

**MCGOVERN MEDICAL SCHOOL FORMAT FOR CURRICULUM VITAE AND  
BIBLIOGRAPHY**

**Date order should be oldest (first) to current (last)**

**Include DATE & PAGE #'s**

NAME: **Include Degree**

PRESENT TITLE(S):

WORK ADDRESS: **Include McGovern Medical School at UTHealth  
The University of Texas Health Science Center at Houston**

CITIZENSHIP:

**(INCLUDE DATES ON ALL ENTRIES)**

UNDERGRADUATE EDUCATION:

GRADUATE EDUCATION:

POSTGRADUATE TRAINING (**Internship, residency, fellowship**):

MILITARY SERVICE (IF APPLICABLE):

ACADEMIC & ADMINISTRATIVE APPOINTMENTS:

HOSPITAL APPOINTMENTS:

LICENSURE:

CERTIFICATION:

PROFESSIONAL ORGANIZATIONS (**and committees of these if applicable**):

LOCAL:

REGIONAL:

NATIONAL:

INTERNATIONAL:

HONORS AND AWARDS:

EDITORIAL POSITIONS:

SERVICE ON NATIONAL GRANT REVIEW PANELS, STUDY SECTIONS, COMMITTEES:

SERVICE ON THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON  
COMMITTEES (**Specific to UTHSC**):

SERVICE ON MCGOVERN MEDICAL SCHOOL at UTHealth COMMITTEES: (**Create a  
separate heading for DEPARTMENTAL COMMITTEES**)

SERVICE ON GRADUATE SCHOOL COMMITTEES:

SERVICE ON McGOVERN MEDICAL SCHOOL AFFILIATED HOSPITAL COMMITTEES:

SERVICE TO THE COMMUNITY (**Internal and external to McGovern**):

SPONSORSHIP OF CANDIDATES FOR POSTGRADUATE DEGREE: (**include names and years**)

SPONSORSHIP OF POSTDOCTORAL FELLOWS: (**include names and years**)

CURRENT TEACHING RESPONSIBILITIES (**# of students, residents, fellows; frequency; list your role, timeframe and type of activity you have been teaching**):

MENTORING ACTIVITIES:

CURRENT CLINICAL SERVICE RESPONSIBILITIES (**List locations, frequency, clinic vs. hospital**):

CURRENT GRANT SUPPORT: (**include project title, P.I., funding agency, award period and amount, a brief description is helpful**)

PAST GRANT SUPPORT: (**include project title, P.I., funding agency, award period and amount**)

PUBLICATIONS: (**List ONLY those published or accepted for publication. DO NOT INCLUDE PAPERS SUBMITTED FOR PUBLICATION OR IN PREPARATION. Use the citation style noted below. Separate the publications into the following categories.**)

**Date order should be oldest (first) to current (last)**

- A. Abstracts
- B. Refereed Original Articles in Journals
- C. Invited Articles (Reviews, Editorials, etc.) in Journals
- D. Chapters
- E. Books
- F. Other Professional Communications
  - 1. Presentations (local, regional, national, international)
  - 2. Non-refereed Publications
  - 3. Letters to the Editor
  - 4. Scientific Exhibits
  - 5. Videos/Media
  - 6. Other
- G. Visiting Professorships

Style for citations should be:

Berson, S.A., and Yalow, R.S.: Quantitative aspects of the reaction between insulin and insulin-binding antibody. J. Clin. Invest. 38:1996-2016, 1959.

Note:

1. All authors must be listed in the originally published order.
2. Provide inclusive pagination.
3. Book chapters should provide authors and title of chapter as well as editor(s) and title of book, publisher, city, year and inclusive pagination.

## Do's & Don'ts

- List items in chronological order beginning with the oldest at the beginning of the most recent at the end
- The information in parentheses throughout the CV format is to help with CV content, so do not include on your CV, i.e., (include names and years)
- Use a 12pt. font to improve readability of your CV
- Delete categories that do not apply
- List a multiple awards only once with inclusive dates (not a separate entry for each year)
- The first time you use an abbreviation (MHH, LBJ, MMS), spell it out and add the abbreviation after it. Thereafter, you may use the abbreviation
- Do not duplicate entries
- The bibliography should be lettered and numbered consecutively
- Do not include publications Submitted or In Preparation