



James Solomon Russell – Saint Paul’s College Museum and Archives

P. O. Box 551, Lawrenceville, Virginia 23868

jsrussell.org or spcmuseum.org

February 2021

Dear Friends,

The James Solomon Russell – Saint Paul’s College Museum and Archives is creating a custom cookbook featuring favorite recipes from alumni, friends and family. These cookbooks will be professionally published and are sure to be a treasured keepsake for us all. Money raised will be used to support the museum.

Please submit 1-4 of your favorite recipes so you can be represented in our cookbook. Many recipes will ensure that our cookbook is a success. We are using Morris Press Cookbook’s web site to easily submit recipes online. If you do not have Internet access, our committee can enter them for you. Submit hardcopies of your recipes to JSR – SPC Museum and Archives, P. O. Box 551, Lawrenceville, Virginia 23868. See attached form. If at all possible, we prefer you enter recipes online.

We anticipate a great demand for the cookbook, and we want to be certain to order enough. To reserve your copies, email info@spcmuseum.org, with the number of cookbooks you would like to purchase. The slip below may also be mailed to the address above. The final cost of the cookbook will be determined by the number of recipes, but will be between \$10 and \$15.

Please submit your recipes online by March 31, 2021, so we can meet our deadline.

Thank you!

To Submit Recipes Online:

- Go to www.typensave.com and click ‘Login.’
- Enter the User Name: JSRussellMuseum
- Enter the password: whisk164 and click ‘Submit.’
- Enter your name and click ‘Continue.’
- Click ‘Add Recipes’ to begin adding your recipes.

Recipe Writing Tips:

- When adding recipes, review the “Tips” and use standard abbreviations.
- Only enter 1 ingredient per ingredient line.
- List ingredients in order of use in the ingredients list and directions.
- Include container sizes, e.g., (16-oz.) pkg., (24-oz.) can.
- Write directions in paragraph form, not in steps.
- Use names of ingredients in the directions, e.g., “Combine flour and sugar.” DO NOT use statements like, “Combine first three ingredients.”
- Include temperatures and cooking, chilling, baking, and/or freezing times.
- There is a section for recipe notes (history, nutritional data, suggested uses, etc.). Enter extra recipe content in that field.

I want a cookbook! Please reserve _____ cookbook(s) for me. Email:

Name: _____ Phone No.: _____

Email: _____



RECIPE COLLECTION SHEET

For office use only	Recipe No.
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Category _____

Recipe Title _____

Submitted By _____

INGREDIENTS: Use abbreviations pt. qt. pkg. env. c. tsp. T. oz. lb. gal. doz. sm. med. lg.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DIRECTIONS: _____

INSTRUCTIONS

- Print **NEATLY IN INK, NOT PENCIL**, and place only **ONE RECIPE** per form.
 - If more room is needed, use another sheet of the same size and staple together.
 - Please **WRITE LEGIBLY**, as this will greatly reduce errors.
 - List all ingredients in order of use in ingredients list and directions.
 - Include container sizes, e.g., 2 (8-oz.) cans, temps, and baking/cooking times.
 - Keep ingredients separate and directions in one paragraph. Do not submit recipes in steps, columns, or charts. Recipes which cannot conform to our chosen recipe format will be omitted.
 - Use names of ingredients in the directions, e.g., "Combine flour and sugar." **DO NOT** use statements like, "combine first three ingredients."
 - Be consistent with the spelling of your name for each recipe you contribute.
 - Any special recipe notes (anything other than ingredients, directions, contributor name, serving size, or recipe title) should be kept as a separate comment on the bottom of this form, as they may not be included unless we pay extra for it.
 - Your recipes should fit into one of the following categories:
- | | |
|-------------------------------------|----------------------------|
| Appetizers & Beverages | Breads & Rolls |
| Soups & Salads | Desserts |
| Vegetables & Side Dishes | Cookies & Candy |
| Main Dishes | This & That |

Dear Friend,

Our organization is preparing a wonderful custom cookbook featuring favorite recipes from our members. The cookbook will be professionally published, and it is certain to become a treasured keepsake.

Please submit 3–5 of your favorite recipes so you can be represented in our group’s cookbook. Follow the instructions above. Your name will be printed with each of your recipes. Thank you for contributing recipes as this will help to ensure that our cookbook will be a huge success.

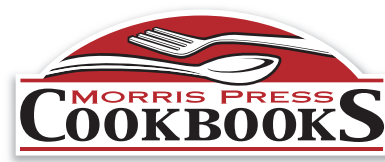
We anticipate a great demand for our cookbooks, and we want to be certain to order plenty. You can reserve one or more for yourself and your family at this time to be assured of receiving them.

Please reserve _____ cookbook(s) for me.

Name _____

Please submit your recipes to the committee within 5 days so we can meet our deadline. Thank you!

RECIPE WRITING TIPS



Use these tips to ensure recipes are accurate, clear, and uniform throughout your cookbook.

