job title?

When using secondary sources in a project, it is important to make sure each source is credible and of high quality. Remember that secondary sources come from someone who was not around at time of or directly relate to your topic. They aren’t as connected to your topic as primary source authors, so you will have to do your own due diligence to determine whether a secondary source is a good one to use. Using this worksheet, analyze each of your secondary sources for credibility and quality.

Who is the author? What are their qualifications?

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

What information has the author provided that you can trust? Do they give facts, data, sources, or repeated evidence?

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

What perspective does the author have? Is it biased or unbiased?

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
Does the author provide information that is confirmed by other sources you’ve found? What information have you confirmed in other sources?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Using your answers above, do you think this source is credible and of high quality? Why or why not?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If this source is credible, pick out at least three more sources (primary or secondary) from the author’s bibliography or works cited to research further.

1. _____________________________________________________________________

2. _____________________________________________________________________

3. _____________________________________________________________________
This worksheet was completed using the secondary source “We Must Be Fearless”: The Woman Suffrage Movement in Indiana by Dr. Anita Morgan (Indiana Historical Society Press, 2020)

Who is the author? What are their qualifications?

Dr. Anita Morgan. Dr. Morgan is a senior lecturer in history at Indiana University-Purdue University at Indianapolis. She is the former president of the Indiana Association of Historians and received her undergraduate and doctorate degrees in history at Purdue University. Dr. Morgan teaches multiple classes on women’s history and has previous publications on the topic. (information found on back of book and Dr. Morgan’s profile on the IUPUI website)

What information has the author provided that you can trust? Do they give facts, data, sources, or repeated evidence?

Much of Dr. Morgan’s information comes from primary source research, which she meticulously cites in credit lines and her notes section at the end. She gives very detailed information on suffrage meetings, which she got from actual meeting minutes. I have not found any conflicting evidence in her book, nor other sources I have looked at so far.

What perspective does the author have? Is it biased or unbiased?

Dr. Morgan appears to have an unbiased, fact-based, evidence driven perspective on the topic. This is confirmed in the way she writes, which is straight forward, not accusatory, and without agenda, as well as her thorough sources.
Does the author provide information that is confirmed by other sources you’ve found? What information have you confirmed in other sources?

Much of her information on more well-known figures in her book, such as May Wright Sewall, has been confirmed in other books I have looked at so far, including Ray Boomhower’s book Fighting for Equality: A Life of May Wright Sewall. Both books address the same suffrage and social activities of Sewall.

Using your answers above, do you think this source is credible and of high quality? Why or why not?

I think this is a credible source because it is written by a historian who specializes in women’s history and has written several works on the topic. Dr. Morgan has done very thorough research which she has detailed in her notes. Of all the other secondary sources I have read that include some similar topics and figures as her book, nothing makes her work stand out as something untrue or a book that lacks credibility. The book is also published by a historical society, which would be considered a credible and unbiased publisher.

If this source is credible, pick out at least three more sources (primary or secondary) from the author’s bibliography or works cited to research further.

1. A Strong-Minded Woman: The Life of Mary A. Livermore by Wendy Hamand Venet (secondary source)
2. Indiana in the Civil War Era, 1850-1880 by Emma Lou Thornbrough (secondary source)
3. Indianapolis News and Indianapolis Star (primary sources, newspapers)
During your research, you might find that there are people you can reach out to who can provide you with valuable information related to your topic. These people could be teachers, historians, lawyers, authors or even people who were around at the time of your project. It is important to be professional and considerate when contacting these people. Carefully formatting your email is not only courteous but will increase your chances to work with this person on your project. Follow these guidelines below when sending an email inquiry to a professional.

**KEEP IN MIND:**

- Have an informative subject line. Assume this person gets a lot of email a day. If there’s no subject line, it’s likely they’ll pass over it or assume it is spam.
- Be clear and concise. Share all necessary information, and make it clear what you want from them, but don’t write them a book about it. No one has time or wants to read a super long email if they don’t have to.
- Be formal. Use correct honorifics, such as Dr., Mr., or Ms.
  Tip: For women who do not need to be addressed as Dr., default to Ms. rather than worry if they are married or not.
- Use correct grammar. Do not use slang or abbreviations.

**SAMPLE:**

Subject: National History Day Research Request

Dear Mr. Boomhower,

My name is Hermione Granger and I am a student at Hogwarts. I am currently conducting research on a project for National History Day in Indiana. NHDI is a program for students grades 4-12, where they research and present a project on a historical topic that fits the annual theme. This year’s theme is Communication in History. For my project, I am creating a documentary about May Wright Sewell and how she communicated a need for change in Indiana through her work in the women’s suffrage movement. I recently read your book Fighting for Equality: A Life of May Wright Sewell, and it has been a very useful source.

I would like to request a time to speak with you further about May Wright Sewell, and more specifically, conduct an audio-video interview with you for my documentary. I understand that you work at the Indiana Historical Society. Would you be available to meet there on one of the following 3 Saturdays: November 9, 16, or 23? We could do morning or afternoon, whichever you prefer. The whole process should take about 2 hours. Thank you so much for your time!

Best,

Hermione Granger
TEMPLATE:

Subject:

Dear ________,

My name is (your name) and I am a student at (school name). I am currently conducting research on a project for National History Day in Indiana. NHDI is a program for students grades 4-12, where they research and present a project on a historical topic that fits the annual theme. This year’s theme is communication in history. I am doing a project on (your topic). (Briefly explain what you already know about your topic. You want them to know that you have done your research and are serious about this project. Explain how you found out about this person and how they or their work relates to your topic.)

I would like to request a time to speak with you further about my topic. (Make sure you say why you would like to interview them in particular. Be specific about what you would like from them. Do you want an in-person interview? Will you record it? How long do you estimate this will take?) Are you available (Give at least 3 options for a day to meet. Make sure you are scheduling at least a week in advance from the time you send the email). Thank you for your time!

Sincerely or Best (or any other cordial farewell you prefer),

Your Name

FOLLOW-UP EMAILS:

You will most likely have to maintain contact with the people you reach out to. The times you suggest might not work for them. If so, suggest additional times. If it seems like meeting in person is not going to work, try another option such as a phone or email interview. Be sure to ask permission to record the interview. If you do an interview over the phone, you can include the audio in your project. If you do it in email form, you can include quotes from the interview in your project. Don’t get discouraged if things happen to not work out as you initially intended.

If they can meet at one of the times you suggested, send a confirmation email. In that email, thank them again for their help and finalize the time and place of your meeting. Include some questions that will be in your interview, so they have an idea of what to prepare for.

Send an additional email one or two days before your scheduled meeting as a gentle reminder of your upcoming interview.

Make sure you look up the directions to your meeting location. Allow extra time for traffic, parking, etc. If you do not or cannot drive, be sure to keep your parent or guardian informed in the planning process.

Arrive several minutes before your scheduled time. When you tell them how long the interview will take, round up your estimate. If you think it might take around an hour and half, tell them two hours. It’s better to end a little earlier than planned than to keep them later than they expected.

After the interview, thank them verbally for their time and help. Offer to share your project with them when it is finished. If they express interest, send them your project after the contest.

Send them another thank you email within the next 24 hours of the interview. In this email, don’t just thank them. Tell them how their help has contributed to your project.
Interviews can help you gain historical context or primary source information, but they are not required. In fact, they may not even be necessary!

To determine if an interview is necessary, you should take a look through as many secondary sources as you can and keep a list of things you want to find out about your topic. As you find things through your primary and secondary sources, cross things off your list. Make sure to look for oral histories and interviews to see what else has already been produced about your topic. If you still have unanswered questions, then you may want to look at talking to a historian or people who were present at the time of your topic.

**Helpful Hints:**

- Plan out your request; ask for their time thoughtfully.
- Thank your potential interviewee regardless of a yes or no response to your request.
- Ask permission to record the interview. Don’t forget to get their written consent if possible.
- Do some more research on your topic and your interviewee before the interview.
- Plan out your questions ahead of time.
- Ask more than yes or no questions – a yes or no doesn’t tell you anything! You need and want more details than that.
- Send a thank-you note after the interview to thank them for their time and information.
- Ask if they’d like to see your finished project!

These are just a few tips. For more step-by-step guidance on conducting an interview, make sure to check out National History Day’s guidelines on conducting interviews at [www.nhd.org/guidelines-conducting-interviews](http://www.nhd.org/guidelines-conducting-interviews)!
INTERVIEW CONSENT FORM

You will be completing an interview with a student(s) from ________________________________.

They are currently participating in a program called National History Day. This is an annual history research program that encourages students across the nation to choose a historical topic to research and develop into a final presentation of knowledge.

The student or students conducting an interview believe that your memories and perspectives could be very helpful to better understand their research topic.

You will be asked a number of questions. The student(s) may tape or record your responses. Your responses may be used as direct quotes or as sources of information in the final project in which the student or students present their historical research findings.

If you are willing to participate in this interview and have your interview used as stated above, please sign and date the form below.

If you have any questions about this project, please contact ________________________________.

........................................................................................................................................

Interviewer Name ____________________________________________________________

I have read the above and give my consent to participate in this project.

Interviewee Name ____________________________________________________________

Signature __________________________________________________________________

Date __________________________

........................................................................................................................................
FINDING PRIMARY SOURCES

ARCHIVES AND LIBRARIES IN INDIANA

**Bloomington**
Archives of African American Music and Culture,
2805 E. 10th St.
[https://aaamc.indiana.edu/](https://aaamc.indiana.edu/)
Indiana University Lilly Library, 1200 E. Seventh St.
[http://www.indiana.edu/~liblilly/](http://www.indiana.edu/~liblilly/)
IU Oral History Archive, Radio-TV Building #314,
1229 E. Seventh Street
[http://mediaschool.indiana.edu/cdrp/oral-history/](http://mediaschool.indiana.edu/cdrp/oral-history/)

**Evansville**
University of Southern Indiana David L. Rice Library, 8600
University Blvd.
[https://www.usi.edu/library/](https://www.usi.edu/library/)

**Fort Wayne**
Allen County Public Library, 900 Library Plaza
[https://acpl-cms.wise.oclc.org/](https://acpl-cms.wise.oclc.org/)

**Hanover**
Hanover College Duggan Library, 121 Scenic Drive
[https://library.hanover.edu/](https://library.hanover.edu/)

**Indianapolis**
Crispus Attucks Museum, 1140 Dr. Martin Luther King Jr. Dr.
Eiteljorg Museum, The Stephen and Sharon Zimmerman
Resource Center and the Watanabe Family Library,
500 W Washington St.
[https://www.eiteljorg.org/learn/library-resource-center](https://www.eiteljorg.org/learn/library-resource-center)
Indiana Historical Bureau, 315 W. Ohio St.
[https://www.in.gov/history/](https://www.in.gov/history/)
Indiana Historical Society, William H. Smith Memorial Library,
450 W. Ohio St.
[https://indianahistory.org/](https://indianahistory.org/)
Indiana State Library, 315 W. Ohio St.
[https://www.in.gov/library/](https://www.in.gov/library/)
IUPUI University Library, 755 W. Michigan St.
[http://www.ulib.iupui.edu/](http://www.ulib.iupui.edu/)

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**ANALYZING YOUR SOURCES**

In order to answer your research questions, form and defend your thesis, you must understand your sources. To do this, you will want to carefully analyze your sources – especially your primary sources – and keep track of what you know by taking good notes. When you analyze your sources, you are describing your source in your own words.

Questions to Consider:

- What type of source is this?
- Who created the source?
- When was the source created?
- Why do you think the source was created?
- For whom do you think the source was created?
- What do you think is most important about this source?
- What do you think the author of the source finds most important?
- What does this tell you about your topic?
- What does it leave out? What else do you want to know?
- How do you think people might have felt about this source at the time of its creation?
will offer you higher resolution images upon request. Be sure to check out other library websites to see what they offer online!

**ONLINE DATABASES**

Conner Prairie, Rural History Project
http://ulib.iupuidigital.org/cdm/search/collection/CPRHP

Crispus Attucks Museum Online
http://www.ulib.iupui.edu/collections/CAttucks

Evansville Vanderburgh Public Library Digital Archives
http://digital.evpl.org/cdm/

Indiana Historical Bureau, Find a Marker
https://www.in.gov/history/2350.htm

Indiana Historical Bureau, The Indiana Historian
https://www.in.gov/history/2409.htm

Indiana Historical Society, Destination Indiana
https://destination-indiana.com/#sort=popular

Indiana Historical Society, Digital Collections
http://images.indianahistory.org/cdm

Indiana University Archives Photograph Collection
http://webapp1.dlib.indiana.edu/archivesphotos/index.jsp

Indiana University Lilly Library, Image Collections Online
http://webapp1.dlib.indiana.edu/images/splash.htm?scope=lilly/hohenberger

Indiana University Press, Indiana Magazine of History
https://scholarworks.iu.edu/journals/index.php/imh

INSPIRE
https://inspire.in.gov/

IUPUI Digital Collections
https://ulib.iupui.edu/collections

University of Indianapolis Mayoral Archives
http://www.uindy.edu/mayoral/
NATIONAL SOURCES:

Ancestry Library (not a free website at home, but is available for free at most public libraries)
https://www.ancestrylibrary.com/

Civil War Database
www.nps.gov/civilwar

Cyndi’s List
www.cyndislist.com

FamilySearch
www.familysearch.org

Internet Archive
https://archive.org/

Library of Congress
https://www.loc.gov/

Library of Congress-Chronicling America
https://chroniclingamerica.loc.gov/

National Archives
https://www.archives.gov/

National Archives, State Archives listing
www.archives.gov/research/alic/reference/state-archives

Smithsonian Libraries, Digital Collections
https://library.si.edu/collections

United States Holocaust Memorial Museum, Digitized Collections
https://collections.ushmm.org/search/?f%5Bavailability%5D%5B%5D=digitized

Check other out-of-state libraries and museums to see if they have collections online.

ASKING FOR MATERIALS

Libraries, museums and archives are excited about helping others with their research. However, it can be very frustrating for a librarian or archivist when someone calls and asks for information on too broad of a topic.

For example, if you call a library or archives and say, “Hello, I’m doing a history project on the Civil War. Do you have any materials that I could come see?” The response might be an overwhelming number of sources. A more appropriate question would be to ask about your narrowed topic. For example, “Hello, I’m doing a research project on Camp Morton in Indianapolis during the Civil War. Do you have any materials related to this?”

Narrowing your request is essential. It will save librarians and archivists time and work pulling items for you to see that don’t fit with your topic. In turn, this also saves you time. If the library or archive has an online catalog, you can see what materials they might have before you even call.

This applies to Internet searches as well. Your research will start broad and get narrower as you go along, but you should have more specific terms in mind before looking for sources.

WHAT IS AN ARCHIVE?

Like a library, an archive is a place where people can go to find information. Unlike a library, the information in an archive does not come from books, but first-hand, primary sources. These can be letters, notes, reports, memos, photographs, audio and visual sources, and even artifacts. Archivists must take special care of these sources to ensure that they are around for a very long time.

Archival materials are divided into collections. These collections are separated by topic and are organized and stored in a special way. To know what materials are in a collection, you can refer to a collection guide or finding aid. Most archives will have these guides and are often available online. Use these to find what primary sources can help your research.
READING A COLLECTION GUIDE

Though collection guides may look slightly different from one institution to another, they'll provide similar information. The example we are using is from the Indiana Historical Society's William H. Smith Memorial Library.

TITLE PAGE

Collection #
M 1344
OM 0652

EZELL FAMILY
PAPERS AND PHOTOGRAPHS, 1810-1979

Collection Information
1
Biographical Sketch
2
Scope and Content Note
3
Contents
4

Processed by
Jessica Fischer
January 2018

Manuscript and Visual Collections Department
William Henry Smith Memorial Library
Indiana Historical Society
450 West Ohio Street
Indianapolis, IN 46202-3269
www.indianahistory.org

Tells the archivists where the materials are located.
• M – Manuscript (paper documents)
• OM – Oversized manuscript (a large paper document)
The letters indicate the type of material. You might encounter other letters and abbreviations for photos, maps and artifacts.

The collection name includes dates also included. The dates tell you the time frame of the collection materials.

Table of contents

Name of the archivist who processed this collection and wrote the collection guide.

The name of the collections department and address for the archive.
## COLLECTION INFORMATION

<table>
<thead>
<tr>
<th>COLLECTION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUME OF COLLECTION:</td>
</tr>
<tr>
<td>Manuscript: 2 manuscript boxes, 1 oversized manuscript folder</td>
</tr>
<tr>
<td>Visual: 1 photograph box, 1 OVA photograph box, 1 half-sized color photograph box, 1 4 x 5 acetate negative box</td>
</tr>
<tr>
<td>Artifact: 6 artifacts</td>
</tr>
<tr>
<td>COLLECTION DATES:</td>
</tr>
<tr>
<td>1810-1979</td>
</tr>
<tr>
<td>PROVENANCE:</td>
</tr>
<tr>
<td>Virginia Ezell, 12 Old Dry Lane, Brigstock County, Northampton, UK, NN14 3HY</td>
</tr>
<tr>
<td>RESTRICTIONS:</td>
</tr>
<tr>
<td>Slides and negatives must be requested in advance and may be viewed by appointment only and with the assistance of library staff.</td>
</tr>
<tr>
<td>COPYRIGHT:</td>
</tr>
<tr>
<td>REPRODUCTION RIGHTS:</td>
</tr>
<tr>
<td>Permission to reproduce or publish material in this collection must be obtained from the Indiana Historical Society.</td>
</tr>
<tr>
<td>ALTERNATE FORMATS:</td>
</tr>
<tr>
<td>RELATED HOLDINGS:</td>
</tr>
<tr>
<td>ACCESSION NUMBER:</td>
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<td>2016.0025</td>
</tr>
<tr>
<td>NOTES:</td>
</tr>
<tr>
<td>Color photos, 35mm film strips, and 35 mm slides are all stored in the same box-Color Photograph Box 1</td>
</tr>
</tbody>
</table>

Tells you the type of container the collection materials are stored in because different kinds of items require different methods of storage.

