

Hackensack Meridian School of Medicine at Seton Hall

Curriculum Vitae and Bibliography Format

Name:

Address

Email address _____

Contact Telephone number

Education: Start with college and proceed chronologically indicating institutions dates and degrees (college, MA, MD, PhD, etc)

Postgraduate training: Internships, residencies, fellowships, advanced degrees, special research training, etc., indicating institutions, titles and dates

Professional employment: List each position chronologically (most recent first) with title and dates)

Hospital appointments: List each position chronologically (starting with the most recent), title, dates; list each hospital staff appointment and dates

Academic appointments: list each academic appointment at a US Medical School chronologically from most recent, to oldest with dates

Example: Assistant Professor of Specialty, Best Medical School, 2001-18

Board certification(s): list initial, and all MOC and dates

Professional society membership(s):

Awards and honors: Starting with most recent with title, place, and dates

Other professional activities: list *intramural* (at HMM SOM) committee participation, quality improvement projects, etc., then *extramural* National committees, advisory groups, study sections, consultantships, etc. *Examples:*

Intramural

Residency Recruitment Interviewer

Departmental Peer Review Committee

Ad hoc quality improvement committee for CLABSIs

Extramural

NJ Medical Committee for xyz

Specialty society committee member

Teaching and Mentoring activities: best listed in table form, *see examples below*

Institution	Course/Activity	Role	Trainee	Date/hours/yr
HUMC	Residency USG training	Group facilitator	Residents, students	1 hr 6/1/17 1 hr 8/18/17
Ocean Med Ctr	Interdisciplinary lecture	Lecturer	CME – attending MDs, nurses	1 hour 9/18
HMH SOM	Sm group precepting	preceptor	Phase I med students	3 hours weekly for 7-9/18
Mentoring	Preceptor/mentor	Mentor	Phase I student	2018-9

Peer-reviewed Presentations: list of *extramural* (outside of HMH) invited presentations over the past five years (intramural presentations may be part of the teaching grid above)

Non-Peer Reviewed Presentations: list of *intramural* (HMH or other) presentations over the past five years (intramural presentations may be part of the teaching grid above; don't list twice)

Research: Listing of all projects and grant support over the past five years, your role (PI, investigator, etc), funding source and amount, peer-review or not, duration

Community Service Activities: professional community service activities are also best listed in a similar table format:

Institution	Activity	Role	Date/hours/yr
Town ambulance co	volunteer		Weekly 2018 3 hours
Town Church	Bone marrow drive	volunteer	4 hours 9/18

Bibliography

Follow the AMA style and abbreviate names of journals according to the journals list in [PubMed](#). List all authors and/or editors up to 6; if more than 6, list the first 3 followed by "et al," but ensure your name is in the list and **bolded**. Note: Journal references should include the issue number in parentheses after the volume number. Examples of reference style:

1. Alias J, **Smith J**, Jones RW et al. A study of physician behavior. *JAMA*. 2018;401(11):1188-1201. PMID: #####
2. Doe J, **Smith J**. Writing over and over. *NEJM*. doi:10.1001/nejm.2018.PMID: #####

3. Centers for Medicare & Medicaid Services. CMS proposals to implement certain disclosure provisions of the Affordable Care Act.
4. <http://www.cms.gov/apps/media/press/factsheet.asp?Counter=4221>. Accessed January 30, 2012.
5. Doe J, Adult B, Friend C, eds. *Textbook of Medicine*. New York, NY: McGraw Hill Medical; 2018.

Citations should be listed chronologically in each section. The authors should be listed in the order in which they appear in the article, followed by the complete title, followed by the journal, volume number, page and year. Only articles *accepted for publication* should be listed as *in press*, giving the name of the journal. Articles in preparation or submitted for publication should be omitted.

Provide your PMID number

Original communications in peer reviewed journals:

Books, chapters in books, and review articles (includes online publications)

Case reports

Medical Education: Curriculum Development: Medportal (peer reviewed)

Published Abstract citations: