



Write a Book  
in a Day



**THE KIDS'  
CANCER  
PROJECT**

Science. Solutions. Survival.

# Manual for Participants

School, Open and Corporate Divisions 2021

## Copyright

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## You have the write stuff!

A year ago, as I sat to write this very same letter to all *Write a Book in a Day* participants, the COVID-19 situation around the world was escalating.

I remember wondering if we'd be able to have a competition in 2020 and if we did, how would we share all those creative stories and their imaginative illustrations with children in hospitals, and would the money raised make an impact on childhood cancer?

But you, the *Write a Book in a Day* community, rose to the challenge and made this the most successful year to date. And I'm really not surprised, after all this competition is founded on compassion, creative problem solving and teamwork - three hallmarks of great leadership.

In 2020, under the most extraordinary circumstances, you persevered, pivoted, and picked up new tech to write over one thousand books and raise a record \$537,000 for childhood cancer research. Thank you, we are so incredibly grateful for your commitment.

And now to the 2021 competition! The *Write a Book in a Day* team are as committed as ever to ensure you have a stress-free registration process and will be on hand to support you on your writing day.

This year the team will be rolling out new videos from authors along with website improvements while continuing to build on successful elements introduced last year like the online library and virtual national awards ceremony.

You can be proud of the impact *Write a Book in a Day* is making. Since 2009, an incredible \$2.23 million has been raised through the competition. These vital funds go towards scientific research to help kids of all ages diagnosed with cancer. Kids like Alana de Kort.

In July 2018, one week before her fifteenth birthday, Alana de Kort lost her battle to cancer. We're dedicating this year's *Write a Book in a Day* competition to her memory and have chosen your random words from the things that gave her so much joy in life.

Alana's family have dedicated their lives to raising funds and awareness for childhood cancer research so that no family should suffer the devastating loss they have.

Thank you so much for joining us this year, I can't wait to read all your stories as we continue our mission of scientific discovery for children with cancer.



Col Reynolds OAM  
Founder and Director  
The Kids' Cancer Project  
[thekidscancerproject.org.au](http://thekidscancerproject.org.au)

## 1. Introduction

The *Write a Book in a Day* competition is a team writing competition open to writers from Year 5 to adult. Books are written and illustrated by teams of up to 10 writers in a consecutive 12-hour period on one day. Each team is provided a unique set of parameters to write their story: two human characters, one non-human character, an issue, a setting and five random words.

This manual provides information on how to enter plus details of the competition and its rules. There are additional guidelines and resources available on the *Write a Book in a Day* website [writeabookinaday.com](http://writeabookinaday.com).

## 2. The competition terms and conditions

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

The Terms and Conditions are found at [<https://writeabookinaday.com/terms/>]. This manual, and the Terms and Conditions found at [<https://writeabookinaday.com/terms/>], constitute the competition Terms and Conditions. Undefined capitalised words in this manual have the same meaning as defined in the Terms and Conditions.

If there is any inconsistency between this manual and the Terms and Conditions, this manual prevails to the extent of any inconsistency.

### 2.1 Competition Period

- Registrations open 1 May 2021.
- The competition period is 8:00am Local Time on 1 June 2020 - 9:00pm Local Time on 31 August 2021.
- All books must be written within a consecutive 12-hour period (one day) during the Competition Period.
- Each team selects their preferred writing day during the competition period.
- Writing and illustrating is to commence no earlier than 8am Local Time and finish no later than 8pm Local Time on the selected writing date.
- Books must be uploaded to the website [writeabookinaday.com](http://writeabookinaday.com) as a PDF file and as plain text by 9pm Local Time on your chosen writing day.

**Note: No hard copy books are required to be submitted in 2021.**

### 2.2 Competition Divisions

Teams may enter the competition in one of the following Divisions:

- Primary school – Years 5-6
- Middle secondary school – Years 7-9
- Upper secondary school – Years 10-12
- Open – 18 years and over
- Corporate – 18 years and over, corporate sponsor

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

### 2.3 Competition teams

Each book must be written and illustrated by a team of writers.

