



# The Write-a-Book-in-a-Day Fundraiser Manual



PRINCESS MARGARET HOSPITAL  
*FOUNDATION*

*KSP*

KATHARINE  
SUSANNAH  
PRICHARD

WRITERS CENTRE



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## 1. Introduction

We don't want to dictate how you write your book. That is up to you. As long as your finished book meets all the criteria laid out in the rules and includes the parameters allocated to you, how you get there is up to you. However, we do have some guidelines and hints that you may find helpful in getting a book finished within the 12-hour period.

### **Creating Your Team**

Your group is more likely to succeed if all the members are able to cooperate well. You will need a minimum of five and a maximum of ten people. All members of under-18 teams must be under 18 on October 1st 2010.

Get sponsorship of a minimum of \$300 per team. This may mean each team member asking five friends or relatives to put in \$10 or you may find sponsorship from your employer, school, Rotary Club, local businesses or through fundraising projects. Alternatively you can obtain much more sponsorship and enter for the Largest Sponsorship award.

You may wish to get together in your team to do some collaborative work beforehand or read some books from your target age group. Set some style guidelines (short sentences etc), possibly pick a style from a known work.

As you are going to use computers, include in the team at least one member who is a reasonable typist, who is good at grammar and can punctuate correctly and can use Microsoft Word. One person should be computer literate with knowledge of MS Word and be able to scan images from a scanner or import digital photographs.

You will have to illustrate a cover, and may wish to provide other illustrations in your book, so you should consider including an artist.

You will not be allowed to take in notes of any kind. On the day you will be given two human characters, a non-human character, a setting and some parameters which you must creatively incorporate into your story.

It is meant to be a really fun day, so have fun, let the creative juices flow, and write the sort of story you like to read, or to be read to you. Be prepared to be flexible with your ideas, creativity and inventiveness.

Writing in a group means you can't control what happens in the chapters that the other members of the team are writing.

The publication may be A4 or A5. It is expected that most teams will be happy to publish using MS WORD.

Please remember no alcohol or drugs are permitted on any premises associated with this competition.

### **Judging Criteria**

A formal assessment will be used to rank books from the outstanding to the just satisfactory. Each judge individually will rate all submissions, and the final score will be reached through averaging and consensus in committee. The number of judges will depend on the number of entries.

All books will be scored on the following criteria.

- Whether it is appropriate for the stated target age group - this may be chosen to be between 10 to 14 years.
- Parameters - Creativity in incorporating all the assigned parameters.
- Rules - whether the rules of the competition have been complied with.
- Use of words - whether concise, precise and economical; whether polished, spelt and used correctly.
- Engagement of reader: whether the reader is engaged, through plot devices, characterisation or use of language, or other means; whether the piece has a "goose bump factor".
- Absence of glaring faults - whether choice of words or metaphors contains too many clichés, whether the language is clumsy and abstract, whether sentences are long for no reason, and so on. The books should display appropriate uses of symbolism, paradox, ambiguity, allusion, irony, metaphor, and so on.
- Structural - whether the book is well planned and executed.
- Appropriateness of the illustrations.
- General appearance of the book.

The judges' decisions are final and no discussion will be entered into.

It would be wonderful to be able to give feedback to each team explaining how the judging panel scored your book, but that is just not going to be possible.

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## **Children's Hospitals**

60% of the entry fees and 100% other sponsorship funds in all categories are given to the Children's Hospital Foundation of your choice from the following list The remainder helps restore the heritage listed home of Katharine Susannah Prichard which is now the home of the Katharine Susannah Prichard Foundation and Writers' Centre and covers the cost of running the Write-a-Book-in-a-Day.

The Hospitals are:

### **New South Wales**

#### **Sydney Children's Hospital Foundation**

Locked Bag 5

Randwick NSW 2031

Tel: 02 9382 1188

Fax: 02 93146195

Email: [rebecca.havas@schsf.org.au](mailto:rebecca.havas@schsf.org.au)

Contact: Rebecca Havas

#### **The Children's Hospital at Westmead**

Cnr Hawkesbury Rd and Hainsworth St,

Westmead, Sydney, N.S.W.

