



Podcast & Poster Rule Book



**Podcast & Poster
categories are unique to
California History Day
and are not a part of
National History Day.**

Welcome to National History Day-California!

This document includes the NHD-CA poster & podcast rules. Refer to the NHD Rule Book for all other NHD categories including exhibit, documentary, paper, performance, and website.

- Poster category is for Elementary Division (4th & 5th grade students only)
- Podcast category is for students in Elementary Division (4th & 5th grade), Junior Division (6-8th grade), and senior Division (9-12th grade).
- Both categories offer individual and group projects.

Podcast and Poster winners do not advance to the national competition.

You will select an entry category that allows you to make the best use of your research and project-development talents. Successful presentation of your historical argument, analysis, and insights relies on following the guidelines for the entry category you select. Be sure you know both the requirements for your specific entry category as well as the general requirements that apply to all entries. Read, become familiar with, and adhere to the rules (general and category) and suggestions within this Rule Book to prepare your History Day entry.

Learn more about the annual theme, topics and topic selection, sources, and deadlines from your district or county History Day coordinator or through a variety of valuable online program resources:

- National History Day - California website: www.nhdca.org

You also may contact National History Day-California (NHD-CA) in writing at:

Sacramento COE
NHD-CA
P.O. Box 269003
Sacramento, CA 95826

The rules and guidelines in this book take effect on August 27, 2021.

National History Day – California, one of the largest state History Day competitions, takes place in 24 counties and reaches some 40,000 students each year, culminating in an annual state wide contest with over 1,400 participants. National History Day – California provides an enhanced History Day program, including the elementary student poster category and the podcast category.

NHD-CA is open to all students in grades 4 through 12. All types of students participate in NHD; for example: public, private, parochial and home-school students; urban, suburban and rural students; English language learners, and students with special needs.

PLEASE READ THIS!

Before you begin work on your entry, you, your teacher, and your parents should read this Contest Rule Book carefully. It contains rules that you must follow to compete in all levels of the NHD-CA competition. More information about topics, sources, and deadlines is available from your county coordinator. Find your local contest & coordinator information by going to www.nhdca.org. Always contact your county coordinator to learn whether any procedures have been revised for your area.

General Rules for All Categories*

RULE 1. CONTEST YEAR

You may begin working on a project for competition after the conclusion of the previous contest year in June.

RULE 2. ENTRY

You may enter only one project (or entry) in one category within a contest year.

RULE 3. INDIVIDUAL OR GROUP ENTRIES

A project may be completed by an individual or a group of two to five students.

- An individual podcast or individual poster must be the work of only one student.
- A group podcast or group poster must be the work of two to five students.
- All students in a group entry must be involved in the research and interpretation of the group's topic.
- Once a group project enters the first level of competition beyond the school level, students may not be added or replaced. If the group loses one or more members, even temporarily, the remaining group members are still eligible to compete. This is true, even if only one student remains. The project is still a group entry because it reflects the work of multiple students.
- Changing categories or topics is not permitted after entering the first level of history day competition beyond the school level. Narrowing and refining topics are permitted and encouraged.

RULE 4. STUDENT RESEARCH

You must complete the research, design, and creation of your project on your own, during the current contest year.

- If you are part of a group entry, your team must work together to complete the research for your project.
- You must not share your research with students outside your group.
- You may not submit someone else's research or project as your own.
- You may not reuse a project from a previous year.
- You must choose a new topic to research each year.

NOTE:

If you are unsure about whether your topic is too similar to a previous year's topic, check with your teacher and your Contest Coordinator.

* Adapted from the National History Day Contest Rule Book

RULE 5. PLAGIARISM

Plagiarizing all or part of your history day project will result in disqualification. You must give credit to the primary and secondary sources you use and provide a complete citation and annotation for all of your sources in your annotated bibliography. See nhd.org/annotated-bibliography for more information about crediting and citing sources.

The online Merriam-Webster Dictionary defines “to plagiarize” as follows:

- To steal and pass off (the ideas or words of another) as one’s own
- To use (another’s production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source¹

Plagiarism includes, but is not limited to, the following examples:

- Turning in someone else’s project as your own
- Failing to put quotation marks around direct quotes and include both a source credit and a proper citation of the source
- Failing to provide proper citations for all quoted and paraphrased material
- Failing to provide the sources for audio, video, or images used in your project
- Giving incorrect information about the source of a quote

RULE 6. TAMPERING

You may not tamper with another student’s entry. Intentional or malicious defacing of another student’s project will result in disqualification. Violations may include, but are not limited to, editing or deleting another student’s website, defacing or stealing elements of an exhibit, or purposefully causing disruption during a performance with the intent of distracting the performer.

