New York City History Day
Information and Submission Guide
New York City History Day is the regional contest for National History Day (NHD). Since 1974, NHD has provided over half a million students each year the opportunity to excel at historical research, interpretation, and creative expression. Brooklyn Public Library’s Center for Brooklyn History (CBH) has hosted the contest since 2021.

History Day projects are creative representations of original student research. Projects connect to the annual theme and fit into one of five categories: Documentary, Exhibit, Paper, Performance, and Website. This year the theme is, “Turning Points in History.” Middle School students (grades 6—8) compete in the Junior division and High School students (grades 9—12) the Senior division. Students can also choose to work in a group of 2—5 students or individually. Through the creation of these projects students learn to conduct their own research and analyze their findings. Students also learn creative skills and presentation strategies in line with the category they select. Top entries from NYC History Day will be invited to advance to State and National Contests.

Our commitment is to make New York City History Day accessible to all students in New York City. With this in mind, NYC is the only free History Day contest in New York State, and CBH sponsors students who move on to the State and National contest. CBH is hosting a series of free workshops throughout the fall for teachers and students interested in learning research skills and how to create a History Day project. CBH is also offering free workshops and resources to teachers who would like to incorporate History Day into their classrooms.

In this guide you will find information on the 2024 History Day timeline and important dates for registration and workshops, descriptions of NHD categories and divisions and a summary of standard guidelines and rules, information on required written materials and instructions on how to register for the NYC contest, an overview of the 2024 theme, “Turning Points in History” and a list of helpful links.

**Contact information:**
Sonya Ochshorn
nychd@bklynlibrary.org
www.bklynlibrary.org/cbh/education/nyc-history-day

**Registration:**
Registration will open for Teachers on December 1, 2023. General registration for Teachers, Students and Judges will open January 3, 2024. Registration closes February 8, 2024

https://ny-nycrc.nhd.org/

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## 2024 History Day Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October/November</td>
<td>Brainstorm topic ideas and consider what category to compete in. Attend workshops and work with teachers to develop research questions and find primary and secondary sources.</td>
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<tr>
<td>December</td>
<td>Continue doing research and craft a thesis. Begin to put together a project. Teacher registration begins December 1.</td>
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<tr>
<td>January</td>
<td>Finalize projects including title page, process paper, and annotated bibliography. All projects must upload the required written materials to their registration profile by February 8. Website, Documentary, and Papers must be submitted online as well.</td>
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<tr>
<td>February/March</td>
<td>Judging begins in February. Performances and Exhibits are presented for judging on March 3, 2024. The award ceremony will be held on March 7.</td>
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## Important Dates

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Friday, December 1, 2023</td>
<td>Teacher Registration Opens</td>
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<tr>
<td>Wednesday, January 3, 2024</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>Thursday, February 8, 2024</td>
<td>Registration Closes; Online Projects Due, paperwork for ALL projects must be submitted online.</td>
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<tr>
<td>Sunday, March 3, 2024</td>
<td>Performance and Exhibit Judging at Brooklyn Public Library’s Central Branch</td>
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<tr>
<td>Thursday, March 7, 2024</td>
<td>Awards Ceremony at the Center for Brooklyn History</td>
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<tr>
<td>Sunday, April 14, 2024</td>
<td>New York State History Day at SUNY Oneonta</td>
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<tr>
<td>Sunday, June 9—Thursday, June 13, 2024</td>
<td>National History Day at the University of Maryland</td>
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Categories

History Day participants can present their research in one of five project categories. The project categories are as follows:

- Documentary
- Exhibit
- Performance
- Website
- Paper

Divisions

Participants are divided into two divisions (Junior and Senior) based on your grade level.

- **Junior**
  - Grades 6, 7, 8
- **Senior**
  - Grades 9, 10, 11, 12

Within these divisions participants can choose to work as an individual or in a group of 2—5 students. The paper category allows for individual submissions only. Group papers are not allowed.

Schools can submit up to three (3) projects per category.

**Standard NHD guidelines:**

*For a more thorough guide, read the NHD contest rule book*

Students are expected to show that they have done wide research with both primary and secondary sources.

It is important for projects to show historical context, multiple perspectives, historical accuracy, and historical significance and to make a historical argument.

All entries, regardless of category, must include a title page, process paper, and annotated bibliography in addition to the main entry.

- The **Process Paper** discusses how you came up with your topic and how you conducted your research.
- The **Annotated Bibliography** is a list of all sources used for your project and/or paper (ie. Books, articles, documents, images, films, etc.) and a summary of each entry.
- More information on the required written materials is provided on the next page.

*Note - Examine the Evaluation Criteria carefully when planning, researching, and completing your project. This is what the judges will use to evaluate and rank your projects!*
Title Page

Student Name(s)
Division
Category
Process paper: Word Count

General Rules for Required Written Materials

• Use 1-inch margins
• 12 point font
• Does NOT include quotes, images, or captions.
• Paper & Documentary—Save final document as a PDF and upload with registration.
• Website—Save final document as a PDF and upload directly on your website.
• Performance & Exhibit—Save final document as a PDF and upload with registration. Also, print two copies on 8.5x11" white paper to bring to contest.
• The annotated bibliography and the process paper do not count toward your project word count.
• Paper, Exhibit, Documentary, and Website title pages should also include a separate word count for the project.

Process Paper
• How did you choose your topic and how does it relate to the annual theme?
  • How did you conduct your research?
  • How did you create your project?
  • What is your historical argument?
  • In what ways is your topic significant in history?
  • 500 words or fewer. The word count is separate from the word count in the paper, exhibit, and website.