Date range of the collection materials.

Who donated this collection and where it came from.

Special instructions and how to request information. You must abide by all rules set forth by the archival staff.
BIOGRAPHICAL/HISTORICAL SKETCH

BIOGRAPHICAL SKETCH

Eugene Bryan Ezell, also known as “Ezy” by friends, was born on March 20, 1898 in Kentucky. The family later moved to Tennessee where Ezell spent most of his youth. When it came time to choose a college for the 1917-1918 school year, Ezell stayed in the state and attended the University of Tennessee as an Engineering major. He did not finish college, leaving after his second year to join the Army during WWI. This would be his start in a long career working for the government.

Once Ezell completed his duty in the Army, he worked in various roles for his family’s tobacco business. By 1927, he took a position with the U.S. Department of Agriculture as a Warehouse Examiner, inspecting agricultural commodities storage. This is the role he would stay in for the next 16 years. In 1934, Ezell married Katherine Naomi Krause (b. July 15, 1910, d. June 25, 1963), the daughter of John Edward Krause, the owner of Hotel Washington in Indianapolis. Eugene and Katherine lived together in Indianapolis and had one child, Edward Clinton Ezell (b. Nov. 7, 1939, d. Dec. 23, 1993) who was also referred to as Doug.

In 1943, Ezell left his job to once again join the army, this time for WWII. His second stint in the army only lasted a few months. Ezell entered the army in March of 1943 as a 2nd Lieutenant, but had consistent leg trouble that caused him to be honorably discharged in October of 1943 after several surgeries could not fix the problem.

After returning home, Ezell was given a job as an Investigator at the Office of Price Administration, but he did not stay in this position long. He was moved around from position to position, being made a Price Surveys Officer by 1944 and then in June of that same year being moved to a Price Economist position. Ezell had a short one and a half year period of stability in this position. In 1946, he was moved to the Office of Rent Stabilization and given the position of Rent Compliance Officer. A year later he was moved yet again, this time to the position of Remi Examiner. Here he stayed for two years before getting a promotion to Compliance Negotiator. Ezell had five years in this role before yet again getting moved, this time completely out of a job. In 1953, the Office of Rent Stabilization stopped receiving funding and was forced to lay off its staff.

Now in his mid-50s, Ezell was forced to reinvent himself. He applied to several jobs, even one that would make use of this self-proclaimed status as an expert amateur photographer (he was skilled in taking and processing photographs). He ended up getting a real estate license, which he received in 1954. Ezell would only be a practicing real estate agent for about a year before passing away from heart attack in June 1955.

Sources:
Ancestry.com
Materials in collection

SCOPE AND CONTENT NOTE

This collection contains a mix of manuscript and photograph items as well as several artifacts. The manuscript items include letters that Eugene Ezell wrote to his wife, Katherine Ezell, while he was traveling for work and also while he was training during his short time in the Army in 1943. There are a substantial number of papers relating to Ezell’s time both in the military and in his various positions working as a civil servant. Birth, marriage, and death certificates for Eugene and Katherine are present in the collection. There are grade cards (from IPS 70 and Broad Ripple High School) and diplomas for the couple’s son, Edward Ezell-often referred to as Doug.

Eugene Ezell considered himself an expert amateur photographer, and the collection has a large number of his photographs, including negative film strips, acetate negatives, and slides. Many of the photos are of Eugene, Katherine, and Edward, but there are several of various people, places, and things—one of note being the July 1951 Lux Laundry fire. Katherine Ezell assembled a photo album which is also in the collection.

*There are two film strips and one folder of photographs that were taken by Eugene of Katherine that are mature in nature. They are marked with “Mature Content”.

The artifacts in this collection include a brush and comb set, a locket with Katherine’s maiden initials-KNK, a Canadian Infantry pin, an infant sized bracelet, and a folded 48-star U.S. Flag.
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>CONTAINER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eugene Ezell, Birth Certificate Copy, 1942</td>
<td>Box 1, Folder 1</td>
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<td>Eugene Ezell, Funeral Receipts, 1955</td>
<td>Box 1, Folder 2</td>
</tr>
<tr>
<td>Eugene Ezell Military Records-Enlistment Papers, 1919-1929 &amp; 1943,</td>
<td>Box 1, Folder 3</td>
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<tr>
<td>Training Certificates, 1919</td>
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</tr>
<tr>
<td>Eugene Ezell Military Records-Report for Duty Letter, March 1943, WWII</td>
<td>Box 1, Folder 4</td>
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<td>Bonus Fund Application, 1950</td>
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<tr>
<td>Eugene Ezell Military Records-Retirement/Medical Discharge Hearing</td>
<td>Box 1, Folder 5</td>
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<tr>
<td>Report, 1943, WWII</td>
<td></td>
</tr>
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<td>Eugene Ezell, Job Related-Correspondence, 1936-1949, Documents,</td>
<td>Box 1, Folder 6</td>
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<tr>
<td>1948, News Clippings, 1945</td>
<td></td>
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<td>Eugene Ezell, Identification Cards, 1942-1954</td>
<td>Box 1, Folder 7</td>
</tr>
<tr>
<td>Eugene Ezell, Payroll Records, 1944-1952</td>
<td>Box 1, Folder 8</td>
</tr>
<tr>
<td>Eugene Ezell, Office of Price Admin., Property Issued Record,</td>
<td>Box 1, Folder 9</td>
</tr>
<tr>
<td>1944-1947</td>
<td></td>
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<tr>
<td>Eugene Ezell, Job Descriptions, Applications, and Resume, 1944-1951</td>
<td>Box 1, Folder 10</td>
</tr>
<tr>
<td>Eugene Ezell, Notification of Personnel Action Reports, 1943-1953 and</td>
<td>Box 1, Folder 11</td>
</tr>
<tr>
<td>Payroll Change Slips, 1945-1953</td>
<td></td>
</tr>
<tr>
<td>Eugene Ezell, Work Performance Rating Reports, 1945-1952</td>
<td>Box 1, Folder 12</td>
</tr>
<tr>
<td>Office of Rent Stabilization-Notice of Separation, Correspondence,</td>
<td>Box 1, Folder 13</td>
</tr>
<tr>
<td>and Retirement Application, 1953</td>
<td></td>
</tr>
<tr>
<td>Eugene Ezell, Real Estate License Correspondence, 1954; Real Estate</td>
<td>Box 1, Folder 14</td>
</tr>
<tr>
<td>License Certificate, 1954; News Clippings, n.d.</td>
<td></td>
</tr>
<tr>
<td>Eugene Ezell, Revoked Will, 1922</td>
<td>Box 1, Folder 15</td>
</tr>
</tbody>
</table>

Lists each item and how it is stored. Look here to see what you specifically need.

Once you are ready to ask an archivist for your items, you will usually fill out a form. You must know the collection name, collection numbers and the containers in which your desired materials are stored.

For example:
You are interested in looking at Eugene’s military records and enlistment papers.

On the first page of listed contents, you can see that there are military records and enlistment papers in Box 1, Folders 3, 4 and 5.
REQUEST FORM

Please print legibly. Location and call number information are located in the “Find a Copy in the Library” section of the record.

Call Number: MI 344  
Title: Ezell Family Papers and Photographs

Location: (Check all that apply)
- Book Microfilm
- General Collection
- General Collection Folio
- FolioQ
- Manuscript Collection
- Manuscript Microfilm
- Map
- MapQ
- Pamphlet
- PamphletQ
- Visual Collection
- Other: __________________________

Patron Name: __________________________ (Last) __________________________ (First) __________________________ (Initial)

Description of material requested:
e.g. volume/box/folder/dates

---

Box 1, Folders 3, 4, 5

---

Since your collection call number begins with an M (which stands for manuscript), check the manuscript collection box.

Assuming you would like to see Box 1, Folders 3, 4 and 5 of the collection, this form shows what information you must put on the request form.

An archivist will then give you further instruction for viewing your materials. If you have any additional questions or trouble, just ask the archivist!

Some of these instructions and policies may differ slightly in each archive. Again, if you have any questions or concerns, just ask an archivist. They’re there to help!
CITING ARCHIVAL MATERIAL

Some of your sources could come from an archival collection. Citing these sources is kind of tricky. Check out some examples below.

The citation for an item you looked at an archival institution contains:

• Type and date of material
• Collection name
• Collection number
• Archival location name
• Box and folder number

Using the collection guide for the Ezell Family Papers, you can find the information you need to properly cite.

You looked at folders 3, 4, and 5 in Box 1. Let’s assume you found the document you are citing in folder 3. For this purpose, we’ll say it was a training certificate from 1919. Now you have the information, below you’ll see how that information is listed in your citation.
**MLA Style**

**Chicago Manual of Style**

**CITING ONLINE ARCHIVAL MATERIAL**
The citation for an item you looked at on an online archive contains:

- Type and date of material
- Collection name
- Collection number, if there is one
- Box and folder number
- Archival location name
- Where and when you accessed the content

Take this letter from the University of Indianapolis Mayor Archives as an example of online archival material. Former Indianapolis Mayor Bill Hudnut, who was a Congressman at the time, wrote to his fellow citizens regarding busing laws. Now you have the information, below you’ll see how that information is listed in your citation.

**MLA Style**

**Chicago Manual of Style**

Make sure you keep track of the location, collection name, number, title of the document, and a box and folder number as you research.
The Indiana Historical Society website is a great place to find research materials on many topics, including African-Americans, women, notable Hoosiers and more. Below are some helpful links for background and more in-depth research:

- **Research Materials**
  If you’re looking for an Indiana topic, go to the Research Materials page at [https://www.indianahistory.org/research/research-materials/](https://www.indianahistory.org/research/research-materials/) and let that inspire you.

- **Archives**
  Know what you’re interested in but want to get a feel for what’s out there? IHS has compiled lists of materials we have on various subjects. This isn’t an exhaustive list of all topics, but it is a great starting point. Find this at [https://www.indianahistory.org/explore/our-collections/archives/](https://www.indianahistory.org/explore/our-collections/archives/).

- **Digital Collections and the Library Catalog**
  Once you’ve thought about what you want to research, it’s time to get down to the heart of your research.
  
  - The IHS digital collections contain images, letters, documents and more that you can use in your project. Go to [http://images.indianahistory.org](http://images.indianahistory.org).
  
  - The Library Catalog is a place to find what materials we have for you to come in and look at – primary and secondary resources are available. Go to [http://www.indianahistorylibrary.worldcat.org/](http://www.indianahistorylibrary.worldcat.org/) and put in your search terms. If you’re looking for a specific kind of resource, narrow your search on the left hand side.

Happy researching!
Materials to get you started

Let Us Be Part of Your Research
As the premier archives on Indiana and the Old Northwest, we are here to share Indiana’s... Notable Hoosiers
Hoosiers who made their mark.

SEARCH OUR COLLECTION GUIDES

SEARCH OUR CATALOG

SEARCH OUR DIGITAL COLLECTIONS

We Do History
Indiana History Center and Indiana State Library

Indiana Historical Society

This is the Research Materials page.

Scroll down to find options for Collections Guides, Catalog and Digital Collections.
ARCHIVAL GLOSSARY

Access and Use – the ability to get information from or perform research with archival materials. Different sources have different rules and policies on how you can view and use a resource. Always check with library and archive staff or see the access and use section of a finding aid to see what the policy is. It is also important to note what the copyright restrictions are for the collection.

Archives – building or online database that contains valuable primary sources that must be preserved and can be used for research and educational purposes. These sources can include manuscripts, photographs, oral histories, and objects.

Archivist – a person who is specially trained to preserve, organize, and take care of archival materials. They will often process collections as well as help researchers use the archival materials.

Artifact – a man-made, physical object that can be used as a primary source.

Book Cradle – a device meant to hold a book while supporting the book’s spine. Older books need support to last as long as possible and a book cradle is a good way to hold a book while supporting its spine. The cradles are in a very wide “V” shape and you should always ask the archivist if you need a book cradle for any of the books that you will be using.

Call Number – a unique ID number for each collection in an archive/repository. This is the number that archivists/librarians will use refer to a specific collection and you will need to know this number for the collection that you want to view.

Collection Guide – see Finding Aid

Digital Archive – an archive that is entirely accessible online, where all items have been digitized and can be immediately viewed and accessed. Sometimes a physical archive will also have a digital archive.

Digitized – an archival item or object that is available to view online for research purposes. This is a complex process that involves more than just photographing or scanning the item, although that is still a key component of the process.

Finding Aid – a description that provides information about the contents and nature of the archival materials, sometimes called a collection guide. The information in a finding aid is broken down into various sections including:

- Collection name
- Collection number
- Information about the finding aid and institution
- Volume -size of the collection, often measured in the number of manuscript boxes it takes to house the collection and also in cubic feet (3 manuscript boxes = 1 cubic foot).
- Collection dates
- Provenance – origins of the collection, who the collection was acquired from.
- Restrictions – see Access and Use
- Copyright
- Reproduction rights
- Alternate formats – is there somewhere else you can get this material.
- Related holdings – other collections that are connected to this one.

Collection – a group of primary sources in an archive organized based on origin, subject, type of material, location, or other shared characteristics. Collections are typically assigned a number by the archive and that is how the archivists are able to keep track of all of their collections. It is important to write down the collection number of any collections you are working with.
• Accession number – an ID number for the collection from before it was processed.

• Biographical/historical sketch – summary of the prominent people/institutions/events included in the collection.

• Scope and content – a summary of the types of materials and topics covered by materials in the collection.

• Contents – a list of what is actually in the collection.

Folder – collections are divided into folders. Every single collection should take up at least one folder (some collections take up much more space than just one folder!) and most finding aids will describe collections at the folder level, meaning that they will explain what is generally in each folder without getting into the details of the specific items in each folder.

Holdings – general term that refers to the materials located in the archive.

Librarian – a person with a background or education in library science who assists the public in the library.

Library – a building or room that contains published books, journals, articles, videotapes, slides, and other various resources that are available to the public to access, often is connected to an archive but is a different entity.

Manuscript – a handwritten or typed document, could be letters, legal papers, organization and institutional papers.

Object – a collection item that is tangible; a more general term for a resource that is not a manuscript or paper; see artifact.

Oversize Object – this is an object that will not fit in a standard manuscript box. Standard sized manuscript boxes are designed to hold paper that is roughly 8.5” x 11” (this is the standard paper size in the US) but some documents are too big. Rather than fold them, which is very bad for paper, archivists will place larger documents in special boxes that are designed for that size.

Personal Papers – documents in any form that once belonged to an individual or family and have been donated to and cared for by an archive.

Processing – all of the steps taken in an archive to prepare archival materials for access and reference use.

Provenance – who previously owned the collection materials before donating them to the archive.

Reading Room – a secured space within the archives that is designated for researchers to use the primary sources. It is sometimes monitored by a library or archive staff member. It is important to check about an archive’s reading room rules before using it to research.

Records – documents in any form that once belonged to an organization, institution, business, government agency, university, or church and have been donated to and cared for in an archive.

Redacted – information that has been removed from a document. Rather than restrict an entire item or folder, sometimes archivists will cover up sensitive information so the rest of the document can still be accessible while protecting the privacy of the individual(s) in the document.

Reference staff – librarians or other archival staff who provide information about the archival holdings available to researchers, and assist researchers with other needs and questions.

Repository – a group of collections, often another term for an archive. A repository can be both physical, meaning it contains physical papers and items or it can be digital meaning that the materials have been digitized and are available online.

Restricted – an individual item or set of items that are not available for public viewing. Often these items contain personal information and they have been restricted for a specific number of years. Always ask the archivist how long the restriction is in place and what the requirements of the restriction are.
Series – a way in which collection items are organized. Sometimes larger collections can be broken up into series based on themes or types of materials.

Special Collections – a group of items/primary sources that can include rare books and manuscripts; often located within a university library but separated from the rest of the library materials; usually specializes in topic of content and has a limited number of subject areas.

Stacks – a group of rows of shelving that holds primary and secondary source materials; can sometimes be used as slang to refer to an entire room designated as storage for library and archival material.

- Open stacks – available for public to freely access, typically only secondary sources
- Closed stacks – not available for public to freely access, typically consist of primary sources
BIBLIOGRAPHIES AND IN-TEXT CITATIONS CAN BE TRICKY.

Everyone must do a bibliography, but when do you need to use in-text citations? Use an in-text citation when you are summarizing, paraphrasing, or quoting a source. Make sure all your in-text citations are also listed in your annotated bibliography.

Below are examples of how to cite different kinds of sources in both Chicago Manual Style and MLA. (Refer to pages ___ and ___ for information on how to cite archival materials.)

Important reminder:
Only cite and list sources you ACTUALLY used. If the source did not contribute to your research, do not include it just for the sake of a robust bibliography.

BOOKS:
Example: The Indiana Way by James Madison

Chicago Style
Bibliography
Last Name, First Name. Book Title. Location Published: Publishing Company, date published.

In-text Citation:
In Chicago Manual Style, footnotes are most commonly used for in-text citation. The first time the in-text reference is cited you must include, author’s first name, author’s last name, title, place of publication, publisher name, year and referenced pages.

