Manual for Participants

School, Open and Corporate Divisions 2019
Copyright

Published by The Kids’ Cancer Project, Box 6400, Alexandria, NSW 2015

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Thank you

Our Write a Book in a Day competition would have to be one of my favourite fundraisers on The Kids’ Cancer Project calendar. And that’s because it’s unlike any other creative writing competition out there. It’s a short story competition with three unique ingredients.

Firstly, it’s all about a collaborative effort. The books must be planned, written, illustrated, printed and bound by a team of writers.

Secondly, every story grows from a unique set of parameters that are given to each writing team. No book will be the same!

Thirdly, the result is hours of entertaining reading for children in hospitals all around Australia. Not only that, but all the sponsorship funds generated throughout the competition go to a cause I am incredibly passionate about.

Many years ago I learned that scientific research is the only way we can help children overcome cancer. Since then, I have dedicated my life to raising awareness and the funds to support bold science that will have the greatest chance of clinical success in the improvement of treatments of childhood cancers.

I’m so proud that The Kids’ Cancer Project has been able to commit more than $36 million into funding for childhood cancer research over the past 14 years. But we could never have done that without the support of the community. Since 2009 over $1 million has been raised through the Write a Book in a Day competition!

I honestly can’t thank you enough for entering this fun and creative competition, and I wish every team the best of luck.

Col Reynolds OAM  
Founder and Director  
The Kids’ Cancer Project  
thekidscancerproject.org.au
1. Introduction
The Write a Book in a Day competition is a team writing competition open to writers from Year 5 to adult. Books are written and illustrated by teams of up to 10 writers in a consecutive 12-hour period on one day. Each team is provided a unique set of parameters to write their story: two human characters, one non-human character, an issue, a setting and five random words.

This manual provides all the information on how to enter plus the full details of the competition and its rules. There are additional guidelines and resources available on the Write a Book in a Day website writebookinaday.com.

2. The competition terms and conditions
The Write a Book in a Day competition is managed by The Kids' Cancer Project and the Write a Book in a Day Advisory Committee. All teams and books must comply with the rules to be eligible for entry.

2.1 Competition period
• Registrations open 1 May.
• The competition period is 1 June - 31 August.
• All books must be written within a consecutive 12-hour period (one day) during the competition period.
• Each team selects their preferred writing day during the competition period.
• Writing and illustrating is to commence no earlier than 8am and finish no later than 8pm on the selected writing date.
• Books must be uploaded to the website writebookinaday.com as a PDF file and as plain text by 8pm on your chosen writing day.
• A bound hard-copy version of the book must be mailed on the next business day to: Write a Book in a Day
  The Kids’ Cancer Project
  PO Box 6400
  Alexandria NSW 2015

2.2 Competition divisions
Teams may enter the competition in one of the following Divisions:
• Primary school – Years 5-6
• Middle secondary school – Years 7-9
• Upper secondary school – Years 10-12
• Open – 18 years and over
• Corporate – 18 years and over, corporate sponsor

Note: Teams from primary school Kindergarten to Year 4 are not eligible to enter due to the demands of the competition.

2.3 Competition teams
Each book must be written, illustrated and bound by a team of writers.
• The minimum number of team members is five (5).
• The maximum number of team members is ten (10).
• For school teams, the year group of the majority of team members determines their division, e.g. a team with seven Year 9 students and two Year 10 students would enter the middle secondary school division.
2.4 All teams entering the Write a Book in a Day competition must agree to make their books available for donation to children’s hospitals in Australia.

2.5 The Write a Book in a Day competition is a creative writing competition and as such, winning entries are selected based on the judging criteria outlined in Section 7. The judges’ decision is final and no correspondence will be entered into. Copying an existing story is plagiarism and any plagiarised entries will be disqualified. The Kids’ Cancer Project reserves the right to disqualify unsuitable entries at its discretion.

2.6 All prize winners agree to the use of their name and address for publicity and competition purposes, without compensation.