- The **minimum** number of team members is **five (5)**.
  - The **maximum** number of team members is **ten (10)**.
  - For school teams, the year group of the majority of team members determines their division, e.g. a team with seven Year 9 students and two Year 10 students would enter the middle secondary school division.
  - Any team that includes an adult team member must enter the Open Division or Corporate Division (as appropriate).
- 2.4 All teams entering the *Write a Book in a Day* competition must agree to allow their books to be published on the *Write a Book in a Day* website.
- 2.5 The *Write a Book in a Day* competition is a creative writing competition and as such, winning entries are selected based on the judging criteria outlined in Section 7. The judges' decision is final and no correspondence will be entered into. Copying an existing story is plagiarism and any plagiarised entries will be disqualified. The Kids' Cancer Project reserves the right to disqualify unsuitable entries at its discretion.
- 2.6 All prize winners agree to the use of their name and address for publicity and competition purposes, without compensation.
- 2.7 The Kids' Cancer Project assumes no responsibility for any error, omission, interruption, corruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction or unauthorised access to, or alteration of entries. The Kids' Cancer Project is not responsible for any problems or technical malfunction of any telephone network or lines, computer networks and systems, servers, or providers, computer equipment, software, failure of any e-mail or entry to be received by The Kids' Cancer Project on account of technical problems or traffic congestion on the Internet or at any web site, or any combination of them, including any injury or damage to any entrant's or any other person's computer related to or resulting from participation or downloading any materials in this competition.
- 2.8 The Kids' Cancer Project reserves the right in its sole discretion to disqualify any individual who it has reason to believe has breached any of the competition conditions, or engaged in any unlawful or other improper misconduct, or conduct calculated to jeopardise the fair and proper conduct of the competition.
- 2.9 Entry into the *Write a Book in a Day* competition is open to Australian residents who meet the Eligibility Criteria under the Terms and Conditions.
- 2.10 To add a team member to a team the Team Coordinator must confirm that the team member has received permission from a parent or guardian to participate in and fundraise for *Write a Book in a Day*. A Parent Permission Letter is available for download in the *Resources* section under *Competition Info* on the *Write a Book in a Day* website.

### 3. Competition entry fees and sponsorship

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

#### 3.1 Competition fees

- An entry fee of \$70 is required for each team to participate in the competition.
- To be eligible for judging, each team must raise \$240 minimum in sponsorship donations and deposit the entry fee and sponsorship donations by the due date, 31 August 2021.

### 3.2 Sponsorship donations

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

- Individuals are provided with sponsorship pages to share with their networks.
- Prizes for top team and top individual fundraisers are also awarded.

### 3.3 Payment dates

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

Please contact the Write a Book in a Day team on 02 8394 7711 or email [info@writeabookinaday.com](mailto:info@writeabookinaday.com) if you are having difficulties or delays in making payment.

| Fees per team             | Due date  | Non-payment action  |
|---------------------------|---|---|
| \$70 entry fee            | Must be paid at least <b>ONE WEEK BEFORE</b> the chosen writing date.                 | If the entry fee is NOT paid, no parameters will be sent to your team.  |
| Minimum \$240 sponsorship | Must be received by The Kids' Cancer Project <b>by [9.00pm AEST 31 August 2021]</b> . | If sponsorship is NOT paid by 31 August 2021, your book will not be judged or included in the Online Library.<br><br>Prizes for fundraising will be allocated based on the sponsorship figures as at [9pm AEST 31 August 2021]. |

### 3.4 Payment methods

- Credit card via the *Write a Book in a Day* website [writeabookinaday.com](http://writeabookinaday.com) through the Team Coordinator portal.
- Direct deposit to:
  - Account name: The Kids' Cancer Project
  - BSB: 032010 Westpac
  - Account No: 291311

