**Checklist for submission of a final project paper**

**for the following project types:** Epidemiological research, Laboratory research, Policy paper

***This checklist should be submitted filled and signed by the student alongside the final paper***

**General:**

1. The final project’s paper will include all of the items listed below.
2. A final paper submitted not according to the instruction will be returned for corrections.
3. The final paper will be submitted both in WORD and PDF format to the following email: [sphprojects@tauex.tau.ac.il](mailto:sphprojects@tauex.tau.ac.il)
4. Additional documents to be submitted (applicable to all types of papers):
   1. Signed supervisor form – will be sent directly from the supervisor to the committee at [sphprojects@tauex.tau.ac.il](mailto:sphprojects@tauex.tau.ac.il)
   2. Lab safety form signed by the supervisor (if the project is done in a lab).
   3. Ethical approvals from the TAU’s [ethical committee](https://acad-sec.tau.ac.il/senate/etics) and from the Helsinki’s committee in the medical institution in which the study took place.
5. It is the student’s responsibility to ensure that the paper follows closely all instructions and check each item below.

**The checklist:**

|  |  |  |
| --- | --- | --- |
|  | **Check box** | **Comments** |
| Font type: Times New Roman  Size: Main title – 16; Secondary titles – 14; text – 12  Titles are aligned to the left  Double spacing  2.5 cm margins on all sides  Page number in the bottom center of each page |  |  |
| Abbreviations:   * Full description on the first appearance in both the abstract and the text (e.g., “BP (Blood Pressure)”) * Each abbreviation in a table/figure must be clarified in the legend of that table/figure |  |  |
| **Parts of the final paper:** | | |
| 1. **Title page** (including signatures) – according to the format found on the School’s website.   The title page will include the type of final paper. |  |  |
| 1. **Table of contents** |  |  |
| 1. **Lists** (Tables, Figures, Formulas, and Abbreviations (in alphabetical order) |  |  |
| 1. **Abstract** – up to 500 words, structured (Introduction, Objectives, Methods, Results, Discussion) |  |  |
| 1. **Keywords** – up to five; immediately after the abstract |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Main Body (up to 40 pages)** |  |  |
| 1. Introduction (background & the study rationale) |  |  |
| 1. Objectives and Hypotheses |  |  |
| 1. Methods |  |  |
| [1] Study type and procedure |  |  |
| [2] Study population (including inclusion/exclusion criteria) |  |  |
| [3] Variables (operative definition of dependent, independent and confounding factors) |  |  |
| [4] Tools (and their validity), data collection |  |  |
| [5] Statistical analysis |  |  |
| [6] Sample size/Power calculation |  |  |
| [7] Ethical considerations |  |  |
| 1. Results – description of the findings in text, tables, and figures |  |  |
| 1. Discussion & Conclusions – discussion of the primary findings in comparison to the literature, summary of main findings, and conclusions; Address the study limitation, validity, and possible biases and the way they were treated |  |  |
| 1. **Bibliography** – Follow Vancouver style |  |  |
| 1. **Appendices** (e.g., questionnaires, ethical approvals, etc.) |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| Signature |  | ID Number |  | Student’s name |

**Date:** Click or tap to enter a date.