4-H Area Cookery Contest Recipe Format Guidelines

To ensure consistency, please follow the formatting requirements below when submitting recipes for the Area Cookery Contest.

Document Formatting

1. Create your recipe in a **Microsoft Word document**.
2. Set the page margins to **Narrow**:
    - Select **Layout → Margins → Narrow**
3. Set the font to **Arial Narrow, 11-point**:
    - Select **Home → Font → Arial Narrow**
    - Font Size: **11**
4. **Underline** the recipe title.
5. Information listed on the right side of the recipe template should be **bolded**.

Recipe Submission Requirements

- Submit recipes as **Microsoft Word documents**.
- Recipes must **not be in Read-Only format**.
- Upload **each recipe as an individual file**.
- Do **not** combine multiple recipes into a single file for your parish.

Recipe Content Requirements

Measurements and Ingredients

- Spell out all measurements and ingredient amounts completely.
- **Do not use abbreviations**

Yield Statement

At the bottom of the recipe, include:

Yield: _____ servings

Brand Names

- Recipes should **not reference or include specific brand names**.
- Use generic ingredient names instead.

Example: Instead of using a brand name such as Rotel, list the ingredient as diced tomatoes with green chilies.