



THE CHILDREN'S
BOOK COUNCIL
OF AUSTRALIA

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THE CBCA BOOK OF THE YEAR AWARDS POLICY

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Other Relevant Forms: Awards Procedures and Templates, Judges Forms (job description, application, conflict of interest, deed of agreement), CBCA Book of the Year Award Entry Form, EOI CBCA Awards Convenor, Category criteria summary table	
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1. Policy intent

This policy incorporates all rules and regulations that relate to the CBCA Book of the Year Awards. It includes:

- the framework for implementing the CBCA Book of the Year Awards
- the eligibility criteria
- the judging criteria

It is strongly recommended to read this document before submitting an entry. Any queries regarding this document must be addressed to the CBCA Awards Committee at awards@cbca.org.au.

2. Background

Since 1945 the Children's Book Council of Australia (CBCA) has grown from a small Sydney-based group to a national organisation which exerts a profound influence on children's literature. 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 of the 1990s it became increasingly difficult to attract sponsorship.

In its golden anniversary year, the CBCA, at the 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) were appointed managers of the CBCA Awards Foundation and heads of the National CBCA Awards Foundation Committee. This national committee was made up of representatives from all Branches of the CBCA and reported to the National Council. The CBCA Awards Foundation was established to raise money to fund prizes for the Children's Book of the Year Awards in perpetuity. The initial goal of the committee, raising one million dollars, was realised in 2006. The future and independence of the Awards are now secure.

The prizes for the CBCA Book of the Year Awards are funded from the CBCA Awards Foundation investment earnings. None of the principal is used for any purpose other than investment in order to earn the highest return. The available funds are then distributed amongst recipients of the CBCA Book of the Year Awards.

The CBCA Awards Foundation permanently acknowledges Benefactors (\$20,000 & over) & Major Donors (\$5000 & over).

In 2017, it was agreed that the Crichton Award, previously administered by the Victorian Branch, would be incorporated into the National CBCA Book of the Year Awards. This award was established to recognise and encourage new talent in the field of Australian children's book illustration. It was first awarded in 1988 but since 2019, the award is known as the CBCA Award for New Illustrator.

3. Review

This policy is intended to be reviewed annually by the CBCA Awards Committee with approved amendments endorsed by the CBCA National Board. The Awards Procedures and Templates are intended to be reviewed annually by the CBCA Awards Committee to ensure alignment with the CBCA Book of the Year Awards Policy.

4. Responsibilities and implementation

The CBCA Awards Committee is responsible for all questions of eligibility, conflicts of interest, interpretations of rules and difficulties experienced by or with judges. Their decisions are reported to the CBCA National Board. Any decisions made by the CBCA Awards Committee, in consultation with the CBCA National Board are final and not subject to discussion.

Changes to the Awards structure and Policy, as approved by the CBCA National Board, are implemented in the following year. The CBCA Awards Committee reserves the rights to determine and implement matters that arise during an Awards year and that might not be covered here.

Other CBCA Awards, including Branch Awards are not included in this policy.

5. Aims and 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 and;
- celebrate contributions to Australian children's literature.

6. Categories of the CBCA Book of the Year Awards

The Children's Book Council of Australia Awards are for books with an implied readership under the age of eighteen. There are six categories in the CBCA Book of the Year Awards:

a. CBCA Book of the Year: Older Readers

Entries in this category are books for young people aged between 13 and 18 years (secondary school level). Readers require a degree of maturity to appreciate the themes and scope of emotional involvement. Books in this category may be fiction, drama, illustrated text, poetry or graphic novels.

b. CBCA Book of the Year: Younger Readers

Entries in this category are books published for children in the age range from 7 to 12 years (lower to upper primary school level). Books in the category may be fiction, drama, graphic novels, illustrated text or poetry.

c. CBCA Book of the Year: Early Childhood

Entries in this category are books suitable in content and style for pre and beginning readers for children in the age range 0 to 6 years (pre-school and infant level). Books aim to introduce new concepts and vocabulary with particular attention on literacy development. This includes works of fiction, poetry, wordless, board and concept books. The illustrations reflect all the text on the page and might not add extra meaning to the storyline.

d. CBCA Picture Book of the Year

Entries in this category are books of the genre in which the text and illustrations achieve artistic and literary unity, and the story, theme or concept is enhanced and unified through the illustrations. A picture book can be written and illustrated by a sole creator or a collaborative effort between two or more creators. The text and illustrations work cohesively. The illustrations are an integral part of or extend the meaning on the page. The age range for this category is 0 to 18 years.

e. Eve Pownall Award

Entries in this category are books which introduce or extend awareness and knowledge on a given topic. Consideration should be given to imaginative presentation and variation of style. This includes works of non-fiction, autobiographies, biographies and books described as information picture books or fictionalised nonfiction picture books. This category does not include activity books, text books or procedural texts. The age range for this category is 0 to 18 years.

f. **CBCA Award for New Illustrator**

Entries in this category are for books where the illustrator is emerging or new to the field of children's book illustration. The entry must be the illustrator's first children's illustrated book published where illustrations form a significant part of the book's narrative or information content. The age range for this category is 0 to 18 years.

7. Eligibility Criteria

Publications must meet both the criteria for books and the criteria for creators in order to be accepted. Additionally, payment of the entry fee, submission of the online entry form and receipt of books must be received to be eligible.

The CBCA Awards Committee reserves the right to request entrants supporting documentation regarding the requirements above.

Decisions by the CBCA Awards Committee regarding eligibility are final and not subject to discussion.

Books and entry fees will not be returned if an entry is deemed ineligible.

The completed list of entries will remain confidential. Branches can apply to the National Office for a full list of entries to be used (exclusively) for research purposes, professional development or to fulfil the mission statement of the CBCA.

7.1 Eligibility Criteria for Books

7.1.1 Books must be published between 1 January and 31 December of the year of entry.

Special note on books published in December: Entrants must contact the Awards team at awards@cbca.org.au to advise the submitted entry is not published yet. Entrants must then provide an ePub/pdf to 'hold' the entry until the physical books are available. However, the physical* copies must arrive at the CBCA National Office no later than 14 December. (*We could also accept an advance copy or a proof copy in order to 'hold' an entry).

If entrants know a book is meant to be printed between 1 – 31 December, entrants must contact the Awards Committee in order to discuss eligibility.

Please note: In the scenario where the book has not got a printed publishing date but only a copyright year and that one is the previous year, the CBCA Awards Committee might accept a Statutory Declaration stating the following:

1. The book was published in the current year (include year)

2. The book was not available to purchase by the Australian public until the current year

Please note: In the scenario where the book has got a publishing date which is the previous year, but the book was not available to purchase by the Australian public until the current year, the CBCA Awards Committee might accept a Statutory Declaration stating the following:

1. The book was published in (include year)
 2. However, the book was not available to purchase by the Australian public until the current year (include year)
-

7.1.2 Books must have a valid International Standard Book Number (ISBN).

7.1.3 Books must be available for purchase by the general public in Australia.

7.1.4 Books must be written in the English language or if bilingual texts, one language must be English.

7.1.5 Books entered must meet at least one of the following criteria to be eligible:

- a. Not previously published;
- b. New picture book version of previously published text;
- c. Retelling of traditional materials;
- d. Anthology, collection or omnibus, of which the greater part of the work has not been published in a single volume, or;
- e. Substantially revised edition. (Publishers must provide proof of the extent of the revisions by providing both the original edition and the new one)

7.1.6 Books must be in printed format, as distinct from digital or audio-visual formats. In the Awards year 2024, the option to upload a PDF version of the book will be trialed. A physical copy of the book will still be required for judging.

7.1.7 Books must have an implied readership under the age of eighteen.

7.1.8 Additional details regarding eligibility criteria for books:

- a. Any entries with accompanying non-book materials will be judged solely on the merits of the book component.
- b. Text books, activity books, colouring books or catalogues will not be eligible for entry.
- 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 entered as a boxed set with an ISBN for the set will be judged as a whole and attract only one entry fee.
- e. Books in manuscript are **not** eligible for these Awards.
- f. Books do not need to be printed in Australia in order to be eligible.

7.2 Eligibility Criteria for Creators

The term 'creator' includes authors, retellers, editors of anthologies and illustrators whose illustrations in any medium make a substantial contribution to the book.

- a. All creators, authors and illustrators, no matter how many, must be Australian citizens or have Australian residency status. If there are two or more major creators, information must be provided on the eligibility of each one. Please note, the Awards Committee might request supporting documents in order to proof Australian citizenship or residency status by providing a copy of the creator's passport, citizenship certificate or visa.
- b. In the event of a creator being under the age of 18, one parent or guardian will be responsible for the entry and communications. The parent or guardian will always act on the best interest of the creator.
- c. Books by a deceased creator are eligible for entry only if the creator has died in the year of publication.
- d. An entry into the CBCA Award for New Illustrator category must be the illustrator's first children's book. (This includes self-published books). This category can be entered once only.

7.3 How to enter: Acceptance of entry

Entry of the CBCA Book of the Year Awards comprises three components: completion of the online entry form, payment of entry fee and the required number of copies of the books. Books will not be eligible for entry without a completed entry form and payment of entry fee.

Entries must be submitted within the open period. Entries will not be accepted outside of the dates. The system will not accept entries outside of the dates below:

- Entry to the Awards is open between 1 March and 30 November of every year for books published from 1 January to 31 December of the same year.
- The CBCA reserves the right to change those dates if required due to major circumstances.
- All entries will be acknowledged and receipted.
- Eligibility of the book and creator/s will be confirmed by the CBCA Awards Committee.
- The CBCA Awards Committee reserves the right to request supporting documentation in relation to any or all of the eligibility criteria at any time. Supporting documentation might be a Statutory Declaration or other official documents.
- Entries deemed ineligible for the Awards will not be returned, nor the fee refunded. Applicants with entries deemed ineligible will be contacted via email.
- Only eligible entries will progress to the judges.
- While all reasonable care will be taken, no responsibility will be accepted for loss or damage of submitted entries.
- An entered book will be judged only in the nominated category against the particular category criteria.
- If judges or the CBCA Awards Committee consider that a book has been entered in the wrong category and would qualify more suitably against the criteria in a different category, then the Awards Administrator may contact the publisher on behalf of the CBCA Awards Committee to discuss possible movement of categories. The CBCA will arrange the books to be moved to the new panel of judges. However, if difficulties are encountered, we might require provision of additional 3 copies of the book. If the publishers decline to change categories, the book will only be considered against the criteria of the original category entered. (Please read section 7.3.2 regarding copies of books entered.)
- If an entrant is found to attempting to lobby or be corresponding with a judge with the aim to influence the judging process and results of the Awards, the entry or entries will be automatically deemed ineligible.

7.3.1 The online entry form

The CBCA National Board agreed in November 2022 to secure the services of the award specialised software Award Force to host the Awards system and data.

