

# 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 with your submission.

After we receive your submission 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 the Press guidelines as described in the <a href="#">INSTAP Academic Press Style Guide</a> (5 <sup>th</sup> ed.).
	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., Doumas, 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 the <a href="#">American Journal of Archaeology Policy on the Publication and Citation of Undocumented Antiquities</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:	
	A single, long PDF containing all parts of the manuscript in order (front matter, chapters, appendices, concordances, tables, figures, and plates) with page numbers and all captions. Everything must be clear for peer reviewers.
	A cover letter with your contact details, the names of all authors, and the names of people who have already seen the manuscript (this will help us choose anonymous reviewers).
	A single-paragraph abstract of no more than 500 words.
	A signed copy of this form, with all relevant boxes checked to indicate completion.

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_