

Instructions to complete CV in the University Format:

(Note: Please be reminded to remove all *instructional text*)

FONT: Times New Roman, size 10 pt

MARGINS: Left = 1.5"; Right = 1"; Top = 1"; Bottom = 0.5"

CATEGORY HEADINGS: BOLD/CAPS

- Follow format beginning on the next page
- Spell out all abbreviations, including University of Medicine and Dentistry of New Jersey, New Jersey Medical School; Rutgers, The State University of New Jersey; Rutgers New Jersey Medical School
- Keep all Category Headings (in BOLD FONT)
- Replace any instructional text (in italics below each Category Heading) with the information requested (in regular font)
- List each section, EXCEPT publications, in reverse chronological order, starting with the most recent first.
- All dates must be inclusive (month and year)
- Do not delete a section; do not leave any section blank. If it is not applicable, insert either “none” or “not applicable”
- For Teaching Responsibilities:
 - If you are a clinician, separate your teaching responsibilities into Undergraduate Medical Education, Graduate Medical Education and Continuing Medical Education. If you are not a course director, but give lectures, list the school, course, the lecture title & number of hours. If you have given the same lecture in multiple years, simply list the years by the other information about the lecture.
 - If you are a basic scientist, separate medical school teaching from graduate school teaching.
- For Publications:
 - a. Chronological order
 - b. Number publications in each section, beginning with 1 for the oldest
 - c. If publications are “in press” please attach letter (or email) indicating acceptance of manuscript
 - d. Publications which are “submitted” or “in preparation” must not be listed
 - e. Name of faculty (author of CV only) should be **bold font**
 - f. Include full journal name (in *italic font*); do not abbreviate