**Checklist for submission of a final project paper as a scientific paper manuscript**

**for the following project types:** Literature review, Epidemiological research, Laboratory research, Policy paper; Does NOT apply for research proposal

***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. 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
	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:**

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| --- | --- | --- |
|  | **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. |
| In writing of the manuscript, the student must adhere to an appropriate manuscript preparation checklist:For observational studies use "Strengthening the Reporting of Observational studies in Epidemiology" – STROBEFor Literature Reviews use "Preferred Reporting Items for Systematic Reviews and Meta-Analyses" – PRISMATo select the most appropriate checklist visit the "Enhancing the QUAlity and Transparency Of health Research" – EQUATOR's website at <https://www.equator-network.org>  | [ ]  | Click or tap here to enter text. |
| 1. **Bibliography** – Follow Vancouver style
 | [ ]  | Click or tap here to enter text. |
| 1. **Appendices** (e.g., questionnaires, ethical approvals, etc.)
 | [ ]  | Click or tap here to enter text. |
| 1. The filled and signed checklist (e.g., STROBE, PRISMA)
 | [ ]  | Click or tap here to enter text. |
| 1. Questionnaires (if applicable)
 | [ ]  | Click or tap here to enter text. |
| 1. Ethical approvals (if applicable)
 | [ ]  | Click or tap here to enter text. |

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| Signature |  | ID Number |  | Student’s name |

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