



# 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.