Bastyr Recipe Formatting Rules

Below are guidelines required for formatting any recipes turned in to be graded. Read it carefully.

All recipes must be typewritten using proper grammar and correct spelling. All recipes must have the SIX elements listed below.

1. **TITLE OF THE RECIPE**

   At the top of the page is the Title of the Recipe. Use upper and lower case, not all capitals. Be informative and/or enticing but not at the expense of being vague or misleading.

2. **HEADNOTE**

   Under the **Title** is the **Headnote**, or **Chatter**. The headnote is where the recipe author can write about food history, recipe history, unusual ingredients, serving suggestions, possible substitutions or other information pertinent to the recipe. Headnotes need to be contained to 3-4 sentences. Be mindful of your intended audience. Avoid offering personal information and watch the use of the pronoun “I” in the content.

3. **INGREDIENTS LIST**

   Below the **Headnote** is the **Ingredients List**.

   **ORGANIZATION**
   - List ingredients in the order used in the procedure.
   - Ingredients used at the same time should be listed in descending order of amount.

   **STYLE**
   - Avoid overly long explanations in the ingredient list.
     
     **Example:** “2 carrots, peeled and cut into 1-inch chunks or cut on the diagonal into 1/4-inch thick slices” is too long for the ingredient list. Use the procedure to explain more complex cutting directions or ingredient specifications.

   - Specify your ingredients. General ingredient terms such as flour, oil, nuts, or milk can be confusing. Specify organic extra-virgin olive oil or white unbleached flour or whole wheat pastry flour or plain soy milk, low-fat cow’s milk, walnuts, firm tofu - make your list of ingredients user-friendly and educational.

   - For complex recipes, use subheadings for component parts of the ingredients, such as “Filling,” “Dough,”

   - When two numbers are in succession, use parentheses.
     
     **Example:** “1 (3-inch) piece of ginger”

   - Capitalize the first word if not preceded by a number.
     
     **Example:** “Pinch of salt.”
- Do not capitalize ingredients that are not the first word.
  
  *Example:* “Pinch of Salt” or “3 Tablespoons Soy Milk” is incorrect.

- Capitalize proper names.
  
  *Example:* “¼ cup Danish blue cheese” not “¼ cup Danish cheese”

### AMOUNTS AND MEASUREMENTS

- Spell out all words except numbers. Spell out teaspoon, tablespoon, pound, and cup - no abbreviations. Do not capitalize these words.
  
  *Example:* “4 ounces”, not “4 oz.” or “four ounces”

- Remember that “1 cup chopped nuts” is a different amount than “1 cup nuts, chopped” - write it exactly how you mean it.

- When two amounts of the same ingredient are used at different times in the instructions, use the term divided in the ingredient list.
  
  *Example:* “2 cups sugar, divided”

- Describe ingredients as large, medium and small where applicable. Try to give both a count and a weight.
  
  *Example:* “4 medium potatoes (about 2 pounds)”

- For herbs and spices, indicate whole or ground, fresh or dried.

- Always give a weight measurement for packaged goods
  
  *Example:* “1 (32-ounce) can diced tomatoes”

### 4. PROCEDURE

Below the **Ingredients List** is the **Procedure** or Directions for preparing the recipe.

- Keep all instructions simple, and easy to read. Keep sentences short but detailed. Assume the reader knows nothing about cooking.

- The procedure can be written in a numbered format, bulleted, or in paragraph format. If using a paragraph format, limit the length of the paragraph to 3-4 sentences, and then begin a new paragraph. If you have several paragraphs, separate them at logical points in the cooking process.

- If you are using an oven for the dish, give the cook plenty of time to pre-heat. It takes 10 minutes to preheat an oven so often pre-heating is the first thing in the procedure. Spell it out “Preheat oven to 350 degrees F.” (However, don’t fall into the trap of writing preheating directions as the first instruction for every recipe, especially when significant time is set aside before cooking, such as for marinades or freezing.

- The first ingredient mentioned in the procedure should be the first ingredient in the list of ingredients, the second ingredient in the list the second ingredients mentioned in the procedure and so on.

- Avoid redundancy – if the list of ingredients has “1 onion, chopped” there is no need to say “Chop the onion” in the procedure. Similarly, if the list of ingredients says “1 teaspoon ground
cinnamon” there is no need to say “Add 1 teaspoon ground cinnamon” in the procedure. Simply say, “Add cinnamon.”

- Spell out all words, except numbers. Use the word “and” not the “&” symbol.

- Be quite specific in describing how to make the dish. Assume you are writing for a novice. Don’t use vague terms like “cook the onions.” Describe cooking techniques. For example: “Sauté onions over low heat until soft and translucent.” Or “Bring beans and water to a boil, lower heat to simmer, cover and cook 25 minutes.”

- Whenever possible specify the size and shape of cooking or baking dish required such as “1-quart covered casserole” or “lightly oiled 8-by-8-inch baking dish”.

