

Checklist for Final Manuscript Submission



Before submission of your revised manuscript following peer review, please perform the following checks, some of which differ from those required of the initial submission. Thorough preparation of this version of your manuscript, especially the electronic files, will speed up the production process. When all tasks are completed and all boxes are checked, sign at the bottom and include this form with your submission. After we receive your submission and verify that the manuscript is complete, we will issue a contract and schedule your manuscript for production.

The Manuscript	
	Ensure that the manuscript follows the Press guidelines as described in the INSTAP Academic Press Style Guide (7th ed.).
	Check that all parts of the manuscript are present and complete, with page numbers (front matter, chapters, appendices, concordances, tables, and all images). Each individual part should begin with page 1.
	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 American spelling, grammar, punctuation, and formatting.
	Clear any themes, styles, or collapsible headings applied in Microsoft Word. Do not add hyperlinks to the table of contents.
	Check the table of contents against the chapter titles. They should match. Check illustrations and tables against the lists in the front matter. All tables, figures, and plates must be called out in consecutive order in the text.
	Verify that bibliographic references are accurate, complete, up to date, and conform to INSTAP style. Entries should be listed in alphabetical and chronological order. ^{NEW} The publisher's name should be included in each reference entry, rather than the city of publication.
	Ensure that all citations are included in the list of references and that every entry in the list of references is cited at least once. Delete any uncited references. Verify that page numbers given in in-text citations fall within ranges listed in the references.
	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. All Greek entries should be accented using monotonic Greek, regardless of the format of the original publication.
	Any references to Greek archaeological annuals (e.g., <i>ArchDelt</i> , <i>Prakt</i> , <i>ArchEph</i>) must include volume number and relevant part if applicable (e.g., A', B', Chronika). Delayed date of publication (e.g., issue for 1995 was published in 1998), if applicable, must also be included. (E.g., Dumas, Ch. 1975. "Ανασκαφή Θήρας," <i>Prakt</i> 130 (A') [1977], pp. 212–229.)
	Double-check all quotations for accuracy against their original source.
	Obtain relevant permissions to reproduce copyrighted material (including images and tables not of your own making). See our Image Permission Form . For more information on copyright and permissions, see our Style Guide (7th ed.), §2.4.4.
Your final submission should contain:	
	1 printed copy of the full manuscript (double-spaced, single-sided, unbound, and with page numbers), including all tables and images.
	1 digital 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_App1.docx, Jones_References.docx).
	1 digital copy of each individual illustration and table. NO illustrations or tables should appear within the text files. Ensure all images meet INSTAP Academic Press Illustration Guidelines . Files should be named in a logical way (e.g., Jones_Fig1.tif, Jones_Table1.docx, etc.). Submit digital files via WeTransfer or Dropbox.
	Individual digital files of three or more high-quality color photos or drawings with large dimensions for the full-color cover. Also include high-quality photos of each main author or editor for the cover.
	An abstract of no more than 500 words.
	^{NEW!} A document listing alternative text describing the images for the digital accessibility of your manuscript (see our Style Guide [7th ed.], §2.5).
	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: _____

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