



n e w y o r k s t a t e
~ a r c h i v e s ~

STUDENT RESEARCH AWARDS

2010 Guidelines and Application

Introduction

The New York State Archives announces its twentieth annual Student Research Awards program to promote and recognize excellence in student research. The main purpose of the awards program is to encourage students to explore the wealth of historical records in New York State. A secondary purpose is to increase cooperation between schools and organizations that administer historical records useful for education. The New York State Archives encourages the participation of school library media specialists in this project.

Awards

The Student Research Awards program is a statewide competition open to all New York State students in grades 4–12. A total of three awards will be given, one each for students in

- Grades 4–5
- Grades 6–8
- Grades 9–12

Each award consists of a certificate and a cash prize. Certificates of Merit will also be awarded to entries other than the winners that show a heavy reliance on historical records to support research.

Timetable - Entries must be postmarked no later than July 1, 2010.

Recipients will be selected by September 15, and winners will be announced during Archives Month in October, 2010. Entries submitted for competition must be researched and developed during the July 1, 2009 – June 30, 2010 school year.

Competition Rules

1. Both individual students and groups of students (including the entire class) may be nominated.
2. All nominations must be made by teachers or administrators in the school attended by the student or group of students. Adult community members such as municipal historians and public library librarians may also nominate students. Each teacher or administrator may nominate up to five entries. Entries from home schooled students are welcome.

3. The product of student research may be any of the following:

- **Research paper** Two categories of research papers are eligible for an award: (1) the traditional research paper, based on a subject of choice; and (2) a research paper that reconstructs the past by analyzing and interpreting the issues and events mentioned in a historical story, ballad, folksong, folktale, diary, letter, poem, or an oral history interview. (An example of (2): a student uses an 1863 letter written by Colonel Barber in Virginia to his wife in upstate New York as part of a study to reconstruct the colonel's life, in order to show the impact of the Civil War on the life of a New York soldier and his family.) Students must use historical records to analyze and interpret the issues and events mentioned in the historical items they are using. All research papers must be typed or computer-printed on 8 1/2" x 11" paper and double-spaced with pages consecutively numbered. The text length of the paper must be no less than 1,000 words (notes, annotated bibliography, illustration captions, and supplemental or appendix material do not count in the total). Citations—footnotes or end notes, for example—are required for all sources. Five copies of the paper should be submitted. The research paper will not be returned to the entrant.
- **Exhibit** This category is limited to poster exhibits no larger than 24" x 36". Tri-folded exhibits are welcome. The poster should be shipped in a re-usable carton; exhibits will be returned to entrants if shipped this way. The State Archives is not responsible for any damage or loss suffered by the exhibit in shipment. Student-composed written materials that accompany the exhibit should contain no more than 500 words. This limit applies to labels, captions, etc., but does not apply to documents that may be used as an integral part of the exhibit. *If the exhibit is too large or too heavy to be shipped, a videotape, slide show, or photographs of the exhibit may be submitted instead. But copies of the exhibit labels, text, and any additional information that accompanies the original exhibit must be submitted with the entry.*
- **Documentary** Five copies of a documentary must be submitted. Five copies of the script for the documentary must also be included. Productions should be no more than fifteen minutes long. Documentaries must be submitted in a VHS videotape, CD, or DVD format, and will not be returned.
- **Performance** Five copies of the performance must be submitted in a VHS videotape, CD, or DVD format. Five copies of the script for the videotaped performance must also be included. The performance should run no more than fifteen minutes. Submitted media will not be returned.
- **Proposal for designation of historic marker, property, or district** All proposals must be the result of research using historical records. Proposals must be typed or computer-printed on 8 1/2" x 11" paper and double-spaced with pages consecutively numbered. The text length of the proposal must be no less than 1,000 words (notes, annotated bibliography, illustration captions, and supplemental or appendix material do not count in the total). Citations—footnotes or end notes, for example—are required for all sources. Five copies of the proposal should be submitted. The proposal will not be returned to the entrant. **All proposals submitted to the State Archives for designating historic properties, districts, or markers are for Student Research Awards purposes only.** To officially designate a historic property or district, contact New York State

