

# Recipe Writing Checklist

18-point guide (with examples) for beginner recipe writers

Write for your audience, consider: cooking level, dietary preference, time constraints, budget, etc.

Craft a descriptive recipe title

State number of servings: Serves 4;  
Yield: 8 servings; Makes: 12 cookies

Go a step further to include portion size:  
Serves 4, 2 cups salad each

Indicate TIME in beginning of recipe:  
Total, Active, Inactive, Prep, Cook Time

List ingredients in order of use

Capitalize the first letter of ingredient  
when a number does not precede it

Write out measurements & amounts:  
pint, quart, cup, tablespoon, teaspoon,  
pound, ounce

Instead of 2 numbers next to each other, write: 2 (5-ounce) or two 5-ounce

Give specifics about ingredients, as much as possible, instead of: 1 can black beans, write: 1(15-ounce) can black beans

Use "divided" if ingredient is used more than once: 1 teaspoon salt, divided

Make sure ingredients & steps are worded as intended: 1 cup chopped almonds vs 1 cup almonds, chopped

Instructions are clear and to the point

Double check step-by-step directions are in the right order

Specify level of heat & temperature:  
medium-high heat; 350°F

Provide equipment details: large mixing bowl, 2-quart baking dish, cast-iron skillet

Clarify doneness: Bake until lightly browned around edges, 8-10 minutes

TEST the recipe, take notes, make edits, get feedback from a friend