

## **Instructions to complete CV in 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 New Jersey Medical School
- Keep all Category Headings (in BOLD FONT)
- Remove all instructional text (in italics below each Category Heading) and include all information requested (in regular font)
- List each section 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 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