All entries will need to have a completed online entry form, which is designed to obtain as much information from the entry as needed at the time of entry.

The CBCA Awards Committee reserves the right to make any changes to the online entry form in order to improve the processes of the Awards. Any changes should be implemented within the next Awards year, however, in 2023, as it is the first year, any changes that might be needed will be communicated to the entrants.

The information contained in the entry form will be entered and maintained on Award Force secure database. For further information regarding keeping of personal information please refer to the CBCA Privacy Policy.

For a full example of the online entry form, please see Appendix 3 included in this document.

7.3.2 Payment of the entry fees

The CBCA reserves the right to review the entry fee annually. The basis of the fee is to cover the administration costs of the Awards.

Current fees (including GST):

Early-bird Entry Fee \$99 for the period: 1st March – 30th September

Breakdown \$99 Early-Bird Fee:

- Administration (Staff, facilities) \$75
- Handling (Storage, posting, staff hours) \$0 (We offer free handling costs)
- Services (Software & IT) \$24

General Entry Fee \$199 for the period: 1st October – 30th November

Breakdown \$199 General Fee:

- Administration (Staff, facilities) \$75
- Handling (Storage, posting, staff hours) \$100
- Services (Software & IT) \$24

***EARLY BIRD ENTRY FEE WITH BOOKS PRINTED AFTER 1ST OCTOBER: TO READ WITH section 7.1.1**

In the scenario where a publisher is expecting to print/receive a title after the 30th of September but wants to benefit from the Early-bird entry fee, the Awards Committee will accept a pdf version of the book to 'secure/hold' the entry until the physical books can be sent. The entry will not be eligible until the physical books are received. Entrants must inform the Awards team at awards@cbca.org.au to advise the submitted entry is not published yet and expected delivery date.

7.3.3 Copies of books entered

- A book may be entered in more than one category. Each category entered incurs the entry fee and needs to be accompanied by 5 physical copies of the book.

There is an exception for books entered in both CBCA Picture Book of the Year (PB) category and CBCA Award for New Illustrator (NI) category. Books that are entered in both categories (PB + NI) will incur 2 entry fees, however, only 5 physical copies of the book will be needed. This is because the judges panel is the same for both CBCA Picture Book of the Year and CBCA Award for New Illustrator categories.

Please note this is only applicable for books entered in CBCA Picture Book of the Year category and CBCA Award for New Illustrator.

- The books should be sent as soon as possible after completing the online entry form. They must be received at the CBCA National Office no later than 14 days following the closing date for entries. (Please refer to section 7.1.1 for issues with physical copies)
- The CBCA National Office address is:
CBCA Awards Administrator
Children's Book Council of Australia
Level 2, State Library of Queensland
Stanley Place, South Brisbane 4101 QLD Australia
- The books will be distributed to the appropriate category judges and the Awards Convenor. Judges are to keep their copies of all entries until the CBCA Book of the Year Awards announcement. After the CBCA Book of the Year Awards announcement, judges may keep or distribute the books as they wish, always without profit or gain.
- The shortlisted books are kept by the CBCA National Office for storage and archiving purposes. The remaining copies are given to designated recipients always without profit or gain.
- Submitted copies of books whether deemed eligible or not, shall become property of the CBCA and will not be returned to the entrant.

8. Award Judging Criteria

The Judges assess entries primarily for:

1. Literary merit – i.e. aesthetic qualities of language, language appropriate to the style of the work, plausible character development (where appropriate), etc.
2. Content and cohesiveness – plot, language, theme, style, etc.
3. Appeal to the implied readership
4. Quality – illustrations, format, production, editing
5. Craft and originality in the treatment of literary elements

See Appendix 10 for a table containing the category criteria summary.

8.1 Judging criteria for CBCA Book of the Year: Older Readers

Entries in this category are books for young people aged between 13 and 18 years (secondary school level). Readers require a degree of maturity to appreciate the themes and scope of emotional involvement. Books in this category may be fiction, drama, illustrated text, poetry or graphic novels.

Literary elements

- **Language:** The aesthetic qualities of the written language where appropriate are evocative of place, character and mood. The language exhibits breadth and variety of vocabulary and precision. Sentence construction is used in a natural and creative manner appropriate to the work. Where rhythm and rhyme are used it is accomplished and effective.
- **Illustration:** Where relevant, design, graphics or illustrations should be integrated and support and extend the narrative or topic. The medium should be appropriate to the subject and style of the work. There is a consistent quality of graphic elements that can provide a stimulating and satisfying visual experience.
- **Characterisation:** There are strong main and minor characters, who interact with each other convincingly. The author creates authentic and engaging characters who advance the narrative through appropriate dialogue and/or action.
- **Setting:** The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story. Where appropriate there is a synergy between text and visual elements in the creation of setting.
- **Plot:** The plot is well constructed. The main events are presented effectively and are consistent with the story. The resolution is credible.
- **Theme:** Ideas and messages are skilfully presented within the narrative and crafted in such a way that they encourage thought, curiosity and/or challenge perspective.
- **Mood:** The writer and/or illustrator have created an atmosphere/mood that enhances the narrative.
- **Source Material:** Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.

Design elements: The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:

- Font/text
- Colour palette
- Paper stock
- Format
- Consistency of internal design
- Cover design is appealing and relevant to the story

Age appropriateness: The story is written in a way that would engage 13–18-year-olds (or a sub-age group within). Mature topics are explored and give the readers the opportunity to be challenged with alternative points of view or perspectives. The writing extends the reader's experience and may help the reader understand more about themselves and the world.

Production Values:

- **Editing:** The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.

8.2 Judging criteria for CBCA Book of the Year: Younger Readers

Entries in this category are books published for children in the age range from 7 to 12 years (lower to upper primary school level). Books in the category may be fiction, drama, graphic novels, illustrated text or poetry.

Literary elements

- **Language:** The aesthetic qualities of the language are appropriate and evocative of place, character and mood. The language exhibits breadth and variety of vocabulary and precision. Sentence construction is used in a natural and creative manner to reveal purpose and attitude. Where rhythm and rhyme are used it is accomplished and effective.
- **Illustration:** Where relevant, design, graphics or illustrations should be integrated and support and extend the narrative or topic. The medium should be appropriate to the subject and style of the work. There is a consistent quality of graphic elements that can provide a stimulating and satisfying visual experience.
- **Characterisation:** There are strong main and minor characters, who interact with each other convincingly. The author creates authentic and engaging characters who advance the narrative through appropriate dialogue and/or action.
- **Setting:** The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story. Where appropriate there is a synergy between text and visual elements in the creation of setting.
- **Plot:** The plot is well constructed. The main events are presented effectively and are consistent with the story. The resolution is credible.
- **Theme:** Ideas and messages within the narrative are skilfully presented and crafted. The reader can recognise the themes or develop a fresh perspective
- **Mood:** The writer and/or illustrator have created an atmosphere/mood that enhances the narrative.
- **Source Material:** Where applicable, if source material used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.

Design elements: The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:

- Font/text
- Colour palette
- Paper stock
- Format
- Consistency of internal design
- Cover design is appealing and relevant to the story

Age appropriateness: The story is written in a way that would engage 7–12-year-olds. (or a sub-age group within) Light introduction of mature topics might be explored and may give the readers the opportunity to be challenged. The writing is engaging, stimulating and extends the reader's experience and/or imagination. It also may help the reader understand more about themselves and the world.

Production Values:

- **Editing:** The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.

8.3 Judging criteria for CBCA Book of the Year: Early Childhood

Entries in this category are books suitable in content and style for pre and beginning readers for children in the age range 0 to 6 years (pre-school and infant level). Books aim to introduce new concepts and vocabulary with particular attention on literacy development. This includes works of fiction, poetry, wordless, board and concept books. The illustrations reflect all the text on the page and might not add extra meaning to the storyline.

Literary elements

- **Language:** Language is well crafted and appropriate to the subject matter, themes and characters. If used, rhythm and rhyme are used effectively.
- **Illustration:** The quality of the chosen medium for visuals is high and is appropriate for the subject matter. The artistic style, media and artistic elements of colour, line, shape and texture match the written.
- **Characterisation:** Where appropriate, consideration will be given to the main and minor characters. The author creates plausible characters appropriate to the style and/or content of the work. The written character/s and the illustrated character/s work meaningfully together.
- **Setting:** The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story. Where appropriate there is a synergy between text and visual elements in the creation of setting.
- **Plot:** Where appropriate, the plot is well constructed using both illustration and text. There is a clear and meaningful sense of direction through the narrative. The main events are presented effectively and are consistent with the story. The resolution is credible.
- **Theme:** Ideas and messages within the narrative are skilfully presented and crafted appropriate to the target audience.
- **Mood:** The writer and/or illustrator have created an atmosphere/mood that enhances the narrative. The illustrator's work and colour palette augment the mood of the book accurately reflecting the text narrative.
- **Source Material:** Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.

Design elements: The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:

- Font/text
- Colour palette
- Paper stock
- Format
- Consistency of internal design
- Cover design is appealing and relevant to the story

Age appropriateness: The story is written in a way that would engage 0–6-year-olds. Books may introduce new concepts and vocabulary with particular attention on literacy development. Stories are simple, engaging, and can be enjoyed both independently and through shared oral storytelling.

Production Values:

- **Editing:** The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.

8.4 Judging criteria for CBCA Picture Book of the Year

Entries in this category are books of the genre in which the text and illustrations achieve artistic and literary unity, and the story, theme or concept is enhanced and unified through the illustrations. A picture book can be written and illustrated by a sole creator or a collaborative effort between two or more creators. The text and illustrations work cohesively. The illustrations are an integral part of or extend the meaning on the page. The age range for this category is 0 to 18 years.

Literary elements

- **Language:** The aesthetic qualities of the written language where appropriate are evocative of place, character and mood. The language exhibits breadth and variety of vocabulary and precision. Sentence construction is used in a natural and creative manner appropriate to the work. Where rhythm and rhyme are used it is accomplished and effective.
- **Illustration:** The quality of medium for visuals high. The artistic style, media and artistic elements of colour, line, shape and texture match the written text in its whole (characters, themes and setting). There is a consistent quality of illustration throughout the book. The visual storytelling is original, engaging, and stimulates exploration of sub text within the whole work's narrative.
- **Characterisation:** There are strong main and/or minor characters. The creators present convincing characters where the voice and illustrative style complement and work meaningfully together. The characters are effectively revealed through the illustrations.
- **Setting:** The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story. There is a synergy between text and visual elements in the creation of setting.
- **Plot:** The main events are presented effectively and are consistent with the story. The illustrations both support and extend the written text.
- **Theme:** Ideas and messages within the narrative are skilfully presented and crafted.
- **Mood:** The writer and/or illustrator have created an atmosphere/mood that enhances the narrative. The illustrator's work and colour palette augment the mood of the book accurately reflecting the text narrative.
- **Source Material:** Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.

