



# Manual for Participants

School, Open and Corporate Divisions 2018

## 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 13 years. But we could never have done that without the support of the community.

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](http://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. All books are written and illustrated by a team of writers in a consecutive 12-hour period on one day. Each team is provided with a unique set of parameters to write their story: two human characters, one non-human character, an issue and a setting. The writers must also include five given random words somewhere within the story.

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 [writeabookinaday.com](http://writeabookinaday.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 [writeabookinaday.com](http://writeabookinaday.com) as a PDF file 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.
- 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. 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. Discover fun ways to raise sponsorship money for your team by visiting [writeabookinaday.com](http://writeabookinaday.com).

- 3.1 Competition fee
- The total competition fee is \$310 per team.
  - \$240 of this fee supports childhood cancer research. The remaining \$70 covers administration costs. Fundraising activities are a great way to raise money to cover the competition fee and generate support for your writing team.
  - Teams who wish their work to be eligible to be judged as part of the state and national division awards must submit the competition fee in full by the due date.
  - For a minimum registration fee of \$70, a team may participate in the competition; however, their books will not be eligible for judging or awards.

### 3.2 Sponsorship donations

The competition puts no limitations on the amount of sponsorship dollars a team can raise during their project. All donations are gratefully acknowledged by The Kids' Cancer Project.

### 3.3 Payment dates

**Please note the payment due dates carefully in the table below.**

Fee per team	Due date	Non-payment action
\$70 registration	Must be paid at least <b>ONE WEEK BEFORE</b> the chosen writing date.	If the registration fee is NOT paid, no parameters will be sent to your team. The team will be deregistered.
\$240 sponsorship	Must be received by The Kids' Cancer Project <b>by 31 August</b> .	If the sponsorship fee is NOT paid by 31 August, your book will not be judged.

Any additional sponsorship donations must be sent to The Kids' Cancer Project by 30 September.

### 3.4 Payment methods

- Credit card via the *Write a Book in a Day* website [writeabookinaday.com](http://writeabookinaday.com) in the *Registration* section.
- Direct deposit to:
  - Account name: The Kids' Cancer Project
  - BSB: 032010 Westpac
  - Account No: 291311
  - Include school name in full as reference.
  - Please advise by email to [info@writeabookinaday.com](mailto:info@writeabookinaday.com) how the payment is to be allocated if you have multiple team entries.**
- Cheque and money orders to:
  - The Kids' Cancer Project
  - Write a Book in a Day*
  - PO Box 6400
  - Alexandria NSW 2015
  - Please include advice on how the payment is to be allocated if you have multiple team entries.**
- Please do not send cash payments.

### 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](http://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.
- Visit [writeabookinaday.com](http://writeabookinaday.com) where you will find a downloadable Sponsorship Form

in the *Competition Information / Resources* section. Teams using this sheet to collect sponsor details for tax-deductible receipts must submit completed sheets or a summary to The Kids' Cancer Project with sponsorship money collected.

- 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.

*Founder, Col Reynolds OAM, has a steely focus to make a difference to the lives of kids living with cancer. It all started on an ordinary day in the late 1980s when Col found himself driving his empty tourist coach past the Children's Hospital in Camperdown, Sydney. After stopping to let two youngsters with bald heads cross the road, he parked his vehicle and went into the hospital on the spur of the moment. Touched by the spirit of everyone he met that day, Col made it his personal mission to help kids with cancer in any way he could. Col learned very early in his quest, that the only way to improve outcomes for these children is through advances in medical research.*

## 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 excessive 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 for your story must be within the limit for your division. Books outside the limits will not be eligible for judging.

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

Division	Word count (minimum to maximum)
Primary school	2000 to 2500 words
Middle secondary school	4000 to 5000 words
Upper secondary school	4000 to 5000 words
Open and corporate	8000 to 10000 words

- 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 Information* on the *Write a Book in a Day* website where you'll find an article titled [Everything 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:

- 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. This file must be uploaded to the *Write a Book in a Day* website [writeabookinaday.com](http://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 other 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](http://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.
- You can change the name and details of the contact person at any time. Log in to the website and update the details. This will ensure your team receives important competition information and notification of your parameters.

#### 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 minimum payment 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

- Click on the team name to add or edit team members.
- Team members can change but the final team must match the names on the book, both digital and hard copy editions.

#### 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.

**Final step by 8pm** Log in to the website and update any team and book details. Complete the declaration. Upload your book 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 or 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
  - Top fundraisers and creative fundraising
- Nationally for each division (Primary, Middle, Upper, Open, Corporate)
  - Best Book
  - Best Illustrations

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.



Write a Book  
in a Day



THE KIDS'  
CANCER  
PROJECT  
Science. Solutions. Survival.

**PARAMETERS FORM**

**TEAM DETAILS**

STATE: .....

DIVISION: .....

SCHOOL/GROUP: .....

TEAM NAME: .....

**PARAMETERS AND RANDOM WORDS**

<b>Parameters</b>	<b>Random words</b>
Primary character 1 .....	.....
Primary character 2 .....	.....
Non-human character .....	.....
Setting .....	.....
Issue .....	.....

**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 [writeabookinaday.com](http://writeabookinaday.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 parameters 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.