Options for Recipe Submission

Option #1 - Jumbo Jack's Types Your Recipes

Your recipes can be either typed or neatly handwritten. While we prefer to have the recipes on our forms, they can be submitted on a blank 8 1/2 x 11 sheet of paper, one recipe per page. Please remember to look them over for accuracy as we will type what you send in. However, we will standardize your abbreviations and words like ketchup versus catsup, etc.

When you start your recipe collection, we suggest you not give people too much time to turn them in, a week or two is plenty. Even if you are not under any time constraints, people are natural procrastinators. In addition, it is not uncommon to have to ask for recipes more than once. If you need more recipes, call us and we can send you a book of recipes you can select from.

Once you receive the recipes, separate them according to the sections you want in your book. You may also separate them into subsections within each section, such as a Main Dish section can be subdivided into beef, pork, poultry, seafood, etc.

When your cookbook arrives at Jumbo Jack's, we will do all the typesetting and layout, we will proofread your book and make any corrections we find. Then we send the book, along with the originals, back to you to proofread. That way it goes through a double proofing process. When you proof, we recommend that you have several people help, so the burden doesn't fall all on one or two people. We then only need the pages that need correcting returned to us. If you have any questions, don't hesitate to call us!

Option #2 - Camera Ready Copy **(You type your own recipes -** Savings based on your book's specifications - call for price savings). Here are three ways you can submit your camera ready cookbook.

A. You type it and we format it.

- ✒ You can type your entire book in Microsoft Word or comparable program (if you can save it as a .doc or a .docx file, we can accept it). If working on a PC, you can select either Times New Roman or Arial font, and we will match the font you have chosen with one compatible to our system. If using a Mac, you can select either Palatino or Helvetica.

- ✒ If your finished book will be 5 1/2 x 8 1/2 inches, use a 4 1/2-inch text margin (you don't have to worry about the length of the page, as that will be formatted when we receive your Word document).

- ☛ You can submit each section in a separate Word document, or type the entire book in one Word document, but please do not submit one recipe per file.

- ☛ Bold or italicize as you wish.

- ☛ We use a 9 or 10 point font size (depending on the font style), but if you prefer a larger font size printed, please specify.

- ☛ If wanting a 2 column ingredient listing, please do NOT use the column settings in Word. Instead, use tabs. (The tabs will convert over, but the columns do not, and you will have all the ingredients in 1 column if using the column setting in Word.)

- ☛ Do not use symbols for fractions. These do not convert and will appear as small boxes in your recipes.

- ☛ Do not include page numbers. Those will be assigned when the book is formatted by Jumbo Jack's.

- ☛ If you desire graphics in your book, do NOT include them in the Word document. Word is NOT graphic friendly and doesn't handle images well. Instead, type in your document "insert _____ image here" (or similar) and submit the graphics separately as .tif or .jpg images. We will place them accordingly after the book is formatted.

- ☛ If you are scanning pictures to be included in your book, either within the pages or for the dividers or cover, please scan them at 300 dpi or higher for grayscale pictures or 600 dpi for color pictures. (The higher the dpi, the better the quality.)

- ☛ Remember this will be subject to an hourly charge, depending on how organized your Word documents are.

- ☛ Please note that your book will not include an index unless you type and submit one (this CAN be done when you receive the proof copy, so you will have the proper page numbers). We can type an index for your camera ready book, if requested, at an additional charge.

- ☛ Also please note that our fillers are not offered with the camera ready options. If you want word fillers in your book, please type them in a separate file and submit with the rest of the copy.

B. You type it and send us a hard copy.
In other words, you type the entire book and format it, getting it laid out exactly as you would like it. Then you print it out (one-sided, please) on a high-quality printer so you have a clean, crisp copy, send us the hard copy and we simply scan in the pages you send, arrange it in book order and print from the scans. There will be no additional fee for layout, simply a scanning charge, which varies per book. But there are no font worries or compatibility worries, as we print from the scan, so everything is compatible!

C. You type the entire book and submit it in .pdf format.
We do absolutely nothing with your .pdf file except place it in our impositioning program and print. If you choose this option, however, please be sure to contact us early and send a small sample .pdf file so we can test for font compatibility issues. That is the only problem encountered with a .pdf file and it is quickly and easily tested so you can continue organizing your book, but that one little step will save a lot of time when you submit your finished product.

Please remember that a "camera ready" book is ready to print and all corrections should be made by your organization before the final is submitted to Jumbo Jack's. (If Jumbo Jack's must make corrections, an hourly rate will apply. And please note that some programs do not allow us to make corrections.)

As each "camera ready" book is different, the best way to ensure a perfect product is to contact us when you are ready to start and discuss the various options, so we can help you determine which way is best for your organization!