If the citation has already been cited it may be shortened to author’s last name, shortened title, and page referenced number:

If the citation has been referenced immediately prior, the note can be shortened even further to ibid with the page number:
Ibid., 200.

MLA
Bibliography
Last Name, First Name. Book Title. Publication Company, date published.

In-text Citation
MLA uses the author-page method of in-text citations.
James Madison states that the “frontier Methodist church was a people’s church” (100).

OR
In Indiana, transportation evolved rapidly in the mid-nineteenth century (Madison 153).

JOURNAL ARTICLES:
Example: A journal article from the Negro History Bulletin titled “Madam C. J. Walker” (found online at JSTOR)

Chicago Style
Bibliography
Last Name, First Name. “Article Title.” Journal Name volume, no. (year published): page numbers. website if applicable (date accessed).

Put the access date (the date you found the source) only if you found the article online.
In-text Citations
Same as above. Just as with books, you can shorten repeated citations using the author. If there is no author listed, just use the article title.

MLA
Bibliography
Last Name, First Name. "Article Title." Journal Name, volume, no., year published, pp. page #s. Database Name, website if applicable


In-text Citation
Use the same guidelines for books. If an author is not listed, use the title of the article in quotations within the parentheses instead.

WEBSITES:
Example: Gene Stratton-Porter Historic Site webpage on Indiana State Museum’s website

Chicago Style
Bibliography
Last Name, First Name. “Webpage Title.” Website Title. Date Accessed. website URL.


If an author is listed for the webpage, list last and first name before listing the webpage title.

In-text Citations
Same as above.

MLA
Bibliography
Last Name, First Name. "Webpage Title.” Website Title. Website URL.


In-text Citations
Similar to other MLA in-text citations, just include author or webpage title in parentheses.

YOUTUBE VIDEOS
Chicago Style
Bibliography
Last Name, First Name or creator of video. “Video Title”. Filmed [Month Year]. YouTube video, Duration. Posted [Month Year]. Video URL.


In-text Citation
For your first citation, it is best to do the above citation. If you reference it again, you can do a shortened citation in your footnote:


MLA
Bibliography
Last name, First name of the creator. “Title of the film or video.” Title of the website, role of contributors and their First name Last name, Version, Numbers, Publisher, Publication date, URL.

NBC News. “MLK Talks ‘New Phase’ Of Civil Rights Struggle, 11 Months Before His Assassination.” You-
Tube, Published April 2, 2018, https://www.youtube.com/watch?v=2xsbt3a7K-8

**In-text Citation**
(“Title of film or video” Start time of relevant section-end time of relevant section)

(“MLK Talks ‘New Phase’ Of Civil Rights Struggle, 11 Months Before His Assassination.” 00:03:30-00:05:00)

**EMAILS**

**Chicago Style**

**Bibliography**

Last Name, First Name, email message to author, Month Day, Year. (You are the “author.”)

Gale, Dorothy, email message to author, May 24, 2019.

**In-text Citation**

First Name, Last Name, email message to author, Month Day, Year. (You are the “author.”)

Dorothy Gale, email message to author, May 24, 2019.

**MLA**

**Bibliography**

Last Name, First Name. “Subject Title.” Received by [Author’s Name], Day Month Year. (You are the “Received by.”)

Gale, Dorothy. “Hot Air Balloons.” Received by Emily Gale, 24 May 2019.

**In-text Citation**

(Last Name of person spoken to via email) If you mention the person’s name in the sentence you do not need an in-text citation.

**INTERVIEWS**

**Chicago Style**

**Bibliography**

Last Name of interviewee, First Name of interviewee, interviewed by author, Month Year.

Gale, Dorothy, interviewed by author, May 2019.

**In-text Citation**

First Name of interviewee, Last Name of interviewee, interviewed by author, Month Year.

(Dorothy Gale, interviewed by author, May 2019.

**MLA**

**Bibliography**

Last Name of interviewee, First Name of interviewee. Interview. By Your Name. Day Month Year.


**In-text Citation**

(Last Name of person interviewed) If you mention the person’s name in the sentence you do not need an in-text citation.
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<tr>
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<td>Interview by First name Last name</td>
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BOOKS

One author
Last Name, First Name. Title of Book. City of Publication, Publisher, Publication Date.


Two authors
Last Name, First Name, and First Name Last Name. Title of Book. City of Publication, Publisher, Publication Date.


Chapter in a book with multiple authors
Last name, First name. “Title of Chapter.” Title of Book, edited by Editor’s Name(s), Publisher, Year, Page range of entry.


ARCHIVES

Collection
Collection name, Repository Name, Institution Name, Location of Institution.

• African American History Collection, William H. Smith Memorial Library, Indiana Historical Society, Indianapolis, IN.

Individual item
Name of Item. Date of creation of item. Collection name, Repository Name, Institution Name, Location of Institution.


PERIODICALS

Newspaper Article
Last Name, First Name. “Title of Article.” Name of Newspaper, Publication Date (dd month yyyy), Page number.


Journal Article
Last Name, First Name. “Title of Article.” Title of Journal, Volume, Issue, Year, pages.


Electronic Journal Article
Last Name, First Name. “Title of Article.” Title of Journal, Volume, Issue, Year, URL. Access Date.


DIGITAL SOURCES

Website
Editor (author, or compiler name, if available). Name of Site. Version number, Name of Institution/organization affiliated with the site (sponsor or publisher), date of resource creation, URL or DOI. Date of access.

Video
Last Name, First Name. “Title of Video.” Platform, uploaded by First Name Last Name, upload date. URL.


OTHER

Oral History/Interview
Last Name, First Name. Personal Interview. Date of Interview (dd month yyyy).

• Smith, Alex. Personal Interview. 23 July 1972.

Image
Last Name, First Name. Name of Image. Year of Creation. Institution and City where the work is housed. Name of Website, URL. Access Date.

**Book with One Author**

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<td>Publication or revision date</td>
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<tr>
<td>First Name</td>
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</table>

**EXAMPLE:** Smith, Alex, Personal Interview. 23 July 1972.
PLAGARISM WORKSHEET

Name: ___________________________ Date: ___________________________

Regardless of what type of project you are doing, you will have to do research on your topic. Later, you will want to share that research with your judges to show what you have learned and to help support your thesis. However, it is important that you also cite all of the research that you did. Not only will your judges look to see if you have any citations, it also helps you avoid any plagiarism.

Plagiarism is stealing the ideas of other people and presenting them as your own. This sounds like a simple idea, but it can quickly become very complicated when you try to distinguish what ideas are yours and what ideas you have borrowed from others. You need to cite ideas that are not your own. Citations are a way to give credit to other people for their work. This guide and the following exercise will help distinguish what ideas need to be cited and what ideas are your own.

Needs a Citation

• A direct quote – if the phrase you are using was directly taken from another source, you will put it in quotes and need to cite it
• A paraphrase – this is when you are not using the exact same words but you are summarizing the ideas of another
• Images, graphics, audio, video and other visual media – if you are using any sort of image you need to cite it, even if it is an image you took/created yourself!

Does Not Need a Citation

• Your original idea
• Common knowledge – this one can get a little tricky but it means you do not have to cite something that everyone already knows.

Remember, if you are not sure if you should cite something or not, you should always cite it!
Read the examples below and decide if each example needs a citation or not. Write 'yes' or 'no' in the second column and then in the final column explain your reasoning. Why do you think that example does or does not need a citation?

<table>
<thead>
<tr>
<th>Example</th>
<th>Citation?</th>
<th>Explain why</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Fourth of July is Independence Day.</td>
<td></td>
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</tr>
<tr>
<td>This author argued that the invention of the telephone was one of America’s greatest inventions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I believe that tigers are the best animal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This book said, &quot;Stonewall Jackson was a poor commander because he was shot by his own men.&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter three describes how the invention of the cotton gin helped fuel the growth of slavery in the United States.</td>
<td></td>
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<tr>
<td>An image.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penguins mainly live in the South Pole.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Read the examples below and decide if each example needs a citation or not. Write ‘yes’ or ‘no’ in the second column and then in the final column explain your reasoning. Why do you think that example does or does not need a citation?

<table>
<thead>
<tr>
<th>Example</th>
<th>Citation?</th>
<th>Explain why</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Fourth of July is Independence Day.</td>
<td>No</td>
<td>This is common knowledge and does not need to be cited.</td>
</tr>
<tr>
<td>This author argued that the invention of the telephone was one of America’s greatest inventions.</td>
<td>Yes</td>
<td>You are summarizing another person’s argument and need to give them credit.</td>
</tr>
<tr>
<td>I believe that tigers are the best animal.</td>
<td>No</td>
<td>This is your own idea and does not need to be cited.</td>
</tr>
<tr>
<td>This book said, “Stonewall Jackson was a poor commander because he was shot by his own men.”</td>
<td>Yes</td>
<td>This is a direct quote and you need to cite the original work.</td>
</tr>
<tr>
<td>Chapter three describes how the invention of the cotton gin helped fuel the growth of slavery in the United States.</td>
<td>Yes</td>
<td>You are paraphrasing chapter three and need to give the author credit.</td>
</tr>
<tr>
<td>An image.</td>
<td>Yes</td>
<td>You need to cite all images and visual materials.</td>
</tr>
<tr>
<td>Penguins mainly live in the South Pole.</td>
<td>No</td>
<td>This is common knowledge and you do not need to cite it.</td>
</tr>
</tbody>
</table>
ORGANIZATION AND RESEARCH STRATEGY

It’s important to stay organized and have a strategy when you’re gathering more information. Follow these steps to stay on task:

• Keep track of your sources.
• Ask good research questions.
• Think of your project’s organization.
• Take careful notes.

Work through these steps in a cycle rather than just from beginning to end.

KEEPING TRACK OF YOUR SOURCES

How you keep track of your sources is up to you, but make sure you have a system and include all necessary information! You could use NoodleTools, a Word document, spreadsheet, or do it by hand as you analyze your sources.

For NHDI, sources must be cited using MLA or Chicago Manual of Style. Online tools like Easy Bib or Citation Machine can be helpful. You could also use an index system, like this:

**BOOK**

Author’s Last Name: ____________________________

Author’s First Name: ____________________________

Title of Book: ________________________________

Publisher: ________________________________

City of Publication: ___________ Year: __________

I read this book _____ online _____ in print

How did you use this source? ____________________________

**WEBSITE**

Author’s Full Name: ____________________________

Website Title: ________________________________

Publisher/Sponsor of Site: ________________________________

URL: ________________________________

Date Published: ___________ Date you used it: ___________

How did you use this source? ____________________________
<table>
<thead>
<tr>
<th><strong>PHOTOGRAPH</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Photograph: __________________________</td>
<td>Original Date Taken: __________________________</td>
</tr>
<tr>
<td>I found this image:</td>
<td></td>
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<tr>
<td>_____ in a book or archive collection     _____ online</td>
<td></td>
</tr>
<tr>
<td>Book info/Collection info:</td>
<td>Website info:</td>
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<tr>
<td>__________________________________________</td>
<td>__________________________________________</td>
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<tr>
<td>How did you use this source? __________________________</td>
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<tr>
<td>__________________________________________</td>
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</tbody>
</table>

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<thead>
<tr>
<th><strong>NEWSPAPER</strong></th>
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<tbody>
<tr>
<td>Author's Full Name: __________________________</td>
<td>Article Title: __________________________</td>
</tr>
<tr>
<td>Newspaper Title: __________________________</td>
<td>City: __________________________ Date Published: __________________________</td>
</tr>
<tr>
<td>I read this article:</td>
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<td>_____ in print     _____ online</td>
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<tr>
<td>_____ in a database or collection</td>
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<tr>
<td>How did you use this source? __________________________</td>
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<td>__________________________________________</td>
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<table>
<thead>
<tr>
<th><strong>JOURNAL ARTICLE</strong></th>
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</thead>
<tbody>
<tr>
<td>Author's Full Name: __________________________</td>
<td>Article Title: __________________________</td>
</tr>
<tr>
<td>Journal Title: __________________________</td>
<td>Volume: __________________ Issue #: __________________</td>
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<tr>
<td>Publisher: __________________ City: __________________ Year: __________</td>
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<tr>
<td>I read this article:</td>
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<tr>
<td>_____ in print     _____ online</td>
<td></td>
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<tr>
<td>_____ in a database or collection</td>
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<tr>
<td>How did you use this source? __________________________</td>
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<td>__________________________________________</td>
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</table>
CHOOSING GOOD IMAGES

If you are doing a project type that is visual – website, documentary or exhibit – good images are crucial. Good images will help while poor images will hurt you at a contest. There are several key factors to look at when considering which images to use:

- **Image quality** – Does the image have a high resolution? Is it clear and crisp or is it fuzzy? If you took the image yourself, does it look like you put in the effort to make it look presentable?
- **Tells your story** – Does the image contribute to the story you’re trying to tell? Is it related to your topic or did you choose it just because you like it? Would the image help someone to understand your topic just as much as a block text?
- **Supports your “So What”** – Does this image help support the argument you’re trying to make, or does it contradict your argument? Does it act as proof of your opinion or does it just look nice?
- **Comes from a credible source** – Did you find this source from Pinterest or a generic .com website or did it come from a digital archive or library site? Is it clear who the image belongs to (archive, library, organization, person)?
- **Eye-catching/interesting** – Does this image draw your attention? Is it visually appealing? Does it fit well with the overall look you’re going for with your project?
- **Unique** – Is it the first image someone might come upon if they were to research your topic, or would finding this image take more digging? Some images might be famously associated with your topic, but these should not be the majority of your images.

**Image Scoring Sheet**

Assign a score for each box in each column below, with 10 as the highest and 1 as the lowest. Then total the scores for each image. If an image scores above 40, it is most likely a suitable image for your project. If an image scores below 40, take some time to re-evaluate if you should use it or look for another image. If an image scores below 30, do not use the image. If you want a replacement image, score that image before you use it in your project.

<table>
<thead>
<tr>
<th>Image Quality</th>
<th>Tells Story</th>
<th>Supports “So What”</th>
<th>Credible Source</th>
<th>Eye-Catching/Interesting</th>
<th>Unique</th>
<th>Total Score</th>
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</tbody>
</table>
When choosing photos for your NHD1 project, you need to be sure that you are choosing the photographs that contribute the most to your project and that may not be just the first photos you find. Carefully analyzing and choosing which photos to include in your work helps strengthen your project, and especially your argument, overall. Using this photo analysis worksheet, carefully analyze each of the photos you have chosen and determine which photos best help strengthen your project’s clarity and argument.

1. Observation

Take a good look at the photograph you have chosen studying all of the details presented. What is your first impressions of the photograph? What individual items in the photograph do you notice?

<table>
<thead>
<tr>
<th>People</th>
<th>Objects</th>
<th>Activities</th>
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</thead>
<tbody>
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</tbody>
</table>
2. Inference

Take a look at all of the things you have observed above and start to make a list of inferences you might make about the photograph. Remember, an inference is a conclusion you make based on facts or knowledge about something you are observing.

3. Questions

Now that you have made some good inferences about the photograph, what questions have been raised in your mind? What questions might someone seeing the photograph on your project have about it?

Where could you look to find answers to these questions? Does your project answer any of these questions?

4. Analysis

Defend your photograph here. After taking a closer look, do you think your photograph is important to include on your project? Does it contribute to your thesis statement and overall argument? Why or why not?
ASK GOOD RESEARCH QUESTIONS

Good questions guide your research. As you find out more about your topic, you’ll find that you come up with more questions. This means that you’ll formulate and answer your research questions as you go along.

Topic: ____________________________________________________________

What are some key terms related to your topic that will help you search for information?

What types of sources might exist for your topic?

<table>
<thead>
<tr>
<th>Primary Sources</th>
<th>Secondary Sources</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>
Where might you find these?
Primary

Secondary
ASK GOOD RESEARCH QUESTIONS

Good questions guide your research. As you find out more about your topic, you’ll find that you come up with more questions. This means that you’ll formulate and answer your research questions as you go along.

Topic: Crispus Attucks High School Basketball Champions of 1955

What are some key terms related to your topic that will help you search for information?
  Indiana High School Athletic Association (IHSAA), Indiana basketball, Civil Rights, school segregation, Crispus Attucks High School, Indianapolis athletics

What types of sources might exist for your topic?

<table>
<thead>
<tr>
<th>Primary Sources</th>
<th>Secondary Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographs</td>
<td>Books</td>
</tr>
<tr>
<td>Yearbooks</td>
<td>Documentaries</td>
</tr>
<tr>
<td>Newspaper articles</td>
<td>Journal Articles</td>
</tr>
<tr>
<td>Archival documents</td>
<td></td>
</tr>
<tr>
<td>Interviews</td>
<td></td>
</tr>
</tbody>
</table>


Where might you find these?

Primary

Arches, libraries, Indiana Historical Society, Indiana State Library, Chronicling America,

Crispus Attucks Museum, people who were living at the time

Secondary

Public library, school library, online database for scholarly articles, IHSAA website, .org

and .gov websites
Your background research and the questions you come up with while doing that research can help you narrow your topic even further. The column on the left focuses on the types of information you should look for while researching the historical context and effects of your broad topic. The middle section shows what types of questions can come out of your historical context research.

