

Suggestions for Organizing a *Curriculum Vitae*

Publications/Creative Activities/Performances

- Most recent first
- Separate by peer-reviewed and non-peer reviewed
- Separate by books, monographs, articles, encyclopedia articles, conference proceedings, etc.
- If multiple authors, **boldface** primary author
- Separate items by:
 - “in progress” (not yet completed or submitted)
 - “submitted” (currently under review at a journal or press)
 - “accepted” (publisher committed to publication; currently under revision)
 - “in press” (in the hands of copyeditor, typesetter, or printer)
- Provide **all bibliographical information** for publications (e.g. page numbers, volume and number, dates, etc.)

Grants

- Separate by internal/external
- Funding from the College to travel to a conference is not a “grant”

Conference presentations

- Identify as international, national, regional, or local

Professional development activities

- Simply attending a professional meeting is not worth mentioning unless some specific accomplishment came out of it
- Visiting museums, galleries or attending performances is not really something that should be put into a CV unless some major accomplishment came out of it

Service

- Use discretion and a sense of judgment in what is listed (e.g. do not list baking cookies for your local PTA)