

Every Bit Counts Entry Form

School:

Teacher:

Year Level:

Mailing Address:

Email:

Phone:

By submitting this entry I agree to the Terms and Conditions of Enviro-Stories [www.envirostories.com.au/about/terms-conditions/](http://www.envirostories.com.au/about/terms-conditions/)

I have completed the online Evaluation Form online (please confirm) Y / N

Story Title (10 words maximum)

Student Name/s

*Please double check the spelling of student names.*

Post your original entry to:

|  |  |
| --- | --- |
| Jane Lloyd-Jones Hunter Local Land Services Private Bag 2010 Paterson NSW 2421 | *A photo of the students involved in the entry should be emailed to Jane Lloyd-Jones for the book’s back cover:* [*jane.lloyd-jones@lls.nsw.gov.au*](mailto:jane.lloyd-jones@lls.nsw.gov.au) |

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| --- | --- |
|  | Every Bit Counts is a collaborative project between all four coastal Local Land Services (LLS) regions, including Hunter LLS, Greater Sydney LLS, South East LLS and North Coast LLS. The project has been funded by the NSW Environmental Trust. |

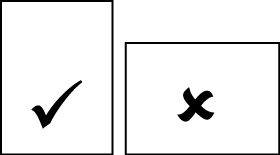


STORY TEMPLATE GUIDELINES

***Please follow these guidelines and use the template provided, where practical.***

We know that this template is not open to creativity, but it has been designed specifically for you to submit your story in a format that is suitable for our publishers.

Here are some guidelines…

1. **ABOUT 40 WORDS PER PAGE.** The printed books are only A5 size – this is half a standard A4 sheet of paper. If too many words are provided, some may be cut out to allow the content to fit. Remember that these books are designed for young students to read. *Keep it simple and easy!*
2. **KEEP YOUR STORY TO 15 PAGES.** These books are 16 pages in total length, with one page being the introduction title, authors etc. That means you need to keep your story to   
   15 pages. If you submit stories that are too big, then some pages may be cut from the story. Shorter stories may have extra content added.
3. **PRODUCE ILLUSTRATIONS IN A PORTRAIT LAYOUT.**   
   If you are using illustrations (drawings), please use the template. If you don’t use the template, make sure you only use an A4 sheet of paper in a portrait layout (which means it is tall and narrow). When illustrations are submitted in a landscape layout (wide and short), then part of the image will be discarded because it does not fit.
4. **NO TEXT OVER ILLUSTRATIONS.** If you have an illustrated page, please don’t be tempted to glue or print text over that image. The final placement of text and images will be determined by the publishers.
5. **ORIGINAL PHOTOS THAT ARE HIGH QUALITY.** When using photos for your story, make sure to check out “Taking Photographs” on the Hints and Tips page of the Enviro-Stories website. Always use your own photos where possible, or make sure you have permission to use someone else’s photos. Please don’t copy photos off the Internet, as they will often have copyright restrictions. If you scan old photos, make sure to scan them at a high resolution – 150 or 300 dpi.
6. **SUBMITTING PHOTOS ELECTRONICALLY.** Please rename your photos according to their page number, for example “page 1, page 2” or “page 2a, page 2b”. Make sure that your photos are original images and not a “thumbnail”.
7. **KEEP A BACKUP COPY.** Make sure that you keep a backup copy of your entry (on your school computer or as a printed hardcopy) just in case there is a problem with the entry that has been submitted. Entries chosen for publishing will not be returned.
8. **PUBLISHED STORIES ARE TO BE USED AS A RESOURCE FOR OTHERS.** Text may be altered for story consistency, technical content, word/page length and grammar. Images may be manipulated and enhanced to increase the quality of the resource. All effort is made to keep the integrity of the original story.

*If you have any questions, email* [*admin@envirostories.com.au*](mailto:admin@envirostories.com.au)

ENVIRO-STORIES STORY TEMPLATE

**FRONT COVER ARTWORK**

If you want a unique front cover, create your illustration below.

ENVIRO-STORIES STORY TEMPLATE

**PAGE 1**

Text:

ENVIRO-STORIES STORY TEMPLATE

**PAGE 2**

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**PAGE 3**

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**PAGE 4**

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**PAGE 15**

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