

CURRICULUM VITAE AND BIBLIOGRAPHY FORMAT

Every faculty member should maintain a well-organized, up-to-date curriculum vitae and bibliography. It should be dated and the pages numbered. Note that some elements listed may not be applicable to all.

1. Personal data: name; business address; education with dates, places, and types of degree; postgraduate training with dates and places.
2. Professional appointments: dates, names of institutions and departments (if applicable), academic rank of the appointment
3. **Professional** licensures and certifications, if applicable, e.g., board certification, professional licenses.
4. Membership in professional societies
5. Professional honors and awards
6. Professional service (e.g., grant review panels, editorial boards, professional societies, advisory bodies)
7. Service on institutional committees (department, school, university), including the name of the committee and dates of service
8. Teaching activities: summarize in CV or in a separate brief document appended to CV
9. Research support: past and present support, including the granting agency; years; project title; role, i.e., principal investigator, co-investigator; the percent effort; total direct costs awarded. Applications pending review should be included. Unfunded applications may also be listed.
10. Bibliography: listed in standard reference style and organized by category - books, articles, refereed publications, non-refereed publications, abstracts, conference presentations, etc. Articles or books listed but not yet published are to be identified as submitted, accepted, or in press. List in chronological order, preferably most recent first.

Case Western Reserve University's editorial style guide at <https://www.case.edu/umc/communications/editorial-writing/editorial-style-guide/> is a reference source for the mechanics of written communications.