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Abbreviations:

CBCA: The Children's Book Council of Australia. Unless stated otherwise, this indicates the National Council comprised of the National Executive and representatives from all Branches, *Reading Time* and the Awards Foundation.



INTRODUCTION

Since their inception in 1946, the **Children’s Book Council of Australia Book of the Year Awards** remain among the most prestigious awards in Australian children’s literature.

As writing, illustrating and publishing literature for Australian children becomes more prodigious and diverse, adjustments to the structure and procedures of the awards are called for to reflect those changes. Recognising this need, The Strategic Plan, adopted by the CBCA in 2007, placed the ‘Strategic Development of the Awards’ as one of the five key strategies in 2007 - 2010 for the CBCA to achieve its mission: “*Engaging the community with literature for young Australians*”. The two action plans include the development of the awards structure and the revamping of the judging process.

Change is often instigated by challenges to the suitability of texts to categories or age groups, a conflict of ideas, accompanied by intense and sometimes heated discussion. Although these change processes may be painful, they serve as a refocussing on the purpose of the awards and their relevance to our Australian and international audiences. In the end, clarity and resolution can be reached.

The commitment of each Judge of the **CBCA Book of the Year Awards**, whether as a member of the Interstate panel or of the Eve Pownall panel, as well as the Awards Coordinators, is to be commended. Thank you for your passion for Australian children’s literature and for your dedication to such a challenging task.

Thanks also go to the members of the Awards Handbook sub-committee and their retiring coordinator, Maureen Mann, for their time and attention given to perfecting the information contained in this book. This updated Handbook, with its detail and minutiae of rules and procedures, helps ensure that the annual process of judging the Awards is as fully informed and consistent as possible.

Marj Kirkland
National President
Children’s Book Council of Australia, 2009 - 2010



The Children's Book Council of Australia Awards Foundation

ABN: 14 009 580 956

Background

Since 1945 the Children's Book Council of Australia has grown from a small Sydney-based group to a national organisation which exerts a profound influence on children's books. The advocacy role played by the CBCA promotes the literary experience for children and assures the scope and vitality of books for children. The annual CBCA Book of the Year Awards affirm the quality of some of Australia's most creative people and provide a boost to their capacity to devote time to their craft. Throughout the life of the Awards, a number of valued sponsors assisted with funding the monetary prizes. However, in the financial climate in the 1990s it became increasingly difficult to attract sponsorship.

Establishment of the CBCA Awards Foundation

In its golden anniversary year the CBCA 1995 Annual General Meeting in Brisbane adopted a proposal to establish an Awards Foundation (AF). Margaret Hamilton (former National President) and June Smith (former National Vice-President), who presented the proposal, were appointed Managers of the CBCA Awards Foundation and heads of the National CBCA Awards Foundation Committee. This national committee is made up of representatives from all Branches of the CBCA and reports to the National Executive. The one million dollar goal of this committee was realised in 2006. The future and independence of the Awards are now secure but diligent financial management and growth of the capital investment with further donations are vital, to ensure their ongoing viability.

Management of the Awards Foundation

The position of Managers and the national committee is ratified at all National AGMs. Neither manager accepts any payment for their work. They are responsible for the organisation and co-ordination of all aspects of national fund-raising. They are also responsible for issuing receipts for all donations and keeping a central donor record. Branch members of the National Awards Foundation Committee co-ordinate fund-raising activities in their own areas.

Management of Donations

All donations are deposited into the AF account and absolutely no money is siphoned off for expenses. The National Treasurer, in consultation with the National President and the AF Managers, transfers funds from this account to the investments. The annual interest and dividends from the investments fund the prize money for the Awards. The principal can be added to when funds allow, but withdrawals are not permitted, as this fund must be kept intact with at least one million dollars.

Legal Matters

1. Setting Up: The CBCA is profoundly grateful to Andrew Forsyth, partner of Deacon Graham and James, who initiated the establishment of the Awards Foundation and the writing of the Deed of Trust. He also successfully presented the case for the AF's inclusion on the Register of Cultural Organisations. With the Federal Treasurer's agreement, the AF became eligible for tax deductibility. All this was done on a pro bono basis.



2. **Tax Deductibility:** The Awards Foundation is listed as a tax deductible fund on the Register of Cultural Organisations under Subdivision 30-B of the Income Tax Assessment Act 1997 (Cth). All donations of \$2 and over are tax deductible. This notice must be printed on all receipts and donation forms.

3. **GST:** The Awards Foundation is GST exempt. Any goods sold or fund-raising ventures undertaken are GST exempt because prizes are all donated material.

4. **ROCO:** The Awards Foundation is listed on the Australian Business Register as a deductible gift recipient (DGR). Part of the Awards Foundation's on-going responsibility to ROCO is to prepare and send to Canberra every six months, a statistical return of tax-deductible donations. This is the responsibility of the Managers.

5. Committee of Responsible Persons

It is a requirement of ROCO that the CBCA appoint a Committee of Responsible Persons to oversee Foundation funds. People elected to this position must fulfil the criteria laid down by the relevant department. This committee requires ratification at each AGM and ROCO is to be notified accordingly.

6. Donor Acknowledgement

There are two tiers of acknowledgement for significant donors: Benefactors (\$20,000 and over) and Major Donors (\$5000 and over). A list of Benefactors and Major Donors can be found on the back cover of this book and on the CBCA website. All Benefactors and Major Donors receive a Certificate of Appreciation.

It is a requirement that all Benefactors and Major Donors are permanently acknowledged on all CBCA National and Branch printed matter, including all publications, stationery, *Reading Time* and all CBCA web sites. Editors and publishers of any CBCA material should check with the Awards Foundation Managers to ensure the list of acknowledgements is correct at time of publication.

7. The CBCA Book of the Year Awards

Prizes for the CBCA Book of the Year Awards are funded from the interest earned by the investments of the CBCA Awards Foundation. None of the principal is used for any purpose other than investment to earn the highest return. The National Executive decides how the available interest will be divided amongst recipients of the CBCA Book of the Year Awards.

8. Contact Information

The Children's Book Council of Australia Awards Foundation
PO Box 172, Blackheath NSW 2785
Phone: 02 4787 8492 or 02 9630 2424 Fax: 02 9630 2594
Email: foundation@cbc.org.au



AWARDS TITLES AND CRITERIA

1.1 Names of the Awards

The Children's Book Council of Australia Book of the Year: Older Readers
The Children's Book Council of Australia Book of the Year: Younger Readers
The Children's Book Council of Australia Book of the Year: Early Childhood
The Children's Book Council of Australia: Picture Book of the Year
The Children's Book Council of Australia: Eve Pownall Award for Information Books

1.2 Definitions and Scope

The Children's Book Council of Australia Awards are for books with an implied readership under the age of eighteen.

The Judges assess entries for the Awards primarily for literary merit, including cohesiveness in significant literary elements; language chosen carefully for its appropriateness to the theme and style of the work with proper regard to the aesthetic qualities of language; and originality in the treatment of literary elements as they apply to the form of the work. Appeal to the implied readership under the age of eighteen is also taken into account. Judges should also consider quality of illustrations, book design, production, printing and binding.

1.2.1 CBCA Book of the Year: Older Readers awards will be made to outstanding books of fiction, drama or poetry which require of the reader a degree of maturity to appreciate the topics, themes and scope of emotional involvement. Generally, books in this category will be appropriate in style and content for readers in their secondary years of schooling.

1.2.2 CBCA Book of the Year: Younger Readers awards will be made to outstanding books of fiction, drama or poetry for readers who have developed independent reading skills but are still developing in literary appreciation. Generally, books in this category will be appropriate in style and content for readers from the middle to upper primary years.

1.2.3 CBCA Book of the Year: Early Childhood awards will be made to outstanding books of fiction, drama, poetry or concept books for children who are at pre-reading or early stages of reading. They may be picture books, picture storybooks, or texts in which illustrations play a substantial part in the storytelling or concept development.

1.2.4 CBCA Picture Book of the Year awards will be made to outstanding books of the Picture Book genre in which the author and illustrator achieve artistic and literary unity, or, in wordless picture books, where the story, theme or concept is unified through illustrations. As a general guideline, the judges may consider the relative success of a picture book in balancing and harmonising the following elements:



artistic style and graphic excellence (including typography and its suitability for the implied readership);
effective use of media and technique;
colour, line, shape, texture;
relationship between illustration and text;
consistency of style, characterisation, information and setting;
clarity, appropriateness and aesthetic appeal of illustrations;
quality of book design, production, printing and binding;
to an implied readership under the age of eighteen.

1.2.5 The Eve Pownall Award for Information Books will be made to outstanding books which have the prime intention of documenting factual material with consideration given to imaginative presentation, interpretation and variation of style. As general guidelines, the Judges may consider the relative success of the book in balancing and harmonising the following elements:

style of language and presentation;
graphic excellence;
clarity, appropriateness and aesthetic appeal of illustration;
integration of text, graphics and illustrations to engage interest and enhance understanding;
overall design of book to facilitate the presentation of information;
accuracy with regard to the current state of knowledge.

1.3 Eligibility Criteria for Entries

Publishers submit books for entry and the Awards Coordinators check details concerning the eligibility of the books and their creators. Only publications which meet both the criteria for books and the criteria for creators will be accepted.

1.3.1 Eligibility Criteria for Books

- (a) Books must be published between 1 January and 31 December 2009.
- (b) Books must be available in Australia for purchase by the general public.
- (c) Books must be in the English language or bilingual texts where one language is English.
- (d) Books must meet one of the following five criteria to be entered:
 - (i) not previously published;
 - (ii) new picture book version of previously published text;
 - (iii) retelling of traditional materials;
 - (iv) anthology or collection, of which the greater part of the work has not previously been published in a single volume; or
 - (v) substantially revised edition. (Publishers to provide extent of revisions.)

All authors/illustrators involved in the creation of a book must meet the eligibility criteria for creators for the book to be eligible. **See also 1.3.2** for eligibility criteria for authors/illustrators.



Please note:

- (a) These awards are only for books in the printed format, as distinct from digital and audiovisual formats.
- (b) Any entries with accompanying non-book materials will be judged solely on the merits of the **book** component.
- (c) Books written as part of a series or published in serial form will be judged as separate entities and must be able to 'stand-alone'.
- (d) Books that have not previously been published as separate entities and are entered as a boxed set with an ISBN for the set, will be judged as a whole and attract one entry fee.
- (e) Books in manuscript form are not eligible for these awards.

1.3.2 Eligibility Criteria for Creators

The term 'creator' includes authors, retellers, editors of anthologies, and illustrators whose illustrations form a substantial part of the book. If there are two or more major creators, publishers must provide information on the eligibility of each one.

A creator must meet the requirements for eligibility on 31 December of the year of publication. A creator must be:

- (a) an Australian citizen no matter where resident OR
- (b) a person resident in Australia for at least two years prior to 31 December in the year of publication OR
- (c) a person who holds permanent residency status for Australia.

If a creator is not an Australian citizen, eligibility will cease at the time when s/he ceases to be resident in Australia.

1.4 Choosing the Appropriate Awards Category or Categories

Publishers are required to indicate on the entry forms the category or categories which they wish to nominate for each book. They need to be aware of recent changes to the rules and judging procedures. The Awards Coordinator sends publishers pertinent information with the Entry Form and Conditions of Entry information sheet (**Appendices 1 and 2**).

Books may be entered in more than one category provided that they meet the criteria for each category entered.

The Children's Book Council of Australia reserves the right to vary the awards category recommended or indicated by the publisher.



1.4.1 Entry Procedures for the CBCA Picture Book Category

Picture Books must be entered in one or more of the following categories: Eve Pownall, Early Childhood, Younger Readers or Older Readers.

The Judges from either of the two panels (the Eve Pownall Panel or the Interstate Panel (see **Section 2, p11**) may select picture books for consideration for the CBCA Picture Book Award from entries in the other categories (this may require the Awards Coordinator to request more copies from the publisher). The Interstate Judging Panel will select the Short List, Winner and Honour Books following the procedures used for the other categories.

1.5 Numbers of Books and entry fee(s) to be provided by Publishers

(i) **Early Childhood, Younger Readers, Older Readers** categories: For each title, ten (10) copies of the entered book and one entry fee.

