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ASCSA PUBLICATIONS

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 include this with your submission. If it is found that any of these points were overlooked, the manuscript may be returned for correction, thus causing delay in the review process.

- ☐ Check that all parts of the manuscript, including copies of all illustrations, are present, and that pages are numbered consecutively. All figures should be labeled by figure number or caption. Be sure to use footnotes, not endnotes.
- ☐ 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 the order of elements is consistent across all entries.
- ☐ 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 [https://www.ascsa.edu.gr/publications/about-publications/publication-policies].

Your submission should contain:

- ☐ Three PDFs: one containing frontmatter, text, notes, figure captions (with source credits), and references; a second containing all tables; and a third containing all figures (labeled by figure number or full caption). No printed hardcopy is necessary.
- ☐ A cover letter with your contact details, the names of all authors and contributors, and the names of people who have already seen the manuscript, and a disclosure regarding the use of any generative or assistive AI tools in the creation of the manuscript and illustrations..
- ☐ An abstract of ca. 250 words (Word .docx format).
- ☐ In the case of a publication of primary data from a fieldwork project, a letter of recommendation from the director of record for the project.
- ☐ A signed copy of this form, with all relevant boxes checked to confirm compliance.

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

Signed: _____ Date: _____