

## HOW TO SUBMIT YOUR HISTORICAL PAPER FOR

### NHD in WISCONSIN CONTESTS



**My Paper must be emailed by 11:59pm on this date: \_\_\_\_\_.**

#### STEP ONE

Save your paper as a **Word Document** or **PDF**. (No Google Docs, please.)

Your project will include your **Title Page**, **Paper**, and **Bibliography**. All three of these items must be saved in one document.

We are unable to accept Papers through Google Docs or Google Drive or any similar school drives.

#### STEP TWO

Save your Paper using this name format: **DIVISION, NAME, FULL TITLE**

Example: Student Taylor Lopez is in 7<sup>th</sup> grade, which is the junior division. Taylor will save her paper with this name: Junior Division, Taylor Lopez, The Treaty of Paris A Conflict and a Compromise .

\*\* Please don't include your school name anywhere in your Paper or its title.\*\*

#### STEP THREE

Create an email addressed to [nhdinwi@gmail.com](mailto:nhdinwi@gmail.com) . On the cc: line, add your own email address and your teacher's email address.

#### STEP FOUR

Write the Subject line of your email using this format: **CONTEST, DIVISION, NAME, TITLE**

For example: Student Taylor Lopez attends a school in Wausau. She will be attending the Regional Contest in Stevens Point. Her email subject line will be: STEVENS POINT, JUNIOR DIVISION, TAYLOR LOPEZ, THE TREATY OF PARIS A CONFLICT AND A COMPROMISE

If Taylor's Paper is selected for the State contest, her subject line will be: STATE, JUNIOR DIVISION, TAYLOR LOPEZ, THE TREATY OF PARIS A CONFLICT AND COMPROMISE

Please don't title your Paper or subject line "NHD paper" or "Paper for contest" or something similar.

#### STEP FIVE

**Attach your Paper to the email note.** This attachment must be either a Word document or a PDF; it can't be a Google document or link of any kind.

#### STEP FIVE

Check that you've included your own email address and your teacher's email address. Send the email. To confirm your email was sent correctly, please check your "Sent" folder of your email. No confirmation emails will be sent.

*Any questions? Contact [historyday@wisconsinhistory.org](mailto:historyday@wisconsinhistory.org) (608)264-6487*