Office of Parks, Recreation and Historic Preservation, Field Services Bureau, at (518) 237-8643, ext. 269. To receive more information about the State Education Department's Historic Marker Program, visit the website <http://www.nysm.nysed.gov/services/marker/srvmarker.html>

- **Websites, PowerPoint presentations, and other computer-based entries.** Five copies of the computer-based entry must be submitted on either a CD or DVD and must be PC compatible. If you have questions about electronic formats, please call the State Archives at (518) 474-6926 or send an e-mail to archedu@mail.nysed.gov prior to submitting an entry. There is no word count limit on PowerPoint presentations. All entries must follow the guidelines mentioned above regarding annotated bibliographies and the use of historical records. Website entries do not need to be submitted on disk, but must have a valid URL address. Five copies of written materials must also be provided. Submitted media will not be returned.
4. **An annotated bibliography is required for ALL entries.** The bibliography should contain *all* primary and secondary sources used in preparing the entry. The annotations for each source must explain how the source was used and how it contributed to the project. The bibliography may be as long as necessary. When using Internet sources, students must link to the specific historical record used, not just the general website of the institution. We encourage students to work with their teacher or school library media specialist for assistance preparing the annotated bibliography.
 5. A substantial portion of the student research must be based on historical records from archives, museums, historical societies, libraries, local governments, community organizations, businesses, families, or individuals. Historical records must *not* be published copies of documents. They must be *original* documents created at the time period on which the research is focused. The use of Internet websites, such as those of the New York State Archives, the Library of Congress, and the National Archives, is encouraged. However, *the Internet should not be the only source of historical records*. The following are some examples of eligible historical records and where they might be found:
 - Personal papers: original letters, diaries, journals, photographs, drawings, and financial records from family collections or archives
 - Business records: ledgers, correspondence, journals, minutes of meetings, advertisements, and research and development files. Business records are usually located at the business itself, in the possession of the family that owned the business, or at local archives, libraries, and historical societies.
 - Local government records: minutes of board meetings, tax assessment records, engineering and highway department records, police and court records, budgets and annual reports, and other types of records created by the local governments themselves. These records are usually located at individual local government units, such as school districts, towns, villages, counties, cities, fire districts, public benefit corporations, and BOCES.
 - Community organization records: correspondence, speeches, membership lists, financial records, and minutes of meetings. Community organizations may include local churches, labor unions, political parties, service clubs, and philanthropic and fraternal groups. The

records of these groups may be in the possession of each specific organization, or located at local historical societies, archives, and libraries.

- State and national records: censuses; vital, property, and probate records; and wills. Copies of these records are often located in local government archives, as well as at local historical societies and libraries, which may have microfilm copies.

6. Students **MUST** use historical records (described in item #5), but they may also use published primary materials. Such primary sources can include board minutes (for example, county board proceedings), broadsides, maps, annual reports, periodicals, or newspapers. Primary materials can also include items contemporary to the period that is the subject of the research (for example, *Godey's Ladies' Book* to document nineteenth-century fashion, crafts, recipes, etiquette, etc.; *Harper's Weekly* to document the Civil War years; *Life Magazine* to document the World War II years). All these primary materials are generally located in special collections of libraries, historical societies, museums, or local governments.

For more information on locating and using primary materials, refer to the State Archives' publication *Consider the Source: Historical Records in the Classroom*, mailed in October, 1995 to all school district libraries and non-public schools in New York State. *Consider the Source* may be purchased for \$10 from the Archives. Contact archedu@mail.nysed.gov or call (518) 473-8037 to request an order form.

