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

**for the following project types:** Literature Review

***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
4. Signed supervisor form – will be sent directly from the supervisor to the committee at sphprojects@tauex.tau.ac.il
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 RomanSize: Main title – 16; Secondary titles – 14; text – 12Titles are aligned to the leftDouble spacing2.5 cm margins on all sidesPage number in the bottom center of each page | [ ]  | Click or tap here to enter text. |
| 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
 | [ ]  | Click or tap here to enter text. |
| **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.
 | [ ]  | Click or tap here to enter text. |
| 1. **Table of Contents**
 | [ ]  | Click or tap here to enter text. |
| 1. **Lists** (Tables, Figures, Formulas, and Abbreviations (in alphabetical order)
 | [ ]  | Click or tap here to enter text. |
| 1. **Abstract** – up to 500 words, structured (Introduction, Objectives, Methods, Results, Discussion)
 | [ ]  | Click or tap here to enter text. |
| 1. **Keywords** – up to five; immediately after the abstract
 | [ ]  | Click or tap here to enter text. |
| 1. **Main Body (up to 40 pages)**
 | [ ]  | Click or tap here to enter text. |
| 1. Introduction (background & the study rationale)
 | [ ]  | Click or tap here to enter text. |
| 1. Objectives
 | [ ]  | Click or tap here to enter text. |
| 1. Methods
 | [ ]  | Click or tap here to enter text. |
| [1] Criteria for article inclusion (including year of publication, languages, keywords…) | [ ]  | Click or tap here to enter text. |
| [2] Sources of information | [ ]  | Click or tap here to enter text. |
| [3] Search and studies selection | [ ]  | Click or tap here to enter text. |
| [4] Data/information collection | [ ]  | Click or tap here to enter text. |
| [5] Types of information/variables | [ ]  | Click or tap here to enter text. |
| 1. Results pertaining to the following:
 | [ ]  | Click or tap here to enter text. |
| [1] Study selection – number of studies that were screened, reasons for non-inclusion; the use of a flow-chart is advisable. | [ ]  | Click or tap here to enter text. |
| [2] Study characteristics – the type of information extracted from each study (sample size, methods, findings…) | [ ]  | Click or tap here to enter text. |
| [3] Biases in the original studies selected | [ ]  | Click or tap here to enter text. |
| [4] Main findings of the original studies selected | [ ]  | Click or tap here to enter text. |
| 1. Discussion – including reference to the limitation of the studies included and the literature review generated
 | [ ]  | Click or tap here to enter text. |
| 1. **Bibliography** – Follow Vancouver style
 | [ ]  | Click or tap here to enter text. |
| 1. **Appendices** (as needed)
 | [ ]  | Click or tap here to enter text. |

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|  |  | 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.