



Dear Friend:

Thank you for your interest in submitting your items or comments for inclusion in the *Laurina's Kitchen* cookbook. As a fan and former patron of Ecobelli's Tam O'Shanter restaurant, we value your contribution and your willingness to share in making this publication truly special.

In our own research and efforts to collect content for this book, we have encountered a number of different items that can be included, and we hope to see the same from you. We are seeking testimonials and personal memories, of course, but also photographs, menus, match book covers, articles or reviews from magazines and newspapers, menus, etc., or anything out of the ordinary. But, we just don't know what's out there!

Therefore, we have created a few different ways in which you can submit your items or comments. We also know that not everyone has the same level of computer or internet skills, so we have tried to accommodate everyone's abilities. Please follow the set of guidelines with which you feel the most comfortable. If you have questions about the guidelines or have an item that might seem difficult to deliver to us, just let us know and we'll work with you. **The deadline for submitting your items is March 31, 2012.**

Obviously we are unsure of the response we will receive and how many items will be submitted, so at this time we cannot guarantee that we will use your submission. If we do use your item, we will contact you to let you know. And, to show our appreciation, we will present you with a coupon for 50% off the retail price of the book. You will be able to purchase the book direct from the publisher with your coupon, or, we hope you will join us for the book launch party and pick up your copy there. That date has yet to be determined, so stay tuned for any forthcoming announcements!

Thank you so much for your friendship and participation,

— Lora Lee Ecobelli & Tom Ecobelli - Authors, *Laurina's Kitchen*

— Richard Vang - Publisher, Square Circle Press

### **Stay Informed!**

To follow the progress of the publication of *Laurina's Kitchen* visit the book's official web page at <http://www.SquareCirclePress.com/books/LaurinasKitchen.htm>

## ***Laurina's Kitchen*** **Public Submissions Guidelines**

\*\* In the publication, along with your image or testimonial, we would like to include your name and city, such as "John Doe, Ballston Spa". We will exclude your last name under your instructions.

### **U.S. Mail**

You can submit your testimonial or a hard copy of your item through the postal service.

- Pack your item properly so that it does not get damaged. Use a stiffener such as cardboard.
- Write "DO NOT BEND" on the package or envelope.
- Let us know if you would like the item returned to you. Be sure to include your contact info and mailing address so that we can return your item.
- Send your item or testimonial to: *Laurina's Kitchen, c/o Square Circle Press, 137 Ketcham Road, Voorheesville, NY 12186.*

### **Email**

You can submit your testimonial or a digital image of your item to an email address.

- If you are submitting a digital image, please see "How to Scan Your Item" below.
- If you receive an error message or your item bounces back, please send us an email and let us know the problem, and we'll contact you to resolve the issue or to make other arrangements.
- Email your testimonial or digital image to: *SquareCirclePress@gmail.com*

### **Facebook**

You can submit your testimonial or a digital image of your item online through our Facebook page:

*<http://www.facebook.com/pages/Laurinas-Kitchen-Recipes-from-Ecobellis-Tam-OShanter-Inn/348361928507266>*

- If you are submitting a digital image, please see "How to Scan Your Item" below.
- Please note that Facebook's system might reduce the resolution or size of your image. If we decide to use your item, we will contact you to make arrangements to obtain what we need.
- Please remember that the Facebook page is public, and anyone will be able to see your item.

### **How to Scan Your Item**

Printing of an image requires a higher resolution than what is normally viewed on a computer screen. Please follow these rules as closely as possible to ensure that we can use what you submit in the book. If you don't know what the following settings are or how to set them, most scanners have built-in settings such as "For the Web" or "For Print". The "print" setting should be sufficient.

- Resolution: 300 dpi (dots per inch).
- Color items: Full-color (CMYK is preferable), at 24-bit or higher.
- Black & White items: 8-bit grayscale is preferable.
- Size: 100% of the size of the original item.
- File Type: Save image as .PNG (preferable), .TIF, or .JPG (do not save as .PDF).
- Do not crop your image.
- Do not make any color adjustments.
- Do not use any special settings, such as "de-screening".

**The deadline for submitting your items is March 31, 2012.**