**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
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 proposal 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. |
| **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.