

## Checklist pre-submission of FPHMI Public Health Reports

Version 1.3

January 2026

This checklist is an aid for candidates who are planning submission of PHRs for Part II FPHMI. From January 2022, candidates are expected to have read this document and comply with the contents when preparing and submitting PHRs. The formatting and referencing of PHRs will be examined with reference to this checklist.

		Completed (please tick)
<b>Submission</b>	Information in the MFPHMI Regulations and in the MFPHMI Part II Public Health Reports (PHRs) Guidance, available <a href="#">HERE</a> , must be read prior to finalising your PHR and preparing it for submission.	
<b>General Formatting</b>	Uniform left (at least 3.5cm) and right (2.5cm) margins continue throughout the entire PHR.	
	Font size should be 12; both font size and style should be consistent throughout the PHR.	
	Larger font sizes, bold, italics and underlining may be used to distinguish chapter heading and section headings, but they must be applied consistently throughout the PHR	
	Text appears in a single column on each page and is double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)	
	Text is left-justified.	
	Pages do not contain running headers or footers, aside from page numbers.	
	Formatting for tables, figures, and illustrations is consistent throughout the entire document; headings and captions for the associated elements are on the same page.	
	In general, aim to keep tables on one page, use landscape to achieve this where possible.	

<b>Language</b>	PHR may be written in the first person or third person. If using active voice, be sure it is clear to the reader the components of the report conducted by the candidates versus components conducted by others.	
	Use tenses correctly throughout.	
	UK spelling (not US) checked and correct, e.g. programme, not program. <i>Note:</i> An exception is when quoting the title of a reference using US spelling.	
	Grammar checked and correct.	
	Do not start a sentence with a number, but if this is necessary, then write it in text rather than numerals (i.e. Twenty one percent rather than 21%.)	
	Percentages in text should be rounded up or down to one decimal point.	
<b>Page Numbering</b>	Title page, no page number.	
	Use lower case roman numerals up to Chapter 1 and then start numbering using arabic numerals.	
	Page numbering continues consistently throughout the references and appendices.	
	All page numbers are centred at the bottom of the page.	
<b>Word Count</b>	The word count should not exceed 10,000 words (also applicable if corrections/amendments are required after the exam has taken place), excluding the title page, table of contents, acknowledgements, abbreviations, summary, appendices, declaration to acknowledge the use of Generative Artificial Intelligence (Generative AI) and references. Tables/figures/footnotes are included in the word count.	
	Submit electronic PHRs in word, not PDF, to facilitate checking of word count.	
<b>Title Page</b>	At least 2.5cm margin at the top of the page.	
	Title in capital letters and centred.	
	Full name centred below the title.	
	Statement correctly specifying "Public Health Report submitted as part requirement for Membership of the Faculty of Public Health Medicine of the Royal College of Physicians of Ireland".	
	Date e.g. "May 2021".	
<b>Dedication, Acknowledgement(s)</b>	Acknowledgements(s) begin on a new page.	

<b>Table of Contents</b>	Pages preceding the table of contents are not included, but all parts of the document that follow are included (i.e. lists of tables /figures, abbreviation list, chapters, appendices, references)	
	Each entry is aligned with the document's left margin or indented using consistent tabs.	
	Lists the titles of each chapter, plus all Heading Level 2's – these are the main sections within each chapter. Do not list any subsections.	
	All corresponding page numbers are accurate, and leaders (lines of periods) fill out the space between the end of the entry and the page number; the last digit of each number lines up on the right margin.	
	Information included in the table of contents matches the headings, major subheadings, and numbering used in the body of the document exactly.	
<b>Lists of Tables, Figures, Illustrations</b>	Each entry includes a number, title, and page number	
	Tables, figures, and illustration have been assigned an arabic numeral in the order in which they appear referenced in the text.	
	Numerals and titles align with the left margin or are indented using consistent tabs	
	Entries taking up more than one line are broken up about three-fourths of the way across the page and the rest of the text is placed on a second line, single-spaced between the two lines of text.	
	Each entry is single-spaced, with a double space between entries.	
	All corresponding page numbers are accurate and leaders (lines of periods) fill out the space between the end of the entry and the page number; the last digit of each number lines up on the right margin.	
	All tables, figures and illustrations need to be referenced in the text.	
	Screenshots of tables and/or text are not allowed.	
<b>List of Abbreviations</b>	Abbreviations are arranged alphabetically.	
	Each entry is aligned with the document's left margin or indented to the right of the left page margin using consistent tabs.	
	Each entry is single-spaced, with a double space between entries.	
<b>Summary</b>	The text of the summary must be no longer than 500 words.	

