

Checklist pre-submission of FPHMI Public Health Reports

Version 1.2

June 2024

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)
Submission	Information in the MFPHMI Regulations and in the MFPHMI Part II Public Health Reports (PHRs) Guidance, available HERE , must be read prior to finalising your PHR and preparing it for submission.	
General Formatting	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.	

Language	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. Note: 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	
Page numbering	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	
Word count	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, and references. Tables/figures/footnotes are included in the word count.	
	Submit electronic PHRs in word, not PDF, to facilitate checking of word count	
Title Page	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"	
Dedication, Acknowledgement(s)	Acknowledgements(s) begin on a new page	
Table of Contents	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	
Lists of Tables, Figures, Illustrations	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	
List of Abbreviations	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	
Summary	The text of the summary must be no longer than 500 words	
Chapters	Each Chapter begins on a new page	
	Headings and subheadings are consistently formatted throughout the document.	

References	References begin on a separate page after the chapters	
	All references to use Vancouver style, see https://libguides.ucd.ie/vancouverstyle	
	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	
Appendices	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	
Tables	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.	
Figures	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	