RULE 7. ANNUAL THEME

Your entry must relate clearly to the annual theme. Read about the current theme here: <https://www.nhdca.org/s-theme>.

RULE 8. ENGLISH AND TRANSLATIONS

All entries for competition must be submitted in English unless otherwise approved by your Contest Coordinator. Other languages may be used, if translations in English are provided. When considering translated text for the purposes of word count, judges will count only the English translation.

RULE 9. COPYRIGHT

The Fair Use doctrine allows for educational use of copyrighted materials for noncommercial purposes. For this reason, you must not place your project in a nonacademic public setting, such as a commercial internet site, without obtaining permission from the copyright owner. Read more here: copyright.gov/fls/fl102.html.

¹ Merriam-Webster Dictionary, s.v. “Plagiarize,” accessed December 22, 2019, <https://www.merriam-webster.com/dictionary/plagiarize>.

RULE 10. REASONABLE HELP

You are responsible for the research, design, and creation of your entry, but you may have reasonable help from others. Examples of reasonable help are below.

REASONABLE HELP	YOUR RESPONSIBILITY
A teacher provides guidance as you research and analyze your material.	You conduct the research and develop the analysis and conclusions.
A teacher instructs you in how to use podcast or recording software.	You use the software to create and edit your podcast.
A parent uses a cutting tool to cut your poster board.	You design and construct the poster.
A teacher reviews your work and offers editing suggestions.	You consider each edit and make changes to your work.
Non-team members help carry your poster into the contest space.	You set up your poster.
A trusted adult is copied on email correspondence with people you are soliciting for an interview and accompanies you to conduct the interview in person.	You make the formal request and plan, conduct, and record the interview.

NOTE:

Objects created by others specifically for use in your entry violate this rule. Examples include a parent editing a podcast or an artist drawing the backdrop for your poster.

RULE 11. SUPPLYING EQUIPMENT

You are responsible for supplying all equipment at each level of competition for your entry. Check with your Contest Coordinator about available resources. Be prepared.

RULE 12. COSTUMES

You are not permitted to wear costumes that are related to the focus of your entry during judging.

RULE 13. PROHIBITED MATERIALS

The following are not allowed in any competition venue:

- Weapons of any kind, including real, toys, or replicas in any form
- Live animals with the exception of service animals
- Live cultures or organisms
- Anything that could cause damage to the competition venue

NOTE:

Generally, if you are not allowed to bring it to school, you are not allowed to bring it to a History Day contest. If you are unsure about an item, contact your Contest Coordinator.

RULE 14. INTERVIEW WITH JUDGES

Be prepared to answer judges' questions about the content and development of your entry. However, you may not give a formal, prepared introduction, narration, or conclusion during the interview. The judges' questions will guide the interview. Ultimately, your entry should be able to stand on its own without any additional comments from you.

Required Written Materials for All Categories

RULE 15. WRITTEN MATERIALS

Your entry must include the following written materials in the order presented below:

1. A title page as described in Rule 17
2. A process paper as described in Rule 18
3. An annotated bibliography as described in Rule 19

Follow these instructions when preparing your written materials:

- Print your written materials on plain white 8.5 x 11-inch paper, with 1-inch margins on all sides, in 12-point font. A4 paper will be accepted from international Affiliates.
- Use single or double-sided printing.
- Staple materials in the top left corner. Do not enclose these materials in a binder, folder, etc.

SUBMITTING YOUR REQUIRED WRITTEN MATERIALS

Always check with your Contest Coordinator for specific submission instructions in addition to those noted in this rule.

POSTER & PODCAST CATEGORY	Your required written materials must be provided to judges. Bring additional copies to contests, as they may be needed.
PODCAST CATEGORY	In addition to the written materials mentioned above you must also provide "Show Notes."

RULE 16. TITLE

Your entry must have a title that is clearly visible on the title page and on the project itself.

RULE 17. TITLE PAGE

A title page is required as the first page of written material in every category. Your title page must include only the title of your entry, your name(s), the contest division and category in which you are entered, and applicable word counts. Your title page is not included in the word count.

