

**NHD: Topic Summary**

*Your summary should be in third person, past tense, 11-point font, and no more than two pages.*

Step 1: Select Topic and complete steps 2-8 for your topic.

- ✓ Consult the topics lists provided.
- ✓ Get teacher approval for your selection.
- ✓ The topics you select must be relevant to our class.

Step 2: Google your topic and find a brief article on your topic from a reliable source.

Step 3: Open a New Google Document.

- a. Share the Google Document with your teacher.
- b. Title the Google Document "*Your Name* NHD Project on *Topic*"
- c. Create a cover page in Chicago style (centered on page):
  - a. Title
  - b. Your Name
  - c. Teacher Name
  - d. School Name
  - e. Date (insert a page break after the date)
- d. Insert a header with your last name and page numbers (not on first page)

Step 4: Read and paraphrase the article on the second page of your new document.

Step 5: Write a final paragraph answering the following questions in third person, past tense:

- a. What major or divisive issues are at play in this topic?
- b. How does this topic relate to this year's theme?
- c. What information or answers are still unclear or debatable? (come up with three)

Step 6: Insert a page break. At the top of the next page, write "Annotated Bibliography" at the top and center. Hit return. Follow these steps to format your bibliography:

- a. On the next line in bold write "**Primary Sources**" then hit return.
- b. On the next line write "**Secondary Sources.**"
- c. Select the bolded text only.
- d. In the main menu, select "Format."
- e. In the dropdown select "Align and Indent." Choose "Indent Options."
- f. In the new box that appears, under "Special Indent" dropdown menu, select "Hanging."

Step 7: Under "**Secondary Sources**" on a new, un-bolded line, type your citation in Chicago Style format:

Author Last Name, First Name. "Title." Website Title. Last modified date. Link.

Step 8: Under your citation write an annotation. An annotation is a note about the source. Answer the following questions in 1-2 fluid paragraphs:

- a. What kind of source is this? (website? book? photograph? painting?)
- b. What do you know about the source's point of view or bias? (look it up!)
- c. What was the most significant information you got from the source?