<table>
<thead>
<tr>
<th>Historical Context</th>
<th>Questions to Ask</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long Before</strong></td>
<td>• Sets the tone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Understand what background information your audience will need to know</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Shows you what people, events or ideas impacted or influenced your topic</td>
<td></td>
</tr>
<tr>
<td><strong>Right Before</strong></td>
<td>• Key people who influenced your topic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Actions of key people</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Events that lead to your topic</td>
<td></td>
</tr>
<tr>
<td><strong>Main Event</strong></td>
<td>• Find out what happened</td>
<td></td>
</tr>
<tr>
<td><strong>Right After</strong></td>
<td>• Reaction to the event, including positive and negative from people who supported or opposed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• When change or shift occurred</td>
<td></td>
</tr>
<tr>
<td><strong>Long After</strong></td>
<td>• Effect of event in the long term – what the changes were</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Changes that affect today</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Influence of your topic on other events more recently</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Importance of the topic</td>
<td></td>
</tr>
</tbody>
</table>
Your background research and the questions you come up with while doing that research can help you narrow your topic even further. The column on the left focuses on the types of information you should look for while researching the historical context and effects of your broad topic. The middle section shows what types of questions can come out of your historical context research.

Using the life of Madam C.J. Walker and the sample research questions in the middle section, narrow your topic in the right hand column. You can use this method to narrow your own topic.

<table>
<thead>
<tr>
<th>Historical Context</th>
<th>Questions to Ask</th>
<th>Answers</th>
</tr>
</thead>
</table>
| Long Before        | • What was going on at the time?  
• How were African Americans treated?  
• How were women treated? | • Industry and trade were booming, many new inventions, women’s suffrage movement, U.S. approaching WWI  
• Slavery had been abolished, African Americans still did not have equality and were treated poorly  
• Women were not treated equally and were fighting to get the right to vote |
| Right Before       | • Who was Madam C.J. Walker?  
• What was her life like prior to beginning her business? | |
| Main Event         | • How did Walker develop her business?  
• What happened during her career? | |
| Right After        | • How did people perceive her business and product advertisements?  
• What impact did it have on society in Indiana and the U.S.? | |
| Long After         | • How and why was Walker’s business important?  
• Did this change the perception of African Americans, especially women?  
• Did her success have any effect on women in business? | |
THINK ABOUT YOUR PROJECT’S ORGANIZATION

Remember, no matter what type of project you choose, you will want to follow the same organization. Just like anything else you would write or create, you need a beginning, middle and end. Notice the similarities between your project’s organization and the research questions posed in the previous worksheet.

TAKING NOTES

As you gather and analyze your sources, it is important to have a good note-taking system. You are getting a lot of information. You will synthesize – combine into a whole – the information you think is the most important from all of your sources to create the content for your project.

The note-taking system you use is up to you – one is the Cornell Notes system. This breaks up your note taking into two parts: the main ideas and more general notes.

As you are taking notes, it is important to keep track of the sources from which you get your information. This will not only help you with your annotated bibliography – so you have record of how you used each source – but with citing quotes and other information in your project as well.

Step 1: Include your topic, if so desired. Consider the sort of information you will be looking for.

Step 2: Take some general notes as you read your sources. Keep the notes for each portion of your project separate. For each note, write the source and page number.

Step 3: Write down all bibliographic information for your sources used in this section.

Step 4: Write a summary right after you read the source and pull out the main ideas. This is a short overview of what you have learned.

Step 5: Reflect after you have finished reading the source. Write down main ideas, people, vocabulary words or questions. What struck you as most important?

Print out and use the provided Cornell notes for each step of your project – background, build-up, heart of your story, short-term impact and long-term impact.
**EXAMPLE**

**Topic:** Indiana Women's Suffrage

Take notes for the **background** portion of your project. What happened long before your topic? What background information does your audience need to know? What people, events or ideas influenced your main event? What was going on in the world? This is your historical context. Set the scene for your audience.

<table>
<thead>
<tr>
<th>Main Ideas:</th>
<th>Notes (Write the source and page number for all your notes.):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suffrage started out of broader movement for women's rights</td>
<td><em>Book title, p. 100-150 - Margaret Fuller, Ernestine Rose, Quaker Church, abolition</em></td>
</tr>
<tr>
<td>Early women's rights conventions</td>
<td><em>Website, date accessed - happened in New York, strong Quaker involvement</em></td>
</tr>
<tr>
<td>Seneca Falls convention</td>
<td><em>Book title, p. 125-126 - started by five women including Lucretia Mott and Elizabeth Cady Stanton</em></td>
</tr>
</tbody>
</table>

**Summary:** The women's suffrage movement began out of a broader movement for women's rights. Early conventions began in the 1840s, predominantly in New York. The suffrage movement officially began at the Seneca Falls Convention in 1848.

**Sources:** List all sources used.
Take notes for the **build-up** to your topic, or the events right before your main event. These events are what sparked the main event. What ideas or events led up to the main event? What inspired those who were involved? This section should be more specific than your background.

<table>
<thead>
<tr>
<th>Main Ideas:</th>
<th>Notes (Write the source and page number for all your notes):</th>
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<tbody>
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**Summary:**

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

**Sources:**

____________________________________________________

____________________________________________________

____________________________________________________
Take notes for your heart of the story, or your **main event**. Consider these questions: **What** happened? **How** did it happen? **When** did it happen? **Why** did it happen? **Who** was involved or affected? **Where** did it happen?

<table>
<thead>
<tr>
<th>Main Ideas:</th>
<th>Notes (Write the source and page number for all your notes):</th>
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**Summary:**

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**Sources:**

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Take notes for the short-term impact portion of your topic, or what happened immediately after. What were the immediate effects of the main event? Who did it affect? How did it affect them? Did it impact everyone the same way? What were the positive changes? Negative?

<table>
<thead>
<tr>
<th>Main Ideas:</th>
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<table>
<thead>
<tr>
<th>Notes (Write the source and page number for all your notes.):</th>
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Summary: ________________________________________________________________________________________________
| Sources:                                                                                     |
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|                                                                                             |
|                                                                                             |
|                                                                                             |
Take notes on the long-term impact, or the events that happened long after the topic. Take a step back here. How are things different because of your topic? For whom are they different? What have been the lasting effects? How has your topic changed history?

Main Ideas:

Notes (Write the source and page number for all your notes):

Summary:

Sources:
As you collect your information and take good notes, it can sometimes help to visualize that information. Below is a web that can help you place your topic in the big picture and give it context.

Main events that occurred right before my topic:

What were the big social issues of that time?

What was the economy like?
In the country:
In the world:

Key people from my topic’s time period:

What was happening politically that was important?
In the country:
In the world:

What was technology like at the time?

My topic:
As you collect your information and take good notes, it can sometimes help to visualize that information. Below is a web that can help you place your topic in the big picture and give it context.

My topic: Madam C.J. Walker

Main events that occurred right before my topic:
- Emancipation Proclamation
- Louisiana Purchase

What were the big social issues of that time?
- Women's rights, treatment of African-Americans, WWI

What was the economy like?
- In the country: Chicago World's Fair, women's suffrage movement, Black voter rights, Federal Trade Commission
- In the world: Spanish American War, WWI

What was technology like at the time?
- Cars recently invented.

Key people from my topic's time period:

What was happening politically that was important?
- In the country: Business expansion, industry overtaking agriculture
- In the world: Growth in world trade
THE MAIN EVENT/HEART OF THE STORY

With so much information to share, it will be important for you to be able to pull out the essential information. Using your notes, compile the key points of your topic below.

TOPIC:

What happened? How did it happen? When did it happen? Why did it happen? Who was involved or affected? Where did it happen?

Illustrations/Images
List any useful images or illustrations you have found relating to your project. Attach them to this page.

1.
2.
3.
4.
5.

Quotes
Have you found any useful quotes that help support your topic? Attach them to this sheet.

Who said it:
When:
Who said it:
When:
Who said it:
When:
Who said it:
When:
THE MAIN EVENT/HEART OF THE STORY

With so much information to share, it will be important for you to be able to pull out the essential information. Using your notes, compile the key points of your topic below.

TOPIC: Gene Stratton-Porter

What happened? How did it happen? When did it happen? Why did it happen? Who was involved or affected? Where did it happen?

Gene Stratton-Porter was born in 1863 in Wabash County, Indiana and lived until 1924. She was an author, a nature photographer, a silent film producer, and an environmental advocate. As deforestation and oil drilling posed a threat in her home state of Indiana, Stratton-Porter became an activist for conservation. Her writing, art and photography communicated a need to preserve Indiana's natural landscapes and wildlife. Through her work, she aimed to draw attention to conservation issues and instill her love of the environment in others.

Illustrations/Images
List any useful images or illustrations you have found relating to your project. Attach them to this page.

1. Gene Stratton-Porter, Indiana Historical Society
2.
3.
4.
5.

Quotes
Have you found any useful quotes that help support your topic? Attach them to this sheet.

Who said it: Gene Stratton-Porter
When: 1923

Who said it:
When:
Who said it:
When:
Who said it:
When:
ACTIVE VS. PASSIVE VOICE

It’s important your writing is clear and concise. Using more words may sound flowery, but it lessens the impact. To make sure your writing is the best it can be, use the active voice.

What is active voice?
Active voice is when the subject of the sentence performs the verb’s action. A sentence that uses active voice is strong and direct. It gets to the point.

Examples:
The dog chased the squirrel.
The general led the troops into battle.
The court declared the group’s actions illegal.

What is passive voice?
Passive voice is when the subject of the sentence is acted on by the verb. These sentences can be more complicated than necessary.

Examples:
The squirrel was chased by the dog.
The troops were led into battle by the general.
The group’s actions were declared illegal by the court.

Notice how much simpler the active voice sentences are than the passive?

Each active sentence above uses fewer words than its corresponding passive sentence. Using active voice not only delivers a clearer message but also cuts down on word count, leaving you space to write more of what’s important.

Try your hand at active vs. passive voice.

Each sentence below is written in passive voice. Rewrite each sentence in active voice and simplify where you can.

The document was read by President Kennedy prior to making a decision.

Susan B. Anthony was approached by Elizabeth Cady Stanton, asking if she needed help.

The horses were ridden by the rangers for four days straight.
ACTIVE VS. PASSIVE VOICE – KEY
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The horses were ridden by the rangers for four days straight.
The rangers rode the horses for four days straight.
**VERB TENSES**

**Which tense should I use?**

When you write, pay attention to verb tense – past, present and future. Past tense is used to describe things that have happened in the past. Present tense is used to describe things that are happening now. Future tense is used to describe things that have yet to happen. When you write about history, you primarily use past tense because you are writing about things that happened in the past.

**Stay consistent**

It’s easy to switch verb tenses, but it’s important that you keep them consistent. Switching back and forth confuses the reader. Keep it simple and keep the past in the past.

**When can I use present tense?**

There are times when you might discuss something in your project that happens in the present, especially when you cover the long-term impact of your topic. In this case, you should use present tense. If you are doing a performance and the performance is set in the time of your topic, you will most likely use present tense (unless you are discussing an event that happened before the time of that character).

Using the correct verb tense can be tricky at times. Practice and good proof-reading are the best ways to make sure you get it right.

**Assume you’re doing a project on Madam C.J. Walker. Each scenario below could be something you write about in your project. Determine which tense you should use in your project for each one.**

<table>
<thead>
<tr>
<th>Section of the project</th>
<th>Past or Present Tense?</th>
</tr>
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<tbody>
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</tr>
<tr>
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<td>Past</td>
</tr>
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VERB TENSES – KEY

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DEVELOPING YOUR THESIS

WHAT IS A THESIS STATEMENT?

Your project will consist of an argument that reflects your main idea – the message you want to get across to your audience that links the topic to the theme. The sentence(s) that capture(s) this argument is called your thesis.

Think of your thesis as an equation:

**Thesis = Topic + Theme + Impact**

A good thesis is short and sweet – no more than one or two sentences. You will explain and support your argument throughout the rest of your project.

A good thesis statement:

- Addresses a narrow topic.
- Is an informed opinion.
- Explains what you believe to be the historical significance of your topic.
- Connects the topic to the NHD theme.

A thesis statement is:

- Not a question.
- Not a list.
- Not vague.

A thesis statement is not the same thing as a research question. Your research questions guide your research. Your thesis statement makes an argument about your topic using your research.

WRITING A GOOD THESIS STATEMENT

Writing a good thesis is a long process. It will take time. This is the most important and sometimes most stressful part. Here are some key things to remember:

- It will continue to evolve as you research. You may even go back and change it … and that’s OK.
- It’s only set in stone once you have completed your project for the contest, and even then you might have an opportunity to improve it. If you qualify for state or nationals, you will have time to make any needed improvements on your project. This includes your thesis.
- You can always ask a teacher or NHDI team member to look over your thesis for you.

THESIS DEVELOPMENT: AN EXAMPLE

We’ll use a previous NHD theme to give an example of how you may develop your thesis.

**Theme:** Conflict and Compromise

**Interest Area:** Prisoners of war in World War II

**Your narrowed subject:** Camp Atterbury POWs in WWII

**Working thesis statement:**

*During WWII, approximately 3,000 Italian POWs were held at Camp Atterbury in Indiana. They compromised with U.S. soldiers to build a chapel, making life there better for themselves.*

- Take a look at the highlighted section. Since it is stating a fact and telling your audience what your topic is, this information should be part of your introduction.
- Remember, your thesis is your argument about your main idea.

**Final thesis statement:**

*The respectful treatment of Italian POWs at Camp Atterbury, along with the chaplain’s permission to build their own chapel, created a long-lasting, positive relationship between the camp and the Italian soldiers once imprisoned there.*

- Notice how the highlighted section was added – this is the basis of your argument.
- You’re showing the impact of your topic and why it is important.
Your thesis statement is where you take a stand on your topic. It is also a guide for the rest of your project. Go over your notes and consider the important points of your topic and your research questions. Then, use those to develop a thesis statement.

**Topic:**

**WHO** – Who was involved? Who was affected?

**WHAT** – What happened? What was the main event?

**WHERE** – Where was/were the place(s) it happened?

**WHEN** – When did it happen? How long of a time period was it?

**WHY** – Why did it happen?

**Connection to the Theme: Communication in History**

What is the topic’s connection to breaking barriers?

Pull it all together in a thesis statement:
Your thesis statement is where you take a stand on your topic. It is also a guide for the rest of your project. Go over your notes and consider the important points of your topic and your research questions. Then, use those to develop a thesis statement.

Topic: Women's Suffrage in Indiana

WHO – Who was involved? Who was affected?

WHAT – What happened? What was the main event?
After years of political campaigning, protests, and demonstrations, women finally gained the right to vote in 1920.

WHERE – Where was/were the place(s) it happened?
Indiana. Suffrage happened all over the US. Indiana suffrage movement was large in Indianapolis.

WHEN – When did it happen? How long of a time period was it?
Ratification happened in 1920. Women’s suffrage movement was around 1850-1920.

WHY – Why did it happen?
Women were not considered equal and denied the right to vote.

Connection to the Theme: Communication in History
What is the topic’s connection to Communication in History?
The many ways which women chose to fight for their right to vote involved communicating the issues to the public in a variety of ways.

Pull it all together in a thesis statement:
Through journalism, publishing books, campaigning, giving speeches and lobbying, women in Indiana contributed to the suffrage movement by communicating the issues and fighting against the established principle that women could not vote. These efforts led to the ratification of the 19th amendment in 1920.
INTRODUCTION TO THE SOS METHOD
A great way to develop your thesis is by using the “SOS Method.” SOS stands for:

S – Summary
Imagine the person viewing your project has never heard of this topic. Summarize your topic in one or two sentences. Give only the necessary information. What happened and when?

O – Opinion
This is where you begin to make your argument in your thesis. What do you think? How does your topic relate to communication in history and why? Say this in one or two sentences.

S – Significance
What was the long-term impact of your topic? Why does any of this matter today? Why does anyone need to know about your topic? Why do you think it’s important? Explain this in one or two sentences.

When you put these together, you have your thesis statement – it answers the question “so what.” Imagine if someone were to ask you about your topic. You tell them about your topic and they say “so what? Who cares? Why does it matter?”

Your topic:

_____________________________________________________________________________________

Answer the S:

_____________________________________________________________________________________

Answer the O:

_____________________________________________________________________________________

Answer the S:

_____________________________________________________________________________________

Put it all together:

_____________________________________________________________________________________

_____________________________________________________________________________________
“SO WHAT?”

Activity

Using the story below, pull out the SOS to write a thesis statement. As you are reading, think about how communication was changed. What was the change? Who did it help?

In 2025, Eliza Cotter discovered a vial filled with the DNA of the last passenger pigeons. Although this species died out in 1914, Cotter thought that she could recreate this species of bird and use them as a new way to carry messages. After several tries, Cotter successfully blended the DNA of the passenger pigeon with that of the common city pigeon and had created a new breed of pigeon that was more similar to the passenger pigeons of old. She then trained the first flock of birds to carry messages from her house to anywhere in the state of Indiana. Cotter simply had to tell the bird the correct address and it would bring the message where ever she desired. This worked especially well in rural areas where communication could be poor. By bringing back the passenger pigeon, Cotter hoped to help rural communities increase their communication capabilities by providing a reliable means of communication. Now, even after the cellular towers go down, Cotter can still send out messages to different people. And, eventually Cotter bred enough passenger pigeons to have small groups of them in different communities all over the state. These birds can then be used in emergencies to let rural families know about impending dangers and to allow them to communicate even after the disaster has passed. With this new species, Cotter hoped that no one would be left stranded without a means of talking to their family ever again.

Summary

________________________________________________________________________

________________________________________________________________________

Opinion

________________________________________________________________________

________________________________________________________________________

Significance

________________________________________________________________________

________________________________________________________________________

Thesis/So What?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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**Activity – Example**

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**Summary**

Eliza Cotter bred a new species of pigeon using the DNA of passenger pigeons.

**Opinion**

Cotter created a new way for people to send messages and communicate in rural areas where cell phone service can be poor.