**Please include school name, writer's group or corporate name in full as reference. If you have multiple team entries, please advise by email to [info@writeabookinaday.com](mailto:info@writeabookinaday.com) how the payment is to be allocated.**

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

**Please include school name, writer's group or corporate name in full as reference. If you have multiple team entries, please advise by email to [info@writeabookinaday.com](mailto:info@writeabookinaday.com) how the payment is to be allocated.**

- Please do not send cash payments.
- Invoices can be generated through the Team Coordinator portal on the *Write a Book in a*

Day website.

### 3.5 Tax Deductible Donations

- Sponsorship donations are tax deductible. This does not affect the money paid by schools, as they are tax exempt.
- As this is a competition, sponsorship by participating team members themselves does not qualify for tax deductibility.
- The easiest method for sponsors to receive a tax-deductible receipt is to sponsor a team via the *Write a Book in a Day* website. Simply go to the Teams section on [writeabookinaday.com](http://writeabookinaday.com) and [search a writer or team to sponsor](#). Receipts will be issued from the website.
- Donations made via direct deposit or cheque will be receipted once funds have been received and processed. Please email [info@writeabookinaday.com](mailto:info@writeabookinaday.com) with contact details (full name, phone number and email address) of those requiring receipts.

3.6 Entry fees and sponsorship donations are GST exclusive.

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

## 4. Book rules

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

### 4.1 Parameters

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

On the day before writing, the team contact will receive an email advising that the parameters are ready to be downloaded from the website. The writers must not see these parameters until 8am on the writing day. The emails will be sent at the following times:

- School teams will receive their email **after 12 noon AEST** the day before writing. Parameters will be available to download at 12pm AEST that day.
- Open/Corporate teams will receive their email **after 9pm AEST** the day before writing. Parameters will be available to download at 9pm AEST that day.

### 4.2 Random words

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



#### 4.3 Australian identity

Your story must include identifiable Australian content. This can be in the theme, setting, characters or issue. This is to honour the origins of the competition which started at the home of a great Australian author, Katharine Susannah Prichard, which is now a writers' centre bearing her name.

#### 4.4 Originality and language

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

#### 4.5 Target audience age

Your story is intended for reading by children aged 10-16 years who are patients in children's hospitals. Do not include any swearing, strong or excessive violence, and inappropriate topics (eg death, cures for diseases). School teams are advised to consult their adult supervisor for advice. Team Coordinators may provide guidance as to inappropriate themes.

#### 4.6 Word count

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

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

| Division                | Word count (minimum to maximum) |
|-------------------------|---------------------------------|
| Primary school          | 1500 to 2500 words              |
| Middle secondary school | 3500 to 5000 words              |
| Upper secondary school  | 3500 to 5000 words              |
| Open and corporate      | 7000 to 10000 words             |

#### 4.7 Illustrations

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

For more information about illustrations, go to the *Resources* section under *Competition Info* on the *Write a Book in a Day* website.

#### 4.8 Style

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

#### 4.9 Compulsory sections

Your completed book must include the following sections in this order:

- i. an illustrated front cover including book title and team name
- ii. your Parameters Form (see Appendix 1 for a sample form) \*\*see below
- iii. list of authors and illustrators

- iv. a Copyright page (see Appendix 2 for a template)
- v. your completed story with illustrations
- vi. a back cover with a brief summary of your story (a blurb), a reader age recommendation and an illustration.

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

#### 4.10 Optional sections

You may include these optional pages after the Copyright page (remember, they will contribute to your overall word count):

- a message of goodwill to the children in hospital (please do not specify a hospital)
- an acknowledgement to thank your sponsors and helpers
- a chapter contents page
- reviews of your book can be included on the back cover with the blurb.