7. **Oral history interviews are not eligible** for this awards program. However, such interviews may be used as a historical item as part of a research paper, as described in #3, Research Paper, above ("a research paper that reconstructs the past [using historical records] by analyzing and interpreting the issues and events mentioned in ... an oral history interview.")
8. Research projects prepared for other competitions (such as History Day) are eligible if they meet other relevant criteria, especially the use of historical records in research.
9. Citations and bibliographic references must follow a standard consistent bibliographic format regardless of which style manual is used.
10. Any plagiarism will result in disqualification.
11. All entries must be accompanied by an entry form (see below). Submit five copies of the entry form.
12. Award winners are ineligible to win more than two years in a row.

Selection

The Student Research Awards panel of judges consists of teachers, historians, and archivists.

Judging Criteria

The judges will select the award recipient(s) for each category based on the following criteria:

1. To what extent has the student used historical records?
 - a. Does the bibliography demonstrate use of a variety of historical records?
 - b. To what extent has the student used information from these documents?
2. Is the entry historically accurate?
3. Does the entry demonstrate an understanding of the historical context?
4. Does the entry show evidence of creativity and imagination in interpreting and integrating information from historical records with other information?
5. Does the entry include an annotated bibliography?
6. Is the written material clear and well organized?
7. Are the grammar, punctuation, and spelling correct?
8. Is the visual material clear, appropriate, and visually attractive?

Student Research Awards Checklist

As you prepare an entry for competition, use this summary as a checklist. *An explanation of competition rules begins on page 1 of these guidelines.*

- Did you use historical records in conducting your research?
- Have you completed and included five copies of the entry form?
- Did you include an annotated bibliography using a standard bibliographic format?
- Did you include citations?
- Have you supplied the appropriate number of copies of your entry?
- Does your entry meet word length, time, and size requirements?
- Are exhibit entries packed in re-usable cartons?
- Are documentaries and/or performances submitted in a VHS videotape, CD, or DVD format and include scripts?
- Are computer-based projects PC compatible?
- Did you meet the **July 1, 2010** deadline?

For More Information

Contact Emily Allen at (518) 473-9984, or e-mail archedu@mail.nysed.gov

Entries should be mailed to:

Student Research Awards
New York State Archives
9B52 Cultural Education Center
Albany, NY 12230



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2010 Student Research Awards Entry Form

This entry is nominated by (teacher's or school administrator's name):

Signature: _____

Name of student(s): _____

_____ Grade: _____

Title of entry: _____

Category: (check one)

Traditional research paper _____

Research paper reconstructing the past _____

Performance _____

Audio-visual production _____

Exhibit _____

Proposal for historic marker, property, or district _____

Computer-based (please describe) _____

Other _____ (please describe) _____

Name of teacher (contact person): _____

School district: _____

School: _____

School address: _____

City: _____ State: _____ Zip: _____

County: _____ Telephone: (____) _____ E-mail: _____

List of repositories whose records were used for this entry:

1. Name of repository: _____

2. Name of repository: _____

3. Name of repository: _____

For your convenience, use the attached worksheet for historical records used for your project to help with the annotated bibliography.

Entries must be postmarked no later than July 1, 2010.

Send entries to:

Student Research Awards
New York State Archives
9B52 Cultural Education Center
Albany, NY 12230

Annotated Bibliography Worksheet

Use this worksheet to assist you with your bibliography. *This worksheet does **not** take the place of your annotated bibliography.* Use additional sheets as necessary.

1. Name of repository: _____

Archivist or records custodian who assisted: _____

Repository address: _____ Telephone: _____

Date of repository visit: _____ Date of historical record: _____

Type of historical record: Diary Meeting minutes Letter Photographs Other (list below)

Title/author of historical record (if applicable): _____

Box and folder name or URL for location of historical record: _____

Brief summary of record: _____

Explain how this record will help with your project: _____

2. Name of repository: _____

Archivist or records custodian who assisted: _____

Repository address: _____ Telephone: _____

Date of repository visit: _____ Date of historical record: _____

Type of historical record: Diary Meeting minutes Letter Photographs Other (list below)

Title/author of historical record (if applicable): _____

Box and folder name or URL for location of historical record: _____

Brief summary of record: _____

Explain how this record will help with your project: _____