2.7 The Kids’ Cancer Project assumes no responsibility for any error, omission, interruption, corruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction or unauthorised access to, or alteration of entries. The Kids’ Cancer Project is not responsible for any problems or technical malfunction of any telephone network or lines, computer networks and systems, servers, or providers, computer equipment, software, failure of any e-mail or entry to be received by The Kids’ Cancer Project on account of technical problems or traffic congestion on the Internet or at any web site, or any combination of them, including any injury or damage to any entrant's or any other person's computer related to or resulting from participation or downloading any materials in this competition.

2.8 The Kids’ Cancer Project reserves the right in its sole discretion to disqualify any individual who it has reason to believe has breached any of the competition conditions, or engaged in any unlawful or other improper misconduct calculated to jeopardise the fair and proper conduct of the competition. The Kids’ Cancer Project has legal rights to recover damages or other compensation from such an offender.

2.9 Entry into the Write a Book in a Day competition is open to all Australian residents, excluding employees and immediate family of The Kids’ Cancer Project and Write a Book in a Day judges and their related companies.

3.0 To add a team member to a team the Teacher/ Team Admin must confirm that the team member has received permission from a parent or guardian to participate in and fundraise for Write a Book in a Day. A Student Permission Letter is available for download in the Resources section under Competition Info on the Write a Book in a Day website.

3. Competition entry fees and sponsorship
The Write a Book in a Day competition is a fun way to help a serious issue. Money raised through sponsorship goes toward grants funding scientific research. The more money raised, the greater the benefit to kids with cancer.

3.1 Competition fees
- An entry fee of $70 is required for each team to participate in the competition.
- To be eligible for judging, each team must raise $240 minimum in sponsorship donations and deposit the entry fee and sponsorship donations by the due date.
  - Teams are encouraged to raise more sponsorship donations through special prizes awarded for the top five highest fundraising individuals and the top five...
highest fundraising teams.

3.2 Sponsorship donations
The competition puts no limitations on the amount of sponsorship dollars a team or individual can raise during the competition open dates. All sponsorship donations raised are gratefully acknowledged by The Kids’ Cancer Project.

3.3 Payment dates
Please note the payment due dates carefully in the table below.

<table>
<thead>
<tr>
<th>Fees per team</th>
<th>Due date</th>
<th>Non-payment action</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70 entry fee</td>
<td>Must be paid at least <strong>ONE WEEK BEFORE</strong> the chosen writing date.</td>
<td>If the entry fee is NOT paid, no parameters will be sent to your team. The team will be deregistered.</td>
</tr>
<tr>
<td>Minimum $240 sponsorship</td>
<td>Must be received by The Kids’ Cancer Project <strong>by 31 August.</strong></td>
<td>If sponsorship is NOT paid by 31 August, your book will not be judged. Prizes for fundraising will be allocated based on the sponsorship figures as at Friday 6 September, 2019.</td>
</tr>
</tbody>
</table>

3.4 Payment methods
- Credit card via the *Write a Book in a Day* website [writebookinaday.com](http://writebookinaday.com) in the Registration section.
- Direct deposit to:
  - Account name: The Kids’ Cancer Project
  - BSB: 032010 Westpac
  - Account No: 291311

  **Please include school name, writers group or corporate name in full as reference. If you have multiple team entries, please advise by email to info@writebookinaday.com how the payment is to be allocated.**

- Cheque and money orders to:
  - The Kids’ Cancer Project
  - *Write a Book in a Day*
  - PO Box 6400
  - Alexandria NSW 2015

  **Please include school name, writers group or corporate name in full as reference. If you have multiple team entries, please advise by email to info@writebookinaday.com how the payment is to be allocated.**

- Please do not send cash payments.
- Invoices can be generated through the *Write a Book in a Day* website if required.

3.5 Tax Deductible Donations
- Sponsorship donations are tax deductible. This does not affect the money paid by schools, as they are tax exempt.
- As this is a competition, sponsorship by participating team members themselves does not qualify for tax deductibility.
• The easiest method for sponsors to receive a tax-deductible receipt is to sponsor a team via the Write a Book in a Day website. Simply go to the Teams section on writeabookinaday.com. Receipts will be issued from the website. Donations made via direct deposit or cheque will be receipted once funds have been received with contact details of those requiring receipts.

