

GUIDELINES FOR BOOK PUBLISHERS

Follow these **five steps** to submit a title for these awards

STEP 1	Read the The Children’s Books Ireland Awards Policy for details about the awards, eligibility criteria, assessment process etc.
STEP 2	<p>Read the below notes pertaining to revised submission procedures in 2022:</p> <ul style="list-style-type: none"> • titles can only be read and judging in hardcopy, pdf’s will not be accepted • titles published between January 2022 and June 2022 must be submitted for judging by 30 June • titles published between July 2022 and September must be submitted for judging by 30 September • for all titles publishing after 30 September, please contact jenny@childrensbooksireland.ie to make a submission plan • you will need to submit 15 copies per title
STEP 3	Complete all sections of the submission form and submit to jenny@childrensbooksireland.ie
STEP 4	<p>Please dispatch submissions as soon as possible</p> <ul style="list-style-type: none"> • submissions should be sent to: Jenny Murray, Judging Administrator, Children’s Books Ireland Awards, 17 North Great Georges Street, Dublin 1, D01 R2F1 +353 1 8727475 <p>EORI Number: EI6552405K</p> <ul style="list-style-type: none"> • submissions without a <u>completed submission form per title</u> will be deemed ineligible (these can be emailed to jenny@childrensbooksireland.ie) • please adhere to the schedule laid out in Step 2 • <u>please submit as soon as possible to aid the judging process</u>
STEP 5	If shortlisted, publishers must <u>contact all artists directly</u> and submit 40 copies of the shortlisted title/s within two weeks of notification to the address below or another nominated address.

DEADLINES

Publishers are encouraged to submit titles as early as possible to ensure that members of the judging panel have sufficient reading time.

Books must reach Children’s Books Ireland – or nominated recipient address/s by **30 September, 2022, unless prior agreement has been reached.** Late submissions and/or incomplete submissions will not be accepted.

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.