#### 4.11 Digital book

Save your completed book with all compulsory sections as a PDF file and as plain text. These files must be uploaded to the *Write a Book in a Day* website [writeabookinaday.com](http://writeabookinaday.com) by 9pm (Local Time) on the writing day See Section 6 for more details.

#### 4.12 **A hard copy edition of your book is not required.** Books will be shared digitally with hospitals.

#### 4.13 Final books are only eligible to be published to the Online Library if they have been judged in accordance with the Terms and Conditions. For a book to be judged and uploaded to the Online Library, teams must have reached the minimum sponsorship amount (see section 3.3 – payment dates) for reference. Any team that does not meet the minimum sponsorship amount by the end of the Competition Period, will not have their book published in the Online Library.

## 5. Registration

To register for the competition, go to [writeabookinaday.com](http://writeabookinaday.com) and use the information below to complete your registration.

### 5.1 Registration

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

### 5.2 Login

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

### 5.3 Team Coordinator

- For school teams, a student cannot be the school or team contact person (i.e. the Team Coordinator as defined under the Terms and Conditions). The Team Coordinator must be a teacher, librarian or other supervising adult for all teams at the school.
- For group teams, please nominate a single Team Coordinator.
- Ensure all details are correct for the Team Coordinator.
- Include the area code for landline telephone numbers.

### 5.4 Team details

- Multiple teams can be entered into the competition under a single registration.
- Each team must be added one at a time.
- Registration fee is \$70 per team.
- If the entry fee of \$70 per team is not received one week prior to the writing day, the team will not receive their parameters. If you are having difficulty making payment, please contact us via email at [info@writeabookinaday.com](mailto:info@writeabookinaday.com) or phone, 02 8394 7711.
- Each team must have a different name. This name can be changed prior to downloading the Parameter Form for that team. If the name is changed, it must be amended on the website so that the team name on the book matches the website record.
- Enter the division for the team. A school may have teams in different divisions.
- Enter the writing day for the team. A school or group may have multiple teams writing on different days.
- You must update the date if you change your writing day as it affects when team parameters are available to be downloaded.
- You can delete a team up to one week prior to the nominated writing day.

### 5.5 Team members

To add a team member to your team. Login to the Teacher Portal and click on 'Edit' within the team details table.

### 5.6 Payment of fees

- Once your team(s) is or are registered, you can pay via credit card immediately on the website. You can pay in full or in instalments (minimum accepted \$70).
- You can create an invoice in the Team Coordinator Portal if required (see section 3.4).

## 6. The writing day

### 6.1 To ensure the competition is fair, please adhere to these rules on your writing day:

- The supervising adult or Representative (Team Coordinator) must acknowledge (digitally, upon book submission) a confirmation that no work was carried out on the book before 8am (Local Time) and after 8pm (Local Time) on the writing date.
- School teams are required to have one adult (Team Coordinator, Teacher, Librarian, Parent) available at all times for supervision and to ensure the teams keep to the time schedule.
- Teams are not allowed to pre-prepare any written or illustrative material.
- Teams must not obtain any information or assistance from any supervising adult or outside sources.

### 6.2 On the writing day

- Schools: An email will be sent to the school after 12pmAEST on the day before

the selected writing day to advise that the parameters are ready to be downloaded.

- Open/Corporate: An email will be sent to your contact person at 12pm AEST the day before the selected writing day to advise that the parameters are ready to be downloaded at 9pm AEST.
- The parameters must be kept strictly confidential until 8am (Local Time) on your writing day.
- Teams may take less time than the full 12-hours but the book must be submitted before 9pm (Local Time) and website details updated.
- Here is a suggested outline for the day:

**Start 8am** The team should review the book rules so that all members understand exactly what is required for their book.

**Morning** Brainstorm ideas and plots, develop characters, assign book sections, commence writing and illustrating.

**Lunch break**

**Afternoon** One team member to read the story through to assess continuity, writing style, and check that nothing is missing. Continue writing.