(ii) **Eve Pownall category**: For each title, six (6) copies and one entry fee. The Awards Coordinator may request a further eight (8) copies if the entry is also deemed eligible for any of the other categories and/or if the title is Shortlisted for the Eve Pownall Award

(iii) **Eve Pownall category and one other category**: For each title, fourteen (14) copies and two entry fees.

1.6 Winners, Honour Books and Short Lists

All categories have equal status. Books judged in more than one category may be awarded the status of Notable Book, Shortlisted Book, Honour Book or Winner in each category for which it has qualified.

1.6.1 Winners: Judges select one winner for each category. If, in the opinion of the Judges, none of the entries reaches a sufficiently high standard, the Judges may advise that they have made no award.

1.6.2 Honour Books: Judges may select up to two honour books in each category. They have the option of selecting only one or none if they do not consider the standard sufficiently high.

1.6.3 Short Lists: A Short List of up to six books may be selected in each category.

Note: Matters which arise and are not covered here will be determined by the Awards Coordinator in consultation with the National Executive. The resulting decisions are final.



2. THE JUDGES

There are two panels of Judges. The Interstate Panel consists of one Judge from each Branch and is responsible for the Older Readers, Younger Readers, Early Childhood and Picture Book categories. The Eve Pownall Award for Information Books Panel (Eve Pownall Panel), responsible for the information book category, is appointed by the National Executive from members of the Branch hosting the National Executive. The National Executive is located in Queensland for 2009 and 2010.

Incoming Judges provide information about themselves to the National Executive (usually via their Branch President) through the incoming Awards Coordinator. The Awards Coordinator forwards an electronic photo and information about each judge to the editor of *Reading Time*. The Awards Coordinator welcomes the Judges and sends them a copy of the current Awards Handbook.

2.1 Eligibility for serving as a Judge

All Judges must be current individual members of a Branch of the Children's Book Council of Australia. Members of the Interstate Panel must be individual members of the Branch which they represent. All individual members of CBCA Branches are eligible to represent their Branches as an Awards Judge provided that they can show to the satisfaction of their Branch and, if necessary, the National Council that they will have no conflict of interest nor vested interest in the outcome of the awards during their term of office.

2.1.1 Conflict of Interest

It is important for perceptions of fairness in the Awards that Judges have no conflict of interest in the outcome of the awards during their term of office.

2.1.1.1 Vested Interest

A person with a vested interest in the Awards may not be a Judge. For the purposes of these Awards a vested interest is taken to be any financial gain obtained from or other financial association with the actual publication process of a *current* entry in the Awards. Generally this would exclude publishers and their employees and may also exclude authors, illustrators, editors and others whose works would be entered in the awards during their term of office.

2.1.1.2 Associations with an Entry

A Judge who has a non-financial association with a current entry or a financial association that is subsequent to the publication of a current entry (such as a paid review, a bookselling position or preparing readers' notes) is encouraged to declare that association to the other Judges and National Executive through the Awards Coordinator.

Should National Executive consider a Judge's association with a current entry is sufficient to influence a public perception of bias in the judging of the Awards, they should ask the judge to clarify his/her position and then decide to what extent the Judge should continue with judging related to that entry.

2.1.2 No Judge may serve on both panels at the same time, but serving on one panel does not preclude a Judge from subsequently serving on the other panel.

2.1.3 Potential Judges will be made aware of Judges' responsibilities and agree to fulfil these before accepting nomination for the position.



2.2 Appointment of Judges: Interstate Panel

Each Branch will appoint a Judge for a two-year term using the criteria and procedural guidelines below. A person who has previously served as a Judge on the Interstate Panel for a two-year term or part thereof may be elected to this position again provided that a period of at least four years has elapsed.

2.2.1 Selection of Judges should be based on the following criteria:

- recognised standing and qualifications in the field of children's literature
- wide and recent knowledge of children's literature, especially Australian children's literature
- awareness of illustration techniques, design, editing, printing and production processes.

2.2.2 Branches may select a Judge using a nomination process, or by calling for expressions of interest, or by using a combination of these procedures.

2.3 Appointment of Judges: Eve Pownall Panel

The National Executive will choose Judges for the Eve Pownall Panel from suitably qualified people within the Branch which is hosting the National Executive.

2.3.1 The panel should consist of at least three and not more than four people. It is desirable that at least one member has served as a Judge of the CBCA Book of the Year Awards.

2.4 Judges' Responsibilities: Interstate Panel

The Judges will receive parcels of books from the National Office, sent at three weekly intervals. A list of contents will be included with each parcel and also sent separately by post or email.

It is recommended that parcels contain no more than 25 books, from different categories wherever possible.

2.4.1 Reports

Within three weeks of receipt of each parcel of books, each Judge will send to the Awards Coordinator a corresponding set of reports by email. Each report should include:

- a brief reasoned statement of the book's quality
- evaluation of the book into one of the following categories
 - No not Short List potential
 - Maybe undecided at this stage; possibly for consideration re Short List
 - Yes potential for Short List
- identification of Picture Books
- identification of Notable Books (See Section 4)
- 'Identify any titles not entered as EP that could be eligible for that Award.'
- indication of the most appropriate category underlined or highlighted if this differs from the category nominated by the publisher as given on the list of contents for the parcel.
-

Note:

Judges should ensure that their evaluation takes into account the responses of children who have read the books.



2.4.2 Teleconferences

Judges may be required to participate in teleconferences with the Awards Coordinator. These meetings could enable the discussion of any difficulties being experienced with the Awards process. The number and timing of these teleconferences will be determined by the Judges and the Awards Coordinator and organised by the Awards Coordinator.

2.4.3 Files and Records

Judges should keep well-organised files of their own reports and copies of those of other Judges (which the Awards Coordinator will send them). They should become familiar with the range of opinions from other Judges, and the titles which some Judges consider notable and/or potential Short List material. Judges should have complete sets of reports on all entries in the four categories no later than four weeks prior to the Judges' Conference.

2.4.4 Annotations for *Notable Australian Children's Books*

The Awards Coordinator identifies books considered suitable for inclusion in *Notable Australian Children's Books 2009* (often called *Notables* for convenience) by a majority of Judges. Each Judge receives lists of titles to annotate from time to time and is asked to submit them to the Awards Coordinator as soon as possible so that work can proceed on preparing *Notables*.

2.4.5 Compiling Preliminary Short Lists

Three weeks prior to the Judges' Conference, Judges will list up to ten titles in each category which they consider potential Short List inclusions. These lists should be arranged in alphabetical order by author and sent to the Awards Coordinator for collation.

Within seven days of receiving these lists from the Judges, the Awards Coordinator will send a collated "long" list for each category. Judges consider these lists carefully and re-examine select entries in this light to prepare for the Judges' Conference.

2.4.6 The Judges' Conference: Interstate Panel

The Interstate Judges' Conference is usually held over four full days, including a weekend, five weeks after the Judges' Reports for the final parcel are due. The National President or a nominee of the National President will chair the Judges' Conference. The Awards Coordinator will perform secretarial duties. Decisions made at this conference are **strictly confidential**.

2.4.6.1 Agenda and Tasks to be Accomplished

- (i) A Judge may seek discussion of written submissions, reviews or other relevant matters provided that these are circulated to each Judge and the Awards Coordinator at least two weeks before the Judges' Conference.
- (ii) Through discussion and voting procedures, the Judges select Short Lists, Honour Books and Winners in the Early Childhood, Younger Readers, Older Readers and Picture Book Categories. **(See Section 3 for detailed procedures)**.
- (iii) Meeting with the Eve Pownall Panel, who give a general overview of the information books entered and discuss the Short List, Winner and Honour Books in this category.
- (iv) Editing as much as possible of the *Notables* for immediate publication.
- (v) Discussion of content and allocation of responsibilities for writing and editing the Judges' Report.



2.5 Judges' Responsibilities: Eve Pownall Panel

The Awards Coordinator and the Judges will arrange by negotiation a pattern of meetings and/or teleconferences through which books can be discussed. Some flexibility is necessary owing to the unpredictable number and date of receipt of entries in this category.

The National Office will distribute parcels of books, including a Contents List with each parcel, ensuring as regular a flow of books as possible.

2.5.1 Reports

All Judges will provide a report of each book by email to the Awards Coordinator for distribution. Each book report should include:

- a reasoned statement of the book's quality
- evaluation of the book into one of the following categories:
No not Short List potential
Maybe undecided at this stage; possibly for consideration re Short List
Yes potential for Short List
- identification of Notable books, using the same abbreviations, (No, Maybe, Yes) as above (**See Section 4**)
- identification of books to be referred to the Interstate Panel of Judges for consideration in the Picture Book category

Note: In evaluating books, Judges may request the Awards Coordinator to consult **experts in special fields as necessary**. **Judges should ensure that their evaluation takes into account the responses of children who have read the books.**

2.5.2 Files and Records

Judges should keep well-organised files of their own reports and those of other Judges (which the Awards Coordinator will send them). They should become familiar with the range of opinions, especially regarding books which some Judges consider Notable and/or potential Short List material. Judges should have complete sets of reports on all entries in the Information Book category no later than two weeks prior to their Judges' Conference.

2.5.3 Annotations for *Notable Australian Children's Books*

The Awards Coordinator identifies books considered suitable for inclusion in *Notable Australian Children's Books 2009 (Notables)* by a majority of Judges. Each Judge receives lists of titles to annotate from time to time and is asked to submit them to the Awards Coordinator as soon as possible so that work can proceed on preparing *Notables*.

2.5.4 Compiling Preliminary Short List

Judges will compile a list of up to ten books which they consider potential Short List inclusions and send this to the Awards Coordinator no later than ten days before their conference. These will be collated as one "long list" and sent to Judges before the conference.

2.5.5 Judges' Conference: Eve Pownall Panel

This should take place one or two weeks before the Interstate Judges' Conference. It is advisable to set aside two days, though one may be adequate. Decisions made at this conference are **strictly confidential**.



2.5.5.1 Agenda and Tasks to be Accomplished

- (i) A Judge may seek discussion of written submissions, reviews or other relevant matters provided that these are circulated to each Judge and the Awards Coordinator at least two weeks before the Judges' Conference.
- (ii) Through discussion and voting procedures, the Judges select a Short List, Honour Books and Winner in the Eve Pownall Category. (**See Section 3 for detailed procedures**).
- (iii) Plan input for the meeting with the Interstate Panel, i.e. a display and general overview of the information books entered and details about the Short List.
- (iv) Edit entries for *Notables*, Information Books section.
- (v) Discussion of content and allocation of responsibilities for writing and editing the Eve Pownall Section of the Judges' Report and liaising with the Interstate Judging Panel to produce a unified report.

2.6 Participation in Announcing the Short Lists: All Judges

The list of Notable Australian Books will be posted on the web site by 9 am EST on the morning after the Interstate Judges' Conference. The Short Lists will be announced by the National Executive at noon EST on the same day. Both panels of Judges should be invited to this function.

2.7 Maintaining Confidentiality: All Judges

Throughout the judging process, Judges should not reveal information about how particular books are faring in Judges' reviews. Judges' reports are destroyed (not archived) after the Judges' conference (**See Sections 3.3 and 9**). The Awards Coordinator will obtain a signed statement from all participants (Judges, Awards Coordinators and chair person) declaring that all confidential material, both print and electronic, has been destroyed. This should occur after work on the Notables and Judges' report is completed. Proceedings at Judges Conferences are **strictly confidential**. Judges must not divulge information about their Long Lists, differences of opinion amongst Judges, how such differences were resolved, or how specific titles fared in the voting for the Short Lists, Winners and Honour books. After the official announcement of the Short Lists, Judges are encouraged to talk about the Short Lists and the Notable Books as much as possible, but never in ways which reveal the Winners and Honour Books until they are officially announced on the Friday before Children's Book Week.

2.8 Completion and Publication of Judges' Report: All Judges

This report must be approved by all Judges before publication. It is required for publication in *Reading Time* and also for distribution as embargoed information four weeks before Children's Book Week. Judges must therefore keep to the time line and procedures agreed upon at the Judges' Conferences.

The introductory section of the Judges' Report consists of general comments on all categories. The designated editor and representatives from both judging panels should liaise to ensure an effective synthesis.