- List ingredients in the order used. Make sure all ingredients are included in the directions.
- Include all amounts and container sizes: 2 (8-oz.) cans, 1 (14-oz.) pkg. Use parenthesis to separate amounts.
- Abbreviate measurements in the ingredients list (see standard abbreviations below), but spell them out in the directions.
- Be consistent with names, ingredients, etc., e.g., don't use "1 c. butter" on some recipes and "2 sticks butter" on others.
- Use ingredient names in the directions, e.g., use "Combine flour and sugar" rather than statements such as "Combine the first two ingredients."
- Include temperatures and all cooking, chilling, baking, or freezing times.
- Make sure ingredients and directions are clear, thorough, and accurate. For example, don't assume the reader knows how to make yeast bread.
- Submit recipes exactly as you want them to appear.
- Write directions in 1 paragraph. Do not submit recipes in steps, columns, charts, or as an entire paragraph. Recipes which cannot conform to our format will be omitted.
- Ingredients may include trademarked names, e.g., Miracle Whip. Do NOT use trademarked words for *recipe titles*. If used, they will be replaced with an acceptable alternative, e.g., Kentucky Derby® Pie will become Chocolate Nut Pie.
- Anything other than the ingredients, directions, contributor name(s), serving size, and recipe title will be charged as a recipe note unless you omit them. See below.**

STANDARD ABBREVIATIONS:

c. – cup	env. – envelope	qt. – quart
pt. – pint	pkg. – package	lg. – large
tsp. – teaspoon	oz. – ounce	med. – medium
T. – tablespoon	gal. – gallon	sm. – small
lb. – pound	opt. – optional	ctn. – carton or container
doz. – dozen	reg. – regular	

recipe notes 11

A recipe note is content that does not pertain to recipe preparation. Anything other than ingredients, directions, contributor names, serving size, and the recipe title is a recipe note. See first sample recipe above.

- Recipe notes may include nutritional information, recipe history, uses, etc., and cannot be included in the directions.
- Recipe notes are printed after the directions and cannot exceed 375 characters.
- Recipe notes are an extra charge.
- If using typensave® and your cookbook committee has decided to include them, a separate field titled "Recipe Notes" will be available. *If you are submitting handwritten recipes, check with your cookbook committee.*

CHOCOLATE CHIP MIRACLES

Sarah Jackson

2¼ c. all-purpose flour
1 tsp. baking soda
1 tsp. salt
1 c. butter, softened 4

¾ c. packed brown sugar
1 tsp. vanilla
2 eggs
12 oz. chocolate chips

- 6 Preheat oven to 375° (gas oven to 350°). Mix all of the dry ingredients together, then mix the wet ingredients together. After both substances are mixed, slowly mix the dry ingredients in with the wet until the texture is smooth. Put cookies on sheet and leave each batch in oven for 8 to 10 minutes for soft texture.

- 11 **Note:** These cookies are a favorite with my children and vanish within two days.

SNICKERDOODLES

Heather Gemske
Dorothy Engstrom

1 1 stick butter, softened 4
3 ½ c. shortening
1½ c. sugar
2 eggs
2¾ c. all-purpose flour

2 tsp. cream of tartar
1 tsp. baking soda
¼ tsp. salt
2 T. sugar
2 tsp. cinnamon

- 3 Heat oven to 400°. Mix thoroughly butter, shortening, 1½ cups sugar and the eggs. Blend in flour, cream of tartar, baking soda and salt. Shape dough by rounded teaspoonfuls into balls. Mix 2 tablespoons sugar and cinnamon; roll balls in mixture. Place 2 inches apart on ungreased baking sheet. Bake 8 to 10 minutes or until set. Immediately remove from baking sheet. Makes about 6 dozen cookies. If using self-rising flour, omit cream of tartar, baking soda and salt.

MAGIC COOKIE BARS

Steve Casley
Jeff Marcino

½ c. butter, softened
1½ c. graham cracker crumbs
1 (14-oz.) can Eagle Brand 10
sweetened condensed milk

1 c. chocolate chips
1 (3½-oz.) can flaked coconut
1 c. chopped nuts

Preheat oven to 350°. Using a 13 x 9-inch pan, melt butter in oven. Sprinkle crumbs over butter, pour milk over crumbs. Top with remaining ingredients. Bake 25 to 30 minutes. Cool before eating.

2 Cookies & Candy

contributor information

- Be consistent with spellings of names, titles, etc. (*R.N.* vs. *Registered Nurse* or *Bill Jones* vs. *William Jones*). This affects the contributor index.
- Two extra lines may be included **FREE** (town, department, in memory of, title, etc.) after each contributor name. Additional content is considered a recipe note.
- If using typensave®, **DO NOT** include additional info (second name, town, department, title, etc.) on the same line as the contributor name. Put additional info on separate lines. This enables us to create an accurate contributor index.
- Duplicated recipes should be submitted just once with multiple contributor names.
- For recipes with multiple contributor names, only the first name will appear in a contributor index.