

Static Entry Guided Documentation Form for Meridies *Kingdom A&S Faire*

One option for providing the required documentation for your entry is to use the *Guided Documentation Form*. You may plug your answers in on this Word document or use the sections and questions as a map to build your own research paper; there is no length requirement or restriction. In whichever format you choose, please be sure to answer all the questions below that are appropriate for your entry.

Within your written documentation it is essential that you make references to sources, using footnotes, endnotes, or internal citation. Include graphics from the sources (photos, diagrams, drawings) when appropriate to support or enhance your documentation. (If at all possible, avoid displaying reference books with your entry.)

Once your documentation is complete, print it and make 2-3 copies of your documentation package, including a cover page, to submit with your entry for judging. If your documentation package is extensive it is not necessary to make multiple color copies; only one of the packages must be complete with color copies, appendixes, etc. If you choose, the other copies may contain only the main documentation and B&W photos, but should clearly indicate on the cover that there is a full documentation package available.

Section One: What is it?

1. Item's name
2. Item's purpose (if not evident in name)
3. Approximate time period of item
4. Approximate geographic location of item
5. Who used it?
6. How was it used in period?

Section Two: How is it made?

7. What materials were used to make similar items in period?
8. What tools were used to make similar items in period?
9. What methods/techniques were used to make similar items in period?
10. What materials did *you* use to make the item? If they differ from those in period, explain why.
11. What tools did *you* use to make the item? If they differ from those in period, explain why.
12. What methods/techniques did *you* use to make the item? If they differ from those in period, explain why.

Section Three (Optional): Conclusions/Lessons Learned

13. Did you consider making it other ways?
14. Why did you choose to make it the way you did?
15. What did you learn from making or using it?
16. Would you make it differently next time? How?

Section Four: A complete source listing/Bibliography

You may attach photocopies of pertinent pages and information from your sources; include the copyright (verso) page with photocopied pages.

For books, articles and other hard copy sources please provide the following information:

- Author
- Title
- Date of Publication
- Publisher
- ISBN (if applicable)

It is a good idea to be consistent in your format. For some standardized formats, please feel free to consult any of the following systems: APA, MLA, Chicago, or Turabian. For further guidance regarding these systems see the Kingdom A&S website at: <http://artsandsciences.meridies.org>.

For Web sites include name of the site, the complete URL, and the retrieval date. There is also standardized formatting for these - just maintain consistency.