



TITLE

- Clearly communicates what the recipe is
- Not too long

INTRODUCTION / HEADNOTE

- Gives a sense of the taste, texture and appearance

When appropriate:

- Acknowledges the recipe, person or event that inspired this recipe
- Includes context of when and where the recipe might be served
- Includes any ingredient information a reader needs to know in advance
eg: soaking beans overnight, ordering a special cut from the butcher



INGREDIENTS

- Items are clearly defined
- Amounts have been double checked for accuracy and clarity
- Sizes of cans, packages and products are specified
- Additional information such as substitutions noted
eg: Fresh (or frozen) sliced green beans
- Alternative measurements are included where appropriate
eg: 1 cup grated Cheddar cheese (about 4 oz.)
- Description of ingredients follows logical order
Action, Item, Location, How, Time, While, Until
- Items added at the same time are listed in descending order by volume
- Items of the same size or volume, added at the same time, are listed alphabetically

RECIPE STYLE

Consistent tone that speaks to the target audience and reflects the writer's personality

Choice of ingredients and methods are in keeping with overall goals of the recipe

METHOD / INSTRUCTIONS

- All ingredients are accounted for
- Instructions are grouped in logical order
- Subheading instructions include all the ingredients under that subheading
- Adjectives are in logical order
Action, State, Size, Description, Product
- Cooking vessels: note sizes, shapes, covered, uncovered, greased/ungreased
- Times included for mixing, soaking, standing, cooking, baking, resting, etc.
- All items that were "set aside" have been added back in
- Food safety guidelines have been considered - time, temperature, etc.
- Yield of recipe is accurate and represented in a volume or portion that makes sense
eg: Soup recipe makes 12 cups, Banana bread cuts into 10 slices, etc.

ADDITIONAL INFORMATION

- Notes and tips are complete and appropriate for this recipe
- Storage information is in accordance with food quality and safety guidelines
- Variations make sense and have enough detail to be useful