Phone: 02 9845 3367

Fax: 02 9845 3457

Email: [fund@chw.edu.au](mailto:fund@chw.edu.au)

### **Queensland**

#### **Royal Children's Hospital Foundation, Queensland**

PO Box 99

Herston QLD 4029

Tel: 07 3636 3680

Fax: 07 3252 19 89

Email: [contactus@workingwonders.com.au](mailto:contactus@workingwonders.com.au)

Contact: Meredith Campbell. Director Fundraising & Marketing

## **South Australia**

### **Women's and Children's Hospital Foundation, SA**

55 King William Road

North Adelaide SA 5006

Tel: 08 8464 7900

Fax: 08 8464 7999

Email: [info@wchfoundation.org.au](mailto:info@wchfoundation.org.au)

Contact: Sam Tolley

## **Victoria**

### **The Royal Children's Hospital Foundation, Victoria**

Flemington Road

Parkville VIC 3052

Tel: 03 9345 5140

Fax: 03 9345 6900

Email: [rch.foundation@rch.org.au](mailto:rch.foundation@rch.org.au)

Contact: Brian Mallon, CEO

## **Western Australia**

### **Princess Margaret Hospital Foundation**

254 Railway Parade

W. Leederville, WA

Tel: 08 9489 1100

Fax: 08 9489 1199

Email: [vern.reid@pmhfoundation.com](mailto:vern.reid@pmhfoundation.com)

Contact: Verne Reid, General Manager

## 2. Rules

2.1. The Write-a-Book-in-a-Day competition is managed by the Katharine Susannah Prichard Foundation Inc. Book-in-a-Day Committee (“KSPFBC”). Interpretation of the rules will be at the absolute discretion of KSPFBC.

2.2. Participants will compete in teams of a minimum of 5 and no more than 10 people. Teams may enter in the following State categories:

### New South Wales

- Primary Schools
- Secondary Schools - all members must be under 18 yrs on August 31st of the year 2010 of the competition
- Open

### Western Australia

- Primary Schools
- Secondary Schools - all members must be under 18 yrs on August 31st of the year 2010 of the competition
- Open

### VIC, QLD, SA, TAS, NT

- Primary Schools
- Secondary Schools - all members must be under 18 yrs on August 31st of the year 2010 of the competition
- Open

Members of the competition committee, the KSPF Management Committee, judges and judges’ families are not allowed to enter.

2.3. The competition can take place at any site. All teams will compete between the 1st April 2010 and 31st August 2010. Entrants may prefer to compete during Book Week (August 21st-27th).

2.4. Parameters will be sent to the teams by 8.00am on the day of competing. The story must include, and be written around, these parameters – two human characters (one male and one female), one non-human (animal, bird, or other), a setting, an issue and five random words. The same number of parameters will be given to all participating teams but the value of the parameters will be different, Teams can add any number of additional minor characters of their own.

2.5. Writing is to commence no earlier than 8 am. One finished book is to be printed and bound, and burnt to a CD or DVD, by 8 pm that evening. A responsible person must sign that no work was carried out on the book after 8.00pm that evening. Teams must post the completed book and the CD or the DVD to KSPFBC in the next available mail. Only work completed by 8 pm on the day of the writing will be admissible for awards.

2.6. There will be an award for

- the best book in each State category.
- the best book nationally by a primary school, secondary school and open team
- the team that raises the most sponsorship (who must also have written a book)

The judges or sponsors may give other awards.

2.7. Independent judge(s) will be appointed by KSPFBC. Judging will be conducted in accordance with prepared judging guidelines.

2.8. KSPFBC must be informed in advance of the date on which the team will be writing its book.

2.9. Teams must meet the following word counts in their story

- Primary School teams must write 2000 words or more
- Secondary School must write a minimum of 4000 words
- Open teams must write a minimum of 8000 words

Submissions not meeting these word counts will not be eligible for awards.

