

Mid-Atlantic Region - Phi Alpha Theta

Maryland-Washington, D.C.- Delaware

STANDARD REGIONAL CONFERENCE FORMS

I. Forms for students:

- 1) **PAPER PROPOSAL & ABSTRACT FORM.** Needs to reach host chapter by February 10, 2003.
- 2) **COVERSHEET FOR CONFERENCE PAPERS.** Must be attached to the student's finished paper.
- 3) **CRITERIA FOR JUDGING PAPERS FOR PRIZES.** To give to each student intending to present a paper.
- 4) **STUDENT CHECKLIST ON THE TECHNICAL ASPECTS OF THE PAPERS:**
Offered as a quick reference for students as they revise their papers to conform to regional conference standards.
(Confidential note to advisors: This sheet was developed at the request of commentators and judges who served repeatedly over the years and wanted to see better attention to details in more of the papers.)
- 5) **MEMORANDUM TO THE PROFESSOR FOR WHOM THE STUDENT'S PAPER WAS ORIGINALLY PREPARED.**
(Intended to lighten advisor's supervisory role in helping students with the preparation of their papers.)

II. Courtesy sheet for advisors:

FACULTY ADVISOR'S CHECKSHEET ON THE FINAL VERSION OF THE STUDENT CONFERENCE PAPER.

A quick reminder sheet for that moment when advisors might be preparing several students' papers in a hurry to get them photocopied, packaged and into the mail.

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PAPER PROPOSAL AND ABSTRACT FORM

(to be submitted to your Phi Alpha Theta faculty advisor by _____)

Your name _____ Your school _____

Chapter name _____ Your status: _____ undergraduate; _____ graduate student

Your personal mailing address (for our mid-March missive): _____

NOTE: This form serves as your official commitment to present a paper at the Phi Alpha Theta Regional Conference. It enables the host chapter to develop an early first draft of the conference program and to identify appropriate faculty commentators.

PLEASE TYPE OR PRINT NEATLY ALL PARTS BELOW

1. Paper title:

2. In a maximum of two sentences, identify the central historical issue or problem that prompted your choice of topic:

3. In a concise paragraph, describe the contents of your paper. (It would be especially helpful for you to use phrases such as "This paper focuses on.....; it is divided into "x" parts.....; it analyzes...; etc.)

(Please turn over for the continuation of this form.)

Paper Proposal and Abstract Form (cont'd)

4. Your main conclusion:

5. In two to four sentences, identify the kinds of sources you used for the paper, and if foreign language sources were appropriate for the topic, briefly tell how you dealt with this issue.

Students:

1. Please write yourself a note about the deadline for getting your finished paper to your Phi Alpha Theta faculty advisor and put it in a prominent place.
2. Keep in mind that you can only make small, cosmetic changes to your paper after you have submitted it for the February deadline. For the sake of the work that commentators and judges must do, it would be inappropriate to change your paper in any substantive way once they receive the original copies of the paper.

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COVERSHEET for CONFERENCE PAPERS

Note: This sheet must be attached to the final version of your conference paper, due at the host school by February 10, 2003.

PART A: RULES AND GUIDELINES FOR PAPERS

1. Papers must be genuinely historical in nature.
2. Papers cannot exceed 4,000 words, not counting the words in the endnotes, bibliography, and any appendices. Authors must be able to read their paper comfortably in 20 minutes or less.
3. Papers must have endnotes; please note: footnotes or scientific style notations are not allowed. The endnotes need to be carefully formatted according to the style outlined in Kate L. Turabian's A MANUAL FOR WRITERS OF TERM PAPERS, THESES, AND DISSERTATIONS or THE CHICAGO MANUAL OF STYLE. Alternatively, authors may copy the style used by THE AMERICAN HISTORICAL REVIEW.
4. A formal bibliography, divided into separate sections for primary sources and secondary sources, must be attached to this paper. Sub-divisions within these two sections (e.g. periodical sources, newspapers) are also permitted. Historiographical essays should also follow this basic two-part division in the bibliography, unless all the secondary sources are being treated as primary sources.
5. To be eligible for the prize competition, papers must arrive at the host institution by the deadline date and may not have been published previously. (Students, however, retain all rights to future publication of their work.)
6. Six copies of the paper must reach the host chapter by the announced deadline. Consult your advisor on whether your history department is able to help make the copies.

