



# How to Submit Recipes

**01** Keep time/servings on the same line, separated by pipes, as they would appear in the recipe:

Total Time: 3 hours | Prep Time: 20 min. | Serves: 8

**02** Abbreviate 'minutes' to 'min.' in the times/servings instructions

**03** Convert times larger than 60 min. to hour format (90 min. -> 1 hour, 30min.)

**04** Break Tips or special headings onto separate lines if there are multiple items.

**05** Number the directions list (if more than one)

**06** Capitalize 'T' in Tbsp.

**07** Use return to create a new line instead of tabs and spaces

**08** Use Word's bulleted list feature instead of symbol characters for bulleted lists.

**09** Match the filename to the recipe name, using underscore instead of spaces and no hyphens please. ('sample\_recipe.doc' instead of 'a-sample recipe.doc')

**10** Use consistent measurements for oz., lbs. etc.