

## **Guidelines for cv organization**

### **Department Chairs, DPCs, AHTCs, tenure, reappointment, promotion and professor incentive candidates**

In an effort to make *cv*'s more uniform and more informative, the dean's office promulgated guidelines for their preparation.

Please indicate collaborative work undertaken with students or alumni—as, for example, when a student co-authors a paper or presents work at a conference.

- **Dates for education and for teaching experience:** For each entry on your *cv*, please indicate the dates related to your education and teaching experience by academic year (e.g. 2018-19) or, if necessary, by semester (e.g. Fall 2018).
  
- **Publications:** Please be explicit about whether articles, essays or books are works-in-progress, under review, under contract, accepted for publication, forthcoming, in press, or published, using the following as guidelines:
  - “Work-in-progress”: a project that you are researching or writing but that has not been submitted for review or publication.
  - “Under review”: a completed work that you have submitted to a journal or press for review.
  - “Under contract”: you are in possession of a signed agreement from a publisher to publish the work in question. If the contract specifies a delivery date please include it. Indicate whether the manuscript under contract is a work-in-progress, or has been submitted to the publisher for review in whole or in part.
  - “Accepted for publication”: a journal or press has agreed to publish an article or manuscript you have written without further revision and has indicated as much in writing.
  - “Accepted pending revisions”: the article or manuscript has been accepted conditionally upon satisfactory revisions. Please indicate the current stage of revision.
  - “Forthcoming” or “In press”: the article or manuscript has been written and accepted and is in its final form for publication but has not yet been published.
  
- **Peer Review:** Please be explicit about the peer-review status of each entry, using the following as guidelines:
  - “Double-blinded”: the reviewer(s) and author(s) are unknown to each other.
  - “Single-blinded”: the reviewer is unknown to the author, but the author is known to the reviewer.
  - “Peer reviewed, not blinded”: the reviewer and author are known to each other.
  - “Invited”: the piece has been commissioned by, for example, a journal or book editor. Please specify the degree of peer review, if any.