**Significance**

This new communication system allowed for people in rural communities to send and receive messages in a reliable way without relying on cell phone towers.

**Thesis/So What?**

By breeding a new species of pigeon, Eliza Cotter revolutionized communication in rural communities by creating a new way for people to send and receive messages in a reliable way without relying on cell phone towers.
INTERPRETING YOUR SOURCES

Now that you have a thesis statement, it's time to continue with your research. If you find new sources, continue to analyze them – describe what a source says in your own words. At this stage you will also be interpreting your sources to see how they fit into your topic and support your thesis.

THINK LIKE A HISTORIAN

Compare and Contrast Different Ideas

• What were the values, personalities and behaviors of people and groups related to your topic?
• How were they different?
• How were they alike?

Draw Comparisons Across Eras and Regions

• How do the important events and ideas in your topic compare to what was going on in other areas of the world?
• How do they compare to another time?
• How did ideas and events of the past affect your topic?
• How has your topic affected ideas and events?

Consider Multiple Perspectives

• Much like ideas, what were the differing perspectives of the time?
• Who viewed important events in your topic as triumphs? Why?
• Who viewed them as tragedies? Why?

Hypothesize the Importance of the Past

• Come to your own conclusions about why your topic is important. What do you want people to learn?

TELL YOUR AUDIENCE WHAT YOU THINK

Answer these questions:
• What is this source telling me?
• How does it compare to my other sources?
• Does this source help me to support my thesis?
• How does this source change my way of thinking about my topic?

• What lessons should your audience take away?
• Why should it be remembered?
• Does it have any effect on the world today?

Analyze Cause and Effect

• Did these differing perspectives lead to the main event of your topic?
• What are the important moments within your topic that led to the main event?
• What were the lasting effects and why?

Challenge Existing Historical Narratives

• Do you agree with your secondary sources? You don’t have to – just be able to prove why you don’t agree.
• Have you drawn your own conclusions? With good research, you will very likely come to your own conclusions.
IDENTIFY VS. ANALYZE

When you are working with primary sources, it is vitally important that you do a thorough analysis of those sources. It is not enough to simply explain what your source is, you have to analyze it. You have to make it a part of your argument and use it to support your thesis. This worksheet will help you learn how to analyze your sources and differentiate between identification and analysis.

There might be portions of your project that are just statements with no opinions. It is necessary in some circumstances to state facts, but this should never be the bulk of your text. You want to make sure that the majority of your statements have analysis in them!

When you identify something, you name it. You are stating a fact without your opinion. For example, if I were to say that the Battle of Gettysburg happened in 1863, that is a fact. Or, if I could look at an image and say that there were a couple of bicycles in the picture. That is not analysis, that is identification.

Analysis requires interpretation. You have to look at the evidence that you have found and make your own opinion. For example, while saying that the Battle of Gettysburg happened in 1863 is identification. Saying that the Battle of Gettysburg represents a turning point in the American Civil War because it was the last time that the two sides fought a traditional, pre-modern style battle is analysis because I am taking information that I already know and using it to form an opinion. In this case, my opinion is that the Battle of Gettysburg was the last battle of the American Civil War to use pre-modern battle tactics. Or, we could take the other example from earlier. Stating that there are a couple of bicycles in an image is identification. However, saying that the people who own those bicycles probably did not travel a very far distance is analysis. I am taking the information that I know; there are bicycles present and the fact that bicycles are not typically used to travel great distances and combining them to form an opinion. And that is analysis.

So, when you are working with your primary sources, you need to do more than just identify the facts that are present in the source. Instead, you need to analyze them and make sure that they are supporting your argument.

The Gettysburg Address was delivered on November 19, 1863 by President Abraham Lincoln to help dedicate a new cemetery in Gettysburg, Pennsylvania where the dead from the recent battle were going to be buried. The address is quite short and reads:

Fourscore and seven years ago our fathers brought forth, on this continent, a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived, and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting-place for those who here gave their lives, that that nation might live. It is altogether fitting and proper that we should do this. But, in a larger sense, we cannot dedicate, we cannot consecrate—we cannot hallow—this ground. The brave men, living and dead, who struggled here, have consecrated it far above our poor power to add or detract. The world will little note, nor long remember what we say here, but it can never forget what they did here. It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us—that from these honored dead we take increased devotion to that cause for which they here gave the last full measure of devotion—that we here highly resolve that these dead shall not have died in vain—that this nation, under God, shall have a new birth of freedom, and that government of the people, by the people, for the people, shall not perish from the earth.

(Source: “The Gettysburg Address,” Cornell University, 2013. https://rmc.library.cornell.edu/gettysburg/good_cause/transcript.htm#:.text=President%20Lincoln%20delivered%20the%20Gettysburg%20Address%2C%20all%20men%20are%20created%20equal.)
On the right, is a picture that was taken at the cemetery on the day that Lincoln delivered the Gettysburg Address.


Now, based on this knowledge, and what we have already discussed, which statements are identification and which statements are analysis? Mark an ‘X’ in the appropriate column for each statement. Then, briefly explain why you chose the column that you did.

<table>
<thead>
<tr>
<th>Identification</th>
<th>Analysis</th>
<th>Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>There were a lot of people at Lincoln’s reading of the Gettysburg Address.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Because it was so crowded at the cemetery when President Lincoln read the Gettysburg Address, few people were able to hear him.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Gettysburg Address is not a long speech.</td>
<td></td>
<td></td>
</tr>
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<td></td>
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<tr>
<td>Abraham Lincoln wrote the Gettysburg Address to inspire the Union soldiers and encourage people to keep supporting the war.</td>
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</table>
Now, try writing one identification and one analysis of your own of the above documents.

**Identification:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Analysis:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Now, explain why your analysis is analysis and not identification.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
When you are analyzing your primary sources, use the following chart to help you decide if you are doing analysis or identification. You may need more than one copy of this worksheet. But you should use it to test out any statements that you are not sure about.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Sources that support your claim</th>
<th>Part of the statement that is your opinion</th>
</tr>
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<td>----------------</td>
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<td>-----------</td>
</tr>
<tr>
<td>There were a lot of people at Lincoln’s reading of the Gettysburg Address.</td>
<td>x</td>
<td>You can see that it was crowded in the picture.</td>
</tr>
<tr>
<td>Because it was so crowded at the cemetery when President Lincoln read the Gettysburg Address, few people were able to hear him.</td>
<td></td>
<td>The picture cannot tell us if it was loud or quiet, it can only tell us there were a lot of people there. Based on that, you are theorizing that it was quite loud.</td>
</tr>
<tr>
<td>The Gettysburg Address is not a long speech.</td>
<td>x</td>
<td>You can prove how long the speech was and prove that it was in fact quite short.</td>
</tr>
<tr>
<td>The Gettysburg Address was written to dedicate a cemetery full of Civil War dead.</td>
<td>x</td>
<td>This information is clearly stated in the information that we were given and it is also stated in the quote, “We have come to dedicate a portion of that field, as a final resting-place for those who here gave their lives.”</td>
</tr>
<tr>
<td>Abraham Lincoln wrote the Gettysburg Address to inspire the Union soldiers and encourage people to keep supporting the war.</td>
<td></td>
<td>It is not specifically stated anywhere why Abraham Lincoln wrote the Gettysburg Address but it is filled with soaring rhetoric that you can interpret to mean it is meant to inspire.</td>
</tr>
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</table>
THINKING ABOUT PERSPECTIVE
WORKSHEET

Name: ________________________________ Date: __________________

Perspective is an important part of your project. Think about the theme and what information is being shared on both sides of the conversation. Think about what was going on in the lives of people that led to or necessitated the main event in your topic. Without understanding and addressing different perspectives in your project, you will miss the why component of your project.

List key ideas from the perspectives of those involved in your topic below. Also note the reasons for each perspective.

Topic: ________________________________

<table>
<thead>
<tr>
<th>Perspective 1</th>
<th>Perspective 2</th>
<th>Perspective 3</th>
</tr>
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<td>Individual or Group</td>
<td>Individual or Group</td>
<td>Individual or Group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Ideas:</th>
<th>Key Ideas:</th>
<th>Key Ideas:</th>
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</table>

<table>
<thead>
<tr>
<th>Reasons:</th>
<th>Reasons:</th>
<th>Reasons:</th>
</tr>
</thead>
</table>
Perspective is an important part of your project. Think about the theme and what information is being shared on both sides of the conversation. Think about what was going on in the lives of people that led to or necessitated the main event in your topic. Without understanding and addressing different perspectives in your project, you will miss the why component of your project.

List key ideas from the perspectives of those involved in your topic below. Also note the reasons for each perspective.

**Topic:** Lewis Hine’s Photography

<table>
<thead>
<tr>
<th>Perspective 1</th>
<th>Perspective 2</th>
<th>Perspective 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual or Group</td>
<td>Individual or Group</td>
<td>Individual or Group</td>
</tr>
<tr>
<td>Lewis Hine and the National Child Labor Committee</td>
<td>American Public</td>
<td>Factory Foremen and Owners</td>
</tr>
<tr>
<td><strong>Key Ideas:</strong></td>
<td><strong>Key Ideas:</strong></td>
<td><strong>Key Ideas:</strong></td>
</tr>
<tr>
<td>Wanted to document the poor working conditions and treatment of minors in factories to the public and publish photos for the public</td>
<td>Many middle and upper class citizen were unaware of the conditions of child laborers</td>
<td>Hired minors to work in their factories</td>
</tr>
<tr>
<td><strong>Reasons:</strong></td>
<td><strong>Reasons:</strong></td>
<td><strong>Reasons:</strong></td>
</tr>
<tr>
<td>Expose the public to the plight of child laborers</td>
<td>Struggling economic classes needed to work in order to survive while the privileged were ignorant to what the work was like</td>
<td>Foremen didn’t need to pay minors as much as they would have to pay adult employees</td>
</tr>
</tbody>
</table>
The thesis statement gives your informed opinion. Since it is an opinion, someone could argue against your thesis. It is possible for there to be holes in your argument. Consider what an opposing opinion to your argument might be and how you can use that to strengthen your thesis.

<table>
<thead>
<tr>
<th>My Argument</th>
<th>Opposing Argument</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence Supporting my Argument</th>
<th>Evidence Supporting the Opposing Argument</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Which argument is strongest? Why?

Should I modify my argument? How?
The thesis statement gives *your informed opinion*. Since it is an opinion, someone could *argue against your thesis*. It is possible for there to be *holes in your argument*. Consider what an opposing opinion to your argument might be and how you can use that to *strengthen your thesis*.

<table>
<thead>
<tr>
<th><strong>My Argument</strong></th>
<th><strong>Opposing Argument</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the use of documentary photography in the early 1900's, Lewis Hine was able to communicate to the American public the tragic working conditions and treatment of child laborers in factories across the U.S. Hine's photography immediately led to the end of child labor in the U.S.</td>
<td>Lewis Hine's photography for the National Child Labor Committee helped bring attention to the issue of child labor, but it was just part of a long process to end child labor in the U.S.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Evidence Supporting my Argument</strong></th>
<th><strong>Evidence Supporting the Opposing Argument</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Photography was often forbidden in factories and Hine brought about exposure that did not exist.</td>
<td>Took nearly 30 years after Hine's photography for the Fair Labor Standards Act to be passed.</td>
</tr>
<tr>
<td>Hine was a photographer for the National Child Labor Committee. The committee used his photographs to lobby against child labor which inspired moral outrage.</td>
<td>Keating-Owenes Act later ruled unconstitutional.</td>
</tr>
<tr>
<td></td>
<td>Hine's contributions helped establish the Children's Bureau. They worked against child labor laws, but this was only one facet of their agenda, so they could not devote all of their time to this issue.</td>
</tr>
</tbody>
</table>

**Which argument is strongest? Why?**

The opposing argument is stronger. It acknowledges that Lewis Hine's photography contributed to the end of child labor in the U.S. but does not assume that his photography led to immediate success.

It was a long process to end child labor.

**Should I modify my argument? How?**

Yes, my argument has some truth to it, but I can't assert that Lewis Hine's photography led to an immediate end of child labor. I need to find a way to assert how important Lewis Hine's photography contributed to the path to end child labor while not overshadowing what else happened along that path.
National History Day asks you to use primary sources to create and support a historical argument (your thesis). However, it is not just enough to support your argument, you must also develop your argument. As you choose sources to research, make sure that you have sources to support and develop your argument. Keep in mind, some sources might only do one of these things, while some might do both. This worksheet will help you distinguish between supporting your thesis and developing your thesis.

Supporting your thesis means that your primary sources are relevant to your argument and relate to your thesis. Sources that verify the basics of your argument support your thesis.

Developing your thesis means that you connect your primary sources to your thesis and show how they are related. Sources that help you to discover new ideas and draw unique conclusions develop your thesis.

You need to demonstrate the connection between your sources and your thesis and use your sources to further your argument.

Let’s take a look at this in action.

Thesis Statement: Madelyn Pugh worked as a writer for the show I Love Lucy where she pushed the boundaries of what could and could not be aired on television which helped to redefine the rules of television.

Primary Source 1: A script from one episode of I Love Lucy where nothing really remarkable happens. This script was written by Madelyn Pugh.

Primary Source 2: A script from one episode of I Love Lucy where Lucy deals with a pregnancy, something that was rarely shown on television at the time. This script was written by Madelyn Pugh.

Now, Primary Source 1 supports your thesis. It proves that Madelyn Pugh wrote for the show, I Love Lucy. However, it does not develop your thesis because there is nothing remarkable about this script other than the fact that it was written by a Hoosier. Your main argument is that the show “pushed the boundaries of what could and could not be aired on television.” This primary source does not demonstrate that and so it does not develop your thesis.

Primary Source 2 supports your thesis for the same reason that Primary Source 1 supports your thesis; it proves that Pugh wrote for the show, I Love Lucy. However, this script can also be used to develop your thesis. Showing a pregnancy on television was very rare during this time period and by doing it on such a popular show, I Love Lucy, and Pugh by extension, “pushed the boundaries of what could and could not be aired on television.” If you use this script to make this connection, you are both supporting and developing your thesis.
Now you try! Read the thesis below and figure out if the primary sources either support or support and develop your thesis. Mark an ‘X’ in the support column if all the primary source does is support your thesis. If it also develops your thesis, put an ‘X’ in the develop column. Then, explain your reasoning.

Thesis: Even though it is very short, Abraham Lincoln’s Gettysburg Address was written to inspire soldiers to help ultimately ensure an Union victory and this speech continues to inspire today.

First, identify what your main argument is:

<table>
<thead>
<tr>
<th>Primary Source</th>
<th>Support</th>
<th>Develop</th>
<th>Explain Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>The text of the Gettysburg Address, but you only use it to count how many words there are in the speech.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The text of the Gettysburg Address, but you point out all the instances of inspiring language.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A letter from a Civil War soldier writing about how he was inspired by the Gettysburg Address.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A modern speech meant to inspire others that cites the Gettysburg Address.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A picture of the David Wills House in Gettysburg, Pennsylvania, where Lincoln slept the night before giving the Gettysburg Address.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
First, identify what your main argument is.

The Gettysburg Address was written to inspire soldiers to help ultimately ensure an Union victory.

<table>
<thead>
<tr>
<th>Primary Source</th>
<th>Support</th>
<th>Develop</th>
<th>Explain Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>The text of the Gettysburg Address, but you only use it to count how many words there are in the speech.</td>
<td>X</td>
<td></td>
<td>This proves that the Gettysburg Address was a short speech but it does not connect to your main argument.</td>
</tr>
<tr>
<td>The text of the Gettysburg Address, but you point out all the instances of inspiring language.</td>
<td></td>
<td>X</td>
<td>You are showing how the language of the speech was meant to inspire by pointing out the inspiring passages in the speech.</td>
</tr>
<tr>
<td>A letter from a Civil War soldier writing about how he was inspired by the Gettysburg Address.</td>
<td></td>
<td>X</td>
<td>This is direct proof of your argument that the Gettysburg Address inspired soldiers in the field.</td>
</tr>
<tr>
<td>A modern speech meant to inspire others that cites the Gettysburg Address.</td>
<td></td>
<td>X</td>
<td>The final part of your argument is how the speech continues to inspire. By pointing to a modern speech that cites it, you can show that people still draw inspiration from that speech today.</td>
</tr>
<tr>
<td>A picture of the David Wills House in Gettysburg, Pennsylvania, where Lincoln slept the night before giving the Gettysburg Address.</td>
<td>X</td>
<td></td>
<td>While this is an interesting visual, it does not develop your main argument and is only tangentially related to the Gettysburg Address.</td>
</tr>
</tbody>
</table>
SELECTING YOUR PROJECT TYPE

National History Day in Indiana has five different project types:

• Exhibit
• Website
• Documentary
• Performance
• Paper

Each type of project emphasizes and develops a different set of skills. Since you may choose any type of project you would like to do, it is helpful to think about what skills you already have and would help you do the best on your project.

Go over your strengths, weaknesses and interests to help you decide on a project type. Consider:

Do you like working alone?

Do you prefer working with others?

Have you been working on a project with a partner or a group already?
  • Is that going well?
  • Is that not going well?

Are you working alone but know of someone who is doing the same or a similar topic?
  • Would it help to work with them?

What are your interests?
Do you find that you’re very visually oriented?
Are you creative?
Do you like to do things more traditionally?
Do you love to write?
Do you love to perform?
How organized are you?
Are you artistic?
Are you absolutely not artistic?

GENERAL PROJECT GUIDELINES

All students and educators are strongly encouraged to read the full list of rules in the NHD Rule Book. Rule violations will count against the project during judging. Note that some rules may be project-specific.