PART B: BASIC INFORMATION ON THE PAPER AND AUTHOR (Please complete every line.)

Your name (pls. print) _____ Apt.,dorm or home phone number: _____

E-mail address _____ Your university/college _____

Your academic status ___(graduate student) ___(undergraduate). Are you a member of Phi Alpha Theta? _____

Title of your paper _____

NUMBER OF WORDS IN YOUR TEXT _____ Has your paper ever been published? _____

Please do not sign your name below until you have completed your paper. By signing your name, you are confirming that to the best of your knowledge, you have conformed to the rules, guidelines, and expectations for this paper, as outlined in three documents: this coversheet, the criteria for judging papers in the prize competitions, and the checklist for students preparing papers for the regional conference.

Signature of author _____ Date _____

Signature of chapter advisor _____ Date _____

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CRITERIA FOR JUDGING PAPERS FOR PRIZES

Note to students: Undergraduate papers are judged only against undergraduate papers; graduate papers against graduate papers. There are four standard prize categories: first, second, and third prizes and honorable mention; however, faculty judges have full discretion in deciding whether to award a prize in every category. Similarly, if there is a tie in one category, the judges will award two prizes for that category. The following are the criteria judges use to determine prize winning papers:

- Faithful adherence to the basic rules on papers, as listed on the Coversheet for Regional Conference Papers. Papers that do not conform to these rules will not be eligible for prizes;
- Clear statement of the purpose of the paper, including a short discussion on how the paper relates to the historiography on the topic;
- Originality or creativity of the paper (with higher expectations for graduate student papers);
- Conceptualization of the historical problem or issue to be addressed in the paper;
- Quality and coherence of the argumentation (includes whether the paper has a clear thesis);
- Organization of the paper;
- β Author's use of sources and the quality of the research (includes breadth and depth of sources, methodology, accuracy in the exploitation of sources, and, for graduate students working on topics where the sources are mainly non-English sources, the extent to which the student has used appropriate sources in the relevant language);
- Quality of the writing (includes style, coherence and clarity);
- Mechanics: attention paid to technical matters (good English usage, punctuation, capitalization, etc.), and overall appearance of the paper ;
- Quality of the conclusion.

*Students might wish to give a copy of this sheet to the professor for whom they originally wrote their paper.

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STUDENT CHECKLIST ON THE TECHNICAL ASPECTS OF THE PAPER

- Gave the “regional memorandum” to the professor for whom you originally wrote the paper and asked for additional advice on ways to convert it into a good conference paper;
- Affixed title page and the conference coversheet to your paper;
- Used a standard font (e.g. Times New Roman, 12 or the close equivalent);
- Proofread your paper very carefully;
- Used a reliable means of determining the word count in your text, and have put that number in the designated space on the paper coversheet; (check with your chapter advisor if your computer does not give a word count.)
- The paper includes a thoughtfully crafted introduction and conclusion, as well as a clear thesis;
- Did not use quoted material excessively (i.e. not more than 10% of the text);
- Have used one of the three citation guides mentioned on the regional paper coversheet, with all endnote numbers in Arabic numerals;
- Have numbered the pages of the paper, including the endnotes and bibliography
- Have put all of your documentation into a separate endnote section, entitled “Endnotes,” that immediately follows the last page of your text;
- Have provided a formal bibliography, at the very back of your paper, that is divided according to kinds of sources (see the coversheet for instructions) and is titled “Bibliography”;
- Have translated any foreign words or sentences in your paper, and, in the case of titles, have given an English equivalent in parentheses;
- Prepared and submitted to your chapter advisor a short, typed biographical paragraph on yourself for the moderator of your panel.

Note: If you have additional questions on the technical requirements for the paper or how they might apply in specific cases, be sure to ask your faculty advisor for help.