3.6 Entry fees and sponsorship donations are GST exclusive.

3.7 Monies raised through sponsorship go to The Kids’ Cancer Project, an independent national charity supporting childhood cancer research. Since 1993, thanks to strong community support, the charity has contributed tens of millions of dollars to scientific research projects to help children with many types of cancer.

4. Book rules
To ensure books are eligible for submission and judging, they must adhere to the following rules. As long as your finished book meets all the criteria below, how you develop it and manage the process on the day is up to you.

4.1 Parameters
A unique set of five parameters is computer-generated for each team. Your story must be based on and primarily written around these five parameters. These parameters will be two human characters, one non-human character, a setting and an issue. The story may include secondary characters and settings but the parameters are the key components.

On the day before writing, the team contact will receive an email advising that the parameters are ready to be downloaded from the website. The writers must not see these parameters until 8am on the writing day. The emails will be sent at the following times:
• School teams will receive their email after 3pm the day before writing.
• Open/Corporate teams will receive their email after 11pm the day before writing.

4.2 Random words
All teams are assigned five random words to be included at least once anywhere in the story. They must be included as written and without adaptation, e.g. “free” must be written as “free”, not “freely” etc. The random words are the same for every team in the competition. Please write the random words in bold type to highlight their inclusion in your story.

4.3 Australian identity
Your story must include identifiable Australian content. This can be in the theme, setting, characters or issue. The competition started at the home of a great Australian author, Katharine Susannah Prichard, which is now a writers’ centre bearing her name. It is an Australian competition with stories for Australian readers.

4.4 Originality and language
All stories must be original and not previously written or published. All stories must be written in English.

4.5 Target audience age
Your story is intended for reading by children aged 10-16 years who are patients in
children’s hospitals. Do not include any swearing, strong or excessive violence, and inappropriate topics. School teams are advised to consult their adult supervisor for advice.

4.6 Word count
The word count includes the words on all pages of the book including front cover, contents, dedication, back cover blurb and all pages in between.

The word count for your story must be within the limit for your division. Books outside the limits will not be eligible for judging.

<table>
<thead>
<tr>
<th>Division</th>
<th>Word count (minimum to maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary school</td>
<td>2000 to 2500 words</td>
</tr>
<tr>
<td>Middle secondary school</td>
<td>4000 to 5000 words</td>
</tr>
<tr>
<td>Upper secondary school</td>
<td>4000 to 5000 words</td>
</tr>
<tr>
<td>Open and corporate</td>
<td>8000 to 10000 words</td>
</tr>
</tbody>
</table>

4.7 Illustrations
While this is a writing competition, illustrations play an important role because of the target audience. The front and back cover of the book must be illustrated, with further illustrations throughout the book. Illustrations may be created by hand or digitally. All illustrations must be original or copyright free.

For more information about illustrations, go to the Resources section under Competition Info on the Write a Book in a Day website where you’ll find an article titled All you need to know about illustrating your book.

4.8 Style
Be as creative as your story is, but please keep the font type and size legible. We suggest a font size no smaller than Arial 10 font. Chapter titles and page numbers are optional.

4.9 Compulsory sections
Your completed book must include the following sections in this order:
 i. an illustrated front cover including book title and team name
 ii. your Parameters Form (see Appendix 1 for a sample form) **see below
 iii. list of authors and illustrators
 iv. a Copyright page (see Appendix 2 for a template)
 v. your completed story with illustrations
 vi. a back cover with a brief summary of your story (a blurb), a reader age recommendation and an illustration.

** If you cannot add the PDF Parameters form to your digital document, please create a page with the Team Details information, the parameters and the random words.

4.10 Optional sections
You may include these optional pages after the Copyright page (remember, they will contribute to your overall word count):
  • a message of goodwill to the children in hospital
  • an acknowledgement to thank your sponsors and helpers
• a chapter contents page
• reviews of your book can be included on the back cover with the blurb.

4.11 Digital edition
Save your completed book with all compulsory sections as a PDF file and as plain text. These files must be uploaded to the Write a Book in a Day website writeabookinaday.com by 8pm on the writing day. Please see Section 6 for more details.

4.12 Hard copy edition
A hard copy version of your book must be mailed to the Write a Book in a Day office on the next business day after the writing day. The book must be securely bound using staples, heat binding, spiral binding or another appropriate method. Please ensure it is sturdy yet easy to be opened for reading.

