

Policy Name: Book of the Year Awards	Number: PL-007-01
Version Date: 26 October 2015	Number of Pages: 6 pages
Summary of Policy: This policy contains: ④ The Children’s Book Council of Australia Framework for implementing the Book of the Year Awards It should be read in conjunction with the Awards Procedures and Templates	
Persons Affected: ④ Directors of the Board ④ Executive Officer and other Staff /Employees of the Board ④ CBCA State and Territory Branch Members seconded to the Board’s Committees and Sub-Committees ④ CBCA Judges of the Book of the Year Awards	
Supercedes Policy Number: Previously this policy was part of the Awards Handbook, last updated in 2014	
Relevant Forms: See Awards Procedures and Templates	
Approved At Board Meeting of (Date): 26 October 2015  (Signature)(Date:) 29 October 2015 (Title): Chair	



THE CBCA BOOK OF THE YEAR AWARDS POLICY

AIMS & OBJECTIVES

Established with the first awards in 1946, the annual CBCA Book of the Year Awards aim:

- to promote quality literature for young Australians.
- support and encourage Australian writers and illustrators of children's books
- celebrate contributions to Australian children's literature.

Matters which arise and are not covered here will be determined by the Awards Committee of the CBCA National Board.

1. NAMES OF THE AWARD CATEGORIES

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

2. CRITERIA FOR CATEGORIES

The Children's Book Council of Australia Awards are for books with an implied readership under the age of eighteen. The Judges assess entries primarily for outstanding literary merit, including cohesiveness in significant literary elements; language chosen 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. Judges also consider quality of illustrations, book design, production, printing and binding.

2.1 CBCA Book of the Year: Older Readers. Entries in this category may be fiction, drama or poetry and should be appropriate in style and content for readers in their secondary years of schooling.

2.2 CBCA Book of the Year: Younger Readers. Entries in this category may be fiction, drama or poetry and should be appropriate in style and content for readers from the middle to upper primary years.

2.3 CBCA Book of the Year: Early Childhood. Entries in this category may be fiction, drama or poetry and should be appropriate in style and content for children who are at pre-reading or early stages of reading.

2.4 CBCA Picture Book of the Year. Entries in this category should be 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.

2.5 The Eve Pownall Award for Information Books. Entries in this category should be books which have the prime intention of documenting factual material with consideration given to imaginative presentation, interpretation and variation of style.

3. ELIGIBILITY

Only publications which meet both the criteria for books and the criteria for creators will be accepted. Payment of entry fee must be received to be eligible.

3.1 Eligibility Criteria for Books

1. Books must be published between 1 January and 31 December of year of entry.
2. Books must be available in Australia for purchase by the general public.
3. Books must be in the English language or bilingual texts where one language is English.
4. Books entered must meet at least one of the following five criteria to be entered:
 - a. Not previously published;
 - b. New picture book version of previously published text;
 - c. Retelling of traditional materials;
 - d. Anthology or collection, of which the greater part of the work has not previously been published in a single volume;
 - e. Substantially revised edition. (Publishers to provide extent of revisions.)

3.2 Additionally the following criteria should be noted:

- 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, which must be able to 'stand alone' as a complete work in their own right. Each must have an independent structure and not be reliant on other parts of the series.
- 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.

3.3 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.)

4. WINNERS, HONOUR BOOKS, SHORT LISTS AND NOTABLES

All categories have equal status. Books eligible to be judged in more than one category may be awarded the status of Notable Book in each category. A book may be Shortlisted in only one of the categories.

4.1 Winners

Judges select one Winner for each category. If, in the opinion of the Judges, none of the entries reaches a sufficiently high standard, no award will be made.

4.2 Honour Books

Judges may select up to two Honour books in each category. They have the option of selecting only one or none, if in their opinion the standard has not been reached.

4.3 Short Lists

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

4.4 Notable Lists

A Notable List of unlimited number of books may be selected in each category to highlight worthy publications.

5. THE JUDGES

5.1 Eligibility for serving as a Judge

All Judges must be current individual members of a Branch of The Children's Book Council of Australia. Branches may nominate up to three Judges using the nomination process, or by calling for expressions of interest, or by using a combination of these procedures. A full resume of the nominee's education, experience in children's literature, special expertise and previous experience in judging awards must accompany nominations of judges.

5.2 Appointment

Branches nominate up to three judges, for a term of two years, to the CBCA Board Awards committee. The judges will be appointed to one category judging panel by the Awards committee. The National Board will be informed of the Awards committee's selection prior to announcement of Judges.

5.3 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. Candidates should carefully consider CBCA's conflict of interest policy before seeking nomination and must include with their nomination documents a completed conflict of interest declaration form. If appointed, a Judge's obligations to consider and disclose actual and potential conflicts of interest is ongoing.

