# *ANNUAL OF THE BRITISH SCHOOL AT ATHENS*
# CHECKLIST

Before submitting their articles, authors are asked to ensure that all relevant items listed below have been included/followed, and to tick the appropriate boxes accordingly (please tick boxes by clicking in them). The author (the corresponding author in the case of multi-author articles) should then insert their name and the date and send the checklist to one of the Co-Editors along with the completed manuscript.

☐ **Spelling** – British spelling is used; also 's' rather than 'z' in words such as 'recognise'.

☐ **Article title** – concise, with no footnotes.

☐ **Authors** – names and short affiliations (e.g. *University of Chigley*) of all authors are specified.

☐ **English abstract** – short (max. 300 words); no footnotes or citations of sources.

☐ **Main text** – divided into headed sections (max. four levels of heading).

☐ **Footnotes** – included (using an integrated footnotes facility).

☐ **Figures and tables** – not embedded within the text, but supplied pasted into a contact sheet document. No 'place markers' for figures and tables. All figures and tables are mentioned in the text, and all are numbered in the order in which they are first mentioned. Where groups of images are supplied as one figure, individual components are labelled '(a)', '(b)', '(c)', etc. within the figure itself.

☐ **Citations** – 'Harvard'-style citations are used for modern works, except corpora and other standard works (for which abbreviations are used); 'et al.' is used only where there are four or more authors.

☐ **Numbers** – maximum elision is used, except where specified in the *Annual*'s Guidelines.

☐ **Acknowledgements** – placed in a section at end of the main text (not in a footnote).

☐ **Corresponding author** – email contact address of just one author is given.

☐ **Appendix (if included)** – any figures or tables in an appendix are numbered separately (e.g. 'Table A1'). Please consider including Appendices in the online-only Supplementary Materials.

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☐ **Greek title/abstract** – included (NB: applies to native Greek speakers only; in other cases these can be produced by the Co-Editors in conjunction with a Greek-speaking academic on payment of a fee).

☐ **Figure captions** – placed at end of article. They do not include any information about scale (where necessary, scale bars are included within the images themselves).

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*Revised 25 April 2023.*