Design elements: The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:

- Font/text
- Colour palette
- Paper stock
- Format
- Consistency of internal design
- Cover design is appealing and relevant to the story

Age appropriateness: Genre Award: 0-18-year-olds. The partnership between text and illustration, relevant to the target audience (which may be a sub-set within the category age range), is engaging, stimulating creates a realistic world within which the narrative unfolds offering the reader/s a wholistic experience.

Production Values:

- **Editing:** The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.

8.5 Judging criteria for Eve Pownall Award

Entries in this category are books which introduce or extend awareness and knowledge on a given topic. Consideration should be given to imaginative presentation and variation of style. This includes works of non-fiction, autobiographies, biographies and books described as information picture books or fictionalised nonfiction picture books. This category does not include activity books, text books or procedural texts. The age range for this category is 0 to 18 years.

Literary elements

- **Language:** The aesthetic qualities of the written language where appropriate are evocative of place, character and mood. The language exhibits breadth and variety of vocabulary and precision. Sentence construction is used in a natural and creative manner appropriate to the work. Where rhythm and rhyme are used it is accomplished and effective.
- **Illustration:** Illustrations should be integrated and enhance understanding of the topic. Graphics should be high quality, relevant and appealing.
- **Characterisation:** Where appropriate, consideration will be given to the main and minor characters. The characters are related to the topic. The book fully engages the readers who can identify with the characters. Each chosen character is explored appropriately and is relevant and meaningful to the rest of the elements presented.
- **Setting:** Where appropriate, the setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story. There is a synergy between text and visual elements in the creation of setting.
- **Plot:** Where appropriate, the plot is well constructed.
- **Theme:** Themes create awareness on a given topic and invite further exploration.
- **Mood:** Where appropriate, the writer and/or illustrator have created an atmosphere/mood that enhances the narrative.
- **Subject matter:** The information in the book is considered accurate and reliable given the current state of knowledge.
- **Source Material:** The book should include references to source material and consideration given to the peritext or 'back matter' which can include a section on the writer's research or notes and decision making.

Design elements: The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:

- Font/text
- Colour palette
- Paper stock
- Format
- Consistency of internal design
- Cover design is appealing and relevant to the story

Age appropriateness: Genre Award: 0-18-year-olds. Presentation of information matches and reflects comprehension levels of the target readers age group (this may be a sub-set within the category age range). Consideration is given to how the reader obtains the information from the page.

Production Values:

- **Editing:** The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.

8.6 Judging criteria for CBCA Award for New Illustrator

Entries in this category are for books where the illustrator is emerging or new to the field of children's book illustration. The entry must be the illustrator's first children's illustrated book published where illustrations form a significant part of the book's narrative or information content. The age range for this category is 0 to 18 years.

Literary elements

- **Language:** Language is not assessed in this category but is used to initiate the visual interpretation of the story.
- **Illustration:** The quality of medium for visuals is high. The artistic style, media and artistic elements of colour, line, shape and texture match the written text in its whole (characters, themes and setting). There is a consistent quality of illustration throughout the book. (Reminder: consider the illustrations only)
- **Characterisation:** Where appropriate, there are strong main and/or minor identifiable characters depicted. The illustrator creates convincing characters and represents the written character skilfully. (Reminder: consider the illustrations only)
- **Setting:** The visual and artistic elements of the setting and sense of place and time are well realised (Reminder: consider the illustrations only)
- **Plot:** The illustrations both support and extend the written text. (Reminder: consider the illustrations only)
- **Theme:** The illustrations reflect the themes effectively. (Reminder: consider the illustrations only)
- **Mood:** The illustrator's work and colour palette augment the mood of the book further enhancing and elevating the text narrative. (Reminder: consider the illustrations only)
- **Source Material:** Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material. (Reminder: consider the illustrations only)

Design elements: The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:

- Font/text
- Colour palette
- Paper stock
- Format
- Consistency of internal design
- Cover design is appealing and relevant to the story

Age appropriateness: Genre Award: 0-18-year-olds. The illustrations are relevant to the target audience. (Reminder: consider the illustrations only)

9. Judges

9.1 The Judging Panel

The Judging Panel aims to select from the children's books published in Australia in the preceding year within the terms, definitions, and criteria governing the Awards, the most distinguished contributions to Australian literature for children.

- The CBCA Book of the Year Judging Panel shall consist of fifteen (15) members.
- Three (3) judges shall comprise the panel for each category of the Awards, with the exception being the Picture Book Judges Panel, which will also judge the New Illustrator category.
- The judging panel comprises literary/visual literacy experts in children's or young adult literature.
- Consideration will be given to forming an inclusive and diverse judging panel.
- Judges must be a financial member of the CBCA.
- Judging panels are formed through application with merit-based processes applied.
- The CBCA offers a tenure of two years for judges, with an optional one-year roll-over term made available on application.
- Judges hold their positions voluntarily and will not expect any kind of remuneration for their tenures.

9.2 Responsibilities and duties of Judges

9.2.1 Reading and reporting requirements

Judges will be required to read **all** books entered in their category during the judging period. Books will be sent to judges monthly, or more frequently.

Judges will be required to vote on and discuss entries online and/or face-to-face.

The Awards Convenor and Co-convenor together with the Awards Committee, will be responsible for editing any drafted book critiques that may be produced following announcements for promotional purposes.

Where possible, all judges will submit a contribution to the Judges' Report.

9.2.2 Judges' Meetings, category Panel Meetings, presentations and announcements

Judges work with their panel and will be required to participate in regular online meetings as determined by the Awards Convenor to facilitate discussion, reflection and reporting on entries.

Judges commit to:

- Attendance at all meetings designated by the Awards Convenor.
- Participation in the annual Judges' Conference (face-to-face or online), attended by all judges, to confirm the Shortlist, Honour and Winner books.
- Work collaboratively with the panel to implement promotional/educational content in relation to the Notable or Shortlist books.
- Attendance, where possible, at the CBCA Shortlist Announcement and the CBCA Book of the Year Award Announcement, or other such events organised by CBCA Branches.
- Always aim to create an inclusive culture in which individual differences are embraced and respected.

The CBCA will only cover the costs related to the accommodation, flights and meals for Judges to attend the Judges' Conference. Attendance at any other events will be at the judges' expense.

9.2.3 Confidentiality and Deed of Agreement

All judges must maintain confidentiality throughout the judging process. All deliberations remain confidential.

Notes or comments made by the judges recorded in the AwardForce platform will be kept by the CBCA Awards Committee for secure administrative training or reference purposes only.

Judges are not authorised to provide information regarding the Awards, entries, prize winners, personal or other comments relating to individual books or categories. Any and all requests for information about the Awards should be directed to the CBCA National Office.

All reports and/or announcements regarding the Awards are disseminated by the CBCA National Office in collaboration with the Awards Committee and Communications Committee.

Successful applicants will be asked to sign a Deed of Agreement.

See Appendix 7 for the Deed of Agreement

9.3 Eligibility for serving as a Judge

9.3.1 General requirements

All judges must be a financial member of a Branch of The Children's Book Council of Australia (this can be individual or institutional membership) and will provide evidence of a current Working With Children and Vulnerable People Check (or Police Check) as determined by regulations in their State or Territory.

9.3.2 Conflict of Interest and Vested 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.

See appendix 6 for the nomination form and declaration.

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.

9.3.3 Associations with an Entry

A judge who has a non-financial association with a current entry (such as mentoring the author or editorial role) 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) must declare that association to the other judges and National Board through the Conflict of Interest declaration.

Should the Awards Committee consider a judge's association with a current entry as sufficient to influence a public perception of bias in the judging of the Awards, they will refer to the CBCA Board the decision with regard to the judge continuing with their appointment.

9.4 Appointment of Judges

9.4.1 General key information

- The applications opening and closing dates will be made public in the CBCA national website and these might vary year to year. The CBCA will aim to open the applications on 1 September of application year and close on 30 October of the application year.
- The CBCA will aim to announce Judge appointments by 31 February of the following year or the following most convenient date considering the Judge appointments must be endorsed at a CBCA National Board meeting.

See Appendix 4 and 5 for the nomination form and declaration.

- Judging panels are formed through application with merit-based processes applied. Each Branch will receive the applications in their State or Territory and compile a shortlist, which the Territory or State Branch returns to the CBCA Awards Committee. Then, the Awards Convenor and Awards Committee will consider the applications, interview and do a final selection.
- The appointment of judges is endorsed at the next National Board meeting following the selection process.
- Consideration will be given to forming an inclusive and diverse judging panel.
- Unsuccessful applicants may reapply in subsequent years.
- Upon appointment, the judges will forward to the CBCA National Office a brief biography and a current photograph to be published on the CBCA national website.

9.4.2 Selection of Judges

- No judge may serve on two panels simultaneously, with the exception of PB and NI panels.
- No judge can concurrently serve on any other Australian children's literature awards.
- The selection process will be according to the following criteria:
 - High level skills in establishing sound, effective and collaborative working relationships.
 - Highly developed ability to communicate effectively, both orally and in writing.
 - Demonstrated ability to effectively prioritise and manage competing demands to meet deadlines.
 - Demonstrated knowledge and understanding of the field of children's literature.
 - Recognised qualifications in the field of children's literature.
 - Awareness of illustration techniques and media, visual literacy, design, writing styles and editing as they relate to children's literature.
 - Demonstrated successful experience in using evidence to provide written assessments of children's literature.
 - Demonstrated commitment to promoting excellence in Australian children's literature.

9.4.3 Resignation of a judge during term of office

Should a judge resign after 31 October, no replacement will be chosen, and the remaining judges will use the reports and comments of the resigned judge when making their final considerations.

If a judge resigns prior to 31 October the Awards Committee will select a replacement from previous applications, if possible. Should no suitable candidate be available, the Awards Committee will call for applications.

Books already issued to the resigning judge will be returned and access to Awards information terminated.

9.4.4 Discontinuation of a Judge during term of office

Should the CBCA Awards Committee and CBCA National Board agree to discontinue a Judge of their appointment, the reasons should be explained and carefully documented in order to justify the decision. Some examples below:

The CBCA will discontinue a Judge of their appointment if they are found to breach the judging requirements specified in sections 9.2 and 9.3 of this document.

The CBCA will consider discontinuing a Judge that does not uphold the reputation of the CBCA.

The CBCA will discontinue a Judge if they are found to be in correspondence with an entrant that aims to influence their decisions or taking personal benefits from an entrant in order to influence the voting decisions.

10. Notables, Shortlist, Honour Books and Winners

Notables

Judges may decide on a Notables list of 20% (or up to 25) of the books entered in each category is selected.

Note: There is no Notable List for the New Illustrator Award due to number of entries.

Shortlist

Judges may decide on a Shortlist of up to 6 books in each category. These must be part of the Notables list.

Honour Books

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

Note: No Honour Books are selected in the CBCA Award for New Illustrator category

Winners

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

11. Notification of Awards

Release of information related to the Notables, Shortlist and Awards is the responsibility of the Awards Committee in conjunction with the National Office and Communications Committee.

