## **Complete Checklist for A BOOK by ME**

- ☐ As this is a six-week project, please ensure you have the time to complete
- □ Choose a subject for the book
- □ Who is the Young Author
- □ Who is the Young Artist
- □ Who is the adult Writing Coach
- □ Register project online (link below)
- □ Send in a sample of artwork to <a href="mailto:contact@understandingworks.org">contact@understandingworks.org</a> (Subject line of emails must be consistent. Use your book subject's first and last name for all email communications)
- □ Watch videos as a team and discuss
- □ Read writer's guidelines
- □ Adult Writing Coach sets up meeting with subject for interview (in person or on Zoom)
- □ Review interview tips and add questions of your own
- □ Take several pictures with your subject (take in good lightning for sharp image)
- $\hfill\Box$  Get copies of old photos of subject (10-12) spanning their life
- □ Write, edit, and consult with Writing Coach
- □ Artist illustrates project
- □ Complete ten-page book project
- □ Scan artwork (must be a high-resolution scan to a pdf to be print worthy all 11 pages including the book cover)
- □ Submit to contact@understandingworks.org

## Suggested Timeline for a Six-Week Writing Project

#### Week One:

- 1. Learn about writing project, read through website, review videos and writer's guidelines
- 2. Choose a subject
- 3. Register book project **here**

#### Week Two:

- 1. Interview subject
- 2. Ask the subject or their family for 10-12 photos to include in the published storybook. Digital photos are best for the project but if not, photos need to be scanned at the best quality possible.
- 3. Research the time period and include important facts in your storytelling. Also, the artist should research photos to see the styles including use of colors to make sure images align with the time period. (use reliable sources)
- 4. Make a list of open-ended questions to ask the subject
- 5. Arrange interview with subject (author, illustrator and writing coach should all attend if possible)
- 6. Video record the interview (after getting consent from your subject)

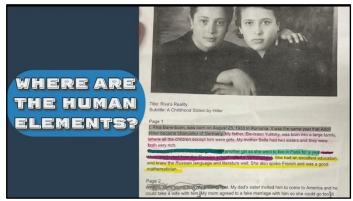


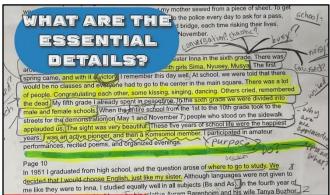
#### Week Three:

- 1. Send thank you note to subject
- 2. Choose book title and discuss artwork with illustrator
- 3. Artist begins to create artwork for the book cover
- 4. Write ten-page script (share a brief description of ten-page script so artist can start imagining and sketching their drawings)

#### Week Four:

- 1. Write and edit ten-page script in a Microsoft Word Document
- 2. Clearly define what text goes on which page i.e. Page 1, Page 2, Page 3, etc.
- 3. Share ten-page text with artist
- 4. Edit work with Writing Coach





#### Week Five:

- 1. Finish the art for each page (plus cover art)
- 2. Scan each illustration naming each file according to page number
- 3. Writing Coach completes two-page bio for back of book (include educational research of people or places your subject encountered) and back cover summary (details below)

#### Week Six:

- 1. Complete About the Author and About the Illustrator page and Dear Reader page (below) with help of Writing Coach
- 2. Think about what the project has meant to you and mention on either Dear Reader or the author / illustrator page
- 3. Have Writing Coach submit the project to contact@understandingworks.org
- 4. Please email <a href="mailto:contact@understandingworks.org">contact@understandingworks.org</a> if additional time is needed due to special circumstances



### **Additional Notes for Writing Coach**

- 1. Arrange a meeting with the subject in person or via Zoom. Let the subject know the interview typically takes an hour.
- 2. Subject should be notified to bring 10-12 photos of their youth, teen years, significant events and their family. If the subject does not have a digital copy of these photos, you can 1) take a clear picture of the photograph using a cell phone 2) stop at a copy center or your local library, get a digital scan and immediately return the photos to the subject 3) take the photos home to scan and return the photos to the subject.
- 3. Take several photos of the young author/illustrator with their subject. Because it will be included in the book, please make sure the photo is clear.
- 4. Notify the subject they will need to sign a release. The official release will be sent with a proof copy of the subject's book during the first stage of publishing. After the project is complete, the subject will have the opportunity to edit their storybook as needed.
- 5. Author and illustrator's parents will need to sign releases as well.
- 6. Take detailed notes so that you can write a two-page biography of the subject. Write down dates as well. A list of dates is needed (birthday, shipped out, wedding, ect.) for the timeline created by ABBM staff.
- 7. Ask permission to record the interview if you are able. It's beneficial if you or the kids have trouble remembering details later.
- 8. Encourage the author to follow up with a thank you card.

### Writing

Encourage the author to type their book on a Microsoft Word Document. This way, they can easily edit it and note the ten pages so we know where to make page breaks. The responsibility of the writing coach during the writing process is to answer any questions that the author has and to edit their final draft. Give constructive criticism regarding the period of time if needed (especially with artwork).

