



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 committee 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 group's next meeting. Committee members should be ready to contact people re: late submissions.

Step 2 – Cookbook Cover / Dividers

Gateway Rasmussen 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. You may also submit a photo or image and our design team will help 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. Clearly indicate on your Cookbook Order Form if you want a Stock Cover or a Custom Cover.

Our Stock Dividers are pre-printed and cannot be changed. The wording on the Dividers that you choose will be your guide for your recipe categories. You may also select from our Alternate Dividers – in which case you create your own categories. Please clearly indicate in the Special Instructions location on the Cookbook Order Form what your divider categories are to be.

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.cookbookprinter.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 – Recipe Sources

Start with yourself. Members of your group/organization; families and relatives; neighbors; co-workers; anyone who contributes a recipe will buy your cookbook. Everyone loves to see his or her name in print. If your group is small, look to outside sources to contribute their favorite recipes. Ask local celebrities / the mayor / local sports legends. The best cookbooks contain a good variety of recipes that are, for the most part, fairly easy to prepare, using everyday ingredients.

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 likely also be purchasing a few copies of the book for themselves, family and friends. Check for legibility. You may know the person's name but we don't. People don't like to see their names spelled wrong and this may discourage them from buying or helping with the sales of the cookbook.

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 customers 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 also include two black and white 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, logo or drawing 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 – Sponsor Pages / Advertising

If you have sold sponsorships for your cookbook and/or advertising, please proofread all of the pages for any spelling errors and accuracy.

Display advertising should be supplied to us press-ready.

Step 10 – Complete The Cookbook Order Form

Fill out the Cookbook Order Form. If you are a non-profit group or organization taking advantage of our extended payment terms, we must have two signatures on the order form. The contact 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 11 – 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: **Gateway Rasmussen**
385 DeBaets St.
Winnipeg, MB
R2J 4J8

In the U.S.: **Gateway Rasmussen**
472 South 5th St.
Pembina, ND
58271

Step 12 – 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. Gateway Rasmussen will email (or mail) you a proof of your cookbook within approximately 4 – 5 weeks.

Step 13 – 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) Gateway Rasmussen 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 14 – 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@cookbookprinter.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@cookbookprinter.com

Thank you for choosing Gateway Rasmussen!