

ASCSA PUBLICATIONS

Checklist for Final Manuscript Submission to *Hesperia*

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.
- Include your name, address, and e-mail at the end of the reference list.
- Include an abstract of no more than 115 words.

The final submission 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 Times New Roman 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, e.g., Smith_Text/Notes.docx, Smith_Refs.docx, Smith_Captions.docx. Source credits should be included with the captions. All tables should be submitted as individual Word files.
- 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, 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 completed *Art Inventory Form* (downloadable from www.ascsa.edu.gr/publications).
- Photocopies of extensive passages in Greek (for proofreading purposes).
- Copies of all necessary permissions for images or lengthy text extracts. All permissions must be present at the time of final submission.
- A cover letter detailing the changes made to the revised version based upon the referee reports and the Editor's editorial assessment.
- A signed *Copyright Transfer Form*.
- A signed copy of this form, with all relevant boxes checked.

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

Signed: _____ Date: _____