



## GUIDELINES

The National Biography Award ('**Award**') is administered and presented annually by the State Library of New South Wales. It is generously supported by the Nelson Meers Foundation.

The Award was established in 1996 by Dr Geoffrey Cains and supported by the late Michael Crouch AC, to encourage the highest standards of biographical and autobiographical writing, and to promote public interest in these genres. It is awarded to a work of the highest standard that presents an Australian subject or a subject who has made a significant contribution to Australia.

The total prize money in 2019 is \$42,000, comprised of the following:

- \$25,000 for the winner;
- \$2,000 for each of the six shortlisted authors; and
- \$5,000 prize for a debut biography, autobiography or memoir by an Australian writer – The Michel Crouch Award

**Entries close at 5pm, Monday 11 February 2019**

## Eligible works

To be eligible for consideration or shortlisting, and/or to be eligible to win or be awarded a prize in respect of the Awards, submitted works must:

- be a biography, autobiography or memoir;
- have Australia as their subject, or have as their subject a significant contribution to Australia;
- be written in the English language, published in book form and consist of a minimum length of 40,000 words;
- be an in-depth and comprehensive account of a life (biographies that deal with more than one life may, at the absolute discretion of the State Library of New South Wales, be eligible where the stories or lives are strongly intertwined); and
- be **first published between 1 October 2017 and 30 September 2018** and be commercially available within this period.

The following will **not** be eligible for consideration or shortlisting, and/or to be eligible to win or be awarded a prize in respect of the Awards:

- works consisting principally of photographs or illustrations, unless the text is of substantial length and of sufficient merit in its own right. In such cases however, no part of the prize money will be paid to the photographer or illustrator;
- works eligible for nomination for a previous National Biography Award; or
- compilations, edited editions of works by other authors, and works by more than two authors.

Works consisting of compilations of family dynasties will generally not be eligible for consideration or shortlisting, and/or to be eligible to win or be awarded a prize in respect of the Awards, however may, in the absolute discretion of the State Library of New South Wales, be deemed eligible.

Works submitted for the Michael Crouch Award for a debut work:

- must be the author's first published biography, autobiography or memoir, however, entrants are permitted to have previously published works in other genres e.g. fiction, poetry, non-fiction, etc; and
- may, if self-published, be entered for both the National Biography Award and the Michael Crouch Award.

## Eligible authors

- All entries must consist of original work by one or two authors.
- The author, or one of the two joint authors, must be living at the time of nomination.

## Submission and nomination process

- Submissions must be made via the online entry form on the State Library of NSW website: <https://www.sl.nsw.gov.au/national-biography-award> Up to five entries can be made on the one online form; if you have more than five entries, you need to complete and submit more than one online form.
- Works may be submitted by a publisher or agent, or by the author.
- If work is submitted on behalf of an author, permission must be obtained from the author and the author's direct contact details must be provided.
- The State Library of NSW will acknowledge receipt of submissions.
- Once the online form has been completed, the entrant must send **four** copies of each nominated work to the State Library of NSW by the closing date. If an online credit card payment was not submitted, a cheque or money order must also be submitted with the books. In some cases additional copies of the work may be requested by judges. **Entrants should note that books and other works submitted will not be returned.**
- The awards will be judged by an independent judging committee whose decision will be final. No correspondence or discussion will be entered into concerning the decision.

- Only one work will be selected as the winner of the National Biography Award.
- If the winning or shortlisted titles are works written by two authors in collaboration, the prize will be awarded for the work rather than to an individual author (or, where applicable, the work, rather than an individual author, will be shortlisted) and monies will be divided equally between the authors.
- it is anticipated that the winner will be announced and the award presented at a function to be held in August 2019 at the State Library of NSW. Details of the award function will be available on the Library's website <https://www.sl.nsw.gov.au/national-biography-award>

## Selection process

The State Library of New South Wales and the judges appointed by it will have absolute discretion as to the manner in which the Awards are administered and the submissions that are accepted for consideration, shortlisted and/or winning entries. Without limitation, at the absolute discretion of the State Library of New South Wales:

- judges may admit or reject certain submitted works;
- judges may admit works after the deadline in exceptional circumstances;
- if the nominated works are not considered to be of sufficient merit, the judges may determine that the award not be made and/or that no works be shortlisted;
- subject to the preceding point, a shortlist of no more than six books, from the authors of which the winner of the award will be chosen, will be released approximately four weeks before the anticipated date of the award announcement;
- the winner will not be notified before the public announcement; and
- unsuccessful nominees will not be personally advised of the results.

