

Amazing Forbes Entry Form

School:

Teacher (or other support person):

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)

Author/student name/s

*Please double check the spelling of student names.*

Post your original entry to:

|  |  |
| --- | --- |
| Sarah WilliamsForbes Shire Council2 Court StreetForbes NSW 2871 | *A photo of the authors/students involved in the story should be emailed to Sarah Williams for the book’s back cover:* *Sarah.Williams@forbes.nsw.gov.au* |

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STORY TEMPLATE GUIDELINES

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

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.** We require 15 pages for the story and an additional page for the front cover image to make your book.
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 may 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.** If using photos in 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). Original images, not scans, need to be posted.
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 Peter Coleman* *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**

Text:

ENVIRO-STORIES STORY TEMPLATE

 **PAGE 3**

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ENVIRO-STORIES STORY TEMPLATE

 **PAGE 4**

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 **PAGE 5**

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 **PAGE 12**

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 **PAGE 13**

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 **PAGE 14**

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 **PAGE 15**

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