2.10. The story must be appropriate for the age group of the readership, 10-14 year olds. Imaginary worlds are permitted but the story must be set in Australia or be identifiably Australian.

2.11. School teams are required to have one adult (parent or teacher) present at all times for supervision purposes and for keeping the team to a time schedule only.

2.12. The story must be original and not previously written and be in English. No stories written in other authors' worlds, e.g. Tolkien, are permitted. No use of copyright material from any source (words,

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photographs, graphics, etc) is permitted. KSPFBC will be indemnified by the team for any use by them of any copyright material.

2.13. Any team that brings written material to the work area apart from the manual, or obtains information from persons outside of the team, or conducts itself in such a way that could suggest that its book may not have been written solely by the team in twelve hours, will not be eligible for awards. This, however, does not prevent teams from making any preparations they wish beforehand and bringing such information into the event in their heads.

2.14. No alcohol or drugs are permitted in any team engaged in this competition.

2.15. Each book must include:

- A front cover page with title and team name.
- Copyright notice page - example from the manual is acceptable.
- Names of all participants and of the team and list of the parameters given by KSPFBC.
- Acknowledgement of sponsors - names of all sponsors.
- A back cover page with summary and/or reviews and recommended age for whom the book has been written.

2.16. The book:

- may be A4 or A5, written on one or both sides of the paper
- may be composed using MS Word or compatible software.
- must be bound. The minimum binding must be two fixture points (e.g. staples, or ribbon, etc)
- can use any typeface, line spacing, number of illustrations, and must meet the minimum word count.

2.17. Entry fee is a minimum of \$300 per team. In addition, teams are encouraged to raise as much sponsorship money as they can. All money must be paid to

‘KSP-Writeabookinaday’  
c/o The Katharine Susannah Prichard Foundation Inc.  
Write-a-Book-in-a-Day  
11 Old York Road  
Greenmount, WA 6056

The entry fee must be paid in full before writing commences. Each team must nominate a Children's Hospital to be the hospital beneficiary.

2.18. Teams may continue raising sponsorship funds after competing and until the 31st of August 2010. Only funds paid to KSPFBC in full by that date will be considered for the highest sponsorship prize.

2.19. All money received in connection with this competition will be disbursed as follows:

- First \$300 from each team: 60% of the gross to your nominated Children's Hospital Foundation and 40% to the Katharine Susannah Prichard Foundation.
- All money in excess of \$300 from each team: 100% to your nominated Children's Hospital Foundation

2.20. KSPFBC will have a non-exclusive right to publish copies of the book from each team for a period of two years. Should any of the books in the competition be published in any form or by any person (whether KSPFBC or otherwise), 50% of the royalties of that publication for a period of 2 years to October 1st 2012 shall be paid to the KSPFBC fund and 50% to the copyright owner(s). In the absence of any other written agreement, all members of the team that wrote, illustrated, or otherwise contributed to the book will own copyright equally.

2.21. All decisions by the judging panel are final and no discussion will be entered into.

### **3. What You Will Need**

#### **Personal Sustenance**

- Food and soft drinks for the day and party afterwards

#### **Communications**

- Internet connection, with an email address to receive the parameters for the team. Telephone in case of problems during the day.

#### **Planning**

- Butchers paper to plan your story
- Pin board and pins or whiteboard and marker pens

#### **Writing and Editing**

- Preferably five computers or more per team, each equipped with MS Word or equivalent, and one equipped with scanner and graphics software and one equipped with a CD burner.
- Biro
- 80 gsm paper
- Memory sticks, and CDs

#### **Illustrating**

- Paper and artist materials – A4 paper
- Scanner and Graphics Software

#### **Printing**

- Colour printer
- A4 or A5 paper – 1 ream of 80gsm
- A4 or A5 paper – a few sheets of 180-250gsm for the covers

#### **Binding**

- Binding tape (electrical or gaffer tape) in preferred colour
- Scissors
- Big stapler or hole punch or plastic ring binders

#### 4. Integrating into the School Curriculum

The following comments come from the Greenmount Primary School in Western Australia which won the 2009 Primary School section.