**Late afternoon and evening** Edit and fine tune text and images. Check all compulsory pages are included. Save the finished book as a PDF and plain text.

**Final step by 9pm (Local Time)** Log in to the website and update any team and book details. Complete the declaration (within the Team Coordinator portal, book upload section). Upload your book in **plain text** as well as a **PDF** via the *Upload a Book* tab on the website.

*Other day plans and resources including character and setting templates are available via Competition Info > Resources on the Write a Book in a Day website.*

- Please ensure the website has the correct team name, team members and book title before uploading your book.
- If the book fails to load, please email the Word document and PDF to [info@writeabookinaday.com](mailto:info@writeabookinaday.com).

**Note: No hard copy books are required to be submitted in 2021.**

## 7. Judging and awards

Following the close of the competition on 31 August 2021, a judging panel will determine the shortlist of finalists in each division. These finalists will be judged by one or more literary professionals appointed by The Kids' Cancer Project and the *Write a Book in a Day* Advisory Committee. These professionals are appointed annually and may be recognised authors, writers, book publishers or other literary specialists.

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

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

- compliance with all rules outlined above
- story structure (well-planned and executed, consistent tone, plot and characterisation, imaginative)
- literary excellence (correct spelling and grammar, good vocabulary)

- iv. reader engagement and audience appropriateness
- v. illustrations (contribution to the story, technical competence and appeal)

The awards for the books are:

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

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

- These prizes are confirmed in the Terms and Conditions.

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

## Thank you!

On behalf of Col Reynolds and The Kids' Cancer Project, we thank you for your participation in this creative competition along with the funds you raise for vital children's cancer research. We hope you will continue with us on our journey to find kinder, more effective treatments for every child diagnosed.

### **Our mission**

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



### **Our vision**

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

*Note: The Kids' Cancer Project will have a non-exclusive royalty-free, perpetual, worldwide, irrevocable, and sub-licensable licence to publish copies of the book from each team for a period of two years. Should any of the books in the competition be published in any form or by any person (whether The Kids' Cancer Project or otherwise), 50% of the profits or royalties of that publication for a period of 2 years shall be paid to The Kids' Cancer Project fund and 50% to the copyright owner(s). In the absence of any other written agreement, all members of the validly registered team in accordance with the Terms and Conditions who wrote, illustrated, or otherwise contributed to the book will own copyright equally.*

## Appendix 1 – Parameters Form sample

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

**Write a Book  
in a Day**

**THE KIDS'  
CANCER  
PROJECT**  
Science. Solutions. Survival.

### PARAMETERS FORM

**TEAM DETAILS**

STATE: .....

DIVISION: .....

SCHOOL/GROUP: .....

TEAM NAME: .....

TEAM ID: .....

**PARAMETERS AND RANDOM WORDS**

| Parameters                | Random words |
|---------------------------|--------------|
| Primary character 1 ..... | .....        |
| Primary character 2 ..... | .....        |
| Non-human character ..... | .....        |
| Setting .....             | .....        |
| Issue .....               | .....        |

**INSTRUCTIONS**

- Start at 8am
- Write an original story:
  - based on all **five parameters** (above)
  - including all **five random words** (above), and in bold type
  - with some identifiable **Australian content** (in theme or setting or characters, etc)
  - keeping within the allowed word count (remember every word on every page counts)!
  - include this parameters form in your book **immediately after the front cover**
- Remember: **Every word on every page** counts. This includes your front cover, back cover, blurb, acknowledgements and copyright form.
- **Be sure to give yourself enough time to submit your book and complete the following checklist before 9pm.**

Log on to the Team Coordinator Portal to:

- Check the spelling of your team name and team members' names (how these are spelt on submission will be how they are displayed on certificates)
- Complete the Declaration
- Submit your finished book in **both** PDF and plain text format by 9pm

## Appendix 2 – Copyright page template

### Copyright

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

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

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