5. Registration
To register for the competition, go to writeabookinaday.com and use the information below to complete your registration.

5.1 Registration
• Only ONE registration is required per school or Open/Corporate group.
• A school or group can enter multiple teams in the competition under this single registration. Please consult with other staff at your school or members of your group to ensure there is only one registration.
• Include the full school or group name with correct spelling.
• For schools, do not add a team name or year group to the name, e.g. Wilson State High School is correct, not Year 9 Wilson State High School.

5.2 Login
• To register, a school or group must create a login with a unique username and password.
• This login must be new each year, so even if you have entered the competition before, you must create a new login.
• This login provides access to all your team details, the Parameters Form (when available) and book upload area.
• The username and password must each consist of 6-15 alphanumeric characters

5.3 Contact person
• For school teams, a student cannot be the school or team contact person. The contact must be a teacher, librarian or other supervising adult for all teams at the school.
• For group teams, please nominate a single contact person.
• Ensure all details are correct for the contact person.
• Include the area code for landline telephone numbers.

5.4 Team details
• Multiple teams can be entered into the competition under a single registration.
• Each team must be added one at a time. If the entry fee of $70 is not received one week prior to the writing day, the team will not receive their parameters.
• Each team must have a different name. This name can be changed on the
writing day. If the name is changed, it must be amended on the website on the writing day so that the team name on the book matches the website record.

- Enter the division for the team. A school may have teams in different divisions.
- Enter the writing day for the team. A school or group may have multiple teams writing on different days.
- You must update the date if you change your writing day as it affects when team parameters are available to be downloaded.
- You can delete a team up to one week prior to the nominated writing day.

5.5 Team members
- To add a team member to your team. Login to the Teacher Portal and click on ‘Edit’ within the team details table.

5.6 Payment of fees
- Once your team(s) is registered, you can pay via credit card immediately on the website. You can pay in full or in instalments (minimum accepted $70).
- Alternatively, you can request an invoice. Tick the appropriate box when you register. You can also pay via the methods outlined in section 3.4.

6. The writing day
6.1 To ensure the competition is fair, please adhere to these rules on your writing day:
- The supervising adult or group representative must sign and confirm that no work was carried out on the book before 8am and after 8pm on the writing date.
- School teams are required to have one adult (teacher, librarian, parent) present at all times for supervision and to ensure the teams keep to the time schedule.
- Teams are not allowed to bring any written or illustrative material into the work area except a dictionary.
- Teams must not obtain any information or assistance from any supervising adult or outside sources.

6.2 On the writing day
- Schools: An email will be sent to the school after 3pm on the day before the selected writing day to advise that the parameters are ready to be downloaded.
- Open/Corporate: An email will be sent to your contact person at 3pm the day before the selected writing day to advise that the parameters are ready to be downloaded at 11pm.
- The parameters must be kept strictly confidential until 8am on your writing day.
- Teams may take less time than the full 12 hours but the book must be submitted before 8pm and website details updated.

- Here is a suggested outline for the day:
  Start 8am The team should review the book rules so that all members understand exactly what is required for their book.
  Morning Brainstorm ideas and plots, develop characters, assign book sections, commence writing and illustrating.
  Lunch break
  Afternoon One team member to read the story through to assess continuity, writing style, and check that nothing is missing. Continue writing.
  Late afternoon and evening Edit and finetune text and images. Check all compulsory pages are included. Save the finished book as a PDF and
plain text.

**Final step by 8pm** Log in to the website and update any team and book details. Complete the declaration. Upload your book in plain text as well as a PDF via the *Upload a Book* tab on the website.

More detailed day plans can be found in the Resources section of the website [writeabookinaday.com](http://writeabookinaday.com).

- Please ensure the website has the correct team name, team members and book title before uploading your book.
- If the book fails to load, please email the Word document and PDF to [info@writeabookinaday.com](mailto:info@writeabookinaday.com).
- A bound hard copy version of the book must be sent on the next business day to:
  - *Write a Book in a Day*
  - The Kids’ Cancer Project
  - PO Box 6400
  - Alexandria, NSW 2015

### 7. Judging and awards

Following the close of the competition on 31 August, a judging panel will determine the shortlist of finalists in each division. These finalists will be judged by one or more literary professionals appointed by The Kids’ Cancer Project and the *Write a Book in a Day* Advisory Committee. These professionals are appointed annually and may be recognised authors, writers, book publishers or other literary specialists.

