

Moya Recipe Calendar: Recipe Submission Guidelines

- Write your instructions as if you are telling someone who does not know how to cook. Do not skip steps that you think everyone would know – someone might not!
- Begin your recipe with a few words about the history of the dish and why your family loves it.
- **Do not copy recipes** from the internet or cookbooks – this is copyright infringement and it is illegal. Recipes must be your own creations or adaptations or old family recipes. Changing the oven temperature by a few degrees or the amount of one ingredient by a fraction is not a genuine adaptation and will just look like a mistake. We cannot use copied recipes.
- Say how many servings the recipe makes (for something like stew) or how many pieces (for things like pastries).
- Please use **imperial** measurements (cups, pounds, teaspoons, tablespoons, ounces, quarts), not metric because most people in Canada cook using imperial. The exception is specific package sizes (see next point).
- If your recipe calls for a particular package size of ingredient, please state the package size as it appears on the package so that people can find the right size in the store. The size will most likely be given in metric.
- Avoid using brand names of products. For example, instead of saying “¼ cup Bailey’s,” say “¼ cup Irish cream liqueur.” You can add in brackets “(such as Bailey’s)” if necessary for clarity.
- Specify sizes for bowls (small, medium, large), baking sheets (in inches × inches) and casseroles/baking dishes (in quarts). Describe what kind of baking dish should be used (deep, shallow, etc.)
- List ingredients in the order they are used.
- Make sure every item in the ingredients list is mentioned in the instructions, and make sure every ingredient described in the instructions is on the ingredient list.
- If dough needs to be rolled to a specific size or shape, describe it.
- Give clear cooking instructions: for baking, give the oven temperature in F and say how long to cook the dish. For stovetop cooking, say whether heat should be low, medium, or high, and say how long to cook it. Say whether dishes and pots should be covered or uncovered, and whether you need to stir or not.
- Before you send the recipe in, have someone else read it to make sure other people can follow it.
- Please keep the recipe under 400 words so that it will fit on the calendar page.