**Checklist for submission of the project paper proposal**

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

**General:**

1. The project paper proposal will include all of the items listed below.
2. A proposal submitted not according to the instruction will be returned for corrections.
3. The proposal 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 proposal follows closely all instructions and check each item below.

**The checklist:**

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| --- | --- | --- |
|  | **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. |
| **Parts of the proposal:** | | |
| 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. **Abstract** – up to 500 words, structured (Introduction, Objectives, Methods) |  | Click or tap here to enter text. |
| 1. **Keywords** – up to five; immediately after the abstract |  | Click or tap here to enter text. |
| 1. **Student's role in the work** |  | Click or tap here to enter text. |
| 1. **Proposed schedule/timeline** |  | Click or tap here to enter text. |
| 1. **Ethical considerations (if relevant)** |  | Click or tap here to enter text. |
| 1. **Bibliography** – Follow Vancouver style |  | 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.