The Awards presentation and Announcements will be the responsibility of the National Board, in consultation with the Awards Committee.

See 14.5 Presentation of Material for details.

11.1 Notables

The Notable List of Australian Children's Books will be celebrated by the CBCA on the last Tuesday in February and published on the CBCA website at 6pm AEDT that night.

All Branches holding official functions for this event will be given the list five working days prior to the announcement under strict embargo.

11.2 Shortlist

The Shortlist will be released on the CBCA national website 12 noon AEDT, on the last Tuesday in March and published on the CBCA website on the same day.

All Branches holding official functions for this event will be given the list five working days prior to the announcement under strict embargo.

The list of Shortlisted recipients will be provided under embargo to the media consultant and CBCA Communications Committee two weeks prior to the announcement to enable adequate time for printing and media notice.

Notification to authors and illustrators is not permitted. However, publishers will be notified 3 weeks in advance (15 business days) in order to ensure copies of their titles are available in bookshops and libraries at the time of the announcement with the relevant stickers.

Recipients will receive an online congratulatory letter from the Board Chair after the official announcement. With the letter, there will also be a request for the recipients to provide information and content for publicity purposes up to and including the CBCA Book of the Year Announcement. (BRAVO! Campaign)

11.3 Winner and Honour

The Winner and Honour recipients will be announced on the third Friday in August at 12 noon (AEST). The list of Winner and Honour books is published on the CBCA website at 12 noon on the third Friday in August.

All Branches will be given the list five working days prior to the announcement under strict embargo.

The embargoed Winner and Honour list is released to the media consultant and the Communications Committee, six weeks before the official announcement.

Six weeks prior to the announcement, recipients of Awards and Honour Books and their publishers will receive a letter of congratulation signed by the Board Chair. Winner and Honour creators might be notified earlier than six weeks to the announcement in the scenario where the CBCA decides to produce a video for the announcement and the producers request it.

All efforts will be made to send certificates and medallions via Australia Post to the awardees 2-3 business days before the announcement or as determined by the Awards Committee.

12. Prizes

12.1 Order of announcement

Awards will be presented in order:

CBCA Book of the Year: Older Readers

1. Honour Books to be presented in alphabetical order by book title. Book title first, then Author's name and finally, illustrator's name (if applicable)
2. Winner. Book title first, then Author's name and finally, illustrator's name (if applicable)

CBCA Book of the Year: Younger Readers

1. Honour Books to be presented in alphabetical order by book title. Book title first, then Author's name and finally, illustrator's name (if applicable)
2. Winner. Book title first, then Author's name and finally, illustrator's name (if applicable)

CBCA Book of the Year: Early Childhood

1. Honour Books to be presented in alphabetical order by book title. Book title first, then Author's name and finally, illustrator's name (if applicable)
2. Winner. Book title first, then Author's name and finally, illustrator's name (if applicable)

CBCA Book of the Year: Picture Book

1. Honour Books to be presented in alphabetical order by book title. Book title first, then Illustrator's name and finally, Author's name (if applicable)
2. Winner. Book title first, then illustrator's name and finally, author's name (if applicable)

Eve Pownall Award

1. Honour Books to be presented in alphabetical order by book title. Book title first, then Author's name and finally, illustrator's name (if applicable)
2. Winner. Book title first, then Author's name and finally, illustrator's name (if applicable)

CBCA Award for New Illustrator

1. Winner. Book title first, then illustrator's name (note: NO Award is given to the author of the book)

Note: Where the book has more than two creators, the main creator will be named first. (Based on entry form)

12.2 Medallions

Medallions are presented to the Winners of each category. No author or illustrator will receive more than one medallion for a book.

- Author of the CBCA Book of the Year: Older Readers and a further medallion to the illustrator if applicable.
- Author of the CBCA Book of the Year: Younger Readers and a further medallion to the illustrator if applicable.
- Author of the CBCA Book of the Year: Early Childhood and a further medallion to the illustrator if applicable.
- 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 and a further medallion to the illustrator if applicable
- Illustrator of the CBCA Award for New Illustrator. (No Award is given to the author of the book)

All efforts will be made to send the Medallions via Australia Post 2-3 business days before the announcement of the CBCA Book of the Year Awards.

Entrants and publishers are responsible for providing the most up-to-date postal address in order to receive the certificates. The CBCA reserves the right to attempt posting only once. If parcels are returned, the CBCA might choose to not cover the costs of a second posting attempt.

IMPORTANT: If awardees receive the medallions prior to the CBCA Book of the Year Announcement, they are required to keep it under strict embargo until the announcement is made.

12.2.1 Design of medallions

There is one design only across all categories. The inscription in the medallions will read in the following order: Award, year, creator name and book title.

It is important that creators and publishers understand that the inscription will read as the details entered in the entry unless specified otherwise (i.e. subtitles or extended titles). The CBCA reserves the right to produce the medallions only once. The CBCA will not take responsibility for details in the entry spelled wrong or incomplete full titles (i.e. subtitles or extended titles).

The medallions are funded by The CBCA Awards Foundation.

12.3 Award Certificates

Certificates are presented to all creators and publishers of Shortlisted, Honour and Winner books. All certificates will be signed by the National CBCA Chair.

All efforts will be made to send certificates via Australia Post 2-3 business days before the announcement of the CBCA Book of the Year Awards.

Entrants and publishers are responsible for providing the most up-to-date postal address in order to receive the certificates. The CBCA reserves the right to attempt posting only once. If parcels are returned, the CBCA might choose to not cover the costs of a second posting attempt.

IMPORTANT: If awardees receive the certificates prior to the CBCA Book of the Year Announcement, they are required to keep it under strict embargo until the announcement is made.

12.4 Monetary Awards

- Monetary awards are provided through the funds in the Children's Book Council of Australia Awards Foundation. Amounts vary annually according to the available funds generated by the Foundation's capital.
- The total prize money is distributed equally across each category. In each category, except the CBCA Award for New Illustrator which is half the Picture Book Winner amount, 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.
- Winners must be able to provide details for a valid Australian Bank Account.
- The Awards Administration together with the National Office, will ensure to collect the bank details of all awardees. That information will be shared with the Awards Foundation, who then will deposit the monetary award into the nominated bank account.

12.5 Contract to be Featured Artist in CBCA Merchandise

The CBCA will appoint at their discretion the featured artist for the following commission of artwork for the CBCA Merchandise.

Candidates to be considered will be chosen between the winners of the following categories:

- Illustrator (or sole creator) of the CBCA Book of the Year: Early Childhood category winner
- Illustrator (or sole creator) of the CBCA Picture Book of the Year category winner
- Illustrator (or sole creator) of the CBCA Award for New Illustrator category winner
- Illustrator (or sole creator) of the Eve Pownall Award winner

Consideration will be given to the artists' availability and capacity to commit.

The chosen artist will be required to sign a contract that states the CBCA has exclusive rights to the use of the artwork.

13. Publications

All printed and electronic publications for the CBCA Book of the Year Awards must follow the 14.5 Presentation of Material section of this policy.

13.1 Judges' Report

The Judges' Report is the responsibility of the Awards Committee in collaboration with the National Office. It is produced for the media, publishers and others as a statement of quality Australian Children's Literature. It will include the Shortlist books and critiques.

The report includes:

- the appropriate statistics from all entries, creators, publishers
- report from each panel on entries
- themes, trends

The publication must be a professional document, abiding by the CBCA publications standards, for electronic upload.

The full Judges' Report is available electronically to media as embargoed information six weeks prior to the Awards Announcement.

Electronic copies should be made available on the CBCA website to all other stakeholders after the Awards Announcement:

- publishers of Shortlisted books,
- judges,
- the CBCA Board,
- the Awards Foundation Committee of Responsible Persons,
- all Branches and
- the public domain

13.2 Other Organisations Endorsed Publications

From time to time partnership arrangements with other organisations and companies may be entered into for collaboration of CBCA Book of the Year promotion. Embargoed information may be shared with these organisations with a written contract (non-disclosure agreement) signed by the Chair of CBCA and a senior representative of the other organisations. This information may be issued to accepted partners prior to release of announcements.

See section 14.5 Presentation of Material for further details.

13.3 Legal Deposit

To comply with legal deposit legislation (Copyright Act 1968), The CBCA National Office is required to send all publications to The National and State libraries. All books should have dedicated ISSNs and relevant details must be printed in the publication.

In addition to Legal Deposit requirements, a complimentary copy of all publications should be sent by the National Office to: all CBCA Branches, National Board members, members of the Awards Committee who are not board members, current judges, the CBCA national archivist, the National Centre for Australian Children's Literature. A copy must also be kept at the CBCA National Office.

14. Awards Administration

14.1 Awards Convenor and Awards Administrator

The Awards Convenor is responsible for the running of the awards process.

The Awards Administrator will do a first eligibility check, be the point of contact between entrants and the Awards Committee and help the Awards Convenor as needed.

14.2 Awards Email

The Awards email address is awards@cbca.org.au. The inbox will be monitored by the Awards Administrator and maintained by the CBCA National Office with monthly reports to the committee of incoming and outgoing correspondence. All correspondence must be sent from this email address. When a query is not covered by this Awards Policy, this should be directed to the Awards Convenor before a reply is given. Each year all emails will be archived.

14.3 Awards hosting site

The CBCA uses the services of Award Force is a software-as-a-service company that specialises in providing a user-friendly cloud software for awards organisers to manage their awards.

Award Force commits to store all data and personal information in a highly secured and encrypted data centre. The data storage location the CBCA has chosen is Australia using AWS (Amazon Web Services), which complies with stringent global standards and meet the requirements of the most security-sensitive organisations. Additionally, they provide 24h help support Monday to Friday.

Note: General entry deadline: 30th November at 11:59 AEDT. Please note the general entry deadline is final and there will be no extensions provided. The system will automatically prevent entry submission after the deadline.

14.4 Awards Funding

The Awards administration is supported by the entry fees, licence and sticker sales. This includes costs for the Awards Support Personnel, database management, judges' conferences, postage to judges and other such functions for the administration of the Awards.

Each year in accordance with the CBCA Finance Policy the Awards Committee will submit a budget for inclusion with the broader CBCA National Budget. All expenses and reimbursements to judges or Award Committee members are to be in accordance with the CBCA National Finance Policy.

All funding of the prize money, medallions and certificates is to be made by the CBCA Awards Foundation in accordance with their Deed of Trust and procedures.

14.5 Presentation of Material

14.5.1 Consistency

Consistency in presentation of publications and stationery should be maintained.