The Awards Coordinator will ensure that the editor receives all sections of the report as soon as possible after the Judges' Conferences. When Judges receive a complete draft, they should return it together with corrections and suggestions within seven days. The Awards Coordinator should undertake a final proofread. The National Office arranges the printing and distribution of the Judges' Report. The final Report will be sent by the Awards Coordinator for the signature of each Judge to be appended. This signed copy will be sent by the Awards Coordinator to the Children's Book Council of Australia's National Archives.

2.9 Adherence to Deadlines

Judges should endeavour to have their reading done according to the schedule prepared by the Awards Coordinator. It is essential that the Judges strictly adhere to the following deadlines:

- reading and reporting on the books from each parcel within three weeks of receipt;
- circulating any documents to be tabled at the judges' conferences;
- writing and editing the **Judges' Report**;
- writing and editing *Notable Australian Children's Books*.

2.10 Resignation of Judges

If for some reason a Judge is unable to adhere to these guidelines, the Awards Coordinator should be notified immediately, with an explanation of whether the matter is temporary or permanent.

In the event of a Judge being unable to complete her/his term, that Judge must resign and the following will apply:

- all reports made by that Judge will stand and the Branch concerned shall have the right to nominate a replacement Judge, appointed to complete the term, provided this is done before 31 October;
- the resigning Judge shall turn over all entries to the replacement Judge;
- after 31 October in any year no Judge may be replaced;
- the replacement Judge will complete the term of the Judge s/he replaces.



3. THE AWARDS COORDINATOR

3.1 Outline of Tasks

The tasks of the Awards Coordinator fall into three main areas: Awards and Judging Preliminaries; the Judging Process; and Post-judging Procedures.

Matters which arise and are not covered by the following will be determined by the Awards Coordinator in consultation with the National Executive. The resulting decisions are final. The duties of Awards coordination may be performed by one person or shared by more than one person. The section below is expressed in the singular for convenience.

3.2 Awards and Judging Preliminaries

In alternate years, two Awards Coordinators are active at the same time. The Awards Coordinator must begin preliminary activities by at least April of the year preceding the awards for which s/he is responsible. The Awards Coordinator will begin preliminary work for the 2010 Awards by April 2009.

3.2.1 The Awards Coordinator will ensure that information on the awards is disseminated to publishers and other interested people and organisations as widely as possible. The following methods and time line are suggested.

No later than the end of April, a current Directory of Members of the Australian Publishers Association Ltd (APA) should be obtained.

The Awards Coordinator will place a notice in the *Weekly Book Newsletter* published by D W Thorpe stating that entry forms for the Children's Book Council of Australia Book of the Year Awards are available from the Awards Coordinator, the National Office or on the website: <http://cbca.org.au/downloads/entry05.pdf>

This notice should be repeated (with appropriate variations) from time to time as a reminder to keep the entries coming in gradually and avoid the last minute rush, which makes the Judges' task much harder. A short article outlining the judging procedures for the Picture Book category and the rules, which allow some books to be entered in more than one category, should be included.

Address: The Editor, *Weekly Book Newsletter*
Thorpe-Bowker,
C3, 85 Turner Street (Locked Bag 20)
Port Melbourne VIC 3207

Contacts:	Publisher: Andrew Wilkins	Editor: AB & P/WBN: Andrea Hanke
	Phone: 03 86450392	Phone: 03 86450380
	Fax: 03 86450333	Fax: 03 86450333
		Email: andrea.hanke@thorpe.com.au

3.2.2 The Awards Coordinator must prepare and ensure that the **Entry Form and Conditions of Entry** documents (**Appendices 1 and 2**) are posted on the web site by May.



3.3 The Judging Process

The Awards Coordinator, in conjunction with the National Office, is responsible for receiving, checking and receipting the entries and sending the books to the Judges. The Awards Coordinator's role is to support and coordinate the work of the Judges, and organise the Judges' conferences. The rules and criteria on the *Entry Form* and *Conditions of Entry* document should be referred to constantly (**Appendices 1 and 2**).

3.3.1 Entries

Only books printed on paper are eligible for judging. Digital and audiovisual formats (see Section 1.3.1 (a)) are not eligible. The Awards Coordinator, in conjunction with the National Office, keeps records of all entries using accession numbers and indicating Publisher, Title, Author/Illustrator, Category Nominated by Publisher, receipt of correct Entry Fee, receipt of required number of copies, Receipt Number; Dates on which receipts were sent to publishers and any special circumstances. These records can be kept in any form (computerised or hand-written) as long as they are available to the National Executive and supplied to the National Treasurer for audit.

Books entered in more than one category should be noted. The standard letters for publishers, authors and illustrators should be modified appropriately in receipting these entries.

3.3.2 The National Office will advise publishers that their entries have been received, and supply a numbered receipt for the entry fee.

3.3.3 Eligibility is primarily determined by the Awards Coordinator, but Judges should be encouraged to assist in this matter. Where eligibility is in doubt, the Awards Coordinator will consult with the National Executive for a final decision. When an entry is deemed ineligible, the Awards Coordinator will notify the publisher. The entry fee will not be refunded.

3.3.4 Where a book has not been released in the year which is shown in the book itself but has been released within the eligible period, publishers are required to complete a **Statutory Declaration** (see **Appendix 3**).

3.3.5 Books **should be** submitted to the National Office as soon as possible. They should be in hand before or within a few days of their release for sale.

PUBLISHERS ARE ENCOURAGED TO INCLUDE THE CBCA ON THEIR LIST OF REVIEW COPY RECIPIENTS.

Books published between 1 January and 30 June should be submitted to the National Office by 30 June. Books released from 1 July to 31 December should be despatched to the National Office no later than 31 December. **Books postmarked after 31 December will not be accepted.**

3.3.6 Coordination of Judging

It is important for Judges to understand the scope and nature of their task, and for good working relationships to be established early in the judging process. Judges should receive a copy of the



current Awards Handbook well before they receive their first parcel, and should be encouraged to communicate with past Judges from their Branch.

3.3.6.1 The Awards Coordinator will introduce herself/himself to the judging panels and then introduce the Judges to one another via an exchange of short biographies. Judges should edit these biographies for publication in *Reading Time* in the first issue of the next calendar year, and send them, together with a clear photo, to the Awards Coordinator to collate and forward. A contact list of the Awards Coordinator and all Judges, listing home and work addresses, telephone and, where possible, fax numbers and email addresses, will be prepared and distributed to assist with communication during the judging.

3.3.6.2

The Awards Coordinator will prepare a “Judges’ Calendar” in consultation with the National Executive, setting out dates for the Judges’ Conferences, the Short List announcement and the Awards Presentation.

3.3.6.3 No later than 31 May, the National Office should be able to despatch the first parcel of books for judging. The report forms for each parcel will be emailed. A due date for reports (no more than three weeks later) should be clearly indicated because a continuous exchange of views is important. For the Eve Pownall Award these dates may be more flexible depending on the number of entries in hand. Subsequent parcels should follow the three weekly timetable established by the Awards Coordinators.

3.3.6.4 Each judging parcel should be numbered and should include a record of the contents. A second copy of the list should be sent via email or separate post to facilitate tracing parcels which may have gone astray. Accession numbers used with titles and/or authors can help keep track of the entries. Every effort should be made to ensure continuity in the flow of books and reports.

3.3.6.5.

The Awards Coordinator must check that Judges return electronic copies of their reports by the due date. These reports will be collated and copies sent to all Judges as far as possible in accordance with the timetable. The Awards Coordinator will keep well-organised files of all reports and will also keep on-going records indicating titles selected for the Picture Book category, *Notables* votes, evaluative grading, and suggestions for re-allocation to different categories. Trends and differences of opinion noted in this way can shape agendas for teleconferences.

3.3.6.6 For rules and procedures relating to the resignation of a Judge, see **Section 2.10**.

3.3.6.7. The complete list of books entered for the Awards will be compiled by the Awards Coordinator, in conjunction with the National Office, (arranged by author, category, title, etc as required) in January.

The list will include the following statement: “This list of books, entered for the 2009 Awards, gives the categories of the titles as nominated by the publishers. These may not be the same categories as decided by the Judges. Inclusion on this list does not imply endorsement by the Children’s Book Council of Australia”. A copy of this list is to be sent to all members of the National Executive, Branch Presidents and the Lu Rees Archives.



3.3.6.8 No later than four weeks prior to the Judges' Conference, the Awards Coordinator will remind Judges to prepare and send their lists of up to ten titles per category as indicated on the Judges' Calendar. Within seven days of receiving these lists the Awards Coordinator will compile for each category a collated list of Judges' favoured books in alphabetical order for discussion at the respective Judges' conferences. The collated lists will be sent to the judges as soon as possible to allow time for re-reading before the Judges' Conferences. A list identifying each judge's selection is useful for the Awards Coordinator and the chair of the Judges' Conferences.

3.3.6.9 In the event of the Awards Coordinator being unable to continue, the National Executive will appoint a replacement. It is important that any impediment to the Awards Coordinator's contribution should be reported to the National Executive as soon as possible.

3.3.6.10 The Judges' Conferences (See also Sections 2.4.7 and 2.5.6)

The Judges' Conference for the Interstate Panel will be held in April 2009 for the 2009 Awards and in April 2010 for the 2010 Awards.

The Judges' Conference for the Eve Pownall Panel will be organised at a convenient time for the participants before the Interstate Judges' Conference.

The Awards Coordinator will arrange the Interstate Judges' Conference in collaboration with the National Executive. The meeting will be held at a reasonably priced, convenient and comfortable venue with good communication and secretarial facilities. A complete set of entries and reports should be on hand throughout the meeting.

The Awards Coordinator will perform secretarial duties at the meeting and take notes on the discussion for use in the preparation of the Judges' Report. **Note and remind all concerned that Long List/s, differences of opinion amongst Judges and how such differences were resolved, and how specific titles fared in the voting for the Short Lists, Winners and Honour books are strictly confidential.**

The Awards Coordinator must ensure the integrity of the voting and balloting processes (see next page).

The National President or the President's nominee will chair the Judges' Conferences. The nominee must be a member of the Children's Book Council of Australia. S/he must not be a current Judge or have a vested interest in the outcome of the awards. The Chair and the Awards Coordinator are not permitted to participate in the discussions or to vote.

The Judges' Report will be discussed during the Judges' Conferences. All Judges contribute to the report, which is refined and edited by an appointed Judge. The draft of the complete report (incorporating sections by both judging panels) will be despatched as soon as possible for comments and corrections. All Judges will sign a copy of the final report. It is important to meet the deadline for publication in the August issue of *Reading Time* (usually June). Comments from the two panels need to be integrated so that the whole report reads as one. Liaison between the two judging panels and the designated editor must be planned to ensure an effective synthesis. The Awards Coordinator oversees this process.

Where time allows, it is important to have all annotations for *Notable Books* in hand before Interstate Judges leave the conference venue. **(See Section 4)**



Method for Choosing Notable Books, Short Lists, Winners and Honour Books at Meetings of the Interstate and Eve Pownall Judging Panels during the Judges' Conferences

Chair: National President or nominee of the National President

Awards Coordinator: Secretarial and procedural advisor.

The same procedure is followed for all categories. If for some reason the full complement of judges is not voting in any category, the meeting will decide a suitable majority ratio.

1. Categories

The process begins with viewing all the books entered (Interstate Panel or Eve Pownall Panel) to ensure no title has been overlooked. A title by title discussion follows to confirm the Awards category for each book entered. They are placed in their final categories by a simple majority vote.

2. Notables

All books in the category under consideration are checked to ensure that no title has been overlooked. At the same time, Judges vote by simple majority for the books that will come under final discussion. After deliberation, Judges resolve, by a 6-2 majority decision (see Sections 2.4.5 and 2.5.4), which books are to be included in *Notable Australian Children's Books*. There is no limit on the number of Notable books selected, so long as the Judges reach consensus for each inclusion.

3. Short Lists

While discussing Notable books, Judges decide by a simple majority which books will be discussed further for short listing. Short List voting is conducted one category at a time. After further discussion, voting (based on a clear majority vote) will decide which titles are to be clearly listed for the Judges and considered for the Short List.

