

Checklist for Initial Manuscript Submission

Before you submit your initial manuscript for review for possible publication by the ASCSA, 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 that all parts of the manuscript, including copies of all illustrations, are present, and that pages are numbered consecutively.
- Ensure that the manuscript is made anonymous (to the extent that this is possible) so that the reviewers do not know who has written it.
- If there is a catalogue, make sure that all fields are complete.
- 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.
- Verify that your manuscript is in compliance with the ASCSA ethics policy [www.ascsa.edu.gr/index.php/publications/author-ethics-policy].
- Check the table of contents against the chapter titles [monographs only].
- Check list of illustrations and tables against caption list and text [monographs only].

The package should contain:

- Four identical printed copies [for monographs]. One copy [for *Hesperia*].
- A cover letter with all your contact details, the names of all authors, and names of people who have already seen the manuscript.
- An abstract of about 100 words.
- In the case of a publication of primary data from a fieldwork project, a letter of recommendation from the director of that project.
- A signed copy of this form, with all relevant boxes checked.

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

Signed: _____ Date: _____