- The company's name is **The Children's Book Council of Australia**. The abbreviation is **CBCA**
- The Awards are known as the **CBCA Book of the Year Awards**
- Book Week is registered and is officially known as **Children's Book Week ®**

- The Notable announcement is officially known as **CBCA Night of the Notables**
- Key words which should also be consistent:
 - Shortlist: one word, with a capital for the first letter
 - Shortlisted: one word, with a capital for the first letter
 - Notable: first letter capitalised
 - Winner: first letter capitalised
 - Honour: first letter capitalised
 - Awards: when referring to the CBCA Awards – capital for the first letter
- Key abbreviations which should also be consistent when mentioning categories:
 - **OR**: Older Readers category
 - **YR**: Younger Readers category
 - **EC**: Early Childhood category
 - **PB**: Picture Book category
 - **EP**: Eve Pownall category
 - **NI**: New Illustrator category

14.5.2 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 the top left-hand side 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.

The CBCA uses Dax, Baby Sparkle or SansSerif type face as the preferred fonts.

14.5.3 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. (See Appendix 9)

14.5.4 Appendix Use

When using appendices from this document, appropriate page numbering and footers should be added.

APPENDICES

Appendix 1 – Glossary of Terminology

This is a supporting document that contains a common language for use and by the judges, publishers and everyone involved with the CBCA Book of the Year Awards.

AUTOBIOGRAPHY Rather than being written by somebody else, an autobiography comes through the person's own pen, in their own words. These usually sit within the Eve Pownall category. First person recounts that are written in the form of an autobiographical novel or bildungsroman, fictional tale or pictorial recounts, but are still based on stories that closely mirror events from the author's real life, would sit within the relevant age category.

BIOGRAPHY A biography is an account or detailed description about the life of a person. It entails basic facts, such as childhood, education, career, relationships, family, and death. It could be in any format—novel, picture book or graphic novel. These usually sit within the Eve Pownall category.

BOARD BOOK A term used for thick covered and paged books usually for pre-reading age and usually sits within Early Childhood, or Eve Pownall categories (the latter if information related).

CHARACTERISATION The techniques an author uses to create major and minor characters and how they relate to each other either directly or indirectly.

CONVENTIONS OF WRITING Editing and use of spelling, grammar and punctuation.

DESIGN Quality of construction and production of binding, endpapers, printing, type, font size and style.

EDITING Consideration will be given to professionalism of editing with relation to typographic errors and poor sentence construction.

ENDPAPERS They are the pages in a book that consist of a double-size sheet folded, with one half pasted against an inside cover and the other serving as the first free page. Thus, the front endpapers precede the title page and the text, whereas the back endpapers follow the text.

FICTION A form of writing that treats real people or events as if they were fictional or uses them as an integral part of a fictional account. These sit within Younger Readers or Older Readers.

GENRE A type of literature characterised by a specific form, content and style. There are five types of genres in literature: poetry, drama, fiction, non-fiction and prose.

GLOSSARY A list of terms in a specialised subject, field, or area of usage, with accompanying definitions. This may be at the back or front of a book, explaining or defining difficult or unusual words and expressions used in the text.

GRAPHIC NOVEL A term that goes beyond fictional narrative—there are plenty of factual and autobiographical examples (these would sit within Eve Pownall). A fictional graphic novel, for the purpose of judging, should be a narrative told mainly through pictures but with the conventions of a comic book through framing and design. This format would fit in Early Childhood, Younger Reader, Older Reader, or Picture Book, where appropriate.

HISTORICAL FICTION Narrates events that take place in the past and are characterised chiefly by an imaginative reconstruction of historical events and personages.

ILLUSTRATED TEXT A term used for books where there is often a large amount of text on the page in relation to the illustration/s. The illustration/s reflects a small amount of the text, but not the entire text on the page. These books sit within the categories Eve Pownall, Older Reader and Younger Reader rather than Picture Book.

ILLUSTRATIONS The images used within the book considering medium and technique, layout, style and relationship with text.

INDEX An alphabetical list of names, subjects and other information with reference to the pages on which they are mentioned.

LITERARY MERIT A term that describes the literary value in relation to the quality of writing and its suitability for the age of the intended readership.

MEDIUM

MOOD Emotional quality or atmosphere of the work.

PLOT Clear indication of the problem and solution in the story, with a detailed description of events in rising action, a climax and final solution.

PROTAGONIST The central character or leading figure.

SETTING The description of time and place in a story and its impact on the storyline.

STAND ALONES/SERIES Books written as part of a series or published in serial form. These will be judged as separate entities and 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.

STYLE OF WRITING The choice of words and sentences made by the author to reveal purpose and attitude.

TECHNIQUE

VERSE NOVEL A term for a novel written in verse form, whether free-flowing or structured. This usually sits in Younger Reader or Older Reader but can be Early Childhood if the text is appropriate.

Appendix 2 – Stages of the Judging Process

This is a supporting document for use by the judges as a reference for the process of judging. The full procedures, templates and forms are maintained on the Awards Force online platform.

1. Packages of books are sent on a monthly basis from the National Office

1.1 The Awards Administrator will notify judges when to expect a package.

1.2 Packages usually are sent once a month or more frequently if necessary.

2. Initial review of books against criteria (individual judges)

2.1 Reading: The judges read the titles and comment on Panel site – this is closed discussion amongst panel judges only under the supervision of the Awards Convenor.

2.2 Voting: Initial vote of Yes, No, Maybe for longlist to choose the notables from.

3. Panel review of books (Phone/online conference of panel judges – repeated throughout the year)

3.1 Phone/online meetings to discuss books. Repeated throughout the process as each panel gets a delivery.

3.2 Voting. Judges score against the criteria to qualify for and select the Notables List.

4. Notable confirmation

4.1 Final online meeting (by second week of January) to confirm the Notable List from list of Potential Notables. 20 % or up to 25 titles per category. Note: There is no Notable List for the New Illustrator Award

Confirm all books on Notable List meet all criteria for category.

5. Determination of Shortlist, Honour and Winner

5.1 Face-to-face or online conference to determine Shortlist, Honour and Winner of each category from the titles selected from the Notables.

Determination by the panel with consensus to be reached of books to be listed as the Shortlist (maximum 6 books).

Confirm the Shortlist as selected.

Confirm the Honour and Winner books as selected.

5.2. Judges collectively write their summary for the Judges' Report.

Appendix 3 – CBCA Book of the Year Entry Form (visual from Platform)

Here there are 2 sample forms from the Older Readers Category and the New Illustrator Category. They have been selected as samples since the Older Readers has all the fields in the other categories and the New Illustrator sample includes a small section that the New Illustrator entrants must complete.

Sample form, not for offline completion.

Visit <https://cbca.awardsplatform.com> to enter.

Older Readers

CBCA Book of the Year: Older Readers

Entries in this category are books for young people aged between 13 and 18 years (secondary school level). Readers require a degree of maturity to appreciate the themes and scope of emotional involvement. Books in this category may be fiction, drama, illustrated text, poetry or graphic novels.

Welcome to the CBCA Book of the Year Awards! This is where you'll need to start filling in the details of your entry. But before proceeding, please read the instructions below carefully.

1. Please click **Save + Next** to save all your details and before moving between tabs.
2. The last tab is called **Attachments**. If you click **Save + Next** it will redirect you to the **Start here** tab/page. You can then click **Submit entry** in order to proceed with payment.
3. You can edit the information in your entry at any time before the entry's eligibility is decided.

We're looking forward to receiving your entry!

Entry title

I understand that in order to be considered for the CBCA Awards, entrants must:

1. Have completed the entry form and paid the entry fee.
2. Send 5 copies of the books per category (see exceptions in website regarding PB & NI entries).
3. Ensure books are received at the office within the due date, which is 14 days after the entry is submitted.
4. Provide any further supporting documents the Awards Committee might request.

Furthermore, I understand that if any of the above are not true, this entry might be deemed ineligible.

☐ I agree to the above conditions

Welcome to the main part of the entry form: the criteria tab! Please use all the 'question icons' for more information regarding each field.

Targeted Audience. Older Readers

- ☐ Age 18
☐ Age 17
☐ Age 16
☐ Age 15
☐ Age 14
☐ Age 13

Please select all that apply

1 of 6

Series (optional)

Publisher

☐ I understand I might have to provide further publisher details, should my entry progress in the Awards.

We are not collecting publisher's details for all entries at this moment. Please note, should your entry progress further in the Awards, we might be in touch via email to request the publisher's contact details, including postal address.

Imprint (optional)

ISBN

Publishing Year

IMPORTANT! Publishing year must be the current year (i.e for 2024 CBCA Book of the Year Awards, books must be published in 2023) Our team check the publishing year printed in the book as reference to check eligibility (First published/copyright), if you're entering a book published in the previous year, your book might be ineligible. Please press save and stop here. Then, get in touch with us at awards@cbca.org.au to discuss eligibility.

Publishing month (optional)

▼

January

February

March

April

May

June

July

August

September

October

...

Book is available for purchase by the general public in Australia at...

A major retailer (Booktopia, Dymocks, Amazon, etc.)
A local bookstore
A personal website with an order online system (it has to be a website, for example not a Facebook page)
Other

☐ I confirm this entry meets the entry requirements and is eligible to enter the CBCA Book of the Year Awards

General eligibility criteria*: - First published in the current year - Available for purchase by the general public in Australia - Valid ISBN - Made by Australian creator/s (citizen/resident) - Written in English or if bilingual, one language is English *Please refer to section 7 of the Awards Policy for the full extent of eligibility criteria

Additional Information & Notes (optional)

Creator Title

Author
Illustrator
Author & Illustrator
Co-Author
Co-Illustrator
Editor
Curator
Other

☐ I confirm all creators listed below are Australian citizens or have Australian residency status.

Please note, all creators entering the Awards must be Australian citizens or have Australian residency status in order to enter the Awards. (Awards Policy section 7.2) This does not exclude Australian citizens living abroad. Please note, you might be requested to provide evidence of this should it be requested by the Awards Committee. If any creator listed below is not an Australian citizen or resident, please save this form, stop here, and reach out to awards@cbca.org.au to discuss eligibility.

Creator First Name

If possible, please use Creator #1 for the Author's Details. Use Creator #2 for the Illustrator's details. Use Creator #3 and more for other creators.

Creator Surname

☐ Use Pseudonym as Creator Name (optional)

Email address

Postal Address

State or Territory

ACT - Australian Capital Territory
NSW - New South Wales
NT - Northern Territory
QLD - Queensland
SA - South Australia
TAS - Tasmania
VIC - Victoria
WA - Western Australia
Other

Country of Residence

Phone Number (optional)

Instagram (optional)

Facebook (optional)

Twitter (optional)

Other (i.e. creator's website) (optional)

Other information

- ☐ First Time Creator
- ☐ Aboriginal or Torres Strait Islander creator
- ☐ The creator is able to provide additional information, if requested, for publicity purposes
- ☐ The creator is available for Media Participation
- ☐ The creator is NOT available for Media Participation
- ☐ Check this box if the creator is NOT willing to have their town or suburb of residence released to the media
- Please check only the boxes above that correspond to this creator.

Does the book contain illustrations?

