

# Checklist for Initial Manuscript Submission



Prior to submitting your manuscript for review, please complete the following checks to expedite the peer review 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, it will undergo peer review. 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> (7th ed.).
	Review manuscript for consistency using American spelling, grammar, punctuation, and formatting.
	Clear any themes or styles utilized in Microsoft Word. Do not add hyperlinks to the table of contents. Do not use collapsible headings.
	Check the table of contents against the chapter titles. They should match.
	Check illustrations and tables against the lists in the front matter.
	Check that all tables, figures, and plates are 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. <sup>*NEW*</sup> 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 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 in the reference list 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.
	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> .

## Your initial submission package (via WeTransfer or Dropbox) should contain:

	A single, long PDF containing all parts of the manuscript in order and with page numbers (front matter, chapters, appendices, concordances, tables, figures, and plates). Each individual part should begin with page 1. Tables, figures, and plates must have captions included. Everything must be clear for peer reviewers.
	A cover letter with your contact details, the names of all authors/contributors, and the names of people who have already seen the manuscript (to help us choose anonymous reviewers).
	An 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: \_\_\_\_\_