



FamilyKeepsakeCookbooks

A DIVISION OF GATEWAY RASMUSSEN

A Step-by-Step Guide For Written Recipe Submission

Step 1 – Getting Organized

The best results are achieved when the work of putting together a cookbook is divided amongst several people. Your cookbook team should consist of at least 3 or 4 people, depending upon the size of your cookbook. Delegating different tasks ensures the project gets completed in a timely fashion. Set deadlines for each step of the process. A few days to a week is best for collecting recipes, or by your team's next meeting. Team members should be ready to contact people re: late submissions.

Step 2 – Cookbook Cover / Dividers

Family Keepsake Cookbooks offers a beautiful selection of Stock Covers & Dividers for you to choose from. You may put the wording of your choice on any of our Stock Covers. Our specialty is helping you create a Custom Cover for your cookbook at no extra charge. Just submit the photo/image with the front cover wording that you want when you send in your recipes and our design team will take it from there.

Our Stock Dividers are pre-printed and cannot be changed. Our 'Place Settings' Divider Set allows you to create your own categories. You can also create Custom Dividers for a small fee. The wording on the Dividers that you choose will be your guide for your recipe categories.

Step 3 – Recipe Submission Forms

We will supply you with free Recipe Submission Forms to collect your recipes. Just call our office to request them or download the form from our website (www.familykeepsakecookbooks.com). You may also collect recipes that are handwritten or typed on 8.5" x 11" paper. Recipes must be submitted on the same size of paper. If you receive a recipe on a smaller piece of paper, please tape it to an 8.5" x 11" sheet. Please put just one recipe per form. If a recipe is continued on the back of a form or paper, please write 'OVER' at the bottom of the first page so our typists will know that the recipe is continued.

Recipes should include:

- The recipe's title
- The contributor's name
- List of ingredients (in the order of use)
- Recipe directions/method

Step 4 – Collecting Recipes

Start with yourself. Members of your family will all enjoy submitting their family favorite recipes. Everyone loves to see his or her name in print.

Please note – to avoid copyright violations, we cannot accept any recipes photocopied or clipped from books, newspapers, magazines, etc. or printed directly from a website.

Step 5 – Checking For Accuracy

Occasionally we receive recipes that are incomplete, are impossible to read or make no sense at all. Carefully check all your recipes and any other material that you are sending to us. We type your recipes exactly as we receive them. We don't change the wording of your recipes. We don't eliminate duplicates. We cannot verify the accuracy of your recipes. Please take the time now to make sure everything you send to us is correct and legible.

Contributors' Names – This is an extremely important point. Everyone that is contributing recipes for the cookbook will want to see their name spelled correctly. Check for legibility. You may know the person's name but we don't.

Check for consistency too. We sometimes notice contributors' names spelled differently throughout a book. For example - Ann *Smith* may also provide a few recipes as *Anne Smith*. Please make sure the contributors' names are consistent throughout the book. Help us to avoid errors in your cookbook by checking for grammar, spelling and consistency.

Step 6 – Sorting Your Recipes

The Recipe Submission Forms will allow the contributor to indicate the general category that their recipe falls into. (For example – Soups & Salads). Sort the recipes into the different sections of your cookbook, using your choice of divider categories as your guide. If you don't happen to have recipes for a particular section, we can omit that section from your cookbook.

It's a good idea to sort your recipes according to their type, not alphabetically. For example, in the Main Dishes section, put all the beef dishes together, all the chicken dishes together, etc. Do the same with salads, soups, cakes, cookies, and so on. You and your family will find your cookbook much easier to use when your recipes are sorted this way. Arrange the recipes within each category in the exact order that you want them to appear in the book. We may have to re-arrange some to make everything layout nicely but we will try to follow the recipes in the order they are received.

After your recipes are sorted, use an elastic band or paper clip to keep each section together. Attach a note at the front of each section with its name. Please also take a moment to number all of your recipes. Put the number in the box at the top right hand corner of each recipe form. Start with 1 for the first recipe, and continue numbering right through to the last recipe. You will know exactly how many recipes you are sending to us and we use these numbers during the production process.

