

# AJA

## American Journal of Archaeology

### Initial Manuscript Submission Checklist

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This checklist will help you prepare for online submission of your initial manuscript for review for possible publication in the *AJA*.

- All parts of the manuscript are included: Word file of abstract, text, table captions, figure captions, appendix captions, list of works cited, and endnotes, with pages numbered consecutively. Separate Word files of tables and catalogues or appendices. Refer to previous issues of the journal for correct catalogue format.
- Format and spacing of manuscript text follows *AJA* guidelines.
- Figures and tables are in the correct order, correctly labeled, and included in the list of captions.
- Supplementary content follows *AJA* formatting guidelines.
- Author information is not included (to allow for blind review). This includes stripping all such information from document and figure files.
- Text has consistency of spelling, punctuation, and capitalization. Refer to *AJA* Editorial Style ([www.ajaonline.org/submissions/editorial-style](http://www.ajaonline.org/submissions/editorial-style)).
- Greek or other special characters are in New Athena Unicode (<http://apagreekkeys.org/NAUdownload.html>).
- Quoted material is accurate. This is especially critical for quotations in languages other than English.
- All citations in endnotes, figure captions, tables, catalogues, and appendices are included in the list of works cited and every entry in that list is cited.
- Cited page numbers are correct and fall within the ranges given in the list of works cited.
- All titles in the list of works cited—particularly foreign titles—are accurate for spelling and accents, and all publication information is included.
- All contact information is readily available for entering on the submissions website; this information will not appear on the PDF generated for reviewers.
- In the case of publication of primary data from a fieldwork project, the director of that project has confirmed permission to publish the material.
- The manuscript is in compliance with the AIA policy on recently acquired antiquities (see N.J. Norman, "Editorial Policy on the Publication of Recently Acquired Antiquities," *AJA* 109 [2005] 135–36; [www.ajaonline.org/sites/default/files/AJA1092\\_Norman.pdf](http://www.ajaonline.org/sites/default/files/AJA1092_Norman.pdf)).

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