Voting is by secret ballot. Individual Judge's scores will not be revealed.

The Short List is to be of six titles for each category. However, judges are not obliged to list six books if they do not consider that number of books to be of a high enough quality.

- a) If there are fewer than six books listed for Short List discussion, further discussion should take place to determine whether other titles are worthy of inclusion. If no other titles are deemed to be of short list quality, a Short List of fewer than six titles should be announced.
- b) If more than six books are listed, Judges then individually select from the list their six preferences. Early voting for elimination of titles can be either by simple majority or by a weighted vote. This decision can be made at the discretion of the panel. The majority vote: Judges select six books and the scores are added to see if a clear preference emerges. The weighted vote: Each of the six preferences is given a weighted vote, with 6 being most preferred and 1 being least. Votes are collated and lower scoring titles are eliminated. The above ballot procedure is repeated as necessary until a six-title short list is completed.



4 The Winner and Honour Books

Voting is by secret ballot. Individual Judge's scores will not be revealed.

The next step ranks the books in each category. Judges will vote by secret ballot, in a descending order of value, i.e. 6,5,4,3,2,1. Should there be fewer than 6 titles on the Short List, the values will be varied accordingly.

The Chair and the Awards Coordinator will list the book titles and judges' scores in random order, will add the scores and check them twice. The Chair will then announce the ranking of the scores. The voting process is repeated as many times as necessary to reach a final result. The Chair will then indicate the provisional Winner as the title that scores the most votes and the next two highest-scoring titles as provisional Honour books.

Judges are asked to confirm that they agree with the outcome. If there is serious disagreement, the books are discussed further, and the voting procedure repeated until consensus on the Winner and Honour books is reached.

The Interstate Judges should determine a Winner and up to two Honour Books in each of the four categories (Early Childhood, Younger Readers, Older Readers and Picture Book) by the morning of the final day of the Judges' Conference. Eve Pownall Judges should determine a Winner and up to two Honour Books by the close of their Conference.



3.4 Post Judging Procedures

3.4.1 The Awards Coordinator must ensure, where time allows, that all of the Judges' work for *Notables*, except for copy editing, has been completed before the end of the conference and that this material is in the hands of the printers as soon as possible afterwards.

3.4.2 Copies of the Short Lists should be prepared and provided to the Judges prior to their departure on the final day of the Judges' Conference. However, ***this list remains confidential until the official announcement.***

3.4.3 The Awards Coordinator must ensure that a list of *Notables* titles is made available to the web managers and for the *Notables* announcement.

3.4.4 The National President, or the National Office, will notify Branch Presidents of the Short Lists immediately following the public announcement organised by the National Executive.

3.4.5 General release of the Short List should take place on the day after the conclusion of the Interstate Judges' Conference' (See **Appendix 4** for an example of the format.) The words "Some of the books on these lists may be for mature readers" and "Some of these picture books may be better suited to older readers" (or similar statements which the Judges deem more appropriate for a specific list) must be included on the Short Lists released to the public.

3.4.6 The Short Lists will be published on the CBCA Web Page <http://cbca.org.au> on the afternoon of the official announcement. The Short Lists will be sent, by fax or email, to all publishers who entered books, and to all those on the Media and Publicity List compiled by the National Council.

3.4.7 Congratulatory letters to all shortlisted publishers, authors and illustrators should be sent after Short Lists Announcement. Letters to authors and illustrators should be sent care of the publishers. These letters should include a preliminary invitation to the Awards Announcement ceremony.

Note that the Children's Book Council of Australia does not meet the costs of tickets, travel or accommodation. Publishers or the authors/illustrators themselves do so.

3.4.8 Included in the letter to shortlisted publishers should be information on the cost and availability of the CBCA's Short List stickers and a Licence Application which permits publishers to print the Short List stickers directly on the covers of reprints and *Notables*.

3.4.9 The Awards Coordinator keeps track of the production of the Judges' Report and communicates with Judges as necessary to ensure that it can be handed to the National Executive and sent electronically to the National Office for printing about six weeks before Children's Book Week. The Judges' Report first becomes public at the Awards Announcement. The Awards Coordinator will liaise with the National Executive to ensure that tasks and procedures relating to the release of information on the Short Lists, Winners and Honour Books are accomplished (See **Section 5**).

See CBCA Procedures Manual for sample letters.



3.5 Financial Matters

3.5.1 The judging process is funded from entry fees.

3.5.2 The CBCA must issue a tax invoice in relation to entry fees. This invoice must include the CBCA's Australian Business Number 14 009 580 956; the name and address of the publisher; the number of titles entered in the Awards; and a break-down of the total amount payable into 'total amount payable including GST' and 'total amount payable excluding GST'. Publishers can submit books and entry fees before a tax invoice is issued but the CBCA must issue a tax invoice within 28 days of receipt of books.

3.5.3 The National Office will acknowledge receipt of each entry and forward a receipt for the entry fee.

The National Office must keep a copy of every tax invoice issued.

The National Treasurer needs to view a copy of every tax invoice issued.

All entry fees are to be banked by the National Office.

3.5.4 All expenses incurred by the Awards Coordinator and the Judges as part of the judging process will be paid or refunded: postage, freight, packaging materials, phone, fax, printing and photocopying charges, stationery and travel. Accommodation, meals and venue hire for the Judges' Conferences are major items. When the Awards Coordinators request cheques, they forward invoices to the Treasurer and when approved, the cheque is written by the Treasurer, the National Office enters the date and a cheque is forwarded with the appropriate documentation. This relieves the Awards Coordinators of the monthly accounting process.

3.5.5 All judging expenses and income will be accounted for separately within the National Treasurer's statement of receipts and payments for the financial year. The Awards Coordinator must therefore keep careful records. Judges should be supplied with Claim Forms for refunds of their expenditure when necessary.

Note: See Section 9 for information on material to be sent to the CBCA Archives

3.6 The Awards Coordinator's Timetable (Guide: Some Dates are Flexible).

2009

March/April Liaise with the Awards Handbook Sub-Committee to ensure that the Handbook has been revised and approved by the National Council. The National Office sends copies of the Handbook to the Judges, all members of the National Executive, the branches and Archives. The National Office also provides master copies of the Entry Form and Conditions of Entry document. Judges' Conferences.

Release of Short Lists for 2009 Awards.

Letters to shortlisted authors, illustrators, publishers. Eve Pownall publishers may need to be asked for extra books to be used by the Interstate Panel Judges in their talks.

Liaise with publishers of shortlisted books and the editor of *Reading Time* to facilitate the publication of *Short List Information Book*. Ensure plans for publication, promotion and distribution of *Notables* are on track. A list of the



titles in *Notables* is to be sent to the Web Site Manager progressively during the Judges' Conference, prior to the announcement of the Short Lists.

Establish the names, addresses, telephone, fax, and email details of all the Judges for the 2010 Awards.

Establish timeline for parcels to be sent and reports returned for books read.

April/May

Send Entry Forms and Conditions of Entry information (**Appendices 1 and 2**) to publishers and others on mailing list and arrange replacement of previous forms on web site.

Notice in *Weekly Book Newsletter* (D W Thorpe) by emailing andrea.hanke@thorpe.com.au

Letter of welcome, current Awards Handbook, draft Judges' Calendar and request for short biographies and photos to be sent to Judges.

May/June

First parcel to be sent to Interstate Judges (timing depends on book supply).

Preliminary meeting of the Eve Pownall Judges to establish procedures.

Reminder notice in *Weekly Book Newsletter*.

July- December

National Office to send out parcels every three weeks to judges, following the Awards Coordinator's timeline, and to check and receipt entries. The Awards Coordinator to send copies of reports regularly to Judges; collate results; support Judges and remind publishers of the need to keep entries coming in steadily as necessary.

Check on progress of annotations for *Notables*.

Plan the Eve Pownall and Interstate Judges' Conferences.

October

Reminder notice to publishers in *Weekly Book Newsletter* to send in entries well before 31 December.

2010

January

Prepare complete list of entries for distribution to Branches and National Archives.

Forward photos and profiles of all judges to *Reading Time*.

February/March

Remind and assist Judges to prepare Long Lists, confirm travel and accommodation arrangements for the Judges' Conferences, collate and distribute information required at the Judges' Conferences.

March/April

Establish the names, addresses, telephone, fax, and email details of all the Judges for the 2011 Awards.

Judges' Conferences.

Release of Short Lists for 2010 Awards. This should include the Crichton Award. Letters to shortlisted authors, illustrators, publishers. Notify publishers of any extra copies of shortlisted books needed for the judges.

Liaise with publishers of shortlisted books and the editor of *Reading Time* to facilitate the publication of *Short List Information Book*. Ensure plans for publication, promotion and distribution of *Notables* are on track. A list of the



titles in *Notables* is to be sent to the Web Site Manager during the Interstate Judges' Conference.

April Distribution of complimentary *Notables*. These go to all authors, illustrators and publishers included in *Notables*, Branches, CBCA Archives and Lu Rees Archives as well as the libraries detailed in 10.5.1. Receive copy of the Crichton Judges' report (from the Victorian Branch).

June The Judges' Reports (interstate panel, Eve Pownall panel, Crichton panel) to be finalised and sent to *Reading Time*.
Check on and assist if necessary with the production of *Short List Information Book*.
Ensure that preparation of certificates and medallions is arranged.

July Four weeks before winners and honour books are announced, **embargoed copies** of the Judges' Report should be sent to the National Executive; the Judges; Branches; Awards Coordinator; CBCA web manager; the media person (may prefer electronic format); *Reading Time* (electronic). On the day of the announcement, the Judges' Report is to be sent to all shortlisted authors, illustrators, and their publishers; CBCA Archives; Lu Rees Archives; incoming judges; incoming National President (even years); incoming Awards Coordinator (even years); legal deposit list (see 10.5.1)
Information about the Crichton Award and a copy of the citation are to be sent to Branch Presidents and the media at the same time as the CBCA Book of the Year Awards information.
Letters are to be sent under embargo to creators and publishers of all shortlisted books. Winners should be asked to prepare acceptance speeches which will be required in printed form on the day of the Awards Ceremony. These speeches will be published in *Reading Time*.
Included in the letter to the winning and honour book publishers should be information on the cost and availability of the CBCA's Awards stickers and the Licence Application Forms.

Information supplied as above is embargoed until the Awards are announced. This should be emphasised in all communications.

August Check that certificates and medallions are correct and ready for presentation. Awards presentation and announcements made on the third Friday prior to Children's Book Week. The National Executive decides the total prize money and divides it in the following proportions. In each category, 60% of the money goes to the winner, and 20% to each Honour Book. Where a book has more than one creator, the money is divided evenly between them.
Collect acceptance speeches and send them to *Reading Time*.

August/Sep Ensure that all the individual Judges' reports and any records of voting are destroyed to maintain confidentiality. The Judges should be sent a statement to sign declaring that all confidential material, in both print and electronic form, has been destroyed



October Prepare the Award Coordinator's report for the CBCA Annual General Meeting in November.

November/December

Annual General Meeting.

Letters of thanks to Judges including requests that they make any outstanding claims for reimbursement of expenses by the end of the month.

Letters of commendation to their employers.

Send materials to the CBCA National Archives (**See Section 9**).



4. NOTABLE AUSTRALIAN CHILDREN'S BOOKS

Each year since 1992 the CBCA has published *Notable Australian Children's Books* (often called *Notables* for convenience), an annotated list of books selected from all of the entries submitted for final judging in the Awards for that particular year. The aim in producing this list is to give prominence and recognition to those entries for the Awards which display commendable standards in the criteria set down for the Awards (**See Section 1**).

Since 2003, the CBCA web site has included a list of all titles included in *Notables*. The list should be available on line immediately after the Judges' Conference and prior to the announcement of the Short Lists. The annotations are not available through the web site.

As for all publications relating to the Awards, *Notable Australian Children's Books* must include a reference to the CBCA Awards Foundation and acknowledge Benefactors and Major Donors. The current list of Benefactors and Major Donors can be found at <http://cbca.org.au/foundation.htm>

Editors and publishers of *Notable Australian Children's Books* should check with the Awards Foundation Managers, Margaret Hamilton and June Smith, to ensure that acknowledgements are correct at the time of publication.