Step 7 – Your Intro Pages

We offer two free pages at the front of your book for you to use however you like. Please note: A 'page' is one side of a single sheet of paper. You may include color photos on these pages at no extra charge. To avoid errors, we recommend that your intro pages be submitted typed or neatly printed. Double check your intro pages to make sure that everything is correct and easy to read. Check that any names are spelled correctly. Remember you may know the name, but we don't. Please number your intro pages in the order that you want them printed.

Step 8 – Photos & Artwork Guidelines

For a Custom Cover or Custom Divider pages, your photo, images or drawings must fit into an area no larger than 4 -3/4 inches x 7-3/4 inches. This provides us with sufficient space to typeset your cookbook title and/or the divider page titles. If your photo or image is larger or smaller than 4 -3/4 x 7-3/4 inches, we can resize it but it shouldn't be any smaller than 4 inches square or any larger than 8.5 x 11 inches.

Please do NOT send newspaper or magazine photos/ photocopied images/ pencil drawings/ negatives/ cloth crests/ faxes/ copyrighted works such as scrapbook paper or greeting cards. Please do not staple or paperclip these items as that can affect the image quality. Keep these items in separate envelopes that are clearly labeled with 'Cover image' or 'Intro page image', etc.

Step 9 – Complete The Cookbook Order Form

Fill out the Cookbook Order Form. The contact person/people shown on the front of the order form MUST sign the Cookbook Order Form. Please also make sure that the shipping address provided is a location where someone is always available during regular business hours.

Step 10 – Submitting Your Materials

Once you are sure you have everything, mail or courier everything to us in a sturdy box or padded mailing envelope. Do not send your order in an ordinary paper envelope. It will tear open in the mail and things can get lost. We strongly recommend that you use a service that provides you with a tracking number to avoid your recipes getting lost in the mail. When you've got everything packaged up, write your return address on the outside of your package and send to:

In Canada: **Family Keepsake Cookbooks**
385 DeBaets St.
Winnipeg, MB
R2J 4J8

In the U.S.: **Family Keepsake Cookbooks**
472 South 5th St.
Pembina, ND
58271

Step 11 – Price Estimate / Acceptance

Once we have received your submitted cookbook and signed Cookbook Order Form, we will review your order form, recipes, intro pages and any artwork or photos. If we have any immediate questions, we will contact you. We will then email or mail you an estimated price quote. Please review the quote and confirm acceptance via return email (or mail). At this point your cookbook will go into a queue for typing. Family Keepsake Cookbooks will email (or mail) you a proof of your cookbook within approximately 4 – 5 weeks.

Step 12 – Reviewing Your Proof

Once you receive the proof of your book, read through it very carefully. Our proofreaders will have checked as best they can for spellings, ingredients, etc. This is your opportunity to correct any errors in the spelling of contributor's names, etc. Email (or mail) Family Keepsake Cookbooks with your comments and corrections. The correction of errors and minor changes are done at no charge to you. Remember – you are proofreading – not editing. If you decide you want to make major changes to your book like re-arranging recipes, re-writing Intro Pages or adding new photos – editing fees may apply.

Step 13 – Final Price Quote & Approval / Books To Print

Once you have reviewed your proof and all the requested corrections have been made to your book, you will receive via email (or mail) a final price quote. Complete the Final Approval Form and fax it to us at Fax (204) 224-4410 / or scan and email it to us at info@familykeepsakecookbooks.com / or mail it to us at the appropriate address shown above.

That's it! You're done! Your cookbooks will go to print and will be shipped within 2-3 weeks from the date that we receive your signed Final Proof Approval form.

Any questions? Feel free to contact us at anytime!

Toll Free 1-800-665-4878 or Email: info@familykeepsakecookbooks.com

Thank you for choosing Family Keepsake Cookbooks!