

# Cookbook Manuscript Submission Checklist

## Manuscript Elements

☐ Title page included

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☐ Table of contents

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☐ Introduction or Preface

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☐ Recipe headnotes

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☐ All recipes included

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☐ Recipe order finalized

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☐ Sections/Chapters labeled

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☐ Acknowledgments

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☐ Index (if required)

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☐ Contributor biographies (if needed)

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## Recipe Content

☐ Recipe titles checked

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☐ Ingredient lists formatted

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☐ Directions clear & complete

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☐ Yield specified

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☐ Cooking times included

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☐ Notes and tips included

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## Formatting & Style

☐ Consistent measurements

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☐ Abbreviations spelled out first use

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☐ Spelling & grammar checked

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☐ Copyright credits (if using sources)

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## Image & Permissions

☐ Photographs formatted and labeled

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☐ Photo captions included

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☐ Permissions secured for images/quotes

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## Submission

☐ File format correct

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☐ Files named as instructed

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☐ All required documents included

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