4.1 Judges' Responsibilities

Judges identify books for inclusion and write annotations for *Notables*. An editor (who may be one of the judges or an Awards Coordinator) will be appointed early in the judging process to collect, organise and enter all annotations on a draft document throughout the judging process. Annotations should reflect the criteria for the category in which the book is listed.

4.1.1 Judges will identify titles deemed notable on their reports. Their comments should make clear why they consider these books notable. The editor will compile and constantly update a draft list of titles to be included in *Notables* using information collated from reports. The Awards Coordinator allocates titles likely to be included to Judges, who write 70 - 80 word annotations. These are sent to the editor by the due date specified at the time of allocation.

4.1.2 As soon as possible after all Judges' reports and annotations which have been allocated have come in, a draft *Notable* lists will be sent to all Judges before the Interstate Judges' Conference.

4.1.3 At the Judges' Conferences, the *Notables* draft will be reviewed to confirm the inclusion of titles, suggest changes of emphasis within annotations and ensure highest standards of consistency and proofreading. Inclusion will be on a simple majority vote for the Eve Pownall Panel and on a six to two majority basis for the Interstate Panel in votes taken at their respective conferences.

4.2 Notable Book Stickers

Books included in *Notables* are entitled to use the appropriate CBCA stickers. Publishers are notified in writing if their books are included, and also advised of the availability and cost of these stickers.



4.3 Release of *Notable Australian Children's Books*

This publication should be released within three weeks of the Interstate Judges' Conference to facilitate marketing, selection and publicity and to reinforce its usefulness as a selection guide for parents, librarians and teachers. Distribution should not be delayed until all other items of Children's Book Week merchandise are also available for sale. All authors, illustrators and publishers whose books are included in *Notables* should receive complimentary copies as well as legal deposit libraries listed in 10.5.1.

Note: *Notables* includes but does not identify Winners and Honour Books.

4.4 Style Guide

The editor and the Judges should examine past issues of the publication. Books voted as 'notable' in more than one category are annotated to emphasise the criteria for each category.

4.4.1 The order of contents is:

- Title Page
- Table of Contents
- Introduction (purpose of the publication, statistics on the year's entries) - 1 page
- Annotated lists (arranged alphabetically by author) within categories in the order

- Older Readers
- Younger Readers
- Early Childhood
- Picture Books
- Information Books
- CBCA Information
- Indexes - Title
 - Author and Illustrator

4.4.2 Bibliographic style

Author's surname (All Caps), Author's first name (Cap + lower case), **TITLE** (bold caps)
Illustrated by (Illustrator's first name, Caps + lc), Illustrator's surname (All Caps)
Publisher and Imprint (Caps + lc)
ISBN, Number of pages (if numbered, otherwise 'unpaged')



4.4.3 Sample entry: Format and style from *Notable Australian Children's Books*, 2007.

GLEESON, Libby
AMY & LOUIS
Illustrated by Freya BLACKWOOD
Scholastic Press, Scholastic Australia
ISBN 1865049352
unpaged

The touching friendship between Amy and Louis, and their feeling of loss when they are separated, are captured in this beautifully crafted, gentle story. With spare text and soft, evocative illustrations, the reader shares Louis' emotions as the colour drains from his life. With the help of the clouds he magically closes the gap between Australia and the other side of the world, reaching Amy with his heartfelt 'Coo-ee'.
The book, a delight to read and share, creates a wonderful sense of place and closeness.

Shortlisted, Book of the Year: Early Childhood, 2007

4.5 Additional information

- Judges should include the category on the draft version, but omit it from the final version.
- The number of pages given will be the same as the final numbered page. Where there are no page numbers the book should be described as 'unpaged' for consistency.
- If the title of *Notable Australian Children's Books* is changed, then application should be made for a new ISSN. Otherwise, the ISSN remains the same.

See Section 10 for Legal Deposit copy requirements.

Legal Deposit Copy requirements.

A complimentary copy is sent to: The National Library and all State Libraries (see p. 36/37), all Branch Presidents, current Judges, incoming Judges, members of the National Executive, incoming National President and Awards Coordinators (even-numbered years), the CBCA National Archives, the Lu Rees Archives, authors, illustrators and publishers of all books included. Other complimentary copies may be used for publicity at the discretion of the National Executive.



5. ANNOUNCEMENT OF SHORT LISTS AND AWARDS

Release of information concerning the Short Lists and Awards is the responsibility of the National Executive, though the assistance of Branches in compiling media and mailing lists is required. The phrase “Children’s Book Week” will be used in all publicity and related publications, and the Benefactors and Major Donors of the Children’s Book Council of Australia Awards Foundation will be acknowledged. The release of information should be designed to feature the work of the Children’s Book Council of Australia.

5.1.2 The Short Lists will include the name, address, phone and fax numbers of the Awards Coordinator and the National President or the CBCA Media Consultant.

5.1.3 The National Executive will advise the 2009 Annual General Meeting when the Short Lists will be announced in 2010. No individual or organisation will be allowed information concerning the Short Lists prior to the public announcement.

5.1.4 *Reading Time* will produce the *Short List Information* book. The Awards Coordinator will provide the editor of *Reading Time* with any pertinent information in hand.

5.1.5 The Short Lists will be posted on the CBCA Website on the day of the announcement at 12 noon EST.

5.2 Release of Information Concerning Award Winners and Honour Books

5.2.1 Award decisions remain confidential to the Judges, the National Executive and the Awards Coordinator until the official notifications are made, with the exception of those listed in **5.2.2**.

5.2.2 The National President will inform the National Office and, through them, the Branch Presidents, CBCA web manager and NE of the Award Winners and Honour Books by mail 28 days prior to the official presentation.

5.2.3 The Awards Coordinator will inform the authors, illustrators and publishers of all shortlisted titles by mail 28 days prior to the announcement. Where the book is a Winner or Honour Book, this information will be included. All will be sent an invitation to the official presentation.

5.2.4 The CBCA Publicity Officer will forward a media release to literary editors, editors of newspapers and other media contacts nominated by the Branches and/or the National Executive 28 days prior to the official presentation.

5.2.5 Awards information will be marked **CONFIDENTIAL** and the **embargo date** will be marked on the first page and on the envelope. The Release time will be included on the first page of the Awards information.

5.2.6 Confidentiality of Award Winners and Honour Books will be maintained until the official presentations are made by the National Executive at a public function to be held at noon, EST, on the third Friday in August, the day before the start of Children’s Book Week.

5.2.7 The details of Award Winners and Honour Books will be posted on the CBCA Website on the day of the announcement at 12 noon EST.



6. MONETARY AWARDS, MEDALLIONS AND CERTIFICATES

These are presented at the Awards Announcements on the third Friday in August, the day before Children's Book Week starts.

6.1 Monetary Awards

The interest generated by the funds in the Children's Book Council of Australia Awards Foundation is used to provide the monetary awards. Amounts will vary annually according to the interest generated by the Foundation's capital. All categories are treated equally. In each category, 60% of the money goes to the winner, and 20% each to the Honour Books. Where a book has more than one creator, the money is divided evenly between them.

6.2 Medallions

The current medallions were designed in 1991 and are produced by:

The Amor Badge Co Pty Ltd

Unit 4D

1-7 Unwins Bridge Road

St Peters

NSW 2044

Phone: 02 9519 0782

Fax: 02 9519 0785

6.2.1 Design There is one design only. The award, author/illustrator, and title are engraved on the back of the medal. Full and accurate details should be supplied to the manufacturer six to eight weeks prior to the Awards Announcement.

6.2.2 Recipients No author /illustrator will receive more than one medallion for the same book, except where the book which wins the Eve Pownall Award or the CBCA Picture Book of the Year Award also wins another category. In this case, the National Executive will decide. Medallions will be presented to:

- Author of the CBCA Book of the Year: Older Readers and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.
- Author of the CBCA Book of the Year: Younger Readers and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.
- Author of the CBCA Book of the Year: Early Childhood and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.
- Illustrator of the CBCA Picture Book of the Year, and a further medallion to the author of the text where the author is not the illustrator.
- Author of the Eve Pownall Award for Information Books and a further medallion to the illustrator if, in the opinion of the Judges, the illustrations add significantly to the text.

6.3 Certificates

These will be awarded to authors, illustrators and publishers of Shortlisted, Honour and Winning books. They can be computer generated or a calligrapher can be used. Time must be allowed for the National President to sign all certificates before the announcement.



7. NAN CHAUNCY AWARD

Named after a noted Tasmanian author of children's books, the Nan Chauncy Award has been created to honour people who have made an outstanding contribution to the field of Australian children's literature.

From 1983 to 1998, it was awarded quinquennially. Since 2000, the Nan Chauncy Award has been made biennially, (in even-numbered years).

A list of past winners can be found on the CBCA web site: <http://cbca.org.au>

7.1 Administration

The Nan Chauncy Award is administered by the National Executive who may delegate responsibility to a Coordinator.

7.2 Eligibility

7.2.1 The recipient must be an Australian citizen, no matter where residing, or a person who has been resident in Australia for at least five years. In the case of a person who is not an Australian citizen, eligibility shall cease at the time when the person ceases to be a resident of Australia.

7.2.2 The winner shall be a person who has made an outstanding contribution, over a period of years, to the field of Australian children's literature. Such a person could be an editor, publisher, teacher, (teacher-) librarian, bookseller, researcher, author, illustrator, etc.

7.2.3 Nominees must be living at the time nominations close (31 March in the year of the Award).

7.2.4 A person can only receive the Award once.

7.2.5 There can be only one winner of the Award in any one year.

7.2.6 Unsuccessful nominees may be nominated for subsequent Awards.

7.2.7 The winner need not be a member of a CBCA Branch.

7.3 Form of the Award

The Award shall consist of two parts:

- A citation to be written by the Nan Chauncy Judges
- An appropriate commemorative gift to be commissioned by the National Executive.

Note: It is customary to present an item made of Tasmanian timber.

7.4 Judges

7.4.1 There shall be three Judges. Judges must be financial or life members of a Branch of the CBCA.

7.4.2 One Judge shall be appointed by and from the Branch which provides the National Executive for the year of the Award. The other two Judges shall be provided by and from Branches according to the roster (**Appendix 6**).



- 7.4.3 The Coordinator shall, at the National AGM, request the relevant Branches to appoint a Judge and to inform the Coordinator in writing by 28 February. A brief biography of the chosen Judge should be included, which will be circulated to the other Judges and lodged in the archives.
- 7.4.4 Should any Nan Chauncy Judge be nominated for the Award, or be unable to participate in the judging for any reason, s/he will immediately withdraw as Judge, inform the Coordinator and be replaced by a Judge selected by the National Executive.
- 7.4.5 The Judges have a preliminary meeting via teleconference and a final meeting prior to the National Conference in order to select the winner and write the citation. (See also 7.4.10)
- 7.4.6 The Judges' meeting is to be arranged and chaired by the Coordinator, with overnight accommodation paid for by a levy on the Branches.
- 7.4.7 Once the Judges have reached a decision they are to inform the National Executive and the Coordinator in writing, enclosing a copy of the citation.
- 7.4.8 The Judges have the right to make no award.
- 7.4.9 The Judges are to write, or to commission, a substantial article on the winner to be published in *Reading Time*.
- 7.4.10 In the event that there is no National Conference or if the conference is not held at a suitable time, the National Executive shall make alternative arrangements.

7.5 Nominations

- 7.5.1 The Coordinator is to call for nominations for the Award in the year preceding the year of the Award at the National AGM. Notices are to be placed in *Reading Time* and other appropriate publications (**Appendix 7**).
- 7.5.2 Financial and Life Members of the CBCA may nominate eligible people.
- 7.5.3 Nominations must be on the official form available from the Branches, the National Executive, the National Office, the Coordinator and the CBCA web site <http://cbca.org.au/awards2.htm#administration> (**Appendix 8**).
- 7.5.4 A copy of the document *Advice to Nominators* should be sent with the nomination forms (**Appendix 9**).
- 7.5.5 Nominations must be received by the National Office by 31 March in the year of the Award. Late nominations will not be accepted.
- 7.5.6 In the event that more than one nomination is received for a candidate, the first nomination received will be the only one sent to the judges.
- 7.5.7 The Coordinator shall forward copies of the nominations to each Judge by 1 May.

