

RECIPE WRITING TIPS

Use the following abbreviations for cookbook consistency:

c. – cup

pt. – pint

tsp. – teaspoon

T. – tablespoon

lb. – pound

doz. – dozen

env. – envelope

pkg. – package

oz. – ounce

gal. – gallon

opt. – optional

reg. – regular

qt. – quart

lg. – large

med. – medium

sm. – small

ctn. – carton or container

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 parentheses 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.
7. 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.
10. Ingredients may include trademarked names, e.g., Miracle Whip. Do NOT use trademarked words for recipe titles.

Recipes Notes:

- 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 sample recipe below (#11). 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.

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.

CHOCOLATE CHIP MIRACLES

Sarah Jackson

2 ¼ c. all-purpose flour
1 tsp. baking soda
1 tsp. salt
1 c. butter, softened **4**

¾ c. packed brown sugar
1 tsp. vanilla
2 eggs
12 oz. chocolate chips

6 Preheat oven to 375° (gas oven to 350°). Mix all of the dry ingredients together, then mix the wet ingredients together. After both substances are mixed, slowly mix the dry ingredients in with the wet until the texture is smooth. Put cookies on sheet and leave each batch in oven for 8 to 10 minutes for soft texture.

11 **Note:** These cookies are a favorite with my children and vanish within two days.

SNICKERDOODLES

*Heather Gemske
Dorothy Engstrom*

1 1 stick butter, softened **4**
½ c. shortening
3 1 ½ c. sugar
2 eggs
2 ¾ c. all-purpose flour

2 tsp. cream of tartar
1 tsp. baking soda
¼ tsp. salt
2 T. sugar
2 tsp. cinnamon

3 Heat oven to 400°. Mix thoroughly butter, shortening, 1 ½ cups sugar and the eggs. Blend in flour, cream of tartar, baking soda and salt. Shape dough by rounded teaspoonfuls into balls. Mix 2 tablespoons sugar and cinnamon; roll balls in mixture. Place 2 inches apart on ungreased baking sheet. Bake 8 to 10 minutes or until set. Immediately remove from baking sheet. Makes about 6 dozen cookies. If using self-rising flour, omit cream of tartar, baking soda and salt.

MAGIC COOKIE BARS

*Steve Casley
Jeff Marcino*

2 ½ c. butter, softened
1 ½ c. graham cracker crumbs
1 (14-oz.) can Eagle Brand sweetened condensed milk **10**

1 c. chocolate chips
1 (3 ½-oz.) can flaked coconut
1 c. chopped nuts

Preheat oven to 350°. Using a 13 x 9-inch pan, melt butter in oven. Sprinkle crumbs over butter, pour milk over crumbs. Top with remaining ingredients. Bake 25 to 30 minutes. Cool before eating.