Yes, it does
No, it doesn't
Yes, it does, but they do not make a significant contribution

If the book contains* illustrations, please select 'Yes, it does'. We would like to know more information about the illustrations in the entry such as medium and technique, however, this is optional. We strongly recommend entries for Early Childhood, Picture Book, Eve Pownall and New Illustrator categories to provide additional information. regarding entries for the Older Readers and Younger Readers categories, we encourage to acknowledge the illustrator's work and contribution but according to our Awards Policy, only illustrations that make a 'significant contribution' to the book will be considered when judging. *This excludes cover designs.

Material may be supplied as follows:

1. You are required to upload a **Book Cover image**. The file must be web compatible, either JPG/JPEG or PNG format. Please name the file so it relates to the title of the book. The image should be of good quality and the front cover only. Please avoid using handmade photos of the book.
2. Please upload a **digital version** of the book, PDF/ePub version if possible. This will help the Awards Committee and the judges discuss the book prior to receiving the physical copy. (This is not mandatory).
3. You might be asked by the Awards Team to provide supporting documentation to accompany your entry. Only if you're asked to do so, please attach the documents here. Please DO NOT send them via email or post.
4. Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

Book Cover image



You are required to upload a Book Cover image. The file must be web compatible, either JPG/JPEG or PNG format. Please name the file so it relates to the title of the book. The image should be of good quality and the front cover only. Please avoid using handmade photos of the book.

- ☐ I understand that I give permission to use the Book Cover when uploading the file above

Digital copy of the book (optional)



Please, select one of the below to finalise your entry

<div>This is a new entry</div> <div>I have been asked to upload supporting documents</div>
--

Please, select 'This is a new entry' unless the CBCA Awards Team has specifically reached out to you to provide supporting documents.



Sample form, not for offline completion.

Visit <https://cbca.awardsplatform.com> to enter.

New Illustrator

CBCA Award for New Illustrator

Entries in this category are for books where the illustrator is emerging or new to the field of children's book illustration. The entry must be the illustrator's first children's illustrated book published where illustrations form a significant part of the book's narrative or information content. The age range for this category is 0 to 18 years.

Welcome to the CBCA Book of the Year Awards! This is where you'll need to start filling in the details of your entry. But before proceeding, please read the instructions below carefully.

1. Please click **Save + Next** to save all your details and before moving between tabs.
2. The last tab is called **Attachments**. If you click **Save + Next** it will redirect you to the **Start here** tab/page. You can then click **Submit entry** in order to proceed with payment.
3. You can edit the information in your entry at any time before the entry's eligibility is decided.

We're looking forward to receiving your entry!

Entry title

I understand that in order to be considered for the CBCA Awards, entrants must:

1. Have completed the entry form and paid the entry fee.
2. Send 5 copies of the books per category (see exceptions in website regarding PB & NI entries).
3. Ensure books are received at the office within the due date, which is 14 days after the entry is submitted.
4. Provide any further supporting documents the Awards Committee might request.

Furthermore, I understand that if any of the above are not true, this entry might be deemed ineligible.

☐ I agree to the above conditions

Since 2017, the CBCA Book of the Year Awards included the CBCA Award for New Illustrator (previously known as the Crichton Award). This award was established to recognise and encourage new talent in the field of Australian children's book illustration.

An entry in the New Illustrator category **must be the illustrator's first children's book**, thus this category can be entered once only. It is important for us that you understand that 'first children's book' includes any previous self-published books.

If you have any queries, please reach out to us at awards@cbca.org.au

☐ I understand that if the Awards Committee finds another published children's book (including self-published) illustrated by the illustrator, this entry will be deemed ineligible and the entry fee and books will not be refunded nor returned.

☐ I confirm this title is the illustrator's first children's book.

Welcome to the main part of the entry form: the criteria tab! Please use all the 'question icons' for more information regarding each field.

Series (optional)

Publisher

☐ I understand I might have to provide further publisher details, should my entry progress in the Awards.

We are not collecting publisher's details for all entries at this moment. Please note, should your entry progress further in the Awards, we might be in touch via email to request the publisher's contact details, including postal address.

Imprint (optional)

ISBN

Publishing Year

IMPORTANT! Publishing year must be the current year (i.e for 2024 CBCA Book of the Year Awards, books must be published in 2023) Our team check the publishing year printed in the book as reference to check eligibility (First published/copyright), if you're entering a book published in the previous year, your book might be ineligible. Please press save and stop here. Then, get in touch with us at awards@cbca.org.au to discuss eligibility.

Publishing month (optional)

▼

January

February

March

April

May

June

July

August

September

October

...

Book is available for purchase by the general public in Australia at...

A major retailer (Booktopia, Dymocks, Amazon, etc.)
A local bookstore
A personal website with an order online system (it has to be a website, for example not a Facebook page)
Other

☐ I confirm this entry meets the entry requirements and is eligible to enter the CBCA Book of the Year Awards

General eligibility criteria*: - First published in the current year - Available for purchase by the general public in Australia - Valid ISBN - Made by Australian creator/s (citizen/resident) - Written in English or if bilingual, one language is English *Please refer to section 7 of the Awards Policy for the full extent of eligibility criteria

Additional Information & Notes (optional)

☐ I confirm all creators listed below are Australian citizens or have Australian residency status.

Please note, all creators entering the Awards must be Australian citizens or have Australian residency status in order to enter the Awards. (Awards Policy section 7.2) This does not exclude Australian citizens living abroad. Please note, you might be requested to provide evidence of this should it be requested by the Awards Committee. If any creator listed below is not an Australian citizen or resident, please save this form, stop here, and reach out to awards@cbca.org.au to discuss eligibility.

Creator Title

Author
Illustrator
Author & Illustrator
Co-Author
Co-Illustrator
Editor
Curator
Other

Creator First Name

If possible, please use Creator #1 for the Author's Details. Use Creator #2 for the Illustrator's details. Use Creator #3 and more for other creators.

Creator Surname

☐ Use Pseudonym as Creator Name (optional)

Email address

Postal Address

State or Territory

ACT - Australian Capital Territory
NSW - New South Wales
NT - Northern Territory
QLD - Queensland
SA - South Australia
TAS - Tasmania
VIC - Victoria
WA - Western Australia
Other

Country of Residence

Phone Number (optional)

Instagram (optional)

Facebook (optional)

Twitter (optional)

Other (i.e. creator's website) (optional)

Other information

- ☐ First Time Creator
- ☐ Aboriginal or Torres Strait Islander creator
- ☐ The creator is able to provide additional information, if requested, for publicity purposes
- ☐ The creator is available for Media Participation
- ☐ The creator is NOT available for Media Participation
- ☐ Check this box if the creator is NOT willing to have their town or suburb of residence released to the media

Please check only the boxes above that correspond to this creator.

Does the book contain illustrations?

Yes, it does
No, it doesn't
Yes, it does, but they do not make a significant contribution

If the book contains* illustrations, please select 'Yes, it does'. We would like to know more information about the illustrations in the entry such as medium and technique, however, this is optional. We strongly recommend entries for Early Childhood, Picture Book, Eve Pownall and New Illustrator categories to provide additional information. regarding entries for the Older Readers and Younger Readers categories, we encourage to acknowledge the illustrator's work and contribution but according to our Awards Policy, only illustrations that make a 'significant contribution' to the book will be considered when judging. *This excludes cover designs.

Material may be supplied as follows:

1. You are required to upload a **Book Cover image**. The file must be web compatible, either JPG/JPEG or PNG format. Please name the file so it relates to the title of the book. The image should be of good quality and the front cover only. Please avoid using handmade photos of the book.
2. Please upload a **digital version** of the book, PDF/ePub version if possible. This will help the Awards Committee and the judges discuss the book prior to receiving the physical copy. (This is not mandatory).
3. You might be asked by the Awards Team to provide supporting documentation to accompany your entry. Only if you're asked to do so, please attach the documents here. Please DO NOT send them via email or post.
4. Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

Book Cover image



You are required to upload a Book Cover image. The file must be web compatible, either JPG/JPEG or PNG format. Please name the file so it relates to the title of the book. The image should be of good quality and the front cover only. Please avoid using handmade photos of the book.

- ☐ I understand that I give permission to use the Book Cover when uploading the file above

Digital copy of the book (optional)



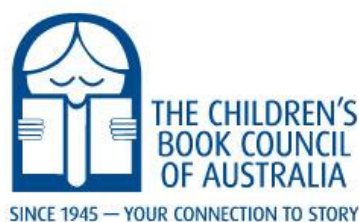
Please, select one of the below to finalise your entry

<div>This is a new entry</div> <div>I have been asked to upload supporting documents</div>
--

Please, select 'This is a new entry' unless the CBCA Awards Team has specifically reached out to you to provide supporting documents.



Appendix 4 – CBCA Book of the Year Awards Judge – Position Description



2023-25 CBCA Book of the Year Awards Judge

CBCA Position Description

Position Title: CBCA Book of the Year Judge

Period of Employment: From 1/3/2023 to 29/8/2025

Context of the Position:

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.

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 a wide range of Australian writers and illustrators of children's books and;
- celebrate contributions to Australian children's literature.

The Children's Book Council of Australia receives in excess of 450 entries for the Book of the Year Awards. Volunteer judges demonstrate in-depth knowledge and expertise to select the very best of Australian children's literature.

Role Description:

Summary of Key Responsibilities

Requirements

- Read and report on all books entered in each category for which the judge is responsible.
- Work with their panel to be available for online meetings and face-to-face meetings as determined, to facilitate discussion, reflection and reporting on entries. During these panel meetings the Notable, Shortlisted, Honour and Winner books will be discussed, recommended and selected.
- Be responsible to the CBCA Board.
- Support the vision and mission statements of the CBCA:
 - **Our Vision:** Creating a community that celebrates quality Australian literature for young people.
 - **Our Mission:** We promote and advocate for the sharing of quality literature for young people across Australia. We showcase Australian creators and collaborate widely to foster a love of reading.

Reporting Requirements

- Provide reports and recommendations in line with the requirements as outlined in the CBCA Book of the Year Awards Policy.
- Provide a report on selected Notable and Shortlisted books as required.

- Submit a contribution to the Judges' Report.

Specific Requirements

- Attendance at all judges meetings (virtual), generally monthly, throughout the year and the annual Judges' Conference in February (virtual or in person - TBC), to confirm the Honour and Winner books, the Shortlist and the Notables.
- Work collaboratively with the panel to implement any promotional content in relation to the Notables or Shortlisted books; negotiable attendance at the CBCA Shortlist Announcement and the CBCA Book of the Year Award Announcement, or other such events, as deemed appropriate by the CBCA Board or Branches.
- Maintain confidentiality throughout the judging process.

Person Specification:

Minimum requirements include:

- No vested interest in the Awards.
- Freedom from conflict of interest or association (including non-financial) with a current entry or Awards Committee member.
- Current membership (individual or institution) of a Branch of The Children's Book Council of Australia.
- Current Working With Children Check (or Police Check) as determined by regulations in their State or Territory.