7.6 Announcement and Presentation

- 7.6.1 After the Judges have reached a decision at their meeting, they immediately inform the National Executive in writing.
- 7.6.2 The National Executive informs the winner.
- 7.6.3 The Award is to be publicly announced at the CBCA National Conference, or else at an appropriate time to be determined by the National Executive. Where possible the winner should be informed before the announcement.
- 7.6.4 The Award is to be presented at the same function as the CBCA Book of the Year Awards, or else at an appropriate time and venue to be determined by the National Executive.



7.6.5 Information about the Award and a copy of the citation are to be sent to Branch Presidents and the media at the same time as the CBCA Book of the Year Awards information.

7.7 Confidentiality

7.7.2 The list of nominations is confidential. Only the National President, coordinator and Judges are to receive it.

7.7.3 The name of the winner is to be kept secret until announced by the National President. However, the winner and the person commissioned to write the article for *Reading Time* are to be informed after the Judges' meeting.

7.7.4 All nominations and notes are to be destroyed after the Judges' meeting, with the exception of the following items which are to be sent to the National CBCA Archives:

- (i) Information on the 3 Judges.
- (ii) A copy of the citation.
- (iii) The nomination form of the winner.

7.8 Financial Arrangements

Branches shall pay a levy of \$150 every two years to cover the cost of the gift and any judging expenses. (see **7.3**).

The National Executive shall pay for the winner to attend the Awards Announcement. Fares for Judges and the Coordinator are their own responsibility.

See Appendices 6 to 9 for:

Advice to Nominators document

Roster for Selection of Nan Chauncy Award Judges

The Nan Chauncy Award Nomination Form 2010

Call for nominations suitable for Branch Newsletters



8. THE CRICHTON AWARD

The aim of the Crichton Award is to recognise and encourage new talent in the field of Australian children's book illustration. This national award is administered by the Victorian Branch of the CBCA.

Publishers submit books for entry. Any book submitted must be the illustrator's first publication in which the illustrations form a significant part of the narrative or informational content, and the illustrator has artistic control of the whole. The illustrator must have resided in Australia for two years prior to the year of the book's publication, and the book must have been first published in Australia between January 1 and December 31 of the year prior to the award. The focus of the award is the artist's talent.

Entries close December 31 in the year of publication. Four copies of the book are to be sent, together with the entry fee of \$88 (includes GST) and the completed entry form signed by the illustrator.

Eligibility Criteria

- a) The artist must be emerging or new to the field of children's book illustration.
- b) The artist must be an Australian citizen or have resided in Australia for the two years prior to December 31 of the year of publication of the book entered.
- c) The entry must be the artist's first illustrated book published by a trade publisher, where the illustrations form a significant part of the book's narrative or information content.
- d) Books entered must have been first published in Australia between January 1 and December 31 of the year prior to the award.

Judging

The judging panel consists of three people nominated and elected by the executive of the Victorian Branch

- the convenor
- an established illustrator or artist with a knowledge of children's books
- a children's literature representative chosen from the areas of children's librarian, teacher librarian, teacher of children's literature, bookseller, or other related field.

The judging panel publishes a report, a copy of which must be sent to the Awards Coordinator by April.

The Short List and the Winner of the Crichton Award will be announced at the same time as the Book of the Year Short Lists and Winners.

A list of past winners is available on the CBCA website <http://http://cbca.org.au/crichton04.htm>

Further details and entry forms:
The Crichton Award Convenor
CBCA Victorian Branch
PO Box 781 Kew VIC 3101
Phone/fax 1300 360 436
Email cbcadmin@vicnet.net.au



9. CBCA NATIONAL ARCHIVES

The following materials relating to the Awards must be forwarded to the Children's Book Council of Australia National Archives.

- . Contact the CBCA National Office for details.
 - A copy of the Awards Handbook as ratified by National Council.
 - A copy of the list of entries for the CBCA Book of the Year Awards as made available annually.
 - A copy of the Judges' Report signed by all Judges.
 - Newspaper and magazine coverage of the Short Lists Announcement, the Winners Announcement and Children's Book Week activities.
 - A copy of *Notable Australian Children's Books*.
 - A copy of *Short List Information Book*.
 - A copy of each of the following for the Nan Chauncy Award:
 - Information on the selected judges
 - Nomination form for the winner
 - A copy of the citation
 - A copy of all relevant Crichton Award documents.
 - The judges' profiles
 - Relevant (non-confidential) correspondence about the Awards

Note: Individual Judges' Reports and lists remain confidential and therefore are not sent to the Archives. The Awards Coordinator must ensure that all these records are destroyed at the end of each judging cycle.



10. LEGAL DEPOSIT REQUIREMENTS

Most publications require an International Standard Book Number (ISBN) or an International Standard Serial Number (ISSN). These numbering systems are used by booksellers and libraries to identify books and serial publications.

10.1.1 ISBN

This numbering system is given to printed books, pamphlets, and microform and mixed media publications. Ephemeral printed material such as advertising or promotion pamphlets does not require an ISBN.

10.1.2 ISSN

This numbering system is given to publications issued in successive parts and intended to be continued indefinitely, such as periodicals, newspapers, annual reports, journal and monographic materials.

The ISSN for *Notable Australian Children's Books* is 1037-0668.

The ISSN for *Short List Information* is 1038-336.

(These numbers should be used unless the titles or nature of the publications change.)

10.1.3 Address to apply for an ISBN or ISSN

International Standard Serial Numbering Agency
National Library of Australia
Canberra
ACT 2600 Phone: 02 6262 1213

10.1.4 Legal Deposit (National Library)

To comply with legal deposit legislation (Copyright Act 1968), the Children's Book Council of Australia is required to send (to the address below) within one month of publication one copy of every publication produced and supplied (whether for sale or not) to the public. This includes 'library material': books, periodicals (including newsletters and annual reports), newspapers, brochures, pamphlets, catalogues, etc.

These should be sent to:

Legal Deposit Unit
National Library of Australia
CANBERRA ACT 2600

OR

For continuing publications (*Notable Australian Children's Books; Short List Information Book*), one copy should be set to:

Australian Selection
Preliminary Processing
National Library of Australia
CANBERRA ACT 2600



10.1.5 Legal Deposit: State Libraries

Because the CBCA is a national body, the following libraries should be supplied with one copy of each publication within two months of its release. These should be addressed to the Serials Librarian unless otherwise stated. This is no longer a legal requirement, but a courtesy.

ACT ACT Library and Information Services
CANBERRA ACT 2601

NSW State Library of New South Wales
Macquarie St
SYDNEY NSW 2000

NT State Library of the Northern Territory
25 Cavenagh St
DARWIN NT 0800

QLD State Library of Queensland
Cnr Peel and Stanley Sts
SOUTH BRISBANE QLD 4101

SA State Library of South Australia
North Terrace
ADELAIDE SA 5000

TAS State Library of Tasmania
91 Murray St
HOBART TAS 7000

VIC Serials Department
State Library of Victoria
328 Swanston St
MELBOURNE VIC 3000

WA Serials Coordinator
SRL: Bibliographic Services
State Library of Western Australia
Alexander Library Building
Perth Cultural Centre
PERTH WA 6000



10.1.6 Complimentary copies

Requested by and sent to:

Serials Librarian
Serials Department
University of Sydney Library
NSW 2006

Fisher Library
University of Sydney
NSW 2006

Collection Management Librarian
Collection Management Division
The University of Melbourne Library
The University of Melbourne
VIC 3010

The Lu Rees Archives of Australian Children's Literature
University of Canberra
ACT 2601

The Library
Client Services Division
University of Canberra
ACT 2601



11. PRESENTATION OF MATERIAL

11.1 Consistency

Consistency in presentation of publications, stationery, etc. should be maintained. For instance, the official name is

The Children's Book Council of Australia Incorporated (CBCA)

It is also important to acknowledge Benefactors and Major Donors of the Children's Book Council of Australia Awards Foundation. The current list of Benefactors and Major Donors can be found on the CBCA website: <http://cbca.org.au/>

An example of the design for the official letterhead and stationery is shown in **Appendix 10**.

11.2 The Australian Company and Australian Business Numbers

The Australian Securities Commission requires that the registered company number be carried on all stationery; records of financial transactions (receipts, cheques, invoices); and publications at all times.

The Australian Company Number for the CBCA is **A.C.N. 009 580 956**.

The Australian Business Number for the CBCA is **A.B.N. 14 009 580 956**

The Australian Business Number for the Awards Foundation is **A.B.N. 14 009 580 956**.

11.3 Logo

The logo used by the Children's Book Council of Australia is a registered trademark and therefore should appear on all publications by all Branches for internal and external use. If any outside party wishes to use our logo, prior permission is required or a formal licence agreement should be entered into with the National Executive. Permission is required if any outside body wishes to use or reproduce any material produced by the CBCA. Such material must clearly acknowledge the CBCA. The colour for the logo is Blue PMS 288.



APPENDICES

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The Children's Book Council of Australia
A.C.N 009 580 956 ABN 14 009 580 956

**CBCA BOOK OF THE YEAR AWARDS – 2010
(Books published from 1 January to 31 December in 2009)**

GUIDELINES FOR PUBLISHERS

This entry form must be used for each entry submitted for the Children's Book Council of Australia Book of the Year Awards. All appropriate sections must be completed.

Please refer to the **Conditions of Entry** section when filling in the Entry Form.

Closing Dates for Entries:

Publishers are urged to add award entry titles to their review copy distribution list and to submit entries **as soon as possible** to allow the maximum time for Judges to evaluate each title.

Boxes of entries must be postmarked **no later than 31 December, 2009**.

Entry Requirements:

See Section 6 on page 4 of **Conditions of Entry** for number of copies and fee required.

For each title entered, please forward the required number of copies, the entry form and entry fee of \$88 for each category. Your remittance should be made payable to *The Children's Book Council of Australia*.

Note that books entered for the Awards will not be returned to the publisher. For entries deemed ineligible for the Awards, the entry fee will not be refunded.

Books postmarked after **31 December, 2009** shall not be accepted for entry in the 2009 Awards.

Addresses and Enquiries:

Send books, Entry forms and Entry fees to:

Children's Book Council of Australia

National Office,

AATE

PO Box 3203

NORWOOD SA 5067

Telephone: 08 8332 2845

Fax: 08 8333 0394

Email: cbca@aate.org.au

416 Magill Rd
Kensington Gardens
SA 5068



CONDITIONS OF ENTRY

1. CBCA Book of the Year Awards Information

The Children's Book Council of Australia undertakes each year the judging of the CBCA Book of the Year Awards from books entered under the conditions below.

- a) These Awards are known as CBCA Book of the Year: Older Readers; CBCA Book of the Year: Younger Readers; CBCA Book of the Year: Early Childhood; CBCA Picture Book of the Year; The Eve Pownall Award for Information Books.
- b) A medallion will be presented to the authors of the CBCA Book of the Year: Older Readers; CBCA Book of the Year: Younger Readers; CBCA Book of the Year: Early Childhood; and The Eve Pownall Award. If the winning books in these categories are illustrated, further medallions may be presented to the illustrators (if not already the author) and, if in the opinion of the Judges, the illustrations add significantly to the texts.
A medallion will be presented to the illustrator of the CBCA Picture Book of the Year and a further medallion to the author of the text where the author is not the illustrator.
- c) Monetary Prizes: The aim of the CBCA is to provide prize money for the authors and illustrators of Winners and Honour Books in each category from interest on funds in the Children's Book Council of Australia Awards Foundation (established in November 1995). Amounts will vary annually according to the interest generated by the Foundation's capital.
- d) The administration of, and judging for, these awards follow rules and procedures in *The Children's Book Council of Australia's Awards Handbook 2009*.

2. Definitions and Scope

The Children's Book Council of Australia Book of the Year Awards are for books written with an implied readership under the age of eighteen.

The Judges assess entries primarily for literary and artistic merit, including cohesiveness in significant literary elements; language chosen carefully for its appropriateness to the theme and style of the work with proper regard to the aesthetic qualities of language; and originality in the treatment of literary elements as they apply to the form of the work. Appeal to an implied readership under the age of eighteen is also taken into account. Judges also consider the quality of illustrations, book design, production and printing. Books written as part of a series or published in serial form will be judged as separate entities and must be able to 'stand-alone'.