• For all categories except papers, you may work individually or in a group of up to five people.

• You must complete an annotated bibliography for every type of project. Find out more at the end of this section.

• Projects must include a process paper. Find out more at the end of this section.

• If you quote something, use an image, or pull any text directly from a source to use in your project, you must cite it.

• Remember, before you do anything, always check with your teacher about their requirements.

• Do not reuse research or a previous project.

• Do not plagiarize.

• Never tamper with another student’s project.

WE’RE HERE TO HELP

If you need help on your project, ask! Students are responsible for their own research, project design and creation. However, teachers and NHDI team members may help with guidance on organization, research, thesis and analysis as well as proofreading and editing. They cannot:

• Do your research for you.

• Write any portion of your material.

• Draw conclusions from your research for you.

If you would like help from a NHDI team member, contact Jonnie Fox at nhdi@indianahistory.org.

Find out more about each project type before deciding on what you want to do. In the following pages, we’ll talk about each type in more detail, provide some tips on how to approach it and talk about specific guidelines.
EXHIBIT

Are you artistic and love creating interesting visual designs? An exhibit project can draw upon both of those skills!

Exhibits allow you to use three dimensions to present your topic. They can be as simple or elaborate as you like. You can use color schemes, pictures and physical objects to best tell the story of your topic. Exhibits allow you to be creative in how you present your material, but they should still show clear organization.

Whether you are using a traditional tri-fold exhibit board or a rotating display, organization is important. You want to make sure that your exhibit clearly conveys the background, important information and impact of your topic.

ORGANIZATION

A three-dimensional or turning project may be organized similarly. However, you will want the title board to come first and the other boards to follow in a logical manner. For any exhibit, it is important that the reader know where to start reading.

Exhibits allow a great deal of visual creativity. As you create your project, consider how to best show the distinction in sections. You may label them or use a different color for a different section. Also, consider how your project will look when finished.

- Are there too many pictures in one section and almost none in another?
- Are there big blocks of text that are hard to read? Are your title and thesis clearly shown?

You should spend some time examining your exhibit to determine that you have used your space to the best of your abilities. Since you have limited space and words, everything on your exhibit should be there for a reason.

RULES

Your exhibit may not contain more than 500 student-composed words, which includes titles, subtitles, captions, graphs, timelines and any supplemental material where you used your own words. The only exception is brief factual credit of sources and quotes.

If you do add media to your exhibit through a media device, it may not play for more than 2 minutes.

Exhibits must fit into the size guidelines outlined in the NHD rulebook – 40 inches wide, 30 inches deep, and 6 feet high. While this does not include the table it is displayed on, it does include any additional stands.

If you choose a rotating display, it cannot be more than 30 inches in diameter.

All quotes and pictures must be cited on your exhibit board as well as in your annotated bibliography.

Before finishing your project, make sure to review the official NHD rulebook to make sure you have met all of the requirements.

The following planning guide can help you organize your time to make sure you get your project done on time.
<table>
<thead>
<tr>
<th>Steps</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get organized for research and select topic</td>
<td></td>
</tr>
<tr>
<td>Background reading for historical context</td>
<td></td>
</tr>
<tr>
<td>Narrow topic; gather, record and organize context</td>
<td></td>
</tr>
<tr>
<td>Analyze and interpret sources</td>
<td></td>
</tr>
<tr>
<td>Develop thesis</td>
<td></td>
</tr>
<tr>
<td>Develop themes and organizations for display</td>
<td></td>
</tr>
<tr>
<td>Create lettering</td>
<td></td>
</tr>
<tr>
<td>Take and print pictures; create quotes for boards</td>
<td></td>
</tr>
<tr>
<td>Write captions; mat and mount visuals</td>
<td></td>
</tr>
<tr>
<td>Complete final draft</td>
<td></td>
</tr>
<tr>
<td>Proofread; complete process paper and annotated bibliography</td>
<td></td>
</tr>
</tbody>
</table>
### Name: ___________________________ Date: ________________ Topic: ____________________________

Fill in your information for each panel of your exhibit. On the back of this page, sketch out where you will put your visuals and how you will arrange your panels.

<table>
<thead>
<tr>
<th>What was going on long before your main event/biographical information if your project is about a person:</th>
<th>Project Title:</th>
<th>Short-term impact of your main event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build up to the main event. What happened right before your main event:</td>
<td>Thesis statement:</td>
<td></td>
</tr>
<tr>
<td>Brief introductory information:</td>
<td></td>
<td>Long-term impact of your main event/why it is important to history:</td>
</tr>
</tbody>
</table>
When you are putting together an exhibit, you are only allowed to use 500 of your own words. While that may sound like a lot, you will soon find that 500 words is rarely enough. That is why it is important to make sure that every single word you use COUNTS. Absolutely everything that goes onto your exhibit board needs to be 1) critically important and 2) related to your thesis. You do not have room for fun facts or interesting tidbits. You have to make sure that every word you use is important and relevant. This worksheet will help you learn how to tell what information is important and what information does not have a place on your board.

The first thing you need to think about is what are the key parts of your thesis? A thesis is composed of three parts; a topic, a focus and an impact.

The topic is your overall emphasis. What is the main person/event that you are going to be talking about?

The focus is the subset of your topic. Most topics are too broad for you to try and cover everything. Instead, you are only going to put emphasis on one aspect of your topic. That aspect is your focus.

The impact is the significance of your topic/focus. Why is this focus important and why should people care? Often, this is called the so what portion of your thesis.

Look at how the following thesis is broken down:

The Battle of Fredericksburg represents the problems with failed leadership on both the Union and Confederate sides and these failures ultimately shaped the battle and later fights between the two armies.

Battle of Fredericksburg – Topic

Failed leadership on Union and Confederate sides – Focus; what specifically you are going to talk about in regards to your topic

Shaped the battle and later fights – Impact; why is your focus important/significant?

Now that we have the thesis broken down, we can start to evaluate what text is important to keep and what text is irrelevant.

Thesis:
The Battle of Fredericksburg represents the problems with failed leadership on both the Union and Confederate sides and these failures ultimately shaped the battle and later fights between the two armies.

Supporting Text:
Because the pontoons were not delivered to Fredericksburg at the proper time, the Union Army could not cross the Rappahannock river, allowing the Confederate Army time to get in place.

Does this support the thesis?
Yes. This text references all of the key parts of the thesis; it talks about your topic, the focus of your topic and the impact of your focus. George McClellan was stalled at the Rappahannock for several days because leadership in Washington did not get the pontoon boats to him in time. There was failure on a number of levels and these failures had a large impact on the battle.

Supporting Text:
During raids in the town of Fredericksburg, a Union soldier found a stuffed alligator and tried to carry it back across the river to take home with him after the battle was done.
Does this support the thesis?
No. While this text talks about one key part of your thesis (your topic), it does not address your other two key parts (the focus and the impact). Your thesis is focused on the issues of failed leadership and how they had an impact on the battle. While this is a fun, and true, story, it does not address your main thesis and has no place on your exhibit board.

Here is a table to help you keep everything organized:

<table>
<thead>
<tr>
<th>Supporting Text</th>
<th>Topic: Battle of Fredericksburg</th>
<th>Focus: Failed Leadership on both sides</th>
<th>Impact: Shaped the battle and later fights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Because the pontoons were not delivered to Fredericksburg at the proper time, the Union Army could not cross the Rappahannock river, allowing the Confederate Army time to get in place.</td>
<td>Yes – refers to the Battle of Fredericksburg</td>
<td>Yes – the lack of pontoons is the result of failed leadership on a number of levels</td>
<td>Yes – because there were no pontoons, the Confederate army were able to get into place</td>
</tr>
<tr>
<td>During raids in the town of Fredericksburg, a Union soldier found a stuffed alligator and tried to carry it back across the river to take home with him after the battle was done.</td>
<td>Yes – takes place during the Battle of Fredericksburg</td>
<td>No – there is no reference to leadership; failed or otherwise</td>
<td>No – this story does not impact the overall battle</td>
</tr>
</tbody>
</table>

In this table, the first piece of supporting text SHOULD go on your board – it refers to all three parts of your thesis. However, the second piece of supporting text only refers to one part of your thesis and SHOULD NOT be on your board. Ideally, all text on your board should refer to all three parts of your thesis. In very rare cases, you may use a piece of text that refers to only two parts of your thesis, but you need to have a very strong argument for why that text ABSOLUTELY NEEDS TO BE THERE.
Let’s put some of this new knowledge to the test! Let us start by breaking down the following thesis.

Thesis: Madelyn Pugh worked as a writer for the show *I Love Lucy* where she pushed the boundaries of what could and could not be aired on television which helped to redefine the rules of television.

<table>
<thead>
<tr>
<th>Supporting Text</th>
<th>Topic:</th>
<th>Focus:</th>
<th>Impact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madelyn Pugh began her writing career at Shortridge High School in Indianapolis where she worked on the school newspaper with Kurt Vonnegut.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>I Love Lucy</em> was one of the first shows to successfully portray a pregnancy on screen, paving the way for future shows to continue that work. Madelyn Pugh wrote the episode “Lucy is Enceinte,” wherein Lucy announces her pregnancy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>The Wizard of Oz</em> was one of the first films to successfully use color.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The TV show <em>I Love Lucy</em> was voted the Best TV show of all time in 2012.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What text do you think needs to be on your exhibit? Why?

What text do you think does NOT need to be on your exhibit? Why?
WEBSITE

Are you interested in graphic design or working with computers? Designing a website may be the perfect category for you. This category allows you to create an interactive project using primary and secondary sources and present them in multimedia formats.

Building your project begins with your thesis. You can determine a few main sections that support your thesis statement. These sections can be your other pages.

If you want your audience to read your website in a certain way or order, make that clear.

By considering page placement and linking pages together, you can help your audience understand your website.

ORGANIZATION

Your thesis should be your focal point.

Use your research to create the main body of your website.

What page titles do you want to use?

This is a multimedia project. Make sure to include photos and video clips.

Post your annotated bibliography and process paper on your website. You may include these on a separate tab.

RULES

Your homepage must include:

- Website title
- Your name(s)
- Division
- Number of student-composed words on the website
- Number of words in process paper
- A menu to access the other pages on the website
- Length of multimedia

The website may not exceed 100 MB of file space.

You must use the provided NHD web editor: https://www.nhd.org/nhdwebcentral

Your website can have no more than 1,200 student-composed words. This does not include the process paper, annotated bibliography, word count notifications or navigation instructions.

The combined running time of all multimedia clips cannot exceed three minutes.

You cannot link to external sites.

All visual sources and quotes must be cited on your website as well as in your annotated bibliography.

As with every project, you must credit and cite your sources.

Be sure to carefully review all of the rules in the NHD rulebook!
## WEBSITE PLANNING GUIDE

<table>
<thead>
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<td>Analyze and interpret sources</td>
<td></td>
</tr>
<tr>
<td>Develop thesis</td>
<td></td>
</tr>
<tr>
<td>Identify media and quotes to use</td>
<td></td>
</tr>
<tr>
<td>Plan and map out website organization</td>
<td></td>
</tr>
<tr>
<td>Create website</td>
<td></td>
</tr>
<tr>
<td>Evaluate and revise</td>
<td></td>
</tr>
<tr>
<td>Proofread</td>
<td></td>
</tr>
<tr>
<td>Complete process paper and annotated bibliography</td>
<td></td>
</tr>
</tbody>
</table>
Use your notes to storyboard your website. Sketch your visual layout for each page in the boxes below. Write your content on the lines beneath each box.
A. WEBSITE EXPLORATION

Inspiration can come from everywhere and exploring other websites might give you some great ideas for your own! Take some time exploring your favorite websites and take notes on features and design elements that you like and could utilize in your own website. Choose three of those websites and write a brief description here for you to come back to. For even more inspiration, check out past website winners at both the state and national level! (Insert hotlinks)

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________

Website: ____________________________
Notes: ____________________________
B. NAVIGATION

By exploring other websites, you hopefully recognized that every website contains a navigation bar somewhere on the page. This bar prompts users to go from page to page, typically containing new content and information on each page. How you break up your content into different pages helps tell the overall story of your project and organizes the flow of your information. Your home page should always include your title, thesis statement, your name, word count, and total media time. Your last page should always include your process paper and annotated bibliography. What you choose to do with the pages in between is up to you! Having a catchy and informative title on each page helps users understand what information is being shared next. Using this example of the navigation bar, brainstorm some ideas for the titles of your navigation pages.

<table>
<thead>
<tr>
<th>Home</th>
<th></th>
<th></th>
<th>Process Paper and Annotated Bibliography</th>
</tr>
</thead>
</table>

Now, break down each of your pages by organizing what information you will be putting on each page.

<table>
<thead>
<tr>
<th>Home</th>
<th></th>
<th></th>
<th>Process Paper and Annotated Bibliography</th>
</tr>
</thead>
</table>
C. MEDIA

One of the benefits of doing a website is having the ability to easily use mixed media throughout your project. This includes music, audio, video, and photos. We recommend that if you can find the resources, take full advantage of your media limit on your website! Keep a running list of media you will be using and where you’ll be using it here.

<table>
<thead>
<tr>
<th>Description of Your Media – How does it connect to your topic?</th>
<th>Which page will it be on?</th>
<th>Length of Time (N/A if photo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
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<td>#3</td>
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<td>#4</td>
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<td>#5</td>
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<td>#6</td>
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<tr>
<td>#7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
D. STORY BOARD
Now that you have your design ideas, your navigation laid out, and your media selected, start sketching out ideas for each of your pages using a story board! You may need multiple copies of this page for each page of your website. Don’t forget to also check out our list of website design resources on page 115.
DEVELOPING A WEBSITE

Web development at its core consists of website structure, style, and behavior. These are typically specified with Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and Javascript (JS). Each of these programming languages follow strict but standardized syntax rules to add information and functionality to your website. For National History Day, the NHDWebCentral is a useful user interface to create and style HTML elements without directly using these languages, and allows you to insert your own code for more advanced functionality.

KEY HTML/CSS/JS REFERENCES:
https://dev.w3.org/html5/html-author/
https://www.w3.org/Style/Examples/011/firstcss.en.html
https://www.w3schools.com/
https://css-tricks.com/guides/
https://www.codecademy.com/learn/learn-css
https://www.codecademy.com/learn/introduction-to-javascript
https://stackoverflow.com/

THINGS TO CONSIDER

When structuring your website
Just like when writing an essay, the order in which you present information and the way you group information together has an impact on the ability of your audience to understand your argument. Consider starting your website with an introductory page that includes your thesis and your conclusions as well as a preview of the arguments you will use to support those conclusions. As a website, it is also helpful to consider the “flow” of your website. Make sure each page has a clear purpose and that the information on the page isn’t already included on a different page. How do you expect a user to navigate between pages? How can you guide the user to the “next” page, but allow them to visit other pages if they want? Do you want the website to be linear, or to be centralized?

When styling your website
As an interactive visual media, a website allows you to be creative with your style when considering color choices, layout, and other features. Make sure that way you style your website makes the information and navigation accessible to all users. How can you draw attention to key details? How can you differentiate varying types of information? How can you present your information in a broad manner and in more detail? How can you let the user interact with the page in meaningful or surprising ways?

W3Schools has tutorials for some standard website layouts that can make your website feel familiar and professional. For details, visit https://www.w3schools.com/howto/how-to_make_a_website.asp

THINGS TO CONSIDER

These techniques are not necessary to create a functional website, but can allow you to more creatively and masterfully communicate the information in your project.

CSS Hover
The CSS :hover selector can make an HTML element change its properties when a user mouses over it. This can be used to change the shape, size, color, position, image, border, or other qualities, or even to trigger an animation! This can be used to demonstrate a concept, draw attention to what the user is doing, display other information, and more. This is one of the best and easiest ways to utilize the power of a website over other types of projects. For some examples of hover effects in action, check out https://ianlunn.github.io/Hover/.

CSS Transition and Animation
The CSS transition property can be used with the :hover selector and/or the animation property to make the changes to an element more smooth. This can make the change more clear and aesthetically pleasing. The animation property allows for multiple, more powerful changes. For more detailed explanations and examples, visit https://learn.shayhowe.com/advanced-html-css/transitions-animations/.

CSS Shapes
With some creative styling, not everything has to be a box! The CSS Tricks website has examples and tutorials on making different shapes and making sure your text flows around them properly: https://css-tricks.com/working-with-shapes-in-web-design/.
**CSS Filters**
Image elements can be styled with filters to add different effects. This can be used for color shifts, sepia effects, blurring, and even pixel art. This can be used to draw attention to or away from an image, which can help with web flow or readability. For details, check out https://css-tricks.com/almanac/properties/f/filter/.

**CSS Flex-Box**
The CSS flex properties are a powerful tool for making seamless and responsive layouts that work well in any screen size and can be used to make many different effects. For details on how the different flex properties work, reference https://css-tricks.com/snippets/css/a-guide-to-flexbox/.

**BEYOND THE BASICS: CSS TUTORIALS**

**CSS Timeline**
Timelines are a natural fit for a history project, and can be great for adding historical context and perspective. Check it out at https://www.w3schools.com/howto/howto_css_timeline.asp.

**CSS/JS Collapsible Content**
Collapsible boxes are a great way to hide information to make a content-heavy page less overwhelming, and make subtopics within a page more obvious. See an example in practice at https://www.w3schools.com/howto/howto_js_collapsible.asp.

**CSS Flip Card**
Flip cards are a modern way of pairing content details with images in a clean and organized manner. Flip cards can also be used for a Q&A flash card effect! See it implemented at https://www.w3schools.com/howto/howto_css_flip_card.asp.