- When describing how to use a divided ingredient, specify the amounts in the procedure. 
  Example: Add 1 cup of the sugar” then later “add the remaining 1 cup of sugar”

- If you suggest using specialized cooking equipment that many home cooks may not own, list a generic alternative.
  Example: “In a comal, or a shallow skillet”

- End the procedure with serving instructions and garnishing ideas.

- If you used subheadings in your Ingredients List, follow through in your Procedure. Create a separate step for the component part the reader is creating and begin with a phrase like “To make the filling,” or “To prepare the dough,” or “To assemble,”.

5. Preparation Time and Yield (or Number of Servings)

Preparation time and the yield can be written under the title, in the margin, or after the procedure. Use two separate lines for this information.

- The preparation time should be the total time it takes to prepare the dish. It is okay to break up the preparation time into “1 hour to marinate, 15 minutes to cook” if that would be more user-friendly.

- Yield is the amount of food that the recipe produces. It can be written as “Yield: 2 cups” or “Makes six 2-ounce servings”. If stating number of servings, be sure to include what one serving equals.
6. Citation

The recipe citation guidelines were developed by nutrition faculty for giving attribution to recipes authored by someone else. For citation rules pertaining to writing papers, refer to Write & Cite and the AMA Manual of Style: a Guide for Authors and Editors in the reference section of the library.

Always cite recipes unless it’s one you created (see Original Recipes below.) The format depends on where you got it and whether or how much you modified it. The citation can be written beneath the title, at the end of the chatter, or at the end of the recipe. For recipes you adapt, you may also want to write a citation in the Headnote.

GENERAL GUIDELINES

- Include enough information so that the reader can find the recipe. See Minimum Components below.
- For websites and blogs, provide a link to the recipe.
- If you’re not sure how to format a citation, use the closest example you can find. Add clarifying information if it will help the reader find the recipe.
- Cite the original recipe when possible rather than a secondary source.

MINIMUM COMPONENTS OF A CITATION

- Who (person or organization responsible for the content);
- What (title);
- Where (where did it come from and how can the reader retrieve it? This might be a book, blog, website, friend, or any number of other sources.)
- When (when was it created and/or accessed)

ORIGINAL RECIPES

Copyright law pertaining to recipes is somewhat gray. Per U.S. Copyright law, titles of recipes and lists of ingredients cannot be copyrighted. What can be copyrighted is the accompanying text, photos and figures. There are, however, guidelines for when you can ethically claim a recipe as your own original recipe. See the following guidelines for claiming a recipe as your own.

Bastyr’s Guidance for Ethically Citing a Recipe as Your Own Original Recipe

- Change the title
- Change at least two major and one minor ingredient
- Rewrite the directions; add your own spin
- *Optional: change the presentation or cooking method (bars instead of cookies)
- Example: Copyright 2007, C. Lair, Original recipe

When in doubt, cite the recipe as adapted or inspired by and credit the original author.
CITATION EXAMPLES

BOOK (print)

- If the recipe was taken directly from a book, cite the book title, author, publisher and publishing date.
  
  *Example*: Recipe from *Sweet and Natural Desserts* by Janet Warrington (Crossing Press, 1982).

- If you are using the recipe for further publication in an article or book, you will need to get permission from the publisher particularly if you will receive remuneration for the article or book. If publisher or author gives you a specific citation, use it. Otherwise: *Example*: Reprinted with permission from *Sweet and Natural Desserts* by Janet Warrington (Crossing Press, 1982).

WEBSITE OR BLOG

Give the title of the website/blog and title of recipe, URL (address) of the website link to recipe, author, date published (if given) and date accessed.

- *Website Example*:

- *Blog Example*:

- *Blog Example – Author and date published unknown*:
  From the Not Real Blog, How to Make Toast at https://notrealblog.com/how-to-make-toast, author unknown, date unknown. Accessed August 15, 2019

ADAPTED FROM A PUBLISHED SOURCE

If you have slightly altered a published recipe precede the citation with ‘Adapted by.’

- *Example*: Adapted by Cynthia Lair from *The Natural Gourmet*, Ginger Lace Cookies by Annemarie Colbin (Ballantine, 1989).

INSPIRED FROM A PUBLISHED SOURCE

If you have made more than minor changes to a recipe but were influenced by someone else’s original one, precede the citation with Inspired by.


FROM A FRIEND

If you have slightly altered a family member or friend’s recipe:

- *Example*: Adapted by Cynthia Lair from an original recipe by June Lair, 1963.

FOR A CLASS HANDOUT

If you are reprinting a published recipe from a book or website for a class handout:

- *Example*: Reprinted for classroom use from *Sweet and Natural Desserts* by Janet Warrington (Crossing Press, 1982).
NOTES, TIPS, VARIATIONS and SUB-RECIPES (all optional)

**Notes** are short statements of advice, information, or further instruction regarding ingredients, steps, or procedures in a recipe. Typically, notes follow the recipe procedure, though recently it is becoming more common for some notes to follow specific steps, particularly with complex recipes for which multiple notes may be helpful. Also, Notes may come at the end of Headnotes.