5.4 Maintaining Confidentiality: All Judges

Throughout the judging process Judges should not reveal how particular books are faring in Judges' reviews. Apart from the official Judges' Report which is published to coincide with the Awards announcement, all individual reports are destroyed.

6. AWARDS ADMINISTRATION

The CBCA Board Awards Committee will be responsible for all matters regarding the administration of entries and administration of judging panels. Matters that require policy or eligibility clarification should be referred to the Awards Committee for a decision based on past practises and in line with the sentiment intended with this policy document.

7. PUBLICATIONS

7.1 Notable Australian Children's Books

The Notables List should be posted on the CBCA website as soon as possible after its compilation. The printed version, complete with notations from the judges, may be published and should be released as soon as possible to facilitate marketing, selection and publicity and to reinforce its usefulness as a buying guide for parents, librarians and teachers. An electronic version of the publication may also be made available.

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

7.2 Judges' Report

The full Judges' Report should be made available to media and others at the Awards Announcement.

7.3 Legal Deposit

To comply with legal deposit legislation (Copyright Act 1968), The Children's Book Council of Australia is required to send the Judges' Report to The National and State libraries.

In addition to Legal Deposit requirements, a complimentary copy of *Notables and Judges' Report* is sent to: all Branch Presidents, National Board members, current Judges, the CBCA National Archives, the Lu Rees Archives and a copy to be kept at the CBCA National Office.

8. ANNOUNCEMENTS

Release of information concerning the Short List and Awards is the responsibility of the National Board, with the assistance of Branches in compiling media and mailing lists as required. The phrase 'Children's Book Week' will be used on all publicity and related publications. 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.

8.1 The Notables list should be posted on the CBCA website at 9am AEST as soon as possible following the Judges' decision. This is to ensure that there is no conflict with school holidays or the Bologna Book Fair (held the first week in April) and that there is sufficient time for reprinting of books and relevant merchandise.

8.2 The Short List should be announced at 12 noon on a date to be decided. This is to ensure that there is no conflict with school holidays or the Bologna Book Fair (held the first week in April) and that there is sufficient time for reprinting of books and relevant merchandise.

8.3 Confidentiality of Award Winners and Honour Books must be maintained until the National Board makes the official presentations and the Branch administering the Awards at a public function to be held at noon, AEST, on the third Friday in August, the day before the beginning of Children's Book Week.

9. PRIZES

These are presented at the Awards Announcements on the third Friday in August, the day before Children's Book Week begins. A letter of notification of Award prizes (using template) is sent under embargo to authors, illustrators and publishers 6 weeks before the Awards announcement in August.

9.1 Medallions

Will be presented to winners only.

No author /illustrator will receive more than one medallion for the same book.

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.

9.2 Award Certificates

These will be presented to authors, illustrators and publishers of Shortlisted, Honour and Winning books. All certificates must be signed by The National Chair prior to the presentation at the Awards ceremony in August.

9.3 Monetary Awards

The interest generated by the funds in the Children's Book Council of Australia Awards Foundation provides 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% to each Honour Book. Where a book has more than one creator, the money is divided equally between them.

10. PRESENTATION OF MATERIAL

10.1 Consistency

Consistency in presentation of publications, stationery, etc. should be maintained. For instance, the official name is **The Children's Book Council of Australia (CBCA)**

10.2 Key words which should also be consistent:

Short List: two words using capital letters for each word

Shortlisted: one word, with a capital for the first letter

Notable: first letter capitalised

Winner award: first letter capitalised

Honour award: first letter capitalised

Awards: when referring to the CBCA Awards – capital for the first letter

10.3 Guidelines for the Use of CBCA Logo

The logo used by The Children's Book Council of Australia is a registered trademark and therefore should appear on all publications for internal and external use. The CBCA has official guidelines for use that must be adhered to. Prior permission is required or a formal licence agreement should be entered into with the National Board. Material using the CBCA logo must clearly acknowledge the CBCA. The colour of the logo is Blue PMS 288, but it may be printed black or reversed out white on a dark background.



10.4 Acknowledgement of the CBCA Awards Foundation

In every document and publication, printed and electronic, relating to the Awards, there must be acknowledgement of Benefactors and Major Donors of the Children's Book Council of Australia Awards Foundation.

THE CBCA AWARDS FOUNDATION • Proudly Funding Prizes for the Children's Book of the Year Awards
BENEFACTORS: Scholastic Aust • Allen & Unwin • Laurie Copping OAM (in memoriam) • Thyne Reid Trust No
1. MAJOR DONORS: <http://cbca.org.au/foundation.htm>