

CHECKLIST FOR ALL TYPES OF PROJECTS

FOLLOW THE THEME

Always keep the objective in mind. Personal topics work best. Pick a topic that will keep your enthusiasm and interest. Be sure to have plenty of sources.

USE A "CATCHY" TITLE

If possible use an out-of-the-ordinary title. (Examples: "Don't Fence Me In;" *Spear Today, Gone Tomorrow*;" *Black Gold, Texas Tea*")

FOCUS ON ONE MAJOR IDEA

Take an unusual approach to the subject but be sure it is clearly tied to the year's theme. (Example: If you choose to research a person and how his work impacted history, you do not need to focus on his personal life unless it relates to the impact he had.)

FOLLOW ALL RULES

Read the official rules and follow all guidelines regarding size, word length, time length, number of copies to submit, etc.

DO YOUR OWN RESEARCH AND YOUR OWN WORK

At the fair, the bibliography will be examined and you will be questioned about your work by judges. In the bibliography, list only the sources that were helpful and that you actually used.

GATHER RESEARCH AND MATERIALS FIRST

Decide what you need after you have gathered materials. Do not be afraid to discard unhelpful or non-applicable information.

PROOFREAD!!!!!!!

Correct all spelling, grammar, and typographic errors!! And do not rely solely on computer spell-check. An excellent way to proofread is to read backwards, starting with the last word and page. Also, have other people proofread your copy.

USE A VARIETY OF VISUAL EFFECTS

Variety makes a more interesting project. Be careful not to "over-do" the variety so your project becomes visually disorganized and looks messy.

(Examples: photos, maps, charts, graphs, cartoons, textures, black and white and color.)

ASSUME THE VIEWER KNOWS NOTHING ABOUT YOUR TOPIC

Remember you are *teaching* others about your topic.

CHECK YOUR FACTS!!!!!!!

Be sure your information is historically accurate.

DO NOT CHANGE TENSES

Written materials should incorporate smooth transitions and correct writing style. (Example: Do not mix singular/plural subjects and verbs.)

NOTEBOOKS AND BINDERS

These are NOT allowed in the display.

WATCH YOUR WORD LENGTH

The limit is 500 words (your own words, not those from newspaper articles, etc.). Every word is counted; numbers are not counted.

SOURCES

The information in your project should reflect the number of sources you have used and the ones listed in your bibliography.