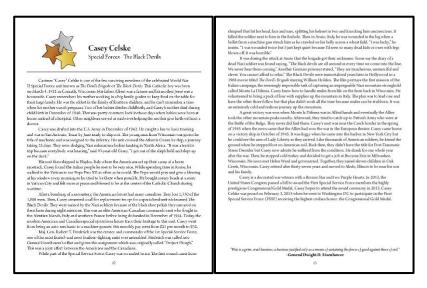
### Illustrations

Coach needs to review the artwork for accuracy regarding period clothing, military uniforms, housing, and buildings, etc. Artists can easily look on Google images and find what people were wearing, how roads looked during that time, and more.

**Illustrations are to be done on separate paper from the writing.** The illustrator may use  $8\,1/2\,x\,11$  computer paper. The illustrator can use any art supplies. Usually, illustrators use markers, crayons, colored pencils, etc. The illustrations should be dark, so they are easy to scan. Bright, bold colors make the illustrations more appealing to readers. When they are finished, the 11 illustrations (10 for each page of the book and one for the cover) must be scanned to a pdf. The picture files must be labeled as the page numbers so that we can easily match the illustrations to the correct page.



## **Two-page Biography**



As the Writing Coach, you need to attend the interview with the author and illustrator. It would be best if you proofread the questions the author has prepared. During the interview, please take detailed notes. Include dates in the biography. The two-page biography is a more comprehensive version of the story. Check facts and dates to reassure the biography is historically

accurate. If there is not enough information about the subject, add research information that corresponds with the storyline. This biography should 1,000 - 1,100 words long.

### **Dear Reader Page**

This page introduces the reader to the story but also has the potential to inspire new students to write or illustrate. It is written as a letter to the reader from the author and illustrator. The first paragraph should introduce the students and explain why they chose to do this project. The middle section needs to list the subject's name, date of birth, family members, favorite activities, and a few sentences about their story. The last paragraph is more thoughts from the students. This space could be used to acknowledge the Writing Coach and encourage future young authors and illustrators. This page will include one of the old photos of the subject.

#### Dear Reader,

I'm from a small town in Illinois called Macomb. That's where the hero of our story, John Moon, lives, too. Western Illinois University is in our town, and the college is a big part of John's story. It was a big experience meeting John, writing his story and creating the artwork, too. It was a labor of love for a true American hero. Let me introduce you to John:

Name: John Moon

Born: April 3, 1916 in Macomb, Illinois

amily: John's father, Frank, was a contractor and mother, Sarah, was a housewife. Much more than that, she was well known for helping people in need. There were many hobos who came through town from the railroad tracks. Sarah always had a kind word and a bit eto eat for them. She became known as "Mother Moon." Frank and Sarah

She became known as "Mother Moon." Frank a had ten children, five girls and five boys.

y: After high school, John went to Western Illinois Teachers College (now called Western Illinois University) in Macomb. He graduated with a major in chemistry and got a good job at Caterpillar Inc. in

Peoria. He was working there when he heard about the Japanese bombing Pearl Harbor. By this time he was married with one small child. Immediately, he knew he had to do his part to make the world a safer place for his little boy.

Sitting at the table with John and listening to him talk about Pearl Harbor and his reaction to the bombing being to protect his family, I was in awe. He made the history books I've read real to me. John said he was inspired by his college football coach, Colonel Ray Hanson, a WWI and WWII hero. Like Coach Hanson, John joined the Marines because he felt it was best to fight in small groups. Now 103 years old, John still believes the Marines are more mobile and the best.

He fought alongside his fellow Marines at Iwo Jima, one of the bloodiest battles in history. John says he is one of the luckiest men in the world. I think I was lucky to meet him and share his story with you.

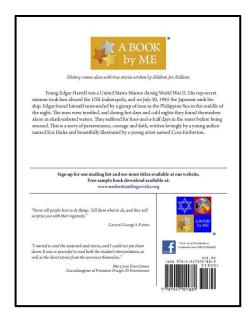
Mary Hammond Young Author

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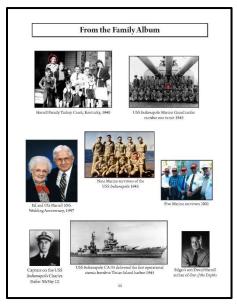


### **Book Summary**

The writing coach is responsible for the synopsis on the back of the book cover. It should only be a maximum of 250 words. Summarize the story in a way that will make the story appealing to young people.



### **Photo Page**



## **Author/Illustrator Page**



For both the young author and illustrator, include information that showcases their unique accomplishments and aspirations. Introduce the student by highlighting their name, age, family, school and hobbies. Showcase any notable accomplishments or awards received. Share their favorite authors, books or personal experience that have shaped their writing and/or artwork.

Both author and illustrator bio should be 100 - 125 words long.

This page includes 8-9 photos of the subject. When submitting the photos please name the picture file with the caption. For example, name the file according to who is in it and when or where it was taken.