**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](mailto: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](mailto: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 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 |  | 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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 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.