

History Fair Checklist – All Project Categories

Summary Statement Forms

1.	Is my SSF complete ? Are all questions <i>completely, thoroughly and thoughtfully</i> answered? Are all names on the SSF? Are all boxes checked?	Yes	No
2.	Is my SSF typed ? (Download High School SSF as a Microsoft Word document from chicagohistoryfair.org .)	Yes	No
3.	Does the thesis on the SSF match the thesis on my board, in my paper or in my documentary?	Yes	No
4.	Did I check the spelling and grammar multiple times?	Yes	No

Annotated Bibliographies

1.	Did I include all names, my class period, and my teacher at the top of and label it as my Annotated Bib.?	Yes	No
2.	Did I cite at least 15 sources that I used for research on the Annotated Bib.?	Yes	No
3.	Did I write an annotation for each source?	Yes	No
4.	Did I include enough detail in my annotations? Did I describe the type of source, the audience for the source, things that make the source unique, things that made the source particularly useful, things that made the source less useful, and where I specifically used the source in my project?	Yes	No
5.	Did I cite my sources using perfect MLA format ? (Use easybib.com and then copy/paste to a Word file or reference your Cheat Sheet.) Did I start with author's last name? Is there a period at the end of every citation? Is the first line of the annotation all the way to the left margin and any subsequent lines indented?	Yes	No
6.	Did I divide my sources into Primary and Secondary sources and label each section as such? (You should at least have a few primary sources. Remember, those were written at the time of your event by witnesses.)	Yes	No
7.	Did I alphabetize my sources by last name within each section (primary and secondary)? (DO NOT NUMBER SOURCES!)	Yes	No
8.	Did I leave a space between each citation and a space between each citation and annotation? (Your Annotated Bib. does not have to be double-spaced, but it should leave enough space between sources and annotations so that it is easy to read.)	Yes	No