Annotated Bibliography
• List all sources that you consulted in developing your project.
• Separate your bibliography into two section: one for primary sources and one for secondary sources.
• Citations must follow either Chicago or MLA style.
• Each source must be annotated, this provides information about your research process. It should not include analysis.
• The annotation should be no more than three sentences.
• An annotation should explain: How you used the source, and, How the source helped you to understand the topic.

Go to nhd.org/annotated-bibliography for more specific requirements.
1. Go to: ny-nycrc.nhd.org

2. Select “Create Account” from the navigation menu at the top of the page to open a drop-down menu. Select, “student.” You will be prompted to enter a username, full name, and email. You will continue to fill out your profile information by adding a password, parent/guardian name and information.

3. You will be prompted to select “Start a new entry” or “link to existing entry.” If you are the first student in a group to register, or you are registering for an individual project you will select, “start a new entry.” See below for more information about registering a group project.

4. Follow the registration steps to the “School” page and enter the information for your school, teacher, and grade. Your teacher must already be registered before you create your account.

5. On the “Entry” page you will enter the title, category, description of your project, and any relevant links. This information can be changed later if needed. You do not need to have your project completed by this step. If your project is a group project you will click “Will this be a Team Project” check box.

6. The final page of questions will be permissions that need to be gone over with your parent/guardian. Once you submit the permissions you will be registered. You can make changes to your project and registration by logging in anytime before the February 8th registration deadline.

**Important Registration Information:**

- Teachers must register before students. Talk to your teacher before beginning the registration process. Teachers can begin registering on December 1, 2023.

- Most New York City schools are already in our system. If you or your teacher do not see your school listed please contact nychd@bklynlibrary.org to have it added.

- Register with a personal email. NYC public School students can have blocks on their emails that prevent them from receiving correspondence from NYCHD. In order to ensure you are getting all contest information, you may want to register with a personal email address.

- You do not need to have your project completed when you register. When you get to the “Entry” page you can ignore the links and uploads until you have finished your project. You will be able to access this page and make changes until the registration deadline (February 8).

- Documentary, Paper, and Website categories should upload all pieces of their projects to the registration portal by February 8. Exhibit and Performance categories only need to upload their required written materials (title page, process paper, and annotated bibliography).

- If you have trouble logging in and cannot reset your password, please get in touch with nychd@bklynlibrary.org before creating a new profile.

**Group Projects:**

If you are the first student to register a group project you will be given a project key and a group link. Write these down so that the other members in your group can link their accounts with yours.

If you are registering for a group project that has been started, you will follow the same instructions as above but select, “link to existing entry” at step three. Here you will enter the project key that the first student to register will have received.

Each student in a group project needs to create their own account and have their parent/guardian read over the permissions.
2024 Theme: Turning Points in History

Each year National History Day selects a theme that unites entries from all over the world. In accordance with the rubric, the annual theme should be clearly and consistently connected to project topic and argument. The topic can be local, regional, national, or world history, the theme helps to guide students’ topic selection.

The theme for 2024 is “Turning Points in History.” NHD defines a turning point as an idea, event, or action that caused change, either directly or indirectly. Specifically, it is “the point at which a significant change occurs” – a decisive moment in time. This upheaval of the status quo, or paradigm shift, is caused by an action with impact.

The scale and scope of this turning point can vary. An action by one person, or a movement by millions; a worldwide impact or change in just one community. This idea, event, or action can directly cause change (people in the time period knew it was happening) or indirectly impact people (as a historian we can look back and see a larger picture, that may not have been evident as it was happening). A turning point can lead to social, political, economic, or cultural change, for better or worse.

This theme asks students to draw conclusions about how their topic affected individuals, communities, nations, or the world. Students should question time and place, cause and effect, change over time, and impact and significance. A turning point is more than an important moment from history, it is more than just a new idea or a sudden action. The 2024 theme asks students to show how a moment in history caused lasting change.

National History Day poses the following questions students should ask themselves as they work through their topic:

- Why was this turning point significant in history?
- What factors lead up and contributed to the turning point? How and why did the turning point develop?
- How did it create change?
- What was it like before the turning point? What was the turning point? What was it like after the turning point?
- What were the immediate and long-term consequences?
- What impact did it have on the people who experienced it? How did they, in turn, affect it?

(Adapted from 2024 National History Day Theme Book)
Resources

**National History Day:**
Information on National History Day and find resources for students and teachers on creating an NHD project.
https://www.nhd.org/

**New York State History Day:**
Information on the New York State History Day contest. 1st and 2nd place winners from the NYC regional contest move on to the NYS affiliate contest held on April 14, 2024.
https://www.nyshistoryday.com/

**New York City History Day:**
Information and guides to entering the NYC Regional History Day Contest.
http://www.bklynlibrary.org/cbh/education/nyc-history-day

**NHD Theme Guide:**
Understand the 2024 theme, “Turning Points in History.” Find a theme overview video, information book, graphic organizer to help select a topic, and topic inspiration.
https://nhd.org/en/contest/theme/

**NHD Contest Rules and Evaluation:**
Learn about History Day rules and evaluation criteria with the NHD rule book and category evaluation forms.
https://nhd.org/en/contest/contest-rules/

**NHD Tools for getting started:**
Find tools to help start your NHD project including “choose your topic” graphic organizer, research skills, category information, tips on writing a process paper and annotated bibliography, and project examples.
https://nhd.org/en/contest/get-started/

**NYCHD Video Playlist:**
Find recordings of past workshops and advise from experts.
https://www.youtube.com/playlist?list=PLgwO26gsMgdMt8_Da2V6Ua02Sa9jB4ayY

[Logo: NEW YORK CITY HISTORY DAY 2024] [Logo: Bklyn Public Library] [Logo: CENTER FOR BROOKLYN HISTORY]
Helpful Links

National History Day Contest Rule Book

NHD Guide to Creating a Project

2024 Theme Information and Resources

Contest Registration