

# Teens' Static Entry Guided Documentation Form For Meridies *Kingdom and Regional A&S Faires* Ages 12-15

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. You may also get help from an adult, but you should do your own work and answer the questions in your own words.

Within your written documentation you should include references to your sources. For example, don't just tell us what tools were used to make an item in period, tell us where you found that information. In your paper you can identify your sources by using internal citations, footnotes or endnotes, just be sure to use the same method throughout your entire paper in order to be consistent. You may 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 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 should 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 one full documentation package available.

**Required - Cover Page:** The cover page should have your name, your SCA name if you have one, the title of your entry and your age.

## **Required - 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?

## **Required - 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. If the entry is to be eaten or is a drink, this is where you list all the ingredients. If ingredients are not provided, then the entry cannot be judged.
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.

## **Optional - Section Three: 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?

## **Required - References: A complete list of sources used/Bibliography**

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. (If you have begun to use standardized formats in school, 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.

## **Optional – Appendix: If you choose to do an appendix, it should be placed after your reference page(s.)**

You may use an appendix, with photocopies of pertinent pages and information from your sources that you didn't include in your written paper. These might be facsimiles of the period/primary sources that support your documentation, a picture of a similar period item in a museum, a piece from an archaeological dig, or perhaps a medieval painting with the item in it. Include the copyright (verso) page of your source with photocopied pages.