RECIPE WRITING TIPS

Use these tips to ensure recipes are accurate, clear, and uniform throughout your cookbook.

- 1. List ingredients in the order used. Make sure all ingredients are included in the directions.
- 2. Include all amounts and container sizes: 2 (8-oz.) cans, 1 (14-oz.) pkg. Use parenthesis to separate amounts.
- **3.** Abbreviate measurements in the ingredients list (see standard abbreviations below), but spell them out in the directions.
- **4.** Be consistent with names, ingredients, etc., e.g., don't use "1 c. butter" on some recipes and "2 sticks butter" on others.
- **5.** Use ingredient names in the directions, e.g., use "Combine flour and sugar" rather than statements such as "Combine the first two ingredients."
- **6.** Include temperatures and all cooking, chilling, baking, or freezing times.
- Make sure ingredients and directions are clear, thorough, and accurate. For example, don't assume the reader knows how to make yeast bread.
- **8.** Submit recipes exactly as you want them to appear.
- **9.** Write directions in 1 paragraph. Do not submit recipes in steps, columns, charts, or as an entire paragraph. Recipes which cannot conform to our format will be omitted.
- 10. Ingredients may include trademarked names, e.g., Miracle Whip.® Do NOT use trademarked words for *recipe titles*. If used, they will be replaced with an acceptable alternative, e.g., Kentucky Derby® Pie will become Chocolate Nut Pie.
- 11. Anything other than the ingredients, directions, contributor name(s), serving size, and recipe title will be charged as a recipe note unless you omit them. See below.

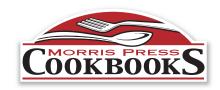
STANDARD ABBREVIATIONS:

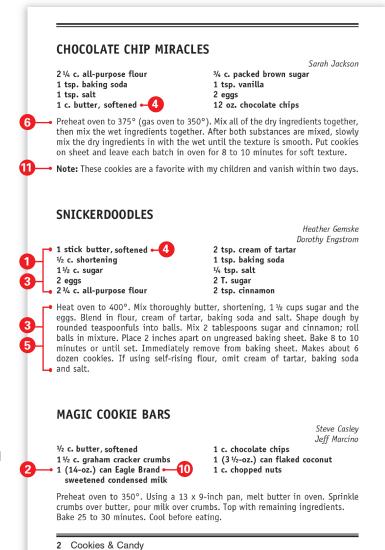
c. – cup	env. – envelope	qt. – quart
pt. – pint	pkg. – package	lg. – large
tsp. – teaspoon	oz. – ounce	med. – medium
T. – tablespoon	gal. – gallon	sm. – small
lb. – pound	opt. – optional	ctn carton or
doz. – dozen	reg. – regular	container

recipe notes on

A recipe note is content that does not pertain to recipe preparation. Anything other than ingredients, directions, contributor names, serving size, and the recipe title is a recipe note. See first sample recipe above.

- Recipe notes may include nutritional information, recipe history, uses, etc., and cannot be included in the directions.
- Recipe notes are printed after the directions and cannot exceed 375 characters.
- Recipe notes are an extra charge.
- If using typensave® and your cookbook committee has decided to include them, a separate field titled "Recipe Notes" will be available. If you are submitting handwritten recipes, check with your cookbook committee.





contributor information

- Be consistent with spellings of names, titles, etc. (R.N. vs. Registered Nurse or Bill Jones vs. William Jones).
 This affects the contributor index.
- Two extra lines may be included FREE (town, department, in memory of, title, etc.) after each contributor name. Additional content is considered a recipe note.
- If using typensave® DO NOT include additional info (second name, town, department, title, etc.) on the same line as the contributor name. Put additional info on separate lines. This enables us to create an accurate contributor index.
- Duplicated recipes should be submitted just once with multiple contributor names.
- For recipes with multiple contributor names, only the first name will appear in a contributor index.