- there is no one way to approach WABIAD. Use your own favourite strategies within your own school's resources.
- WABIAD is not like other creative writing competitions. What makes it special, and unique, is the collaborative element.
- In selecting a team, you don't necessarily want just the ten best writers in the school/class. You really only need a few good writers to pull it off. What's JUST as important, maybe more so, is to select team members who are great collaborators, people who can listen to others, share ideas and accept ideas.
- Develop a preparation timetable that suits the school resources and schedules. There are a lot of things you can do before the day that will give the team a head start – maybe a few lunchtime or after school meetings can be arranged.
- You can use these preparation sessions to develop skills that will assist the team, and to organize as much as you can before writing day. Develop team working skills – you want a good team spirit. Develop writing skills – because of the special characteristics of WABIAD, the team must be prepared to be flexible and open to the creative process on the day.
  - ✓ Discuss/practice the strategies they can use to generate and choose ideas for the story.
  - ✓ How will they plan the story and divide it into chapters.
  - ✓ What processes will they use to write, edit and proof read it?
  - ✓ help the team develop the skills THEY will need to have on the day to generate, share, prioritise ideas.
  - ✓ Read the manual very carefully and plan in advance to have all the necessary materials and equipment ready for the day. Test all the equipment before writing day.
  - ✓ Ensure the students have the IT skills they will need to complete their tasks, because THEY need to be doing it.

## 5. Sample Timetable and How to Succeed

You need to pace yourselves carefully, keep everything moving along, and leave your ego behind. Leave plenty of time at the end.

- 8.00am      Receive the parameters for the story
- 8-9.30      Plan your story in 4 stages: characters, setting, plot, and chapters, using think-tank procedures. Leave your ego outside. Never reject an idea – never monopolise.
- 9.30-1.00    Write the story. Work out how many words each person must write and achieve the word count at the end of this stage. Seek ideas from others in the event of writer's block.
- 1-2          Lunch. We suggest you read aloud your story from beginning to end while having lunch. Identify major inconsistencies
- 2-5          Editing. Get the macro editing done first, making the chapters flow together and creating a consistent story. Then deal with the punctuation and grammar.
- The illustrator should be illustrating hard. Do the front and back cover first, and print it as early as possible. This is a children's book, so include lots of pictures.
- Complete the copyright notice, dedication, back page credits. Set up the document which will become the book and set the heading and body text styles.
- 5-7          Be putting the book together. Scan the illustrations and superimpose the titles and back page credits. Paste the chapters in. Print out chapters as you go along for final editing. The book should be complete, electronically, by 7.00pm.
- 7.00-8.00    Print one copy and bind it. Burn a copy of the book, including the illustrations and cover, to CD before 8.00pm. Post the book and CD to Write-a-Book-in-a-Day. Then have a celebration; you will have earned it.

Many primary schools have finished their book by 3.30pm and secondary schools by 5.00pm. Many others have run right up to the last minute.

## **6. Planning the Characters**

You will be given two human characters, one non-human character, a setting, an issue and five random words. Your story must use these as creatively as possible.

### **Concentrate on the characters**

Different planning strategies are fine, but teams have had the greatest success by concentrating first on mapping the characters – both the human and the non-human characters. We strongly advise that you do not try conceiving a plot until this stage is complete, but having said that, some teams have successfully ignored this advice.

### **Make your characters interesting**

Make your characters interesting. Describe their appearance. Describe their current state of mind, their interests, their dreams for the future, where they live. Give them a family – however weird – and map those characters too. You might wish to introduce some authority figures.

### **Don't get hung up**

You need to wind this stage up in half an hour, so think-tank rapidly, make quick decisions, accept the group consensus, throw a dice if you cannot decide, but you have to keep this moving. Write each character's profile on the whiteboard or butcher's paper.