<b>Chapters</b>	Each Chapter begins on a new page.	
	Headings and subheadings are consistently formatted throughout the document.	
<b>References</b>	References begin on a separate page after the chapters.	
	All references to use Vancouver style, see <a href="https://libguides.ucd.ie/vancouverstyle">https://libguides.ucd.ie/vancouverstyle</a> .	
	Citation should follow a punctuation mark, not precede it or fall after a word in the middle of a sentence.	
	All entries are single-spaced within each entry and single-spaced between entries.	
<b>Appendices</b>	Appendices appear after the references.	
	The appendices should include additional material to demonstrate communication of the work. See MFPHMI amended Regulations for examples of what to include.	
	Appendices should not constitute more than 25% of the total pages presented in the PHR.	
<b>Tables</b>	Give all numbers to 1 decimal place.	
	Give RRs and ORs and CIs to 2 decimal places.	
	Abbreviations in tables to be explained in footnotes.	
	Spellcheck tables.	
	Do not split tables over pages. Break the table, add a continued heading and ensure column headers.	
	Table number and title appear above each table.	
	Table note (if any) appears below each table.	
	Tables fit within margins.	
	Tables are cleanly formatted, with the least number of horizontal and vertical lines to separate main elements.	
<b>Figures</b>	Figure number, title, and note appear below each figure. Do not provide additional titles above figures.	
	Figures fit within margins.	
	Figures to be correctly produced, labelled, including appropriate Titles, Axis labels and footnotes.	
<b>Acknowledging the use of AI tools and technologies</b>	Reference the use of Generative AI by including a declaration to acknowledge the use of Generative AI in your report to create clarity and transparency.	
	A declaration should appear after References and before Appendices.	

	A declaration should be formatted to be consistent with other sections of your report in terms of font type, size and spacing.	
	<p>A declaration should describe:</p> <ul style="list-style-type: none"> <li>• Name and version of all of the Generative AI tools or technologies used</li> <li>• Publisher (company that developed the Generative AI system)</li> <li>• URL of the Generative AI system</li> <li>• Purpose of using the Generative AI tools or technologies in the process of writing your report.</li> <li>• Prompts you used in the Generative AI tools or technologies</li> <li>• Explanation of how the output from the Generative AI tools or technologies was used in your report</li> </ul>	
	Refer to <i>Template 1</i> or <i>Template 2</i> on the following pages for more information on examples of a declaration on the use of Generative AI.	

Template 1

Declaration - Acknowledgement of the use of Generative AI

Components for inclusion in Declaration	Examples of wording to address each component of the declaration
Name, version, publisher & URL of the Generative AI tools or technologies used.	I acknowledge the use of Generative Artificial Intelligence (AI) [Insert name of Generative AI tool used, version, publisher, URL] in the preparation of this Public Health Report
Purpose of using the AI tools or technologies in the process of writing your report.	<p>I acknowledge the use of [ Insert name of Generative AI tool ] to help me evaluate ...</p> <p>I acknowledge the use of [Insert name of Generative AI tool ] to help me brainstorm ...</p> <p>I acknowledge the use of [Insert name of Generative AI tool ] to help me generate ...</p>
Prompts you used in the AI tools or technologies.	I entered the following prompts: ...
Explanation of how the output from the AI tools or technologies was used in your report.	<p>I used the output as a starting point for generating ideas ...</p> <p>I reviewed the feedback generated by ...</p>

Example of wording for a Declaration on the acknowledgement of the use of Generative AI

“I acknowledge the use of Generative Artificial Intelligence (AI) [ChatGPT version 5.2, published by Open AI, available at: chatgpt.com] in the preparation of this Public Health Report.

I used ChatGPT to help me brainstorm on attitudes to vaccine hesitancy in Ireland. I entered the following prompt(s): “Key drivers of vaccine hesitancy in Ireland”. I used the output as a starting point for identifying gaps in the literature to help me develop my research question for this Public Health Report.”

*Template 2*

Declaration - Acknowledgement of the use of AI

I have not used any AI tools or technologies to prepare this assessment.