POSTER

Title
Name
Elementary Division
Individual Poster
Poster: 342 words
Process Paper: 420 words

PODCAST

Title
Name
Junior Division
Group Podcast
Process Paper: 420 words

RULE 18. PROCESS PAPER

A process paper is required for projects in every category. The process paper must be 500 words or fewer, and must not include quotes, images, or captions. The process paper words are counted separately and are not part of the word count in the poster. Your process paper must answer the following questions:

4. How did you choose your topic and how does it relate to the annual theme?
5. How did you conduct your research?
6. How did you create your project?
7. What is your historical argument?
8. In what ways is your topic significant in history?

RULE 19. ANNOTATED BIBLIOGRAPHY

An annotated bibliography is required for all categories. Your annotated bibliography must follow these requirements:

- List all sources that you consulted in developing your entry.
- Combine photos or other materials from the same collection into a single citation.
- Separate your bibliography into two sections: one for primary sources and one for secondary sources.
- Do not attach primary or secondary materials to your annotated bibliography.
- Do not include your annotated bibliography in the word count.

Note: Elementary Division podcast and poster students are only required to annotate 5 sources.

Each citation must include a brief annotation. The purpose of the annotation is to provide information about your research process, not to provide analysis to circumvent the word count. Each annotation must be no more than two or three sentences. The annotation should explain the following:

- How you used the source
- How the source helped you to understand the topic

Use annotations to explain your reasoning for classifying any sources that are not clearly primary or secondary. Classifying a source as both primary and secondary is inappropriate.

RULE 20. STYLE GUIDES

Citations and bibliographic references must follow the most recent edition of one of the two permitted style guides below. Regardless of which manual you use, the style must be consistent throughout all written material.

- The Chicago Manual of Style by the University of Chicago Press
- MLA Handbook by the Modern Languages Association of America

NOTE:

Historians prefer The Chicago Manual of Style because its footnote/endnote formatting works best for historical sources. However, NHD-CA accepts the MLA Handbook because of its widespread use in many schools.

FIGURE 3. COUNTING WORDS IN NHD PROJECTS

Required Written Materials (All Categories)

Item	Do the words count?	Explanation
Process Paper	Yes	All words in the process paper count toward the process paper's 500-word limit.
Title page and annotated bibliography	No	Words in the title page and annotated bibliography do not count.

Poster Category

Example(s)	Number of Words	Explanation
December 7, 1941	One	A date counts as one word.
365 or Forty-eight	One	A number counts as one word.
A cow jumped over the moon	Six	Words such as "a," "the," and "of" count as one word each.
John Quincy Adams	Three	Each word in a name is counted individually.
Mid-September or up-to-date	One	A hyphenated word counts as one word.
Eighteenth-century politics	Two	A hyphen is needed in "eighteenth-century" because it is a compound adjective. By contrast, "in the eighteenth century" is four words.



Poster

CA Only Category



The poster is a scaled-down version of the exhibit category. A poster provides the opportunity to demonstrate your understanding of the topic and theme, effectively use a combination of quotations and your own words to share the context, your historical argument and evidence that supports it, and the significance of your topic in history. You will also use images of all kinds (e.g., photos, maps, art images, etc.) and meaningful captions and labels to tell your story and guide the viewer through your display. Each poster includes a process paper and annotated bibliography.

Note: This entry category is available only to participants in the Elementary Division (grades 4 and 5) as an introduction to history day. Posters are a California-only category. NHD-CA winning Posters will not advance to the National History Day contest in Maryland.

POSTER ELEMENTS

F1.

- ▶ Your analysis must be clear and evident to the viewer in the poster itself. Do not rely on supplemental material to deliver your message as judges may not have time to view them.
- ▶ Your argument must be supported with, but not overwhelmed by, visual and textual evidence.
- ▶ Your poster must conform to all general and category rules.
- ▶ Your poster must not include takeaway items for judges or others.

SIZE REQUIREMENTS & CONSTRUCTION

F2.

- ▶ Your poster will be no larger than 30" x 40" in size.
- ▶ It may be oriented either as portrait or landscape.
- ▶ Your project must be flat. It will contain no protruding elements.
- ▶ The display backing may be cardboard, mat board, poster board, foam board, or other flat material.
- ▶ You may attach flat paper items such as written materials, decorative paper, images, labels, etc. to your display backing. However, you may not raise these materials by mounting them on any material that causes them to protrude - they must lie flat on your backing.
- ▶ Do not use ribbon, buttons, textured paper or other materials that result in a raised or textured surface.