### **This is the most important part of your planning**

Having rich characters is vital for any story, and if this half hour has been successful then every person on the team will more or less have a clear idea of who they are working with. The illustrators will undoubtedly be sketching them.

When you go on to the next stages of planning you will find your invented characters creating the story for you, for they will behave in particular ways when faced with the issues you give them and the environment you set them in.

## **7. Planning the Setting**

You will be given a setting. It might be a mountain, a ruined building, an animal refuge, even a distant planet.

Describe the location, the time of year, the vegetation, the buildings, the scenery. If it is a magical world, write down the basic rules of what the magic can or cannot do.

Drawing a map is often a great help – the illustrators can include it in your book later.

The details of the setting do tend to get modified during the development of the plot, but the basic topography and environmental rules should stick.

Your story becomes so much more real if the reader will be able to visualise the landscape where your characters live and your plot is unfolding.

You should try to keep this stage to 15 minutes

## **8. Planning the Plot**

You will be given an issue such as a forest fire, cholera epidemic, lost in space, falling in love, etc.

A typical story might begin with something that disturbs the status quo for one or more of your characters, such as seeing smoke, a death, losing a bracelet, etc and then weaves a story that has exciting ups and downs in order to resolve the issue somehow up to a climax where your characters go through the final and biggest crisis and win through (or not!), with a wind-down and new status quo in the last chapter.

Place your characters into this situation and environment, and map out the story with them behaving in character.

This stage should be completed in half an hour so there will only be time to agree the outline of the story. The detail will be created by individual team members as they write their portions of the story.

## 9. Dividing the Chapters between the Team

There is insufficient time to write the story serially, so the story must be broken into chapters, with each member of the team writing one or more chapters concurrently. This might sound impossible but in fact it is not.

A successful strategy is to have ten to twenty short chapters, each member of the team writing two chapters (eg chapters 1 & 2, or 3 & 4). Primary school teams would probably write only one chapter each. These shorter chapters tend to contain more action and excitement, and be more appealing than longer chapters for the target age group.

You have the outline of the plot. Now outline what happens in each chapter and especially how the chapter ends. By describing how each chapter ends, the writer of the next chapter has got something to start with, preferably on a note of tension, mystery or expectation.

As a suggestion:- Each chapter or pair of chapters should include a new excitement/expectation of some kind which progresses the story towards its final climax in the end chapters. Each of these excitements/expectations may have good or bad outcomes and lead on to new excitements/expectations, with dramatic tension increasing as the story progresses.

This should be a quick stage of 15 minutes. Break up the plot into logical and perhaps dramatic sections. It seems to be best to ask people to volunteer for the chapter they feel most comfortable with, but every team has different dynamics.

## **10. Writing 2000/4000/8000 words**

Primary school teams have to write 2000 words. Under 18 year old teams need to write a minimum of 4000 words. Open teams have to write a minimum of 8000 words.

Microsoft Word can count the words for you (Tools>Word Count) so pace yourselves. If you have an under-18 team of 6 writers, each person has to write 670 words, which is up to two pages, and just over half a page an hour.

This manual cannot tell you how to write. Nearly everyone will have a memory of a children's story they loved when they were young, and there is no 'right' way or style. Just let go, and write.

The trick is not to get stuck. If you do get stuck, ask someone else in the team for some ideas. Keep writing and eventually the creative juices will flow. Don't try to write perfect prose. Perfection (if it exists) comes in the editing phase in the afternoon.

Some teams have found it useful to have a break for half an hour in the middle to review progress. Just keep this brief.

As each person will be writing a chapter independently, have a naming convention for the files – eg "Team Name- Chapter 1 – Author" so that later on there is no confusion as to the sequence of chapters when the book is being put together and who to contact if there are queries concerning one of the chapters.

Microsoft Word has a check box (Tools>Options>Save) which can be checked to force Word to save your work automatically every five or ten minutes. It is a good idea to tick this check box.

