**Process Paper**

A process paper is a description of no more than 500 words explaining how you conducted your research and created and developed your project and report (Do not confuse this with your report; it is not the same thing). You must conclude your description with an explanation of the relationship of your topic to the contest theme.  
  
A title page is required as the first page of written material in every category. Your title page must include only the title of your entry, your name(s) and the contest division and category in which you are entered. Do not include your age, grade or school name.  
  
**The first section** should explain how you chose your topic.

**The second section** should explain how you conducted your research.

**The third section** should explain how you selected your presentation category and created your project.

**The fourth section** should explain how your project relates to the National History Day theme (leadership and legacy). This does not need to be nearly as in-depth as your essay. Considering that you can’t exceed 500 words, you can and should keep this part brief.