<p>F3.</p>	<p>WORD LIMIT</p> <ul style="list-style-type: none"> ▶ A 350-Word limit applies to all student-composed text that appears on, or as part of, a poster. ▶ The following words DO count: <ul style="list-style-type: none"> ▶ The text that you write, including titles, subtitles, captions, graphs, or timelines. ▶ Words in the following DO NOT count: <ul style="list-style-type: none"> ▶ Primary or secondary materials or quotes included on your poster. ▶ Source credits
<p>F4.</p>	<p>CREDITING SOURCES</p> <ul style="list-style-type: none"> ▶ All quotes from written sources must be credited on the poster and fully cited in the bibliography. ▶ All visual sources (e.g., photographs, paintings, charts, and graphs, etc.) must be credited on the poster and fully cited in the bibliography. ▶ Source credits on your poster do not count toward the word total. ▶ See nhd.org/annotated-bibliography for more information and an example of source credits.
<p>F5.</p>	<p>ANNOTATED BIBLIOGRAPHY</p> <ul style="list-style-type: none"> ▶ Rule 19 (page 19), applies to posters, with the following modification: <p style="text-align: center;">Students in the poster category are only required to annotate <u>five</u> of their sources.</p>
<p>F6.</p>	<p>REQUIRED WRITTEN MATERIALS</p> <ul style="list-style-type: none"> ▶ Provide your required written materials for judging ▶ Bring additional copies to contests, as they may be needed. ▶ Refer to your Contest Coordinator for submission instructions.





Podcast

CA Only Category



Podcasts create a listening experience that engages your audience in your history day topic by using voice, sounds, and interviews. Your presentation must follow the annual theme and include your primary and secondary research. Each podcast also includes a process paper and annotated bibliography. You can use your phone along with a variety of online platforms to edit and produce your final podcast. Your podcast must conform to the rules listed below and the general rules that apply to all categories.

Note: Podcasts are a California-only category and are not endorsed by NHD. NHD-CA winning podcasts will not advance to the National History Day contest in Maryland.

<p>G1.</p>	<p>ENTRY CREATION</p> <ul style="list-style-type: none"> ▶ You must create and produce your podcast. ▶ Only you may narrate your podcast. ▶ Your podcast must conform to all general and category rules. ▶ To produce your podcast, you must have access to equipment and be able to operate it. ▶ You may use audio from film, recorded music, previously recorded interviews etc. in your podcast, following the guidelines for source credits in Rule G5. ▶ You must create Show Notes: a written list of brief citations for all sources of audio used in the podcast that were not student-created.
<p>G2.</p>	<p>STUDENT INVOLVEMENT AND OPERATION</p> <ul style="list-style-type: none"> ▶ You may not dramatize or re-enact historical events, figures, speech patterns (accents, verbal inflections, etc.). ▶ You must operate all equipment, including recording and editing equipment, used in the production of your podcast. ▶ Using materials created by others specifically for use in your entry is prohibited.

<p>G3.</p>	<p>TIME REQUIREMENTS</p> <ul style="list-style-type: none"> ▶ Your podcast may not exceed: <ul style="list-style-type: none"> ▶ 10 minutes in length for 6th-12th grade students ▶ 6 minutes for 4th-5th grade students ▶ You may not alter the speed or tempo of the podcast audio. ▶ Timing of the podcast begins when the first sound is heard. ▶ Timing does not include time used to test sound volume for judges. ▶ Timing of the podcast ends when the last sound concludes.
<p>G4.</p>	<p>WRITTEN MATERIALS</p> <ul style="list-style-type: none"> ▶ Bring additional copies of written materials to contests, as they may be needed. ▶ Refer to your Contest Coordinator for submission instructions. ▶ Scripts must not be given to judges or attached to your required written materials.
<p>G5.</p>	<p>SOURCE CREDITS</p> <ul style="list-style-type: none"> ▶ Show Notes - a written list of brief citations for all sources of audio used in the podcast that were not student-created. See example located at nhdca.org/podcasts ▶ Annotated Bibliography - all sources used in the development and research of the podcast, including music, audio clips, sounds, interviews, must be properly cited in your annotated bibliography. See: nhd.org/annotated-bibliography. <p>ANNOTATED BIBLIOGRAPHY NOTE:</p> <ul style="list-style-type: none"> ▶ Elementary Division, 4th-5th grade students, in the podcast category are only required to annotate <u>five</u> of their sources.