



# KLEOS | Submission Checklist

AMSTERDAM BULLETIN OF ANCIENT STUDIES AND ARCHAEOLOGY

This checklist will help you prepare for online submission of your paper for review eligible for publication in the Kleos.

- All parts of the paper - abstract, text, references, footnotes, figure captions, tables, catalogues, appendices - are included, and pages are numbered consecutively.
- Figures and tables are:
  - a) listed in the submission form;
  - b) uploaded to the submission form and correctly labelled (see guidelines for filename format);
  - c) for every figure or table highlighted captions are included in the text, indicating the preferred position in the text.
- Supplementary content follows Kleos formatting guidelines.
- Author information is solely presented on the title page (to allow for blind review). Note: a reviewer should not be able to deduce the author's identity from the rest of the document or the visual presentation of the figure or table files.
- Text has consistency of spelling, punctuation, and capitalization. See *Kleos* Guidelines
- 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 or Dutch.
- All citations in footnotes, figure captions, tables, catalogues, and appendices are included in the list of references 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 on the submission form; this information will not appear on the PDF generated for reviewers.
- In case of publication of primary data from a fieldwork project, the director of that project has confirmed permission to publish the material.