



commission for
children and young people
and child guardian

That was then, this is now

Publication guidelines

The Commission for Children and Young People and Child Guardian is seeking copy written by Queensland children and young people for publication.

Written work accepted for publication will be posted on the Commission's website in the Kids' Zone. You can check it out by going to www.ccypcg.qld.gov.au and clicking on the Kids' Zone tab. The Commission has a Bulletin Board where there is a range of work produced by children and young people showcased.

The Commission is seeking written responses to the question:
How have beliefs and understandings about children and their rights changed over time?

Write an interesting and appealing response to the question.

Your final response should be under 1000 words, and must consider the purpose (why you are writing it) and audience (who you are writing it for). Please read the guidelines below before sending your work in for publication.

Purpose

If accepted, your work will be published on the Commission's website, so it should be easy to read. So your response can be easily read from a screen, please:

1. First write your response in your own handwriting. Talk to your teacher about how many drafts you should do.
2. When you are happy your final draft is complete and your teacher agrees it is your best work, get ready to type it up.
3. Go to a computer and create a new WORD file.

4. Name your file [CCYPCG Response_NAME](#). But instead of the word NAME, write your own first name.
5. Type the title of your response at the top of the first page. Centre it, and select the font Ariel. The title should be 18pt.
6. Set your line spacing at 1.5 and use Ariel for the text.
7. After typing your title, press 'Enter' twice, so you have an extra space before your name.
8. Type your name in 16pt, then highlight it and make it bold.
9. Press "Enter" twice, then begin typing your response. If you have trouble typing, get someone to help you.
10. Each new paragraph should be indented, and separated from the one before by a space.

When you have finished typing your work, make sure all words are spelled correctly by using a spell-check program or having someone reliable check your work.

Audience

To make your response interesting for the readers and more likely to be published, you can include a picture you have drawn or painted in your document. If you decide to include a picture, follow these guidelines:

1. The picture should be your own drawing or some other type of artwork that you have produced.
2. Scan the picture and copy the file into your response.
3. You must not copy and paste a picture from the Internet. The Commission does not publish photographs of children or young people on its website, so make sure you do not include a photograph with children or young people in it.

Finally...

- Download a release form from the CCYPCG website.
- Ask your parent/guardian to complete and sign the release form (the Commission can not publish your work unless it is accompanied by a release form).
- Email your response to webmaster@ccypcg.qld.gov.au

- Mail your release form to:
Communications Unit
Commission for Children and Young People and Child Guardian
PO Box 12671
BRISBANE GEORGE ST QLD 4003

The Commission will contact you when we receive your work and let you know whether it will be published on our website and when it will go online.