One person must be detailed to add up all the word counts at 1.00pm and to signal if the total count is short of the target. There will be people who cannot reach their target number of words and others who will make up the difference with a longer chapter. This is quite normal.

If you can all reach your word count by 1.00pm, exceed it even, the rest of the day will be much easier. If you don't reach your word count until late in the afternoon (and this has been known) be prepared for a frenetic period of absolute panic.

A useful tip, especially for slow writers, is to start writing a chapter by typing in five dot-points that describe the sequence of events in the chapter. Then, under each dot-point, insert two or more sentences to flesh out the dot point – using description and dialogue – trying to imagine what is happening in this scene and showing the reader what is in your imagination.

At the end, delete the dot-points leaving the fleshed-out sentences which, with a bit of luck, will not need much further work in order to reach or exceed the chapter's required word count.

In other words, break down a problem into five smaller ones.

## **11. Lunch-Time Get Together**

Each person should print out his or her chapter and get together in the team for a lunch break of about one hour. While you are eating, read the story out loud from beginning to end with minimal discussion so that everyone is familiar with the entire story so far. It takes about 60 minutes to read 8000 words, so keep an eye on the time.

At the conclusion of the reading, identify any major inconsistencies, make suggestions how any chapters can be improved. Each chapter owner should then improve his/her own chapter, incorporating the team's suggestions.

Note. This is a team effort and there is insufficient time to rewrite the story at this stage, only improve it. It appears to be crucial that the flow of suggestions are positive and supportive to get the maximum out of the team ideas into the story. Equally, as with any writer the world over, individual members may have to accept the cutting out of a favourite passage to maintain the consistency of the story as a whole.

As far as possible each person should be responsible for developing his/her chapter.

Differences in style between one chapter and another are inevitable and, more often than not, are far less important than development of characters and plot. Frequently the style differences enhance the story, so have an open mind.

## 12. Editing

Most people have found it best to edit from a printed copy, correct the punctuation and grammar, write suggestions in the margins, etc and often to do it in pairs. Some success has been had in pairing the authors of adjacent chapters to edit together.

The chapter owner then takes the annotated copy and makes the changes, adding material where necessary.

This process should go through at least two iterations, firstly to correct the major issues. This includes such common issues such as:

- Is it night time, so your characters need some way of being able to see. Does the story have a time-lapse between day and night. Is the season of the year consistent.
- Are the names of people and places and things consistent. Eg. There is a credibility gap if the hero breaks the record for the 100 metres in chapter 4 if he/she had a car accident the day before in chapter 2, without some good explanation.
- Is the magic consistent.
- Does each chapter make you want to read on to the next chapter.

Secondly to correct punctuation and grammar.

As each chapter is finalised and pasted into the file that will contain the finished book, it is a good idea for the book compiler to print out the chapter – exactly as it is going to appear in the book – and for one or more people to give the chapter a final edit. Whether you make the corrections in the file containing the final book or in the file containing the original chapter and do another cut and paste, it is vital that someone knows which is the current version of the chapter.

### 13. Illustrations and Scanning

You are writing a children's book so the more pictures the better. You should aim to have a colour front and back cover, but the intermediary pictures can often work well with black and white sketches.

It is preferable to scan your pictures into the computer and insert them into the word document containing your story as soon as each picture is finished. This enables you to resize the pictures in the book itself, see what it looks like, crop the picture where necessary, and decide early on if any colour and contrast adjustments have to be made. Do not leave this too late in the process.

Your scanner will probably be A4 so keep the illustrations to A4 or less. Some artists might like to do several pictures on one piece of paper, scan them in one operation and separate them using the graphics software. Make sure that someone in the team has practised how to do this before the day.

The owner of your scanner will not take kindly to paint all over his/her equipment, so use artist material that dries quickly or makes use of an effective fixative.

Putting the title over the picture for the front cover is always a tricky procedure. Practise this beforehand. Using Insert>Picture>WordArt is possibly the easiest process to use for titles. Then draw and scan the picture for the front cover very early on so as to give the computer buffs plenty of time to get the title in place as you would like it. A similar problem exists with the credits on the back cover, so complete this picture next.

