Rev. 6/3/2026

ASCSA PUBLICATIONS

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 and confirm that each is cited properly.
- ☐ 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 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.
- ☐ Review your Editorial Assessment carefully to ensure that all recommended revisions have been implemented. Guidance that is eschewed is best discussed with the Publications Office in advance of your revised submission.

The final submission package should contain:

- ☐ One electronic copy of the manuscript text (Word .docx files). Create a separate electronic file for each component of the manuscript (e.g., Smith_frontmatter.docx, Smith_Chap1.docx, Smith_Chap2.docx). All tables should be submitted as individual Word files (e.g., Smith_Table1.docx).
- ☐ Original artwork. All images should be named in a logical way, e.g., Smith_Fig1.tif, Smith_Fig2.tif, Smith_Fig3a.tif, Smith_Fig3b.tif. If drawings are natively vector (i.e., created in Adobe Illustrator or similar), please send the EPS or AI file.
- ☐ A single list of figure captions, including source credits. [This will also serve as your List of Illustrations; do not submit a separate List of lllustrations.]
- ☐ A Word file providing alt text (and, where necessary, long descriptions) for all illustrations and tables.
- ☐ A completed *Art Inventory Form* (downloadable from www.ascsa.edu.gr/publications).
- ☐ A completed *Provenance Worksheet* (downloadable from www.ascsa.edu.gr/publications).
- ☐ Copies of all necessary permissions for images or lengthy text extracts.
- ☐ A cover letter detailing the changes made to the revised version based upon the referee reports and the editorial assessment.
- ☐ A signed copy of this form, with all relevant boxes checked.

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

Signed: _____ Date: _____