



Dear neighbor,

OLCAA is fundraising by preparing a wonderful custom cookbook featuring favorite recipes from our neighbors. The cookbook will be professionally published, and is certain to become a treasured keepsake. Please submit 2-3 of your favorite recipes, following the instructions, so you can be represented in our book. Your name will be printed with each of your recipes. Feel free to add a note about what makes the recipe special to you or your family.

Thank you for contributing recipes and buying the books! This will help to ensure that our cookbook will be a huge success. We anticipate great demand for the books, and we want to be certain to order plenty. So use this **Cookbook Preorder form** to reserve your copies!

Name _____		
Phone _____	Please reserve _____	cookbook(s) for me.

Either email recipes and preorders to: **olcaa.eol@gmail.com** (A fillable *Recipe Submission* form is on our website!) or mail to: **OLCAA Cookbook P. O. Box 2926 Phila., PA 19141**

RECIPE WRITING TIPS

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

1. Make sure all ingredients are included in the directions. List in the order used.
2. Include all amounts and container sizes. Ex. 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. For example, don't use "1 c. butter" on some recipes but "2 sticks butter" on others.
5. Use ingredient names in the directions. Ex. Use "Combine flour and sugar." rather than "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. Keep ingredients separate, and directions in one paragraph. Do not submit recipes in steps, columns, charts, or as an entire paragraph. Recipes that do not conform to our format will be omitted.
10. Ingredients may include trademarked names. Ex. Miracle Whip®
Do NOT use trademarked words for recipe titles, else they will be replaced with an acceptable alternative. Ex. *Kentucky Derby® Pie* will become *Chocolate Nut Pie*.

STANDARD ABBREVIATIONS

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

CATEGORIES

Your recipes should fit into one of the following categories:

Appetizers & Beverages	Soups & Salads	Vegetables & Side Dishes
Main Dishes	Breads & Rolls	Desserts
		This & That