**CSS Frosted Glass**
Frosted glass is an aesthetic effect that utilizes the blur filter and works well with keeping a background image intact while keeping the foreground content readable. To see and experiment with the effect, check out https://medium.com/hackernoon/how-to-do-css-only-frosted-glass-effect-e2666bafab91.

**CSS Parallax**
The Parallax effect creates an illusion of depth or layering. Be sure that the images you use are still clear for users if necessary. See an example at https://www.w3schools.com/howto/howto_css_parallax.asp.

**CSS ToolTips**
ToolTips are a great way to add details when a user hovers over an element. They are commonly used to show citations for information or images. See a styled example at https://www.w3schools.com/howto/howto_css_tooltip.asp.
DOCUMENTARY

Do you enjoy working with computers and creating audio-visuals? Do you love movies? A documentary might be the project for you.

Documentaries are perhaps one of the most technically difficult projects, since they rely on the user knowing or learning how to use editing software. However, these projects can also be very creative, as they rely heavily on primary sources for photographs or video.

Documentaries can be difficult, because the whole script must have visual aids to go with it. For that reason, it is helpful to begin by writing your script based on your research.

Once you have written the script, then you can do more research to look for photographs and video to match your script.

ORGANIZATION

Like any NHDI project, organization is important to the success of your project. While you have flexibility to arrange your documentary however you would like, make sure your organization makes sense.

One helpful method of combining your script and your media is to storyboard your project. You can place your script with a description or rough drawing of the image you want to show.

You can also begin making notes about whether the shot will remain still or move in some way.

As you are finding media to add to your script, remember to pace your documentary so that the audience has time to absorb the information.

One sample organization pattern is:

• 1 minute for your introduction and thesis statement
• 2 minutes for background
• 3 minutes for the main event
• 3 minutes for the impact
• 1 minute for your conclusion

RULES

Your documentary must be able to completely run in 10 minutes or less.

Timing begins at the first sound or image and ends at the last sound or image.

Before beginning your documentary, you must state the title of the documentary and the names of the participants.

No other live interaction during the documentary is allowed.

You must include a credit screen at the end of the documentary that gives brief credit for each image and visual or audio clip used in the documentary (a full citation will be presented in the bibliography).

Remember that different equipment may behave differently, and technology does not always work. Make sure to bring MULTIPLE copies of your documentary, so that you can try the other copy if one fails.

Be sure to carefully review all the rules in the NHD Rulebook.

Want to do a documentary? Use the following worksheets and checklist to plan your project!
## DOCUMENTARY PLANNING GUIDE

<table>
<thead>
<tr>
<th>Steps</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get organized for research and select topic</td>
<td></td>
</tr>
<tr>
<td>Background reading for historical context</td>
<td></td>
</tr>
<tr>
<td>Narrow topic; gather, record and organize context</td>
<td></td>
</tr>
<tr>
<td>Analyze and interpret sources</td>
<td></td>
</tr>
<tr>
<td>Develop thesis</td>
<td></td>
</tr>
<tr>
<td>Write a script based on research</td>
<td></td>
</tr>
<tr>
<td>Identify images and video that matches script</td>
<td></td>
</tr>
<tr>
<td>Create a storyboard</td>
<td></td>
</tr>
<tr>
<td>Produce video</td>
<td></td>
</tr>
<tr>
<td>Evaluate and revise</td>
<td></td>
</tr>
<tr>
<td>Complete process paper and annotated bibliography</td>
<td></td>
</tr>
</tbody>
</table>
It is important to break up your documentary into different segments, much like you’d break up a website into different pages or a paper into different paragraphs. Breaking up your information not only helps you organize your thoughts and information, it makes it easier for your viewers to follow all of your information and identify your thesis and analysis. Having a well-organized documentary ensures that judges will be able to understand everything you’re telling them during their first and only viewing of the documentary. In this worksheet, you will organize how your information is presented. Feel free to pair this worksheet with the documentary storyboarding worksheet on page ____ to fully prepare your concept before putting together the documentary!

<table>
<thead>
<tr>
<th>Title</th>
<th>Background/Context</th>
<th>Impact</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15 seconds)</td>
<td>(2 minutes, 30 seconds)</td>
<td>(2 minutes, 30 seconds)</td>
<td>(15 seconds)</td>
</tr>
</tbody>
</table>

**NOTES**

**Title:**

**Thesis Statement:**

**Heart of the Story:**

**Conclusion:**

(1 minute)  
(2 minutes, 30 seconds)  
(1 minute)
Background/Historical Context:


Heart of the Story:


Impact:


Conclusion:
Credits:

1. 

2. 

3. 

4. 

5. 

6. 

Use this first storyboard as an example. In the visual field draw what you think the slide would look like. After that, fill out a storyboard for your own topic. Print out as many copies as you need until you complete your storyboard.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Visual</th>
<th>Audio</th>
</tr>
</thead>
</table>
| Insert title name  
Long shot  
Insert image of battle | On April 6, 1862, the Battle of Shiloh acted as a turning point in the life of General Lew Wallace. | |
| Insert image at Fort Henry  
Insert image at Fort Donelson | | After the losses at Fort Henry and Fort Donelson.... |
| Long shot  
Pan out | | . . . Confederate General Albert Sidney Johnson withdrew forces in Tennessee, Mississippi, and Alabama to reorganize a new strategy. He created his base at Corinth, Mississippi, but left access for Union troops into Southern Tennessee. |
<table>
<thead>
<tr>
<th>Notes</th>
<th>Visual</th>
<th>Audio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
PERFORMANCE

Do you like to perform? Are you in drama club or involved in theater? Presenting your research in the form of a performance could fit your skills.

In performance, you get to write a script to present your research in an engaging, dramatic style. Scripts should be refined and memorized, which adds to the time commitment of this project. In addition to researching, writing the script, rehearsing, and writing the process paper and bibliography, you will also need to develop props and costumes to help present your project most effectively.

While a performance may seem to focus on the dramatic aspect of history, research is still important to a successful project. Before writing the script, make sure to do plenty of research on your topic and the historical context surrounding it.

This research will help you create believable and historically accurate characters to portray.

Sometimes, it is helpful to portray more than one character in a performance. Having slight changes in costume can help differentiate characters without adding much time for a costume change.

Creating props can also seem like a large task, but a few carefully chosen props can often set the scene very well.

Even though it is a performance, you will still need to introduce your topic and characters and present your thesis.

ORGANIZATION

Whatever genre you choose to make your performance – drama or comedy – be consistent.

One way to organize your performance to fit into 10 minutes and to present all your information is:

• 1 minute for your introduction and thesis
• 2 minutes on historical context
• 3 minutes on the main part of your story
• 3 minutes on the impact
• 1 minute for your conclusion

Since you are performing live, it is also a good idea to build in a little bit of extra time for interruptions.

After you have written your script, blocked it – determined where actors will stand, move and/or relate to the set – revised it, and practiced it, you may also want to seek out friends or test audiences to practice in front of. Often, performing your project alone can feel quite different than performing for a live audience.

RULES

You can design, rent or purchase your costume. Adults may help put the costume together, but the design concept must be your own work.

Additionally, your whole performance must fit in 10 minutes.

You will have 5 minutes before and after your performance to set up and tear down.

Before taking your project to a contest, remember to review all of the rules for performances found in the official NHD Rulebook.
# PERFORMANCE PLANNING GUIDE

<table>
<thead>
<tr>
<th>Steps</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get organized for research and select topic</td>
<td></td>
</tr>
<tr>
<td>Background reading for historical context</td>
<td></td>
</tr>
<tr>
<td>Narrow topic; gather, record and organize context</td>
<td></td>
</tr>
<tr>
<td>Analyze and interpret sources</td>
<td></td>
</tr>
<tr>
<td>Develop thesis</td>
<td></td>
</tr>
<tr>
<td>Write a script based on research</td>
<td></td>
</tr>
<tr>
<td>Stage performance with attention to historical details; create costumes, props and set pieces</td>
<td></td>
</tr>
<tr>
<td>Block performance to go with setting and script</td>
<td></td>
</tr>
<tr>
<td>Final draft of script</td>
<td></td>
</tr>
<tr>
<td>Do an in-class performance</td>
<td></td>
</tr>
<tr>
<td>Complete process paper and annotated bibliography</td>
<td></td>
</tr>
</tbody>
</table>
## PLANNING YOUR PERFORMANCE WORKSHEET

Name: ___________________________ Date: ________________ Topic: ___________________________

### Drafting Your Script

| **Intro** (1 minute) | • Set the scene  
• Who are you?  
• When is this taking place?  
• Where are you?  
• Introduce your thesis |
|---------------------|------------------------------------------------|
| **Historical Context/ Background** (2 minutes) | • What happened before your topic to influence it?  
• Were there other movements, people or ideas that influenced it?  
• What events led up to the topic? |
| **Main Event** (3 minutes) | Key event(s) and issues related to your topic |
| **Short and long-term impact** (3 minutes) | • What were the immediate outcomes of your main event?  
• What has been the long-term significance? |
| **Conclusion/ Wrap up** (1 minute) | • Reinforce your thesis.  
• Conclude your character’s actions. |

### Scene # __

Brainstorm potential scene scenarios for your presentation.

**Character(s) present:**

**Setting:**

**Timeframe:**

Describe the scenario:

### Scene # __

Brainstorm potential scene scenarios for your presentation.

**Character(s) present:**

**Setting:**

**Timeframe:**

Describe the scenario:
Brainstorm potential characters for your presentation.

Character # _____

Name: ___________________________________________

Are they an actual person in history or a made-up character?

________________________________________________________________________

How do they connect to your topic?

________________________________________________________________________

________________________________________________________________________

What is their social life like?

________________________________________________________________________

________________________________________________________________________

What is their economic situation?

________________________________________________________________________

________________________________________________________________________

What is their personality like?

________________________________________________________________________

________________________________________________________________________

Do they have any family?

________________________________________________________________________

________________________________________________________________________

Where are they from? (Use this to think about your character’s perspective.)

________________________________________________________________________

________________________________________________________________________

What do they think about the topic?

________________________________________________________________________

________________________________________________________________________
Name: ________________________ Date: ________________________

Did their situation change because of the topic?

__________________________________________________________________

__________________________________________________________________

Character # _____

Name: ________________________

Are they an actual person in history or a made-up character?

__________________________________________________________________

How do they connect to your topic?

__________________________________________________________________

__________________________________________________________________

What is their social life like?

__________________________________________________________________

__________________________________________________________________

What is their economic situation?

__________________________________________________________________

__________________________________________________________________

What is their personality like?

__________________________________________________________________

__________________________________________________________________

Do they have any family?

__________________________________________________________________

__________________________________________________________________

Where are they from? (Use this to think about your character’s perspective.)

__________________________________________________________________

__________________________________________________________________

What do they think about the topic?

__________________________________________________________________

__________________________________________________________________

Did their situation change because of the topic?

__________________________________________________________________

__________________________________________________________________
PAPER

Do you enjoy researching but prefer to work alone? Would you like a project that is a little more traditional? A paper is the perfect category for you.

Papers are a traditional method of presenting historical research and allow you to revise and perfect what they want to say. While revision is a part of any project, papers do not have the extra work of creating props, an exhibit board or dealing with technology, which allows you to spend more time finding research and revising the paper.

ORGANIZATION

You will write your paper as you would write an essay for a class with an introduction, body and conclusion.

• Clearly state your thesis in the introduction. The introduction should function as an orientation for the audience to your topic. It should not be too long or too detailed.
• Defend your thesis and present the majority of your research in the body paragraphs. Remember, you are telling a story through your paper and your organization should reflect that.
• Wrap-up your paper in your conclusion. While it should summarize your paper, it should not restate in detail what you presented above but should bring everything together.
• Since you do not have media to enhance your project as other categories do, your words are very important to your project.
• Make sure to review your paper several times to look for all grammar errors or awkward phrasing. Also, read through your paper looking for ways to improve your word choice and make your words vivid.

RULES

Every single quoted and student-produced word counts as one word in the paper category.

Your paper must be between 1,500 and 2,500 words. Footnotes, bibliography and appendices are not included in the word count.

Pay close attention to the format. Your paper should be typed in 12-point font, double-spaced, printed single-sided, and all pages should be numbered.

Make sure to review all the rules in the official NHD rulebook before submitting your project.
# PAPER PLANNING GUIDE

<table>
<thead>
<tr>
<th>Steps</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get organized for research and select topic</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Analyze and interpret sources</td>
<td></td>
</tr>
<tr>
<td>Develop thesis</td>
<td></td>
</tr>
<tr>
<td>Complete primary outline</td>
<td></td>
</tr>
<tr>
<td>Finish research</td>
<td></td>
</tr>
<tr>
<td>Complete rough draft</td>
<td></td>
</tr>
<tr>
<td>Revise to create a final draft</td>
<td></td>
</tr>
<tr>
<td>Complete process paper and annotated bibliography</td>
<td></td>
</tr>
<tr>
<td>Proofread and make final revisions; check for rule compliance</td>
<td></td>
</tr>
</tbody>
</table>
Use your notes to complete an outline for your paper. This will be used to write your first draft of the paper.

Title:

I. Introduction Paragraph

Hook idea

Thesis statement

Statement of organizational parts (what will your paper look like structurally?)

II. Body paragraph one – begin with topic sentence

A. 

1. 

2. 
II. Body paragraph one – begin with topic sentence

B. 

1. 

2. 

C. 

1. 

2. 

III. Body paragraph two – begin with topic sentence

A. 

1. 

2. 

IV. Body paragraph three – begin with topic sentence

A. ____________________________________________________________
   ____________________________________________________________

1. ___________________________________________________________
   ___________________________________________________________

2. ___________________________________________________________
   ___________________________________________________________

C. __________________________________________________________
   __________________________________________________________

1. ___________________________________________________________
   ___________________________________________________________

2. ___________________________________________________________
   ___________________________________________________________

B. __________________________________________________________
   __________________________________________________________
B.

1.

2.

C.

1.

2.

V. Conclusion paragraph

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________
PROCESS PAPER

Every project must have a process paper, describing your research and explaining your procedure. It is not an opportunity to add in information that you could not fit into the rest of your project. Your process paper should be the last thing you do.

It must be no more than 500 words.

Your process paper must answer these questions:

• How you selected your topic
• How you conducted your research
• How you selected a category
• How you created your presentation
• How your topic fits this year’s theme

ANNOTATED BIBLIOGRAPHY

Every project must include an annotated bibliography.

Use MLA or Chicago Manual Style. Check with your teacher to see which they prefer. Regardless of which method you use, make sure it is consistent with every source.

There are three important parts to the annotated bibliography. For each source, you must include:

• The source citation
• Whether it is a primary or secondary source
• How you used your source and how it was helpful to your research

Keep in mind:

• Cite every source you use, even if it is an image, audio clip or interview.
• Organize your bibliography into primary and secondary sources. Typically people will list primary sources then secondary.
• Use one of the suggested systems in this guide to help you keep track of your sources and how you are using them – see the Researching Your Topic section. This will make the annotated bibliography much easier in the end.

On contest day, bring four copies of your process paper and annotated bibliography – one for you and three for the judges.
Fill in the necessary parts of your process paper below.

**Topic:**

How and why did you choose your topic?

________________________________________________________________________

________________________________________________________________________

How did you conduct your research?

________________________________________________________________________

________________________________________________________________________

How and why did you select your project category?

________________________________________________________________________

________________________________________________________________________

How did you create your project?

________________________________________________________________________

________________________________________________________________________

How does your topic fit into this year’s theme?

________________________________________________________________________

________________________________________________________________________
Name: ____________________________ Date: __________________________

Fill in the necessary parts of your process paper below.

**Topic:** Bob Ross

How and why did you choose your topic?

I am very interested in art and art education, so I wanted to choose a pioneer in art education. I wanted to focus on Indiana, so I chose Bob Ross who created his show *The Joy of Painting* in Muncie, Indiana.

How did you conduct your research?

I started with basic internet searches and found some books and a documentary about Bob Ross. I visited Minnetrista to tour Bob Ross' studio and the collections they have on him.

How and why did you select your project category?

I chose to create a website because I like to write but I also wanted to include multimedia elements such as videos of Bob Ross and pictures.

How did you create your project?

I started by conducting research on the web and at Minnetrista. Through my research I developed a thesis statement. Then I compiled images and videos that supported my argument and began organizing all of my research in the website format.

How does your topic fit into this year’s theme?

My topic fits this year’s theme because through telecommunication Bob Ross made art education available to anyone with a TV and did so in a simple and friendly way that made art accessible to everyone.
BIBLIOGRAPHIES AND IN-TEXT CITATIONS

Everyone is required to complete a bibliography, but when do you need to use in-text citations? Use an in-text citation when you are summarizing, paraphrasing or quoting a source. Make sure all in-text citations are also listed in your annotated bibliography.

Only cite and list sources that you actually used! If the source did not contribute to your research, do not include it just for the sake of padding your bibliography.

There are a lot of great resources to help you cite your sources. If you have kept notes on all the information related to that source, you will have it readily available for your citation!

To properly cite your sources, check out:
http://www.loc.gov/teachers/usingprimarysources/mla.html
http://www.loc.gov/teachers/usingprimarysources/chicago.html

CREDIT VS. CITATION

A credit is a few words that tell your reader how to locate that item in your annotated bibliography. This will usually only contain the name of the image or quotation, the date it was taken, and where it is from.

For example:
“Ernie Pyle’s Funeral,” 1944, Indiana Historical Society

Even if you took the picture yourself, you should still credit it!