## Author's acknowledgement

- The State Library of NSW, in its absolute discretion, reserves the right to conduct criminal record checks in respect of authors whose works are submitted for consideration in respect of the Awards.
- Award recipients must not engage (and must not have engaged) in behaviour that would be seen to bring the Award into disrepute.
- The State Library of NSW, in its absolute discretion, may withdraw the offer of prize money or demand the return of prize money already paid if it is discovered that any of the information provided in the application is false. Upon receipt of such a demand, a prize winner must immediately return the prize money to the State Library of NSW.
- If an author, or authors, should die between recommendation and presentation of the Award, the prize money may, in the absolute discretion of the State Library of NSW, be paid to the estate of the author/s and/or the surviving author. Any payment will be made at the discretion of the State Library of NSW.

- The State Library of NSW encourages winning and shortlisted authors of the National Biography Award to be available to undertake a small number of activities to promote the Awards up to and including the next year the Awards are presented. Activities may include media interviews (face to face or via electronic means), photographs or personal appearances at functions promoting these Awards, author events at the State Library, and, where possible, events across the NSW Public Library Network.
- All intellectual property in the submitted work remains vested in the author(s). The author(s) grant(s) to the Library of NSW a royalty free, perpetual and irrevocable licence to use any part of the submitted work for publications and promotions relating to the Awards, any future awards and the State Library of NSW generally. This licence shall continue notwithstanding the conclusion of the Awards process and/or any author's decision to withdraw from the Awards process.
- In relation to the author(s) Work:
  - a) the author(s) will be attributed as the author of the Work when the Library of New South Wales considers it reasonable and appropriate;
  - b) the Library of New South Wales need not advise the author(s) of any intended use of the Work;
  - c) the author(s) have the right to give consent on behalf of its employees, consultants or any other collaborators, illustrators, copywriters, or any other person associated with the authorship and production of the Work; and
  - d) where requested, the author(s) must provide the Library of New South Wales with copies of all relevant consents in a form required by the Library of New South Wales.

## Fees

The entry fee is \$66 (including GST) per title, and credit card (Mastercard or Visa) payments are made online as part of the nomination process.

If paying by cheque or money order, please make payable to the **State Library of New South Wales**.

The entry fee is not refundable in any circumstances.

Entrants and authors acknowledge and agree that they participate in the Awards at their own cost and that the State Library of NSW will not be liable for any loss, damage, cost or expense of any kind suffered or incurred by entrants or authors in connection with the Awards.

## The Judging Process

- The judges will assess all nominated works that comply with the eligibility criteria set out in these Guidelines.
- The National Biography Award honours outstanding and engaging work. In making their decision, the judges will consider the following criteria:
  - quality of research;
  - scholarship and analysis;

- writing and presentation; and
- the work's contribution to an understanding of the subject and/or auto/biographical writing.

## Privacy notice

Personal information collected by the State Library of NSW is treated in accordance with the State Library of NSW Privacy Management Plan and is governed by the *Privacy and Personal Information Protection Act 1998* and related regulations. Information provided on the application form will only be used for purposes related to the Award, which may include advertising or promoting the National Biography Award and award presentation events. Unless expressly requested, images of individuals present at award presentation events may be used for promotional purposes. Nominations for an award must only be submitted with the author's consent and knowledge of the Privacy Notice. Please email [privacy@sl.nsw.gov.au](mailto:privacy@sl.nsw.gov.au) or visit [www.sl.nsw.gov.au/privacy/privacy-management-plan](http://www.sl.nsw.gov.au/privacy/privacy-management-plan) for further information.

## Nomination checklist

Before lodging your submission, please ensure that you have done the following:

1. Read and ensure that you understand and agree to these Guidelines, including the Privacy Notice contained in these Guidelines.
2. Complete the online application form: <https://www.sl.nsw.gov.au/national-biography-award>
3. Send nominations to the State Library of NSW by **5pm Monday 11 February 2019**
4. Each nomination must include:
  - 4 copies of each title
  - Appropriate payment if payment was not made online via credit card

### Postal address

2019 National Biography Award  
State Library of NSW  
Macquarie Street  
Sydney NSW 2000

### Courier address/ Hand delivery

2019 National Biography Award  
State Library of NSW  
Loading Dock, Hospital Road  
Sydney NSW 2000

## Enquiries and Nomination Forms

More information and online nomination forms can be found on the State Library website: [http://www.sl.nsw.gov.au/about/awards/national\\_biography/index.html](http://www.sl.nsw.gov.au/about/awards/national_biography/index.html)

For more information contact:

Senior Project Officer, Awards, State Library of NSW

Tel: (02) 9273 1605 or (02) 9273 1582

Email: [awards@sl.nsw.gov.au](mailto:awards@sl.nsw.gov.au)