

### Checklist for Final Manuscript Submission

Before you submit your revised manuscript, we ask that you perform the following checks. When all relevant boxes are checked, please sign at the bottom and use this as a cover sheet.

- Check the text for consistency of spelling, punctuation, and capitalization.
- Double-check quotations for accuracy.
- Be sure that all citations in the notes and catalogue are included in the reference list and that every entry in the reference list is cited at least once.
- Verify that the page numbers cited in the notes fall within the ranges given in the reference list.
- Double-check all titles—and particularly foreign titles—for spelling and accents.
- Check the table of contents against the chapter titles [monographs only].
- Check list of illustrations and tables against caption list and text [monographs only].
- Include your name, address, and e-mail at the end of the reference list [*Hesperia* only].
- Include an abstract of about 100 words [*Hesperia* only].

#### The package should contain:

- One printed copy of the manuscript text. Text and notes should be double-spaced, single-sided in a consistent font type and style (we prefer 12-point Courier for English and KadmosU for Greek). Pages must be consecutively numbered, preferably in the upper right-hand corner. Margins of 1 in. (2.5 cm) should be left on all edges of the page.
- One identical electronic copy of the manuscript text. Create a separate electronic file for each component of the manuscript.
- Original artwork. All images should be accompanied by a photocopy or printout and should be named in a logical way, e.g., Smith\_Fig1.tif, Smith\_Fig2.tif. A professionally prepared proof should accompany color illustrations.
- A completed *Art Inventory Form* (downloadable from [www.ascsa.edu.gr/publications](http://www.ascsa.edu.gr/publications)).
- A separate list of image captions, including source credits.
- Copies of all necessary permissions for images or lengthy text extracts.
- A signed copy of this form, with all relevant boxes checked.

I certify that I have made all the relevant checks above:

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