A citation contains more information about the image and can be used by other historians to locate that same source. This will include information such as the collection the image belongs to, the page a quotation can be found on, the date you accessed it and more.

All images and quotations in your project should be cited. This is especially important for websites and exhibits. Papers should follow the style guide for MLA or Chicago to fully cite their sources in their paper. Documentaries should include a brief list of credits at the end of their project. Performances do not need to credit their sources during their performance.
Name: .................................................. Date: ..................................................

In the first column, list each source with the correct citation format. In the second column, write three sentences about how you used each source.

Topic: __________________________________________

**Primary Sources**

<table>
<thead>
<tr>
<th>Source</th>
<th>How It Was Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: (Topic Battle of Shiloh): “Shiloh” handwritten account by Wallace, n.d., M 0292 Box 8, Folder 12, Lew Wallace Collection, Indiana Historical Society, Indianapolis.</td>
<td>Example: We used this document to help us to understand General Wallace’s perspective of the events at Shiloh. It gave us insight into Wallace’s reasoning for his actions and his thoughts on the controversy. We categorized this as a primary source because it was written by Wallace himself.</td>
</tr>
</tbody>
</table>
# Secondary Sources

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<tr>
<th>Source</th>
<th>How It Was Used</th>
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</table>
ACCESSIBILITY TIPS FOR EVERY PROJECT TYPE

As you are formatting and designing your projects, there are some important guidelines to keep in mind in order to ensure that everyone who looks at your project is able to read and understand your content easily. Many of these guidelines have been established by the Americans with Disabilities Act (ADA) and though these guidelines are not official rules for your project, including these guidelines could help with your project quality overall. Some important aspects to consider are…

FONT SIZE
The size of the font that you use varies greatly depending on the type of project you are doing and the message you are trying to convey. Reading something close up, like a paper or a computer screen might not require as large of font as reading something that is a little further away, such as an exhibit label or subtitles on a video screen. Font size is also important because it helps to establish a logical order to your text. When reading almost anything, headings will be bigger or bolder than the rest of the body text and subtitles or captions will be even smaller in order for the reader to determine that they are not a part of your main text.

FONT TYPE
Fonts are typically categorized into five different “font families”; serif, sans-serif, cursive, fantasy, and monospace. Typically, serif and sans-serif fonts are the most easy to read fonts but which one you are using depends upon the medium you are presenting on. When presenting something digitally, sans-serif fonts are much more reader-friendly, while reading something that is printed or on paper is a lot easier when using a serif font. You should keep consistent with your font style throughout your project and only use one to three fonts throughout your project. Using too many fonts can create a confusing visual layout.

LINE SPACING
The way that you choose to space your lines of text contributes to the overall readability of your text. For example, using single spaced text is generally considered too small and tiring to the eyes when lots of reading is involved. Best practice says that about 150% line spacing, or 1.5 spacing, provides the best readability and should be the minimum default. For some project types like website or exhibit, double spacing might be too big and not very cohesive, but for projects like papers, double spacing is the standard.

CONTRAST RATIO
Contrast ratio is used to determine the level of contrast between your background and your text. Having a higher contrast ratio means that your text will be a lot easier to see and read. Most places recommend that for almost everything, the ratio be at least 4.5:1. Making text bigger and bolder can also help improve your overall contrast. When you are adding your text, try using a contrast checking tool on the internet, such as webaim.org to determine if your text and background have enough contrast.
Table of Guidelines

<table>
<thead>
<tr>
<th></th>
<th>Font Size</th>
<th>Body Text (Minimum Size)</th>
<th>Secondary Text (Minimum Size)</th>
<th>Font Type</th>
<th>Line Spacing</th>
<th>Contrast Ratio (Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibit</strong></td>
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<td>20 point</td>
<td>14 point</td>
<td>Serif</td>
<td>1.5</td>
<td>4.5 : 1</td>
</tr>
<tr>
<td><strong>Paper</strong></td>
<td>12 point, bold</td>
<td>12 point</td>
<td>10 point</td>
<td>Serif</td>
<td>Double</td>
<td>-----</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td>32 point</td>
<td>16 point</td>
<td>12-14 point</td>
<td>Sans-Serif</td>
<td>1.5</td>
<td>4.5 : 1</td>
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<tr>
<td><strong>Documentary</strong></td>
<td>32 point</td>
<td>24 point</td>
<td>18 point</td>
<td>Sans-Serif</td>
<td>1.5</td>
<td>4.5 : 1</td>
</tr>
</tbody>
</table>

**ADDITIONAL TIPS**

In addition to the guidelines provided on font size and type, spacing, and contrast ratio, there are also some other important things to consider when developing your project.

**Exhibit**

- Images included in the exhibit should be clear, easy to see, and large enough to be viewed from a distance.
- No matter the size of the exhibit, white space is important to include! Don’t overwhelm your viewer by including too much text or images without breaks in between.
- Use a consistent layout and formatting throughout your exhibit. Make sure that it is fairly obvious where the reader is supposed to start and have a logical flow of your information.
- Justification of text (example: left, right, center, or justified) should be consistent. Use left-justified text, which will leave an uneven right edge of your text. Don’t use fully justified text.

- Use bold, italics, and underline sparingly, only when it is important to emphasize something.
- Consider providing a transcript or description of audio or visual media provided in the exhibit on a document to accompany the exhibit.

**Documentary**

- For audio recordings or video recordings of someone speaking, consider providing subtitles in the video. Sometimes it might be hard to understand the person speaking the first time that you are listening to it and it provides clarity to your viewer.
- If using images of text or handwritten images, make sure the text being shown is either read or included as a subtitle or quote so that everyone can read it.
- Avoid using blinking or moving text. If the text swipes across the screen or moves, make sure it is slow enough that a reader can follow it or it stops moving long enough for the viewer to read it.
- All images should be visually clear and easy to see. Images displayed on screen should not change too fast, give your viewer a chance to take in the image and understand why you used it.
**Performance**

- Components of the set including text should be large enough to read from a distance.
- When speaking, make sure to speak loudly and clearly and be facing the audience at all times with nothing covering your mouth.
- Images or documents used in the performance should be blown-up large enough to see from a distance.
- If you are using supplemental audio make sure that it is clear, understandable, and at an appropriate volume for the audience to hear and understand.

**Paper**

- When adding images or charts to the appendix, make sure to provide alternate text below the image describing what it is showing.
- Images and charts in the appendix should be large enough to see or read when printed.
- Justification of text (example: left, right, center, or justified) should be consistent. Use left-justified text, which will leave an uneven right edge of your text. Don’t use fully justified text.
- Make sure the pages are numbered in the top right corner of the page starting on the first page of your text.
- Write out all numbers lower than 100 (for example: “For dinner I ate one hamburger, fifteen french fries, and 200 peas.”)
- Use bold, italics, and underline sparingly, only when it is important to emphasize something.

**Website**

- For audio recordings, consider providing a written transcript of the audio in quotations, or pulling important quotations from the audio.
- If using an image of text, consider providing a typed accommodation of that text or pulling quotations from the text if it provides meaningful content to your argument.
- Present your content in a meaningful order so that it can be read and followed easily. Users should be able to navigate through your website in a logical sequential order that demonstrates meaning and the content on each page should also be arranged in a meaningful order.
- Avoid using blinking or moving text as it can be distracting or hard to read.
- Make sure you are leaving enough blank space between your headers and body text and in between paragraphs so that your web page does not appear to be cluttered or overwhelming.
PREPARING FOR YOUR CONTEST

So the day you’ve been working toward has finally arrived – you’ve chosen your topic, researched, developed your thesis and selected your project type. Unlike a typical school project, your work is not done. You now have the opportunity to present your project to a panel of judges, typically two or three, and answer questions about what you’ve learned.

You’re probably nervous – that’s OK! Your classmates and other students are, too. In this section, you’ll find helpful hints for contest day to make it run as smoothly as possible for you.

BEFORE THE CONTEST

If you have any questions about your project or would like additional feedback, reach out to the NHDI team. They are there to help. Keep in mind it can take a few days to get back with you. If you ask for feedback just days before the contest, it’s likely it will not be addressed in time. Think ahead!

Do some mock judge interviews with family, friends or anyone willing to help. Use the sample questions found at www.indianahistory.org/education/contests to prepare. Keep in mind, judges might not ask all of these exact questions. They may skip some or use some of their own. Either way, mock interviews will help prepare you.

Consider everything you will need to take with you to the contest a week in advance.

Use the checklist below as a guide or create a more detailed one with your specific project needs!

___ Your project
___ 4 copies of your process paper
___ 4 copies of your annotated bibliography
___ Props and costume
___ Trash bag(s) to cover your exhibit/props/costumes (we can’t always predict the weather!)
___ Change of clothes for after your performance
___ Any technical equipment, such as back-ups of your documentary

ON CONTEST DAY

The day of your NHDI contest can be a fun day to share all you’ve learned with your judges. You are now the expert in the room when it comes to your topic. It’s also a great day to spend with your friends who are presenting their own research.

KEEP IT FUN

The day can be hectic. Here are some tips to keep it fun:

• Arrive early to avoid stress.
• Dress professionally in business casual attire.
• If you’re doing a performance, bring a change of business casual clothes.
• Take your photo in our special NHDI photo opp to remember the day.

DON’T LEAVE ANYTHING BEHIND

Make sure you have everything you need. Along with yourself and anyone you want to bring with you, have these with you:

• Your project
• Process paper – three for the judges, one for you
• Annotated bibliography – three for the judges, one for you
• Props, if you need them
• Costumes, if you need them
• Technical equipment, if you need it
WHEN YOU ARRIVE
Go to the registration desk where you’ll be given the lay of the land.

• You will be given a judging time and room number.
• Exhibits are typically displayed in one or several rooms all together.
• Performances and documentaries will occur one at a time in their designated rooms.
• Websites and papers will have their own designated areas as well.
• Your time indicates the time you will present your project and interview with the judges.

JUDGING TIME
Your judging time is when you finally get to share what you’ve learned and gotten out of your project. Your interview with the judges is important, but remember, they’re just people. They’re also really excited to be there to see your projects and learn from you!

Judges are volunteers who love history. They can be historians, teachers, lawyers, college students … the list goes on. They might not be experts in your topic, but they are experts at research. They will be judging your projects, but this is also an opportunity for you to teach them something. Ultimately, everyone is here to learn and have fun.

JUDGING PROCESS
Expect to have two or three judges reviewing your project.

• When your judging time begins, introduce yourself and make sure they each have access to your process paper and annotated bibliography. Bring three copies for them and one for yourself.
• Greet them professionally, shake hands and introduce yourself.

• Present your project to them.

• Show your excitement and enthusiasm. You worked hard and deserve to be proud!

• When the judges are ready, they will conduct your interview.

THE INTERVIEW

If the judges ask you a question and you don’t know the answer, just tell them what you do know. Be honest! Say something like, “I’m not sure about that, but I do know ...” or “I will have to look into that...”

When the judges ask you a question, don’t just answer “yes” or “no.” Elaborate!

If you are in a group, make sure all of your partners have a chance to speak. It’s never good if only one group member does all of the talking. That makes it look like they also did all the work.

Thank the judges at the end and shake hands. Most importantly, have fun!

The following are sample questions that the judges might ask. These are not all the questions or the only questions you could be asked, but this will give you an idea of what to expect in the interview.

• What was your most important source and why?

• What is the most important point you are trying to convey about your topic?

• What is the most important thing you learned from doing this project?

• Why did you pick this topic? What gave you the idea?

• As you did your research, what surprised you most about your topic?

• What did you find most difficult about doing research?

• How did your primary sources help you to understand your topic?

• How did you come up with the script or design for your project?

• (If in a group) How did you decide to divide up the work, and why?

• If you researched an individual, what were the biggest obstacles they faced?

• If you researched an event, what were the most important factors that caused this event to occur?

• What were the most important consequences of the event or individual you researched?

• Why is this topic significant in history?

• If you could go back and change one thing about your project, what would it be? Hint: never say “nothing.” There’s always room for improvement.

AFTER JUDGING

After the judges interview you, they will review your paperwork thoroughly and discuss your project amongst themselves in a designated room. There, they carefully go over all of their comments in order to determine how to score your project.

They will tally up all the scores to figure out placing for the projects in their groups. Sometimes this can take a while!
CONTESTS AROUND THE STATE

There are seven regional contests. You will be judged among other students in your same project type and division. Check with your teacher to see which regional contest would be best for you.

See our website for additional contest and date information.

If you place in roughly the top third in your project type and division at a regional contest, you qualify to go on to the state contest. Check indianahistory.org/historyday for details on the state contest.

If you place first or second in your project type and division at the state contest and are in sixth through 12th grade, you qualify for Nationals in Washington, DC!

State contest support from

Indiana Department of Natural Resources
HELPING STUDENTS GO FROM GOOD TO GREAT

Project Specific Tips:

When the NHDI Team reviews projects, we are looking for some of these things. No matter what type of project your students are working on, encourage them to write their content before they start plugging things into their project.

Documentaries
• Speak clearly and slowly. Be selective with the content in your script so that you don’t have to rush through to stay at the 10-minute mark.
• Be conscientious of volume balance. If you have music, make sure it does not drown out your script or distract from any text in your documentary. For example, music with lyrics can make it difficult to read or pay attention to other dialogue.
• If you have quoted text on the screen, read the quote aloud in your script.
• Record small sections of your script at a time so that it is easier for you to edit.
• Educate yourself on the different types of documentaries. Some documentaries are made to sensationalize or dramatize a subject. Other documentaries are made to educate or inform an audience. Overall, all documentaries should be entertaining but your documentary should be rooted in research with plenty of analysis and used to educate and inform.

Websites
• Use a variety of media. Don’t just stick with text and images, as this defeats the purpose of doing a website. Add videos, sound, and interactives where possible. Otherwise it’s just an exhibit on a screen.
• Stay away from large blocks of text. These are overwhelming for anyone trying to read them. Break up your blocks of text with images and quotes.
• Use other forms of media to help you tell your story in place of writing. This cuts back on your word count, allowing you to put in more of your own analysis.
• Highlight the words of the theme throughout for more emphasis.

Performances
• If you do an individual performance, do not stand in one place for the entire performance. Add movement to make it more interesting and dynamic. Simply having a stool can give you several dynamic levels.
• Make sure your script is more than just a speech. There should be a story behind your performance, not just a reiteration of information.
• Use a clothes rack to create smoother costume transitions on or off stage.
• Costumes and props do not need to be elaborate, but they do need to be effective. Visuals should be easy to see and relate to your topic. Simple adjustments like putting up or taking down hair when transitioning characters can make a big difference.

Exhibits
• Use a font and text size that is easy to read.
• Stay away from large blocks of text. These are overwhelming for anyone trying to read them. Break up your blocks of text with images and quotes.
• Use quotes and images that help you tell your story in place of writing. This cuts back on your word count, allowing you to put in more of your own analysis.
• Think about how color can be used, such as making all titles one color, quotes in another, and analysis in a third.

Papers
• Be sure to include all in-text citations in your bibliography. Make sure your citations are consistent.
• Write in the active voice and keep your verb tense consistent. Be concise, not flowery.
• If you choose to do a creative writing paper, do not allow your argument to get lost in the story.
• Use an appendix to provide a visual of something that would take a lot of words to explain. If you can explain something with an image instead of a long paragraph of text, use an image. Include a couple of sentences explaining the image in your appendix and reference it in your paper.
ENCOURAGE STUDENTS

Embrace strengths and Weaknesses
Understand that the stakes are much higher when the project type is more popular. We have so many exhibit entries at each contest, that doing an exhibit can decrease the students’ chances of placing. Encourage students to do a project type that suits not only their project, but their personal strengths. They shouldn’t choose a category because they think it will be easy. Guidelines for choosing a topic are useful, and as the educator, you get to decide. However, giving students some freedom in topic choice is beneficial. Many students who have no interest in history excel at NHDI because they were able to choose a topic they were passionate about. Interest can increase effort. Keep in mind the special prizes awarded at the state contest and encourage reluctant students to select local history topics. Special prizes come with the extra incentive of money and can often be just as rewarding as placing at a contest.

Opportunities for Growth
Even if a student placed at a contest, feedback can sometimes be discouraging or unhelpful. In their feedback, judges should not only write about what needs improvement but also what worked well. Stress to your students that those positive comments are still very important, and to keep them in mind for future contests. Even if a student does not place, they have gained a significant experience by participating in a contest. Students with previous experience competing will have a better idea of the expectations and an advantage in the following years.

It’s Not Failure
Students who do not place at a contest can often feel like they are the only ones who missed out, but the competition is high for every entry. Technically speaking, most competitors will not win, which is also a valuable experience. Judges have very difficult decisions to make. Sometimes it comes down to a minor difference that determines which project moves on and which one does not. Larger contests, like the state contest, can make this especially difficult. The impact of the students’ projects does not disappear at the end of the season. Students in the past who have not placed at contests have still ended up utilizing their research elsewhere, including: presenting to local women’s groups, displaying at local museums, winning prizes from local community members, and being highlighted in local news.
Since 1830, the Indiana Historical Society has been Indiana’s Storyteller™, connecting people to the past by collecting, preserving and sharing the state’s history. A private, nonprofit membership organization, IHS maintains the nation’s premier research library and archives on the history of Indiana and the Old Northwest and presents a unique set of visitor experiences called the Indiana Experience. IHS also provides support and assistance to local museums and historical groups; publishes books and periodicals; sponsors teacher workshops; produces and hosts art exhibitions, museum theater and outside performance groups; and provides youth, adult and family programs. IHS is a Smithsonian Affiliate and a member of the International Coalition of Sites of Conscience.