Selection Criteria:

Judges will be selected using the following criteria:

Personal Skills and Abilities

- High level skills in establishing sound, effective and collaborative working relationships.
- Highly developed ability to communicate effectively, both orally and in writing.
- Demonstrated ability to effectively prioritise and manage competing demands to meet deadlines.

Knowledge

- Demonstrated knowledge, and understanding of the field of children's literature.
- Recognised qualifications in the field of children's literature.
- Awareness of illustration techniques and media, visual literacy, design, writing styles and editing as they relate to children's literature.

Experience

- Demonstrated successful experience in using evidence to provide written assessments of children's literature.
- Demonstrated commitment to promoting excellence in Australian children's literature.

Application:

The length of the written application and CV should not exceed 1,500 words.

The application should include the names and contact details of two referees, a photocopy of a current Working with Children Clearance Certificate/Card and a signed Cover Page and Conflict of Interest Statement.

Forms to submit:

1. Application Cover
2. Photocopy of Working with Children Check
3. Curriculum Vitae – including the names and contact details of two referees
4. Signed Written Application addressing the Selection Criteria
5. Conflict of Interest Declaration

Applications should be emailed by **30 November 2022** to the applicant's affiliate branch at its nominated email address:

ACT: info@cbcaact.org.au

NSW: cbcansw@outlook.com

Northern Territory: pmoo3509@bigpond.net.au

Queensland: qld@cbca.org.au

South Australia: sa@cbca.org.au

Tasmania: tas@cbca.org.au

Victoria: vic@cbca.org.au

Western Australia: wa@cbca.org.au

Appendix 5 – CBCA Book of the Year Judge Application Cover Page



2023-25 Book of the Year Judge Application Cover page

Personal Details

Name:

Address:

Email:

Phone: Mobile:

Branch Membership No: Branch:

Working with Children Clearance Certificate/Card approved (copy attached)

Category Preference based on your qualifications and experience (1-Most, 5-Least):

- ☐ Book of the Year: Older Readers (OR)
- ☐ Book of the Year: Younger Readers (YR)
- ☐ Book of the Year: Early Childhood (EC)
- ☐ Picture Book of the Year (PB) also CBCA Award for New Illustrator (NI)
- ☐ Eve Pownall Award (EP)

Have you been a judge for the CBCA Book of Year Awards? YES / NO If yes, Year:

Have you been a judge for any other awards? YES / NO If yes, please give details.

.....

.....

.....

.....

Appendix 6 – CBCA Book of the Year Judge Conflict of Interest Declaration



CONFLICT OF INTEREST

Chair
National Board
Children's Book Council of Australia

I declare that as a _____ of the Children's Book Council of Australia (*Director, Judge, Committee member, Employee, Volunteer*)

I have a conflict of interest in the following matter:

I declare that I have a direct or indirect interest in the following advice or report that is to be considered at the following meeting:

(State the subject of the advice/report and meeting details)

Further, I declare that the type of interest that has given rise to the conflict is either:

- ☐ A direct interest
- ☐ An indirect interest due to a close association
- ☐ An indirect interest due to a financial interest
- ☐ An indirect interest because of conflicting duties
- ☐ An indirect interest because of receipt of an applicable gift

Other: *(Specify nature of the interest)*

Alternatively, I declare that:

- ☐ I have no conflict of interest in relation to my duties but that I will lodge a new declaration if I become aware of the conflict of interest during my duties as a member of the Board or if/when a conflict of interest arises during consideration of Board matters.
- ☐ Further, I declare that I have no conflict of interest that would breach the provisions of the Board's Code of Conduct.

Name (print): _____

Signature and date:



2022-23 Book of the Year Judge

Deed of Agreement

Deed made the day of , 2023

Parties

1. The Children's Book Council of Australia Ltd ACN 009 580 956 of Level 2, State Library of Queensland, Stanley Place, South Brisbane in Queensland (CBCA)
2. [Insert judge's name in full] of [insert judge's home address] (Judge)

Recitals

- A. The CBCA owns and administers the Awards.
- B. The CBCA wishes to appoint the Judge, and the Judge wishes to accept appointment, as a judge for the [insert relevant year] Awards subject to the terms of this deed.

Operative Part

1. Definitions

In this deed, unless the context requires otherwise:

Awards means the CBCA's Book of the Year Awards; and

Categories means [insert Awards category that the Judge will judge];

IP means all protected rights (present or future) attaching to inventions, patents, designs, trademarks, brand names, logos, copyright, circuit layouts and confidential information created, discovered or coming into existence as a result of, for the purposes of, or in connection with the Appointment, the Awards or this deed (including without limitation all such rights developed by you in acting as a Judge and any such rights in the materials provided by us to you); and

Policy means the "CBCA Book of the Year Awards Policy – Judges" as published on the CBCA's website from time to time.

2. Appointment

- 2.1 The CBCA appoints the Judge as a judge in respect of the Category/ies for the [insert relevant year] Awards, and the Judge accepts this appointment (**Appointment**), subject to the terms of this deed.
- 2.2 The Appointment is a voluntary role, and the Judge will receive no remuneration or compensation for it or for any work carried out or time spent by the Judge for or in relation to the Appointment and/or the Awards.

3. What the Judge must do

In carrying out their role as a judge, the Judge must:

- (a) comply with all elements of the Policy without any unreasonable delay. If there is any contradiction or dispute between the provisions of the policy and this deed, the contradiction or dispute will be resolved on the basis that the provisions of this deed take precedence;
- (b) comply with the CBCA's conflict of interest policy as published on the CBCA's website from time to time; and
- (c) provide to the CBCA as soon as possible the Judge's biography (comprising about 200 words) and a photograph (in digital form) of them.

4. Intellectual property

- 4.1 The Judge agrees and acknowledges that all IP will vest in and be owned by the CBCA on creation, and covenants to take all steps necessary to vest the IP in the CBCA.
- 4.2 The Judge irrevocably agrees and consents to the CBCA in its absolute discretion reproducing, publishing, copying and adapting (with due credit to the primary source):
 - (a) the IP (or any part or adaptation of it); and/or
 - (b) the Judge's biography and photograph,
 in any way the CBCA sees fit in any medium and in any context and with or without other text, data or images.

10. Removal and resignation

- 5.1 The CBCA may in its absolute discretion immediately terminate or suspend the Appointment and/or remove or suspend the Judge as a judge of the [insert relevant year] Awards or of any specific Category or Categories.
- 5.2 The Judge may resign as a judge or in respect of any Category by giving written notice to the CBCA.
- 5.3 On termination of the Appointment or this deed, or the removal/resignation of the Judge as a judge or in respect of any Category:
 - (a) the Judge must deliver up to the CBCA all the IP relating to the Appointment or Category as the case may be; and
 - (b) the confidentiality obligations on the Judge mentioned in the Policy and arising through clauses 3(a) and 6.3 of this deed, and the obligations arising through clause 6.2 of this deed, continue in perpetuity and survive the termination or removal/resignation as the case may be.

11. Miscellaneous

6.1 Counterparts

This deed may be executed in any number of counterparts and all of those counterparts taken together constitute one and the same instrument.

6.2 No disparagement

Except when compelled by law or to directors of the CBCA (which, for the avoidance of any doubt, does not include anyone representing CBCA state or territory entities), the Judge must not disparage or denigrate the CBCA, the Awards, any other judge or judges involved in the Awards, or the judging and Awards process or results of the Awards.

6.3 Confidentiality

In addition to complying with the confidentiality obligations in the Policy, the Judge must treat all aspects of the judging and awards process (including without limitation all written and oral communications in any form between judges, and/or Awards administrators, and/or the CBCA) as confidential. The final judges report

represents the judges' consensus and the Judge must not express a view contrary to it.

Executed and delivered as a deed.

EXECUTED by **THE CHILDREN'S BOOK
COUNCIL OF AUSTRALIA LTD**
pursuant to section 127(1) of the
Corporations Act 2001 by being
signed by:

Signature of Director

Signature of Director/Secretary

Print name in BLOCK LETTERS

Print name in BLOCK LETTERS

EXECUTED by [insert Judge's name in full] in the
presence of:

[Judge's name in full and signature]

Witness signature _____

Full name (print) _____

Witness occupation _____

Witness address _____



EOI CBCA AWARDS CONVENOR

Expressions of interest are invited for AWARDS CONVENOR to be forwarded to Awards Subcommittee c/o admin@cbca.org.au by (5th March or insert date)*. Place AWARDS CONVENOR in the subject line. Duties to commence (29th March or insert date)*. Please include a cover letter expressing your interest, your resume and two supporting letters. Queries may be forwarded to: admin@cbca.org.au

- The role of the Awards Convenor is a 2-year term. With the possibility to extend a further 1 or 2 years.
- The Awards Convenor can request the help of a co-convenor.

*CBCA reserves the right to change these dates.

AWARDS SUB COMMITTEE

AWARDS CONVENOR

Coordinates all aspects of the CBCA Awards in consultation with the Awards subcommittee and with national office staff.

Coordinates judging panels including:

- holding monthly, timetabled panel discussions via zoom with each of the category panels and recording these.
- reviewing content for discussion and critiques on Awards website and the Judges' Report.
- ensuring submission of discussion notes and critiques in a timely and regular manner.

Guides discussions on literary merit of titles, discusses potential changes of category when raised, and checks book content information when required.

Ensures the timetable is met for successful completion of each judging round including the Judge's Conference, Notables, Shortlist and CBCA Book of the Year announcements.

Updates Awards Policy and Procedures in consultation with Awards subcommittee, national office staff and Board.

Compiles regular Board reports.

Edits the judges' critiques (checks for word length and grammar).

Edits the Judges' Report.

Produces and complies with Awards Subcommittee budget.

AWARDS ADMINISTRATOR

Manages database.

Sorts entered books.

Checks eligibility of books.

Enters all titles as received onto database.

Keeps record of Awards Administrator expenses (Pack&Send, Stickers for Judges, Christmas cards, etc.)

Posts out monthly book parcels, or more frequently as necessary.

Sends title lists to judges and Convenor (keeps the tracking spreadsheet updated).

Communicates with publishers re: entry times and deadlines.

Manages and keeps up to date publisher and creator communication & details lists. This includes keeping details of creators' personal and financial details as required.

Manages enquiries from creators and publishers regarding awards and entries.

Sets up new judges on Teams.

Troubleshoots Teams with help of Webmaster.

Manages, in consultation with the webmaster, technical issues with the database.

Manages enquiries from creators and publishers regarding awards and entries.

Manages all Awards emails sending and receiving.

Manages communication with publishers for Shortlist and Winner/Honour recipients.

Create, prepare, and distribute letters (online), certificates & medallions.

Assists with Judges Conference bookings, flights, accommodation, and procedures on Conference days.