Print the front and back covers, possibly on light card, early in the afternoon. It is a good idea to print more than one copy, especially if you are going to bind with plastic rings. Get this job out of the way, with a back-up copy. You will be glad these are both ready and waiting to bind into your book when the inevitable last minute panic is starting.

## **14. Copyright Acknowledgements etc**

Most books have a copyright notice, acknowledgements, dedication, contents page, and inside title page. One of these pages should list all the authors and all the sponsors.

From early afternoon there will probably be people waiting for their chapter to be edited, who can turn their pen to these other components of the book.

Clearly name the computer file containing these pieces so that the person putting the book together can readily identify it.

It would be good to write a message in this section from your team to the children in hospital, wishing them well and a speedy recovery.

## 15. Compiling the Book - including Computer Hints

If you are going to use computers, it is important to have someone on the team who is computer literate to put the book together, who knows MS Word and has practised on the equipment you are going to use. He/She will be making an important contribution to the presentation of the book and will be critical in the last hour or so in making sure you finish on time with a book you will all be pleased with.

### Setting the View

We suggest setting the 'Print Layout' View when compiling your book (from the menu: View>Print Layout).

### Page Numbering

Set the page numbers in the footer. Insert<Page Numbers. If you don't know how to stop the page number appearing on the front cover you can always cover it with an all-white picture.

### Styles

It is recommended that he/she sets the style for 'Heading 1' and 'Body Text' early on in the day in the Word file that will become your book.

This saves an enormous amount of time when everyone is under pressure, so it is highly recommended that this team member practise beforehand. The following styles can be used as starters, but be as creative with the style as with your writing.

#### **Heading 1.**

Style for following paragraph – Body Text  
Font – Times New Roman, Regular, 16 or 18 pitch,  
Paragraph – Alignment Left, Spacing 36pt before and 12pt after  
Page break before - ticked

#### **Body Text**

Font – Times New Roman, Regular, 11, 12 or 14 pitch  
Paragraph – Alignment Justified, Spacing 0pt before and 0pt after  
Single Spacing  
Indentation – Special – First Line – 0.8cm

## Book Format

Unless you have a sophisticated printer or 100% reliable printer, we suggest that you print on one side of the paper only.

Your book will probably look something like this:

Pages	Description
1	Front Cover
2	Inside Title Page with names of all authors and list of parameters given by KSPFBC
3	Copyright notice
4	Acknowledgements with names of sponsors if any and a message to the children in your hospital. This might be merged with page 3 above
5	Contents Page – if you want to have one. If you have used the Heading 1 style for your chapter headings, Word will build your contents page for you automatically.
6-n	The book. Each chapter beginning on a new page. You can force a new page either through the Heading style or by Insert>Break>Pagebreak before each chapter heading.

Last page A back cover page with summary and/or reviews and recommended age for whom the book has been written.

## Front and Back Covers

Insert the pictures for the front and back covers (from the menu: Insert>Picture>From File>*Your picture*) and size them as you want them.

Superimpose the title and credits over the pictures using text or word art, send the cover picture to the back (right click on picture>format picture>layout>behind text). Every version of WORD seems to do this slightly differently, so be prepared.

Remember to allow for the binding on the left side of the front cover and the right side of the back cover.

## **Inserting Chapters**

Then start cutting and pasting each chapter into the book (or insert from the menu: Insert>File>*Your Chapter*), setting the chapter headings to the 'Heading 1' style and the text to the 'Body Text' style. In this way all the chapters will look the same. Also, if someone later thinks it is a good idea to make the whole book look as if it is hand written (*Lucida Handwriting*) then you can change the entire book in one step by simply changing the style (from the menu: Format>Style>Modify).

Note. You may have to cut and paste the individual chapters into the book more than once when editors have progressive improvements. So be very aware which is the current version of each chapter that is being worked on.

