

The Academic Secretariat - Research Students Section

Guidelines for submission of a dissertation paper

The dissertation paper will be submitted to the unit (faculty) PhD committee via the midrasha's secretariat in 2 printed copies in a quarto or A4 size, with a double space.

The paper will be bound in a temporary binding that will allow for the insertion of corrections if necessary. In addition, the midrasha's secretariat should also be sent, via email (nuritr@tauex.tau.ac.il), a PDF copy of the paper plus an abstract, a C.V. and a list of publications.

The scope of the dissertation paper will not exceed 120 pages, not including the bibliography.

The dissertation paper will include an abstract in both the Hebrew and the English language, which will not exceed 5% of the entire essay.

The following documents should be attached (as addenda, rather than in the paper itself) to the dissertation paper:

A. An abstract of the paper in Hebrew or English, which will be submitted in 2 copies printed on ordinary paper in a quarto or A4 size. The advisor(s) should be signed on one copy of the abstract (not the original).

The abstract will be no longer than 3 pages. At the top of the page, the name of the student and subject of the dissertation paper should be stated.

B. List of publications (see the attached guidelines).

C. C.V. (see the attached guidelines).

The gist of the paper, list of publications and C.V. will be distributed to the Senate members after the paper is approved by the committee for research students, and therefore the material should be prepared neatly.

D. A letter from the advisor(s) which approves the submission of the paper to the unit committee for the purpose of judgment.

The advisor(s) must concurrently arrange for the departmental committee to send a letter to the unit PhD committee which approves the submission of the paper for judgment, with a list of recommended judges attached.

E. The student must ensure that grades for all of the classes they've taken, both mandatory and elective, are in their file.

Also, once the paper is submitted, the student will be given a form to be signed at the tuition fee unit, which confirms that they have no more student debts.

After the university Senate ratifies granting a "Doctor of Philosophy" degree, the research student will have to submit the dissertation paper, in 2 additional bound copies + a CD, to the research students section at the academic secretariat. An example for the outer format of the dissertation paper is attached. Also, guidelines for the submission of a C.V. and list of publications are attached.

(Outer cover)

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.....

(Subject of the research paper)

Essay for the purpose of receiving a "Doctor of Philosophy" degree

By:

.....

(Name of the research student)

Submitted to the Tel Aviv University Senate

.....

(Date: month, year)

.....

(Inner cover)

.....
.....

(Subject of the research paper)

Essay for the purpose of receiving a "Doctor of Philosophy" degree

By:

.....

(Name of the research student)

Submitted to the Tel Aviv University Senate

.....

(Date: month, year)

At the center of the second page (unnumbered), the following headline will appear:

This paper was written with the advisement of

.....

(advisor's name)

.....

At the top of the third page (unnumbered), the following headline will appear:

Table of Contents

.....

At the top of the fourth page (unnumbered), the following headline will appear:

Abstract

(outer cover)

.....
.....
(subject of the thesis)

THESIS SUBMITTED FOR THE DEGREE "DOCTOR OF PHILOSOPHY"
BY

.....
(name of research student)

Submitted to the Senate of Tel Aviv University

.....
(date: month, year)

.....
(inner cover)

.....
.....
(subject of the thesis)

THESIS SUBMITTED FOR THE DEGREE "DOCTOR OF PHILOSOPHY"
BY

.....
(name of research student)

SUBMITTED TO THE SENATE OF TEL AVIV UNIVERSITY

.....
(DATE: MONTH, YEAR)

At the center of the second page on the left (unnumbered), the following:

This work was carried out with the advisement of

.....

(name(s) of advisor(s))

.....

At the top of the third page on the left (unnumbered), the following headline will appear:

Table of Contents:

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At the top of the fourth page on the left (unnumbered), the following headline will appear:

Table of Contents

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At the top of the fourth page on the left (unnumbered), the following headline will appear:

Abstract

Research Students Section

Academic Secretariat

Guidelines for submitting a C.V.

- A. At the top, the research student's name and the date will appear.
- B. The C.V. will be submitted in the Hebrew language.
- C. The C.V. should be submitted printed on an ordinary quarto or A4 paper – original + 4 copies.
- D. The list will include the following items:
 - Date and place of birth
 - Date of making Aliyah and the country it was made from.
 - Names of the schools attended, stating beginning and end dates.
 - Names of higher education institutes attended, stating the subjects studied, the degrees and the beginning and end dates.
 - Workplaces, stating the position and the time period of the work.
 - Listing of courses and vocational training.
 - Participation in scientific conferences and other scientific and professional activity.
 - Family status and other personal details, at the submitter's discretion.

Research Students Section

Academic Secretariat

Guidelines for submission of a list of publications - for students of exact sciences, life sciences, engineering and medicine.

- A. At the top of the publication list, the research student's name and the date will appear.
- B. The publication list should be submitted in the Hebrew language, except for scientific works which were published in foreign journals, which will be listed in the language of their publication.
- C. The list of publications should be submitted in 5 copies, printed on an ordinary quarto or A4 paper.
- D. The list will include the following items:

1. Books

Please state the authors' names by order of appearance, year of appearance, title of the book, volume number (if applicable), pages, publisher, location.

2. Articles or chapters in books and scientific collections

Please state the name(s) of the author(s), year of appearance, title of the article or chapter, title of the book, editors' names, pages, publisher, location.

See below examples for correct writing:

1. Scientific journal article:

Lowry, O.H., N.J.Rosebrough, A.L. Farr, and R.J. Randall. 1951
Protein measurement with the Folin phenol reagent, J. Biol. Chem. 193:265-275

2. Chapter of a book or scientific collection:

Daniel & S.L.1980. Mechanism involved in sorption of microorganisms to solid "surfaces in: "Adsorption of Microorganisms of surfaces
G. Bitton and K.C. Marshall (Eds) p. 7-58. John Wiley and sons, New York.

3. Articles accepted for print

Please state the authors' names by order of appearance in the publication, title of the article, title of the journal.

4. Articles delivered for print

See Section 3

5. Reports and briefs, lectures given in congressional and committee meetings.