3. Awards Categories

Read the section below carefully when filling in Section 1 of the Entry Form.

- (a) **CBCA Book of the Year: Older Readers** awards will be made to outstanding books of fiction, drama or poetry which require of the reader a degree of maturity to appreciate the topics, themes and scope of emotional involvement. Generally, books in this category will be appropriate in style and content for readers in their secondary years of schooling.
- (b) **CBCA Book of the Year: Younger Readers** awards will be made to outstanding books of fiction, drama or poetry for readers who have developed independent reading skills but are still developing in literary appreciation. Generally, books in this category will be appropriate in style and content for readers from the middle to upper primary years.
- (c) **CBCA Book of the Year: Early Childhood** awards will be made to outstanding books of fiction, drama, poetry or concept books for children who are at pre-reading or early stages of reading. They may be picture books, picture storybooks or texts in which illustrations play a substantial part in the storytelling or concept development.



(d) **CBCA Picture Book of the Year awards** will be made to outstanding books of the Picture Book genre in which the author and illustrator achieve artistic and literary unity, or, in wordless picture books, where the story, theme or concept is unified through illustrations. As a general guideline, the judges may consider the relative success of a picture book in balancing and harmonising the following elements:

- artistic style and graphic excellence (including typography and its suitability for the implied readership);
- effective use of media and technique;
- colour, line, shape, texture;
- relationship between illustration and text;
- consistency of style, characterisation, information and setting;
- clarity, appropriateness and aesthetic appeal of illustrations;
- quality of book design, production, printing and binding;
- appeal to the child reader.

Entries for the CBCA Picture Book category will be selected by the judges from entries for the other four categories. No additional entry fee is required. No extra copies of picture books entered for categories (a), (b) or (c) are required. For picture books entered in (e), 14 copies are required. Publishers indicate that they want an entry to be considered in the category.

(e) **The Eve Pownall Award for Information Books** will be made to outstanding books which have the prime intention of documenting factual material with consideration given to imaginative presentation, interpretation and variation of style. As general guidelines, the judges may consider the relative success of the book in balancing and harmonising the following elements:

- style of language and presentation;
- graphic excellence;
- clarity, appropriateness and aesthetic appeal of illustration;
- integration of text, graphics and illustrations to engage interest and enhance understanding;
- overall design of the book to facilitate the presentation of information;
- accuracy with regard to the current state of knowledge.

4. Eligibility Criteria (Books)

- Books must be published between 1 January and 31 December 2009.
- Books must be available in Australia for purchase by the general public.
- Books must be in the English language or bilingual texts where one language is English.
- Books must meet one of the following five criteria to be entered:
 - not previously published;
 - new picture book version of previously published text;
 - retelling of traditional materials;
 - anthology or collection, of which the greater part of the work has not previously been published in a single volume; or
 - substantially revised edition. (Publishers to provide extent of revisions.)
- All authors/illustrators involved in the creation of a book must meet the eligibility criteria for creators for the book to be eligible.

Please note:

- These awards are only for books in the printed format, as distinct from digital and audiovisual formats.
- Any entries with accompanying non-book materials will be judged solely on the merits of the **book** component.
- Books written as part of a series or published in serial form will be judged as separate entities and must be able to 'stand-alone'.
- Books that have not previously been published as separate entities and are entered as a boxed set with an ISBN for the set, will be judged as a whole and attract one entry fee.
- Books in manuscript form are not eligible for these awards.



5. Eligibility Criteria (Creators)

The term 'creator' includes authors, retellers, editors of anthologies, and illustrators whose illustrations form a substantial part of the book.

* A creator must meet the following requirements for eligibility on **31 December** of the year of publication:

A creator must be –

- (i) an Australian citizen no matter where resident OR
- (ii) a person resident in Australia for at least two years **prior to 31 December** in the year of publication OR
- (iii) a person who has permanent residency status for Australia.

If a creator is not an Australian citizen, eligibility will cease at the time when s/he ceases to be resident in Australia.

Note: If there are two or more major creators, publishers must provide information on the eligibility of each.

6. Supply of Titles (See Guidelines for Publishers)

- i. Fees: The Australian Taxation Office has advised that the entry fee attracts the full GST. Publishers are requested to forward books, entry forms and fees to the National Office simultaneously. Upon receipt of books, entry forms and entry fees, the National Office will issue and forward a tax invoice within 28 days.
- ii. For the Older Readers, Younger Readers and Early Childhood categories, publishers are required to supply ten (10) copies of each book submitted, with one entry form and the correct entry fee (\$88 incl GST) for each title. No additional entry fee applies for **picture books** entered in these categories to be considered also for the Picture Book of the Year Award.
- iii. For consideration in the Eve Pownall category, publishers are required to supply six (6) copies and the correct entry fee (\$88 incl GST) for each title submitted. The Awards Coordinator may request a further eight (8) copies if the Judges deem the entry eligible for the Picture Book of the Year Award, but no additional entry fee is required.
A further 8 copies will be required for any title Short Listed.
- iv. Books entered for the Eve Pownall Award may also be entered in one other category (Older Readers, Younger Readers or Early Childhood), **provided that they satisfy the criteria for that category**. A total of fourteen (14) copies and an entry fee of \$176 (incl GST) are required in this case.
- v. Of the 10 copies required for Older Readers, Younger Readers and Early Childhood categories, eight are for the Judges, one for the Awards Coordinator for reference and publicity, and one for review in *Reading Time*, the journal of the Children's Book Council of Australia. Of the 6 copies required for the Eve Pownall Award (which is judged by a separate panel), four are for Judges, one for the Awards Coordinator and one for review in *Reading Time*.
- vi. Books accepted for entry in the Awards will not be returned to the publishers.
- vii. If an entry is deemed ineligible, under section 1.3 of the Awards Handbook 2009, the publisher will be notified and the entry fee will not be refunded.

7. Awards Information

Publishers will receive the Short Lists information as soon as it is announced.

Publishers whose books are included in the publication *Notable Australian Children's Books* will receive a complimentary copy.

Publishers whose books are shortlisted will receive notification of the Winner and Honour Books 28 days prior to the official announcement.

**The following is to inform you of another Children's Book Council of Australia Award.
We encourage you to enter any books which may be eligible.**



The Crichton Award

The Crichton Award is made annually by the Victorian Branch of the CBCA. This National Award was created in 1988 to encourage and recognise new Australian talent in the field of children's book illustration. The winner receives a presentation certificate and a monetary award of \$1,500.

Books submitted must be the illustrator's first published children's book which fits into the genre usually referred to as the trade picture book (fiction or non-fiction). The illustrations must form a significant part of the narrative or informational content. Note that the intention is to exclude both educational readers (usually available as part of a series) and bridging books which, although extensively illustrated, are designed to look like slim novels. The exclusion of these categories enables new illustrators to enter the first book in which they have had artistic control of the whole. The illustrator must be an Australian citizen or have resided in Australia for two years prior to December 31 of the year of publication of the book entered.

The book entered must have been first published in Australia between January 1 and December 31 of the year prior to the award.

Entries close on December 31 in the year of publication. Four copies of the book are to be sent, together with the completed entry form signed by the illustrator + entry fee.

The announcements of the Short List and the Winner of the Crichton Award coincide with the announcements of the CBCA Award Short Lists and Winners respectively.

Further details and entry forms are available from:

The Coordinator, The Crichton Award
C/- The Children's Book Council of Australia National Office,
AATE
PO Box 3203
NORWOOD SA 5067
Telephone: 08 8332 2845
Fax: 08 8333 0394
Email: cbca@aate.org.au



ENTRY FORM

Category or categories in which book is entered

Please indicate the category in which the book is entered by ticking (✓) the appropriate box below.

(Refer to the **Conditions of Entry** for advice on choosing the right category or categories.)

The Children’s Book Council of Australia reserves the right to vary the award category nominated by the publisher.

CBCA Book of the Year: Older Readers

CBCA Book of the Year: Younger Readers

CBCA Book of the Year: Early Childhood

Eve Pownall Awards for Information Books

Please tick the box if you would also like the Judges to consider this entry for the

CBCA Picture Book of the Year Award.....

Eligibility of the book:

Eligibility criteria are listed below. See the document **Conditions of Entry**, Section 4, for the rules.

Please indicate by ticking (✓) **all** criteria which apply to this entry.

(a) Published and released between 1 January 2009 and 31 December 2009

(b) Available in Australia for purchase by the general public.....

(c) Not previously published

(d) New picture book version of previously published text

(e) Retelling of traditional material

(f) Anthology in which more than half of the work has not previously been published

(g) Substantially revised edition.....

Note: Where an entry in any category is a revised edition, publishers must provide evidence of the extent of the revisions.

Eligibility of the creators:

The term ‘creator’ includes authors, retellers, editors of anthologies, and illustrators whose illustrations form a substantial part of the book. See the document **Conditions of Entry**, Section 5, for the rules.

Eligibility criteria are listed below. Please indicate by ticking the criteria which apply to the creators.

(a) Australian Citizen/s.....

Give Name/s

(b) Not Australian Citizen/s, but Resident/s in Australia for at least two years prior to.....
31 December, 2009 and still resident in Australia .

Give Name/s

(c) If there are two or more major creators, please provide information on the eligibility of any not given above.



PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

Book Title

ISBN.....

Author
(Dr, Mr, Mrs, Ms)

Author's Address

.....

..... Postcode.....

Author's Phone Author's Fax.....

Email.....

Illustrator

Illustrator (jacket illustration alone is not eligible)
(Dr, Mr, Mrs, Ms)

Illustrator's Address

.....

..... Postcode

.....

Illustrator's Phone..... Illustrator's Fax.....

Email.....

Date of Release

Date of Release Day.....Month.....Year..... Publisher's Recommended Price A\$.....

If not released to booksellers in year of publication
indicated in the book, give actual date of release Day.....Month.....Year.....

Publisher

Publisher's name

Publisher's Address.....

.....

.....

..... Postcode.....

Publisher's Contact Person for Awards Information and Queries

Contact Person's Phone..... Fax.....

Publisher's Email

Please complete section on page 3 of this entry form



I certify that this entry is eligible in accordance with the rules as outlined in the Awards Handbook 2009:

Publisher's Signature:

Date:

Entry Fee enclosed \$

.....(Publisher's name) gives permission for the cover of
.....(book title) to be used by the CBCA for any publicity purposes.

Send books and entry fees (\$88 for each category entered) to:

The Children's Book Council of Australia National Office, AATE
PO Box 3203 416 Magill Rd,
NORWOOD SA 5067 KENSINGTON GARDENS SA 5068
Telephone: 08 8332 2845
Fax: 08 8333 0394
Email: cbca@aate.org.au

GST and Tax Invoices

GST is required on the entry fees for the CBCA Book of the Year Awards. Publishers can submit books and entry fees before a tax invoice is issued, but the CBCA Awards Coordinator is required to issue a tax invoice within 28 days of receipt of the books. To avoid delays to the judging process, the following should be adhered to:

- (1) Publishers submit the books and required entry fees simultaneously;
- (2) Upon receipt of the books and entry fees, the Awards Coordinator will forward to the publisher within 28 days a receipt and a tax invoice showing all details required for the publisher's records.



The Children's Book Council of Australia Awards Foundation

The monetary prizes awarded in the five categories of the Awards, to the authors and illustrators of winning and honour books are funded each year by the interest generated by the CBCA Awards Foundation investments. The CBCA sincerely thanks all who have contributed to the Awards Foundation.

Benefactors: Scholastic Australia Pty Limited; Allen & Unwin; Laurie Copping OAM (in memoriam); Thyne Reid Trust No 1.