Assists National Office with the information required for the Judges' Report (cover images, critiques)

Assists Communication Committee developing online presentations, in conjunction with Convenor and Awards Sub-committee.

NATIONAL OFFICE

Manage awards administrator workload in consultation with Convenor.

Assist Awards Administrator with communication with publishers for Shortlist and Winner/Honour recipients.

Assist Awards Administrator ensuring letters, certificates, medallions, and payment requests go out at appropriate times.

Assist with media releases.

Maintain Awards confidentiality.

Manages judges report design, layout and production.

Orders medallions for Awards with the help of the Awards Administrator

Supports Communication Committee with maintaining the national website.

Support awards administrator workload where necessary

COMMUNICATIONS SUB COMMITTEE

Assists with all media releases.

Develops online presentations, in conjunction with Convenor and Awards Sub-committee.

Uploads to website pertaining to Awards.

AWARDS FOUNDATION

Make awards payments.

Appendix 9 – Acknowledgement of the CBCA Awards Foundation

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Children's Book Week® 19-25 August 2023
Theme: "Read, Grow, Inspire"
www.cbca.org.au

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at noon AEST on 18 August
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Donations to the CBCA Awards Foundation are tax deductible and can be sent to:
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AWARD FORCE CATEGORY CRITERIA SUMMARY

	Judging criteria	Categories					
		Older Readers	Younger Readers	Early Childhood	Picture Book	Eve Pownall	New Illustrator
Literary elements	Language	<p>The aesthetic qualities of the written language where appropriate are evocative of place, character, and mood.</p> <p>The language exhibits breadth and variety of vocabulary and precision.</p> <p>Sentence construction is used in a natural and creative manner appropriate to the work.</p> <p>Where rhythm and rhyme are used it is accomplished and effective.</p>	<p>The aesthetic qualities of the language are appropriate and evocative of place, character, and mood. The language exhibits breadth and variety of vocabulary and precision. Sentence construction is used in a natural and creative manner to reveal purpose and attitude. Where rhythm and rhyme are used it is accomplished and effective.</p>	<p>Language is well crafted and appropriate to the subject matter, themes, and characters. If used, rhythm and rhyme are used effectively.</p>	<p>The aesthetic qualities of the written language where appropriate are evocative of place, character, and mood.</p> <p>The language exhibits breadth and variety of vocabulary and precision. Sentence construction is used in a natural and creative manner appropriate to the work. Where rhythm and rhyme are used it is accomplished and effective.</p>	<p>The aesthetic qualities of the written language where appropriate are evocative of place, character and mood. The language exhibits breadth and variety of vocabulary and precision. Sentence construction is used in a natural and creative manner appropriate to the work. Where rhythm and rhyme are used it is accomplished and effective.</p>	<p>Language is not assessed in this category but is used to initiate the visual interpretation of the story.</p>

	Illustration	<p>Where relevant, design, graphics or illustrations should be integrated and support and extend the narrative or topic.</p> <p>The medium should be appropriate to the subject and style of the work.</p> <p>There is a consistent quality of graphic elements that can provide a stimulating and satisfying visual experience.</p>	<p>Where relevant, design, graphics or illustrations should be integrated and support and extend the narrative or topic. The medium should be appropriate to the subject and style of the work.</p> <p>There is a consistent quality of graphic elements that can provide a stimulating and satisfying visual experience.</p>	<p>The quality of the chosen medium for visuals is high and is appropriate for the subject matter. The artistic style, media and artistic elements of colour, line, shape and texture match the written.</p>	<p>The quality of medium for visuals high. The artistic style, media and artistic elements of colour, line, shape and texture match the written text in its whole (characters, themes and setting). There is a consistent quality of illustration throughout the book. The visual storytelling is original, engaging, and stimulates exploration of sub text within the whole work's narrative.</p>	<p>Illustrations should be integrated and enhance understanding of the topic. Graphics should be high quality, relevant and appealing.</p>	<p>The quality of medium for visuals is high. The artistic style, media and artistic elements of colour, line, shape and texture match the written text in its whole (characters, themes and setting). There is a consistent quality of illustration throughout the book. (Reminder: consider the illustrations only)</p>
	Characterisation	<p>There are strong main and minor characters, who interact with each other convincingly. The author creates authentic and engaging characters who advance the narrative through appropriate dialogue and/or action.</p>	<p>There are strong main and minor characters, who interact with each other convincingly. The author creates authentic and engaging characters who advance the narrative through appropriate dialogue and/or action.</p>	<p>Where appropriate, consideration will be given to the main and minor characters. The author creates plausible characters appropriate to the style and/or content of the work. The written character/s and the illustrated character/s work meaningfully together.</p>	<p>There are strong main and/or minor characters. The creators present convincing characters where the voice and illustrative style complement and work meaningfully together. The characters are effectively revealed through the illustrations.</p>	<p>Where appropriate, consideration will be given to the main and minor characters. The characters are related to the topic. The book fully engages the readers who can identify with the characters. Each chosen character is explored appropriately and is relevant and meaningful to the rest of the elements presented.</p>	<p>Where appropriate, there are strong main and/or minor identifiable characters depicted. The illustrator creates convincing characters and represents the written character skilfully. (Reminder: consider the illustrations only)</p>

	Setting	<p>The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story.</p> <p>Where appropriate there is a synergy between text and visual elements in the creation of setting.</p>	<p>The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story.</p> <p>Where appropriate there is a synergy between text and visual elements in the creation of setting.</p>	<p>The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story.</p> <p>Where appropriate there is a synergy between text and visual elements in the creation of setting.</p>	<p>The setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story.</p> <p>There is a synergy between text and visual elements in the creation of setting.</p>	<p>Where appropriate, the setting effectively contributes to the storyline. The sense of place and time is very strong and maintained throughout the story.</p> <p>There is a synergy between text and visual elements in the creation of setting.</p>	<p>The visual and artistic elements of the setting and sense of place and time are well realised. (Reminder: consider the illustrations only)</p>
	Plot	<p>The plot is well constructed. The main events are presented effectively and are consistent with the story. The resolution is credible.</p>	<p>The plot is well constructed. The main events are presented effectively and are consistent with the story. The resolution is credible.</p>	<p>Where appropriate, the plot is well constructed using both illustration and text. There is a clear and meaningful sense of direction through the narrative. The main events are presented effectively and are consistent with the story. The resolution is credible.</p>	<p>The main events are presented effectively and are consistent with the story. The illustrations both support and extend the written text.</p>	<p>Where appropriate, the plot is well constructed.</p>	<p>The illustrations both support and extend the written text. (Reminder: consider the illustrations only)</p>

	Theme	Ideas and messages are skilfully presented within the narrative and crafted in such a way that they encourage thought, curiosity and/or challenge perspective.	Ideas and messages within the narrative are skilfully presented and crafted. The reader can recognise the themes or develop a fresh perspective	Ideas and messages within the narrative are skilfully presented and crafted appropriate to the target audience.	Ideas and messages within the narrative are skilfully presented and crafted.	Themes create awareness on a given topic and invite further exploration.	The illustrations reflect the themes effectively. (Reminder: consider the illustrations only)
	Mood	The writer and/or illustrator have created an atmosphere/mood that enhances the narrative.	The writer and/or illustrator have created an atmosphere/mood that enhances the narrative.	The writer and/or illustrator have created an atmosphere/mood that enhances the narrative. The illustrator's work and colour palette augment the mood of the book accurately reflecting the text narrative.	The writer and/or illustrator have created an atmosphere/mood that enhances the narrative. The illustrator's work and colour palette augment the mood of the book accurately reflecting the text narrative.	Where appropriate, the writer and/or illustrator have created an atmosphere/mood that enhances the narrative.	The illustrator's work and colour palette augment the mood of the book further enhancing and elevating the text narrative. (Reminder: consider the illustrations only)
	subject matter	N/A	N/A	N/A	N/A	The information in the book is considered accurate and reliable given the current state of knowledge.	N/A

	Source material	Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.	Where applicable, if source material used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.	Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.	Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material.	The book should include references to source material and consideration given to the peritext or 'back matter' which can include a section on the writer's research or notes and decision making.	Where applicable, if source material is used, these are accurate to the current state of knowledge and are appropriate in their use of cultural material. (Reminder: consider the illustrations only)
Design	Elements	<p>The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:</p> <ul style="list-style-type: none"> • Font/text • Colour palette • Paper stock • Format • Consistency of internal design • Cover design is appealing and relevant to the story 	<p>The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:</p> <ul style="list-style-type: none"> • Font/text • Colour palette • Paper stock • Format • Consistency of internal design • Cover design is appealing and relevant to the story 	<p>The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:</p> <ul style="list-style-type: none"> • Font/text • Colour palette • Paper stock • Format • Consistency of internal design • Cover design is appealing and relevant to the story 	<p>The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:</p> <ul style="list-style-type: none"> • Font/text • Colour palette • Paper stock • Format • Consistency of internal design • Cover design is appealing and relevant to the story 	<p>The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:</p> <ul style="list-style-type: none"> • Font/text • Colour palette • Paper stock • Format • Consistency of internal design • Cover design is appealing and relevant to the story 	<p>The elements of design are cohesive and add to the overall sense of quality and age appropriateness in regard to:</p> <ul style="list-style-type: none"> • Font/text • Colour palette • Paper stock • Format • Consistency of internal design • Cover design is appealing and relevant to the story

Age appropriateness		<p>The story is written in a way that would engage 13–18-year-olds (or a sub-age group within). Mature topics are explored and give the readers the opportunity to be challenged with alternative points of view or perspectives. The writing extends the reader's experience and may help the reader understand more about themselves and the world.</p>	<p>The story is written in a way that would engage 7–12-year-olds. (or a sub-age group within) Light introduction of mature topics might be explored and may give the readers the opportunity to be challenged. The writing is engaging, stimulating and extends the reader's experience and/or imagination. It also may help the reader understand more about themselves and the world.</p>	<p>The story is written in a way that would engage 0–6-year-olds. Books may introduce new concepts and vocabulary with particular attention on literacy development. Stories are simple, engaging, and can be enjoyed both independently and through shared oral storytelling.</p>	<p>Genre Award: 0-18-year-olds. The partnership between text and illustration, relevant to the target audience (which may be a sub-set within the category age range), is engaging, stimulating creates a realistic world within which the narrative unfolds offering the reader/s a wholistic experience.</p>	<p>Genre Award: 0-18-year-olds. Presentation of information matches and reflects comprehension levels of the target readers age group (this may be a sub-set within the category age range). Consideration is given to how the reader obtains the information from the page.</p>	<p>Genre Award: 0-18-year-olds. The illustrations are relevant to the target audience. (Reminder: consider the illustrations only)</p>
Production values	Editing	<p>The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.</p>	<p>The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.</p>	<p>The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.</p>	<p>The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.</p>	<p>The editing is professional, with conventions of spelling and grammar upheld. Typography is integral and not intrusive. If included, tables, diagrams and graphs are clear.</p>	<p>N/A</p>