- Consider saving space, and instead of using a Note, making your statement in your Headnote.
- Begin Notes as “Note:” or some similar phrase.
- Keep Notes short: 1 or 2 sentences, if possible.
- Don’t ever include Notes in the Ingredients list. Instead, list the Note either following the Headnote or at end of recipe. Include reference to the note near the particular ingredient, e.g., “(see note below)”.

**Tips** are short statements of advice for home chefs and are not necessary for the completion of a recipe. Tips may offer such advice as chopping techniques, what to do with extraneous ingredients, proper storage and/or reheating techniques, etc. Tips may follow a specific step, or they may come at the end of a recipe. In cookbooks, Tips often are included as sidebars or boxed features. As with Notes, you should introduce a Tip as “Tip:”, or some similar phrase.

**Variations** offer simple instructions on ways the reader can alter a recipe to create a new dish or new flavors. Typically, Variations follow either the Headnote or come at the end of the recipe. They start with “Variation:” or some similar phrase.

**Other special tips** - Similar to Notes, Tips, and Variations, you may want to include other special text to accompany your recipes. Examples include nutritional information, wine/beer pairing suggestions, or further reading. Typically, these other forms of special text appear either with the Headnote or at the end of a recipe, to avoid confusing the Ingredients List and the Procedure.

**Sub-recipes** - Sometimes recipes include components that may be optional, can be replaced by a generic store-bought brand, can be replaced by some similar recipe at the reader’s discretion, or that can be used for other recipes. Examples include directions for how to make a sauce, a marinade, or a cake frosting. In these instances, it may be preferable to include a sub-recipe, that is, a mini recipe that follows the main recipe.

To format a sub-recipe, simply follow the same instructions for primary recipes above, noting the following:

- You may want to choose a separate font or font size from your recipe Title, to indicate this is not a primary recipe.
- For sub-recipes, headnotes are optional. If you choose to include a headnote, keep it very short.
- Be sure to include a yield! The sub-recipe may call for making more than is necessary for the primary recipe.
- If you haven’t stated so in the headnote, you may want to include as a final step some alternative uses for this sub-recipe other than using it with the primary recipe.
In the primary recipe Ingredients List, list sub-recipe as follows:

**Example:** 1 cup Marinara Sauce (recipe follows)

You may also suggest an alternative to the sub-recipe; for the example above, you could add “or store-bought tomato sauce of your choice”.

- If you’re writing a cookbook, feel free to take advantage of this sub-recipe in other recipes. Just indicate the page reference the sub-recipe falls on:
  
  **Example:** 1 cup Marinara Sauce (see page 123)

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**Recommended Citation Resources**

- **wikiHow: How to Write a Recipe** (http://www.wikihow.com/Write-a-Recipe)
- **Recipes into Type**, by Joan Whitman and Dolores Simon
  
  This is the guide most publishers refer to, and it is the best reference on recipe writing. However, for reasons maddeningly unknown, the book is now out of print. Check eBay and other online sources to find old copies or go to your library and check it out.
- **The Recipe Writer’s Handbook**, by Barbara Gibbs Ostmann and Jane Baker
  
  If you can’t find Recipes into Type, this is a good second-best option.
- **The New Food Lover’s Companion**, by Sharon Tyler Herbst and Ron Herbst
  
  A fantastic reference book about everything you need to know about cooking.
SAMPLE RECIPE

Sweet Spot Sweet Potato Soup - TITLE

Sweet potatoes are loaded with all the right stuff - vitamin, A, vitamin C, carbohydrates. Serve this creamy autumn soup with your favorite sandwich for a warm pre-game meal. - HEADNOTE

1 tablespoon butter or olive oil – LIST OF INGREDIENTS
1 small onion, chopped
½ teaspoon cumin
½ teaspoon cinnamon
Pinch of cayenne
½ teaspoon salt
1 pound sweet potatoes
2 cups chicken or vegetable broth
2 tablespoons chopped cilantro

o Heat butter in a 4 or 6-quart pressure cooker. Add onion and sauté until soft, golden and translucent; about 5 to 7 minutes.
o Add cumin, cinnamon, cayenne, and salt to onions and stir.
o Peel sweet potatoes and cut into 1 ½-inch chunks. Add sweet potatoes and broth to onions.
o Secure lid and bring heat to high until pressure gauge rises. Lower heat and pressure-cook for about 10 minutes. Potatoes should be fork tender.
o Remove pot from heat, let pressure drop. When pressure gauge has lowered, open lid and let mixture cool slightly.
o Blend soup in small batches in an electric blender or with an immersion blender until smooth.
o Add more liquid if you desire a thinner consistency.
o Taste and adjust salt. Garnish with cilantro and serve. - PROCEDURE

Preparation time: 40 minutes
Makes 4 one-cup servings - PREPARATION TIME AND YIELD OR NUMBER OF SERVINGS

Recipe reprinted for classroom use from Feeding the Young Athlete: Sports Nutrition Made Easy for Players and Parents by Cynthia Lair with Scott Murdoch PhD, RD (Moon Smile Press, 2002). - CITATION