The judges’ decisions are final and no discussion or correspondence will be entered into. The judges will provide feedback only on the winning books. Unfortunately, due to the large number of submissions, it is not possible to provide feedback on every book.

All books meeting the criteria to be judged will be judged on:

i. compliance with all rules outlined above

ii. story structure (well-planned and executed, consistent tone, plot and characterisation, imaginative)

iii. literary excellence (correct spelling and grammar, good vocabulary)

iv. reader engagement and audience appropriateness

v. illustrations (contribution to the story, technical competence and appeal)

vi. final appearance of the bound book.

The awards for the books are:

- For each school division by state (Primary, Middle, Upper)
  - Best Book, Highly Commended Book, Commended Book
  - Best Illustrations

- Nationally for each division (Primary, Middle, Upper, Open, Corporate)
  - Best Book
  - Best Illustrations

There are also awards for the top fundraisers (school divisions only):

- Top five individuals
- Top five teams

The Kids’ Cancer Project may decide to give other awards or to withhold any of the above...
awards at its discretion. The awards are announced in November. The winners and their books will be listed on the Write a Book in a Day website.

Thank you!

On behalf of Col Reynolds and The Kids’ Cancer Project, we thank you for your participation in this wonderful competition and the funds you raise for children’s cancer research. We hope you continue with us on our mission in this cause.

Our mission
To support bold scientific research that has the greatest chance of clinical success in the improvement of treatments of childhood cancers.

Our vision
One hundred percent survival for children with cancer while eradicating the harmful impacts treatment can bring.

Note: The Kids’ Cancer Project will have a non-exclusive right to publish copies of the book from each team for a period of two years. Should any of the books in the competition be published in any form or by any person (whether The Kids’ Cancer Project or otherwise), 50% of the royalties of that publication for a period of 2 years shall be paid to The Kids’ Cancer Project fund and 50% to the copyright owner(s). In the absence of any other written agreement, all members of the team that wrote, illustrated, or otherwise contributed to the book will own copyright equally.
Appendix 1 – Parameters Form sample

The following is a sample of the Parameters Form that the team contact will download from the website after receiving the email from Write a Book in a Day. A copy of this form should be included in your book immediately after the front cover.

<table>
<thead>
<tr>
<th>PARAMETERS FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAM DETAILS</td>
</tr>
<tr>
<td>STATE:</td>
</tr>
<tr>
<td>DIVISION:</td>
</tr>
<tr>
<td>SCHOOL/GROUP:</td>
</tr>
<tr>
<td>TEAM NAME:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARAMETERS AND RANDOM WORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameters</td>
</tr>
<tr>
<td>Random words</td>
</tr>
<tr>
<td>Primary character 1</td>
</tr>
<tr>
<td>Primary character 2</td>
</tr>
<tr>
<td>Non-human character</td>
</tr>
<tr>
<td>Setting</td>
</tr>
<tr>
<td>Issue</td>
</tr>
</tbody>
</table>

INSTRUCTIONS

- Start at 8am
- Write an original story:
  - based on all five parameters (above)
  - including all five random words (above), and in bold type
  - with some identifiable Australian content (in theme or setting or characters, etc)
  - keeping within the allowed word count
- By 8pm, log on to writesbookinaday.com to:
  - check (and update if necessary) your team name and team members’ names
  - complete the declaration
  - submit your finished book in PDF format
- Bind this parameter form into your book immediately after the front cover
- Mail a hard copy of your book on the next business day to:

Write a Book in a Day
The Kids’ Cancer Project
PO Box 6400
Alexandria NSW 2015
Appendix 2 – Copyright page template

Copyright
Published by [insert team name], [insert school or group], [insert address], [insert names of each team member]

Copyright © [insert year], [insert name of group or school].

All rights reserved. This book is copyright. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under Copyright Act, no part may be reproduced by any process without written permission. Enquires should be made to the publisher.