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**MEMORANDUM TO THE PROFESSOR FOR WHOM
THE STUDENT’S PAPER WAS ORIGINALLY
PREPARED (Page 1 of 2)**

**This memorandum should be given to the professor within a few days after the student decides to give a conference paper:*

PART A: To be completed by the student:

Your name _____

Your phone number _____ E-mail address _____

Latest date for submitting your completed conference paper to your chapter advisor _____

PART B: Memorandum to Student's Professor

Dear Professor,

The student listed above is submitting a paper for the forthcoming history conference of the Mid-Atlantic region of Phi Alpha Theta. As you have learned, the student has decided to present a paper that he or she wrote originally for you.

To enhance the quality of the papers given at the conference, Phi Alpha Theta chapter advisors are asking the professors for whom these papers were first written to help their students convert their papers into very good conference papers. This should not entail much extra work for you because you are already familiar with the paper. But if you could review the paper quickly once more and underscore for your student what he or she needs to do to improve both its quality and its professional appearance, we would be deeply grateful.

To help guide you, we are providing two shorts lists on the reverse side of this sheet. One gives the basic requirements for our conference papers; the other mentions some issues that have been problematic in conference papers in the past and which we would like to avoid now. In addition, your student should give you a copy of our basic handout, “Criteria for Judging Papers for Prizes”, which he or she has already received from your Phi Alpha Theta chapter advisor. We hope that this will also be helpful to you.

Thank you for your attention to this matter.

Sincerely,

Sandra Horvath-Peterson
Regional Coordinator

(Please turn over)

MEMORANDUM TO THE PROFESSOR FOR WHOM THE STUDENT'S PAPER WAS ORIGINALLY PREPARED

(Page 2 of 2)

BASIC REQUIREMENTS FOR THE PAPERS:

- Papers must be genuinely historical in nature.
- They may not have been published already.
- They cannot exceed 4,000 words in length, excluding appendices, endnotes, and bibliography.
- They may be historiographical essays, original interpretations of secondary sources, or research papers. If the latter, and if they were written by undergraduates, they should be based on at least some primary sources. If they are graduate research papers, they should be based dominantly on primary sources.
- Students should provide endnotes (not footnotes or scientific-style citations), and the endnotes should be formatted according to a standard historical style (Turabian/Chicago Manual of Style or that used by the American Historical Review.)
- Students must supply a formal bibliography, divided into separate sections for primary and secondary sources. Further sub-division of the two basic categories is allowed. If the paper is an historiographical essay and the student has used some secondary sources as secondary sources, then the student should also divide the bibliography into the two basic sections.

SOME ADDITIONAL MATTERS TO CHECK:

- That the student provides at least some historiographical context for the paper, given that it will be offered at a general history conference;
- That the student has not omitted vital sources in the paper; (for graduate students working on topics where the main sources are not in English, this would include the use of original language materials, if possible);
- That the student has attended to proper and uniform scholarly citation;
- That the student has used quoted material appropriately, and that the amount of quoting does not exceed 10% of the student's paper;
- That the student has translated all foreign words, phrases, and sentences into English.

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FACULTY ADVISOR'S CHECKSHEET ON THE FINAL VERSION OF THE STUDENT CONFERENCE PAPER

I. THE PAPER

- _____ Coversheet, with every line completed;
- _____ Pages numbered (for ease of commenting and discussions among judges);
- _____ Text of paper does not seem to exceed the 4,000 word maximum;
- _____ Notes are gathered together in a separate endnote section at the back of the paper, and :
 - B* are formatted properly
 - B* use full and short form citations appropriately
 - B* appear to contain all required information
- _____ A formal bibliography is appended to the back of the paper. The bibliography is divided into a section for primary sources and one for secondary sources, unless the student uses only primary sources or secondary sources as primary sources.
- _____ The type font is not unorthodox in style, too small, or too large (New Times Roman, 12, or its equivalent is ideal.
- _____ Student has included a copy of his biographical paragraph with his or her paper.

II. OTHER VITAL MATTERS

- _____ Remind each student not forget to bring a copy of the paper to the conference to read. (Obvious, but each year one or two students forget to do this.)
- _____ Copies of the most important documents to keep for yourself:
 - a spare copy of the student's paper
 - a copy of the student's paper coversheet for possible last-minute contact information
 - a copy of the student's (1 paragraph)"biography"
- _____ **SIX** copies of the paper, the coversheet, and the student's "bio" need to reach the host institution by March 10, 2003 .