

## Cooper Medical School of Rowan University Curriculum Vitae Guidelines

All CVs for appointment and promotion **must adhere to CMSRU format**. Please use the following guidelines when preparing your submission.

1. Times New Roman - 11 point font **required**.
2. All headings must be listed in the order indicated. You may not change heading names, remove headings or reorder headings.
3. If you have nothing to enter underneath a heading, indicate not applicable (N/A). Do not leave blank.
4. All entries under each heading must be listed in **chronologic order (oldest to most recent)**. Please see instructions under each heading below for information required in that section.
5. **GAPS** in employment/education of **more than 12 months after medical school must be accounted for**. Please enter in “Other” section at end of document (i.e. moved to a new city, traveled for a year, took break to raise children, worked between medical school and post doctorate, etc.).
6. Update CV Header (page two and forward) prior to submission to include name and correct pagination.

### Publications/Presentation Section:

Please refer to the AMA citation style guide posted on the CMSRU website for required citation format. If these guidelines are not followed, your packet will be delayed and returned to you for revision.

7. Style for citations should follow AMA format as seen below. PubMed ID or DOI number should be included. All authors must be listed in the originally published order. If more than 6 authors, et. al. may be used but only after your name is cited on the publication. Please number all publications in each section.
  1. **Berson SA, Yalow RS.** Quantitative aspects of the reaction between insulin and insulin binding antibody. *J Clin Invest.* 1998 Nov; 38: 1996-2016. PMID: 13799922
8. Papers “submitted for publication” or “in preparation” may not be included. Papers “in press” may be included - note “in press” at end of citation.
9. Book chapters should provide authors and title of chapter as well as editor(s) and title of book, publisher, city, year, inclusive pagination and ISBN if available.
10. Lifetime Publications Section on Review Sheet (4A) - Principal author refers to first author or last (senior) author. If there are only 2 authors on the listing, please use your judgment as to whether you served in a secondary role or as senior/ supervising” author.
11. Invited lectures (ex. Visiting Professorships, Grand Rounds outside of home institution, and invited talks at regional, national, and international meetings). All should include title, name of site/meeting and date (month/year).

## Section Descriptions and Instructions

### COOPER MEDICAL SCHOOL OF ROWAN UNIVERSITY Curriculum Vitae

Date: Month, Year

**Name:** First name, last name, and degree(s) only

**Title:** Current title (i.e. Program Director, Division Head, Attending Physician, Teaching Faculty, etc.) at CMSRU/Rowan or CUHC.

**Office Address:**

**Education:** List chronologically starting with earliest degree. Provide start time and end time by month/year, degree earned and major, institution, location (city/state or city/country if outside the US) for all degrees earned. Medical school name must mirror school name on your diploma.

**Postgraduate Training:** List chronologically starting with earliest position. Provide start time and end time by month/year, type of training (residency, postdoctoral fellowship, research associate), institution, location (city/state or city/country if outside the US)

**Academic Appointments:** List chronologically starting with earliest faculty position at a medical school. Provide start time and end time by month/year, appointment type (instructor, assistant professor, etc.) institution, city/state.

**Hospital Appointments:** List chronologically starting with earliest position. Provide start time and end time by month/year, appointment type (attending physician, division head, program director, etc.) institution, city/state.

If you worked in ambulatory practice or at non-health system institutions after completion of medical school, you may place work history in this section. Please change title of section to Hospital Appointments/Work History.

**Licensure:** List chronologically starting with earliest - include issue date, expiration date and type of license. License numbers are not required.

**Specialty Board Certification:** List chronologically starting with earliest - include current Board certification/recertification date. If board eligible, please note this and, if known, indicate scheduled date of upcoming certification exam. You may list "Added Qualification Certifications" but do not list other types of certifications in this section (i.e ACLS, BLS, etc..).

**Professional Organizations/Committees:**

International, national, regional, local. Note name of organization, committee, institution, city, state and dates served (month/year – month/year) or (month/year (start) – present). Includes offices held.

**Awards, Honors and Membership in Honorary Societies:** Note name of award, institution, city, state or organization which gave the award and month/year received.

**Editorial Positions:**

List position(s) and time period served (month/year – month/year) or (month/year (start) – present)

**Service on National Grant Review Panels, Study Sections, Committees:**

If there is no service on this section (or sections below), please state N/A. Otherwise, note position, committee and dates served (month/year – month/year) or (month/year (start) – present) from oldest to most recent.

**Service on Rowan University Committees:** As above.

**Cooper Medical School of Rowan University Committee Service/Activities:** As above

**Service on Other Graduate School Committees:** Service on other (non-CMSRU) medical school committees should be listed under this heading.

**Hospital Committee Service/Activities:** As above

**Service to the Community:**

As above

**Sponsorship of Candidates for Postgraduate Degree:** Use this section for masters or doctoral candidates that have worked or trained with you. Please list names, dates and location for each candidate.

**Sponsorship of Postdoctoral Fellows(PhD):** Use this section for postdoctoral fellows (PhD) that have worked or trained with you. Please list names, dates and location for each fellow.

**Teaching Responsibilities:** Briefly outline in 2-4 sentences of responsibilities at CUHC/CMSRU only.

**Clinical Responsibilities:** Briefly outline in 2-4 sentences at CUHC.

**Grant Support:**

External Funding: Awarding Institution/Organization and Grant Number, Project Period (start and end date(s) of award), indicate your Role (i.e. PI or co-PI) , Title of Grant project, and Amount awarded.

Multicenter Clinical Trials: Awarding Institution/Organization and Grant Number, Project Period (start and end date(s) of award), indicate your Role (i.e. Site PI or Site Co-PI participant) , Name of Clinical Trial, and Amount awarded. Note that these would typically be industry sponsored (ex. pharmaceutical or device company studies).

**Publications:**

Refer back to Page 1 for more detailed guidelines on completing this section. **Number publications in each section.** List in order starting with PAST (least recent) to finishing with PRESENT (most recent). List authors (**BOLD** your name) and inclusive page numbers. Do not use “et al” if last author. Do not list publications that are submitted or under review. Papers “in press” may be included. Note “in press” at end of citation.

**A. Original Articles in Peer Reviewed Journals**

Use AMA format, please include PMID or DOI at end of citation.

**B. Invited Articles, Reviews, Editorials in Academic Journals**

**C. Books/Book Chapters and Monographs:**

**D. Abstracts/Posters**

Please include if applying for Assistant rank. Optional if applying for Associate Professor or Professor rank .

**E. Electronic/ Internet Contributions:**

Electronic publications (epubs) before print version available should be listed under appropriate headers above. Website postings (eMedicine, Up-To-Date, iBooks, etc.) should be listed in this section.

**F. Other Professional Communications:**

Published clinical trials where site investigator acknowledged (name usually listed in Appendix of article), newsletters, magazine articles, etc.

**Invited Lectures (Regional, National, International):** List regional, national or international. Note title of presentation, where it was given (institution or meeting), location (city, state) and month/year given. Do not list any presentations at a home institution where you were working/training at the time. Home institution lectures may be listed in a teaching portfolio for promotion or in “Other” section of CV).

**Other:** Please explain any gaps greater than one year after medical school in this section. You may also use this section to capture career information that does not fit in one of the categories listed above.