Major Donors: Australia Post; Era Publications; Five Mile Press; Libby Gleeson AM; Hachette Children's Books Australia; Hardie Grant Egmont; HarperCollins *Publishers Australia*; Ipswich District Teacher-Librarians' Network; The James N Kirby Foundation; Kinross- Wolaroi School; Koala Books; The Library Board of Queensland; Beryl Moncrieff Matthews (In memoriam); Angela Namoi; The Northern Territory Government; Parents and Boys of Sydney Grammar Edgecliff Prep School; Penguin Books Australia; Random House Australia; Emily Rodda (Jennifer Rowe); Gillian Rubinstein; SA Dept of the Arts & Cultural Development; Maurice Saxby AM; Julie Vivas; Walker Books Australia; Cassandra Weddell, Qld (In memoriam); Miss Maisie Williams, Garah, NSW (In memoriam); Sue Williams

Donations to the CBCA Awards Foundation are tax deductible and can be sent to: The Children's Book Council of Australia Awards Foundation, PO Box 172, Blackheath NSW 2785 Ph 02 4787 8492 or 02 9630 2424; Fax: 02 9630 2594; Or donate online: <http://cbca.org.au/foundation.htm>



The Children’s Book Council of Australia Book of the Year Awards

STATUTORY DECLARATION

I hereby declare that the book
entitled
entered in the Children’s Book Council of Australia Book of the Year
Awards for 200- bearing the publication date was not available to
the public in that year because of the following circumstances:

.....
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.....

Signature of the person making the declaration

Signed before me

..... (Justice of the Peace)

At

On the day of 20.....





THE CHILDREN'S BOOK COUNCIL OF AUSTRALIA AWARDS

The Children's Book Council of Australia has pleasure in announcing

THE 2007 SHORT LIST

Book of the Year: Older Readers

(NB: These books are for mature readers)

Bauer, Michael Gerard	<i>Don't Call Me Ishmael!</i>	Omnibus, Scholastic
Clarke, Judith	<i>One Whole and Perfect Day</i>	Allen & Unwin
Cornish, D. M.	<i>Monster Blood Tattoo: Book One</i>	
	<i>Foundling</i>	Omnibus, Scholastic
Dubosarsky, Ursula	<i>The Red Shoe</i>	Allen & Unwin
Lanagan, Margo	<i>Red Spikes</i>	Allen & Unwin
Shanahan, Lisa	<i>My Big Birkett</i>	Allen & Unwin
	Book of the Year: Younger Readers	
Bateson, Catherine	<i>Being Bee</i>	University of Queensland Press
Flynn, Pat		
Illus: Jellett, Tom	<i>The Tuckshop Kid</i>	University of Queensland Press
French, Jackie	<i>Macbeth and Son</i>	A&R, HarperCollins
Griffiths, Andy		
Illus: Denton, Terry	<i>The Cat on the Mat is Flat</i>	Pan Macmillan
Laguna, Sofie	<i>Bird & Sugar Boy</i>	Penguin Books
Millard, Glenda		
Illus: King, Stephen Michael	<i>Layla, Queen of Hearts</i>	ABC Books

Book of the Year: Early Childhood

Allen, Pamela	<i>Grandpa and Thomas and the Green Umbrella</i>	Penguin/Viking
Costain, Meredith		
Illus: Allen, Pamela	<i>Doodledum Dancing</i>	Penguin/Viking
Fox, Lee		
Illus: Wilcox, Cathy	<i>Ella Kazoo Will Not Brush Her Hair</i>	Lothian Books
Gleeson, Libby		
Illus: Blackwood, Freya	<i>Amy & Louis</i>	Scholastic Press
Lee, Lyn		
Illus: Gamble, Kim	<i>Eight</i>	Omnibus, Scholastic
Wild, Margaret		
Illus: Niland, Deborah	<i>Chatterbox</i>	Penguin/Viking

Picture Book of the Year

Some of these picture books may be for mature readers. (Arranged by illustrator)



McKimmie, Chris	<i>Brian Banana Duck SunshineYellow</i>	Allen & Unwin
Oliver, Narelle	<i>Home</i>	Omnibus, Scholastic
Ormerod, Jan	<i>Water Witcher</i>	Little Hare Books
Rippin, Sally		
Text: Metzenthien, David	<i>The Rainbirds</i>	Lothian Books
Spudvilas, Anne		
Text Wild, Margaret	<i>Woolvs in the Sitee</i>	Penguin/Viking
Tan, Shaun	<i>The Arrival</i>	Lothian Books
Eve Pownall Award for Information Books		
Davidson, Leon	<i>Red Haze: Australians & New Zealanders in Vietnam</i>	Black Dog Books
Fenton, Corinne		
Illus: Gouldthorpe, Peter	<i>Queenie: One Elephant's Story</i>	Black Dog Books
Hocknull, Scott and Cook, Alex	<i>Amazing Facts about Australian Dinosaurs</i>	Steve Parish Publishing
Hoopmann, Kathy	<i>All Cats have Asperger Syndrome</i>	Jessica Kingsley Publishers
Norman, Mark	<i>The Penguin Book: Birds in Suits</i>	Black Dog Books
Tonkin, Rachel	<i>Leaf Litter</i>	A&R, HarperCollins
Crichton Award for New Illustrators		
Agostino, Vincent	<i>When elephants lived in the sea</i>	Lothian Books
Text: Godwin, Jane		
Hill, Aaron	<i>Automaton</i>	Lothian Books
Text: Crew, Gary		
Hume, Lachie	<i>Clancy the Courageous Cow</i>	Omnibus, Scholastic

The Awards will be announced and presented in Melbourne on Friday August 17th, 2007

CHILDREN'S BOOK WEEK: 18 - 24th August, 2007 THEME: READiscover
<http://cbca.org.au>

For further information please contact:
 The CBCA National Media Consultant, Denise Hobman, mobile 0425 220 744 or
 National President Bronwen Bennett mobile 0418 368 034

The Children's Book Council of Australia Awards Foundation Donor List

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 Ph: 02 4787 8492 or 9630 2424 Fax: 02 9630 2594 or online at <http://cbca.org.au/foundation.htm>

Appendix 5

This is an example only.





THE CHILDREN'S BOOK COUNCIL OF AUSTRALIA AWARDS

The Children's Book Council of Australia has pleasure in announcing

THE 2007 BOOK OF THE YEAR AWARD WINNERS

This confidential press release is embargoed until 12 noon Friday August 17, 2007

Book of the Year: Older Readers

(NB: These books are for mature readers)

Lanagan, Margo *Red Spikes* Allen & Unwin

Honour Books: Older Readers

Cornish, D. M. *Monster Blood Tattoo: Book One* Omnibus, Scholastic
Foundling
Dubosarsky, Ursula *The Red Shoe* Allen & Unwin

Book of the Year: Younger Readers

Bateson, Catherine *Being Bee* University of Queensland Press

Honour Books: Younger Readers

Flynn, Pat *The Tuckshop Kid* University of Queensland Press
Illus: Jellett, Tom
Laguna, Sofie *Bird & Sugar Boy* Penguin Books

Book of the Year: Early Childhood

Gleeson, Libby *Amy & Louis* Scholastic Press
Illus: Blackwood, Freya

Honour Books: Early Childhood

Costain, Meredith *Doodledum Dancing* Penguin/Viking
Illus: Allen, Pamela
Wild, Margaret *Chatterbox* Penguin/Viking
Illus: Niland, Deborah

Picture Book of the Year

(These picture books are arranged by illustrator and some may be for mature readers.)



Tan, Shaun *The Arrival* Lothian Books

Honour Books: Picture Book of the Year

Rippin, Sally *The Rainbirds* Lothian Books
Text: Metzenthien, David
Spudvilas, Anne *Woolvs in the Sitee* Penguin/Viking
Text Wild, Margaret

Eve Pownall Award for Information Books

Norman, Mark *The Penguin Book: Birds in Suits* Black Dog Books

Honour Books: Eve Pownall Award for Information Books

Davidson, Leon *Red Haze: Australians & New Zealanders in Vietnam* Black Dog Books
Fenton, Corinne *Queenie: One Elephant's Story* Black Dog Books
Illus: Gouldthorpe, Peter

The Awards will be announced and presented in Melbourne at 12noon on Friday August 17th, 2007 at the Hawthorn Town Hall by the Victorian Premier, the Honourable Steve Bracks.

CHILDREN'S BOOK WEEK: 18 - 24th August, 2007 **THEME: READiscover**

<http://cbca.org.au>

For further information please contact:
The CBCA National Media Consultant, Denise Hobman, mobile 0425 220 744 *or*
National President Bronwen Bennett mobile 0418 368 034

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Appendix 6



THE NAN CHAUNCY AWARD

Roster for Selection of Nan Chauncy Award Judges

Year	National	Judge 2	Judge 3
2010	QLD	TAS	ACT
2012	SA	WA	VIC
2014	ACT	NSW	NT
2016	WA	QLD	SA
2018	TAS	NSW	ACT
2020	NT	VIC	WA

NOTE: The roster accommodates changes in the rotation of the National Executive and keeps the rule that no Branch supplies a judge for successive Awards.



THE NAN CHAUNCY AWARD
A BIENNIAL AWARD
OF
THE CHILDREN'S BOOK COUNCIL OF AUSTRALIA
CALL FOR NOMINATIONS FOR 2010 AWARD
(Example for advertising in Branch Newsletters etc.)

The Nan Chauncy Award has been created to honour a person who has made an outstanding contribution to the field of Australian Children's Literature.

The winner must be an Australian citizen, no matter where resident, or a person who has been resident in Australia for at least five years. The winner need not be a member of a Branch of the Children's Book Council of Australia.

The winner shall be a person who has made an outstanding contribution, over a period of years, to the field of Australian children's literature. Such a person could be an editor, publisher, teacher, librarian, bookseller, researcher, author, illustrator, etc.

Nominees must be living at the time nominations close.

All nominations must be on the official form, obtainable from the Children's Book Council of Australia Branches and the National Secretary.

Nominations close on 31 March, 2010.

If you have any queries, please write to:

The Coordinator, Nan Chauncy Award
C/- The Children's Book Council of Australia National Office,
AATE
PO Box 3203
NORWOOD SA 5067
Telephone: 08 8332 2845
Fax: 08 8333 0394
Email: cbca@aate.org.au

Entry forms and advice to nominators are also available from your Branch office and the National Executive.





THE NAN CHAUNCY AWARD

NOMINATION FORM

2010

Full name of **nominee**

Home address

Telephone home (...)..... work (...).....

Australian citizen..... *or* Australian resident foryears

Name of **nominator**

Home address

Telephone home (...)..... work (...).....

Email

NOMINATION

As a financial member *or* life member of the Branch of the Children’s Book Council of Australia I hereby nominate

.....
for the 2010 Nan Chauncy Award.

Signed *date*

PLEASE ATTACH A MAXIMUM OF TWO A4 PAGES SETTING OUT THE REASONS FOR THIS NOMINATION

IT IS RECOMMENDED THAT THE SHEET *ADVICE TO NOMINATORS* BE CONSULTED BEFORE COMPLETING THE NOMINATION

THE CLOSING DATE FOR NOMINATIONS IS 31 March 2010

SEND NOMINATIONS TO

**The Nan Chauncy Award
CBCA National Office
PO Box 3203
NORWOOD SA 5067**



THE NAN CHAUNCY AWARD

ADVICE TO NOMINATORS

It is important to realise that the Judges may know little or nothing about your nominee. The nominations can be judged only on the evidence provided.

1. Nominators should use the two pages allowed in order to give sufficient detail to do justice to their nominee.
2. Nominators should consult appropriate people, if necessary, in order to give a full account of their nominee's achievements. They need to provide all the information they wish to be taken into consideration.
3. Material from published sources is not admissible, with the exception of brief quotations. The bulk of the nomination must be in the nominator's own words.
4. The two page limit will be strictly adhered to. Any additional pages or material will not be forwarded to the judges.
5. The closing date for nominations will be strictly observed. Late entries will not be accepted.



**The Children's Book
Council of Australia**
A.C.N. 009 580 956

<http://www.cbc.org.au>

P.O.Box 470
Mt Lawley W.A. 6929

Ph/Fax (08) 9371 5018
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The CBCA National Office
cbca@aate.org.au

A.B.N. 14 009 580 956

Example of Design for Official Letterhead and Stationery

**Design to be printed on left-hand side of paper
using recycled paper if practicable.**

Official colour: Blue type (PMS 288) on plain paper

NB *This is not an exact copy of current stationery. It does give
the information which should be included on official letters.*

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