

Checklist for Final Manuscript Submission

Before you submit your revised manuscript for production, please perform the following checks, some of which differ from those required of the initial submission. The more carefully you prepare this submission—particularly the electronic files—the more quickly it will move through the production process.



When all tasks are completed and boxes checked off, please sign at the bottom and include this form in your package. After we receive your package and verify that the manuscript is complete, we will issue a contract and begin production.

The Manuscript	
	Ensure that the manuscript follows INSTAP Academic Press Style Guidelines (latest version available at http://instapress.com/pdfs/INSTAPAcPress_StyleGuide_4thEd.pdf).
	Check that all parts of the manuscript are present and complete (e.g., front matter, chapters, appendices, concordances, tables, and all images).
	Ensure that no formatting Themes or Styles have been applied in your Microsoft Word text files. Heading and sub-heading levels should be indicated by the simple, manual use of bold, italics, and underlining in a manner that is clear and consistent throughout the manuscript. DO NOT use collapsible headings.
	Ensure that all text files are complete and final. There should be no track changes, comments, or highlighting remaining.
	Check the text for consistency of spelling, punctuation, and capitalization. Double-check all quotations for accuracy.
	Check that all tables, figures, and plates are called out in consecutive number order.
	Check the table of contents against the chapter titles. They should match.
	Check that all citations are included in the reference list and that every entry in the reference list is cited at least once. Delete any uncited references.
	Verify that the page numbers cited in the in-text citations fall within the ranges given in the reference list.
	Double-check that all foreign titles in the reference list are spelled correctly and have proper accentuation and capitalization.
	Greek titles should be written in the Greek alphabet and not transliterated into Latin characters. Only author names should be transliterated. We require that Greek entries should be accented according to the manner of their original publication.
	Any references to the Greek archaeological annuals (e.g., <i>ArchDelt</i> , <i>Prakt</i> , <i>ArchEph</i>) must include the volume number and relevant part if applicable (e.g., A', B', Chronika), and if they have a delayed date of publication (e.g., issue for 1995 was published in 1998), this information must also be included. E.g., Dumas, Ch. 1975. "Ανασκαφή Θήρας," <i>Prakt</i> 130 (A') [1977], pp. 212–229.
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Your final submission package should contain:	
	1 printed copy of the full manuscript (12-pt Times New Roman font; double-spaced, with the start of each paragraph indented; printed single-sided; and left unbound), including all tables and images.
	1 identical electronic copy of the manuscript text. Create a separate electronic file for each individual component of the manuscript. Each individual file should be numbered to start at page 1. Files should be named in a logical way (e.g., Jones_FrontMatter.docx, Jones_Ch1.docx, Jones_Ch2.docx, Jones_App1.docx, Jones_References.docx).
	Illustrations and tables: supply an electronic copy of each, accompanied by a printout. NO illustrations or tables should appear within the text files. Ensure all images meet INSTAP specifications. Files should be named in a logical way (e.g., Jones_Fig1.tif, Jones_Fig2.tif; Jones_Table1.docx, etc.).
	A separate list of image captions, including source credits.
	An abstract of 100–150 words.
	A signed copy of this form, with all relevant boxes checked to indicate completion.

I certify that I have performed all of the relevant checks listed above:

Signed: _____

Date: _____