## **Inserting Pictures**

You may like to put the pictures on separate pages, or at the bottom of each chapter, or in the body of the text. If you insert a picture and then (right click on picture>format picture>layout>square) you can move the picture anywhere you want on the page and the text will wrap around it.

Have plenty of pictures, even if they are simply stick-people. Children's books have lots of pictures.

## 16. Printing and Binding the Book

### Printing

Unless you have an excellent and 100% reliable printer we suggest you print on one side of the page only. If you do wish to print on both sides of the page using a bubble-jet, we suggest you print out single sided first so that you have that copy available in case you run out of time.

Most big stationers stock A5 copy paper as well as A4 and most printers will happily print A5.

It is suggested that you have a trial run of printing out the whole book – eg around 5.00pm – and see how it looks.

It is suggested that you have the book completed by 6.00pm or 6.30pm at the latest and that you **print out and bind your final copy of the book at 7.00pm**. There is still an important step to take to burn the CD before 8.00pm.

### Binding

You may be lucky enough to have binding equipment – plastic rings, posts, even heat-glues. Most people will not. I will describe two possible processes:

#### Hole Punch

Carefully punch holes with a hole punch with a guide bar. Thread a piece of ribbon through the holes and tie tightly. Alternatively use one of those metal clips that thread through the holes, are bent over and fastened in place with a metal slider. Place a wide opaque gaffer tape over the spine, holes and fastener.

#### Staple

8000 words and some pictures fit on approximately 50 pages of A5 or half that of A4 when printed on one side only. So the normal stapler is inadequate. Borrow one from the office. Staple the pages from the front and place opaque gaffer tape over the spine and staples.

## 17. Burning a CD

Your final step will be to burn a CD. If you only have a DVD burner, then burn a DVD using the correct DVD discs. Please use the option that closes the disc – ie not the option that allows multiple burns. We need to be able to read the files on the CD or DVD using a standard PC – so, MAC users please learn how to do this.

This must be completed before 8.00pm. Schools should ensure that the CD burner is working beforehand as some student computer facilities have the CD burners disabled.

Copy the finished book including the pictures and covers to the CD. Mark the CD with the name of the book and of your team/school. We need the covers so as to place these on the WABIAD website. We would prefer MSWord documents for the covers as that makes our job easier, but a .pdf file is also acceptable. MAC-specific files are not.

Place the CD inside something to protect it in the post, sign the affidavit, which confirms the book was finished by 8pm, and mail the finished book and CD to The Katharine Susannah Prichard Writers Centre, Old York Road, Greenmount, WA 6056.

The book itself will be used by the judges and will be presented to the Children's Hospital of your choice.

The CD will be used to print additional copies for publicity purposes (eg for the award presentations) or to reprint the book if the original should be lost or damaged during the judging or other processes.

Some schools may have facilities and arrangements to transmit files over the internet via [www.yousendit.com](http://www.yousendit.com) instead of sending a CD but should contact KSPFBC in advance to obtain details of this process. However, school computer systems often have quite low limits on the size of documents able to be transferred to and from the school, and it has been known for some books to exceed 100 megabytes because of the way pictures have been scanned and incorporated into them. It is essential to check with your system administrator before considering this option.

## **18. After you have finished**

Have a party

Give everyone a CD to take home

Write a letter of thanks to each of your sponsors

Meet again to celebrate and do a final edit

Send the book to a publisher.

## **19. Note on Tax Deductibility of Sponsor Donations**

Donations by sponsors can be tax deductible for the sponsors. KSPFBC must be informed if a sponsor requires a special receipt which the sponsor can submit to the tax office with his/her return.

This is not material to entry fees paid by schools which are tax exempt.

Since this is a competition, sponsorship by team members themselves does not qualify for tax deductibility. The reasons, provided by the tax office, are complicated but are to do with the fact that the team members are expecting a benefit. This ruling is perhaps only relevant to members of adult teams.

While on the subject of tax, entry fees and sponsorship donations are free of GST.

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