

# Checklist for Initial Manuscript Submission



Before you submit your initial manuscript for review, please perform the following checks.

When all tasks are completed and boxes checked, please sign at the bottom and include this form in your package.

After we receive your package and verify that the manuscript is complete, it will undergo peer review. The resulting reports will be sent out as they become available.

## The Manuscript

Ensure that the manuscript follows INSTAP Academic Press Style Guidelines (latest version available at <a href="http://instapress.com/pdfs/INSTAPAcPress_StyleGuide_4thEd.pdf">http://instapress.com/pdfs/INSTAPAcPress_StyleGuide_4thEd.pdf</a> ).
Check that all parts of the manuscript are present (e.g., front matter, chapters, appendices, concordances, tables, and all images).
Check that all tables, figures, and plates are called out in consecutive order.
Check the text for consistency of spelling, punctuation, and capitalization.
Double-check all quotations for accuracy against their original source.
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 are 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.
Ensure that your manuscript does not contain anything that is in violation of any current Archaeological Institute of America policy on acquisition or publication of archaeological artifacts (see <a href="http://ajaonline.org/sites/default/files/AJA1092_Norman.pdf">http://ajaonline.org/sites/default/files/AJA1092_Norman.pdf</a> ).
Check the table of contents against the chapter titles. They should match.
Check illustrations and tables against front matter lists.

## Your initial submission package should contain:

3 identical printed copies 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.
A cover letter with your contact details, the names of all authors, and the names of people who have already seen the manuscript.
An abstract of 100–150 words.
A list of all scholars that have already seen the manuscript (this will help us choose anonymous reviewers).
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: \_\_\_\_\_