

REQUIRED CV FORMAT - SOM CHECKLIST

CV Required Format is available [here](#)

CV Examples are available [here](#)

This document contains items most often missed by faculty that may necessitate the return of the CV for corrections. Your CV is one of the primary documents reviewed by the promotion committees. Prior to submission, please work with your division/department to ensure your CV is compliant with the required format. We will request an updated CV just prior to committee review. Thank you.

1. Adhere to the [REQUIRED RESPONSE FORMATS approved by the ABMF 12/16/15](#) shown in the CV available online.
2. [ALL HEADINGS AND SUBHEADINGS ARE REQUIRED](#) and shown in the order they must appear on your CV. **Additional, optional headings are in the CV available online. If there is no data to report, please add the heading and respond "None", with the following exception:** If you do not have **ANY DATA** to report in a **SECTION** (as identified below in **ALL CAPITAL LETTERS**), then list "None" to the right of the section heading and do not include the subsequent headings within that section.
 - **DEMOGRAPHIC AND PERSONAL INFORMATION:** Current Appointments (University; Hospital; Other); Personal Data; Education and Training (Undergraduate; Doctoral/Graduate; Postdoctoral); Professional Experience
 - **PUBLICATIONS:** Original Research [OR]; Review Articles [RA]; Case Reports [CR]; Book Chapters, Monographs [BC]; Book, Textbooks [BK]. Additional, optional headings are shown in the CV available online and may be adjusted as necessary for your specialty.
 - **FUNDING:** EXTRAMURAL FUNDING (current; pending; previous); INTRAMURAL FUNDING (current; pending; previous). Additional, optional headings are shown in the CV available online and may be adjusted as necessary for your specialty.
 - **CLINICAL ACTIVITIES:** Clinical Focus; Certification; Medical, other state/government licensure; Boards, other specialty certification; Clinical (Service) Responsibilities; Clinical Productivity; Clinical Draw from outside local/regional area; Membership in or examiner for specialty board; Clinical Program Building/Leadership; Clinical Demonstration Activities to external audience, on or off campus; Development of nationally/internationally recognized clinical standard of care
 - **EDUCATIONAL ACTIVITIES:** Educational Focus, Teaching; Classroom Instruction (JHMI/Regional; National; International); Clinical Instruction (JHMI/Regional; National; International); CME Instruction (JHMI/Regional; National; International); Workshops/Seminars (JHMI/Regional; National; International); Mentoring; Pre-doctoral Advisees/Mentees; Post-doctoral Advisees/Mentees; Thesis Committees; Educational Program Building/Leadership; Educational Demonstration Activities to extend audience on or off campus
 - **RESEARCH ACTIVITIES:** Research Focus; Research Program Building/Leadership; Research Demonstration Activities to external audiences, on or off campus; Inventions, Patents, Copyrights; Technology Transfer Activities
 - **SYSTEM INNOVATION AND QUALITY IMPROVEMENT ACTIVITIES:** System Innovation Focus, System Innovation and Quality Improvement Efforts within JHMI; System Innovation and Quality Improvement Efforts outside of JHMI; System Innovation and Quality Improvement Program Building / Leadership
 - **ORGANIZATIONAL ACTIVITIES:** Institutional Administrative Appointments; Editorial Board Appointments; Journal Peer Review Activities; Other Peer Review Activities [non medico-legal]; Advisory Committees, Review Groups / Study Sections; Professional Societies; Conference Organizer (JHMI/Regional; National; International); Session Chair (JHMI/Regional; National; International); Consultantships
 - **RECOGNITION:** Awards, Honors; Invited Talks (JHMI/Regional; National; International). The Visiting Professorship heading is not required, though strongly encouraged if applicable.
3. Times New Roman 11 font is strongly encouraged for readability, though Garamond 11 is also acceptable.
4. Margins should be .75" top and left; .5" right and bottom, with page numbers in the footer at .3" at the right, bottom corner. Single space entries. Do not include information in tables or charts.
5. Only the candidate's name should be bolded throughout the CV. Do not bold journal titles, society names or mentee names. Mentee names should be underlined in publications.
6. Dates should be in chronological order – list earliest date first under each heading, place at the left margin, and show numerically with no extra zeroes for months or days. Use these styles:

Year only: 1997

Month/Day/Year: 5/1/77

Year to Year: 1977-1979

Month/DAYS/Year: 5/1-23/77

Year to present: 1997-present

Month/Day/Year to Month/Day/Year: 5/1/77-2/2/85

Year to Month/Year: 1977-2/85

Month/Year to Month/Year: 5/77-2/85

Month and Year: 1/77

Month/Year to Month/Day/Year: 1/77-2/15/85

7. Do not (1) double space between responses or (2) duplicate data in multiple sections/subsections. It is acceptable to respond "Please refer to..." rather than adding duplicate data.
8. If you must use **acronyms or abbreviated names for societies or organizations**, please **provide a key** for the reviewers to reference on the first page of your CV (this allows them to refer to it quickly 4/20).
9. **Regional** is best defined as community (non-university, non-federal) institutions within a 50-100 mile radius of Baltimore or any facility that is a part/affiliated with JHMI. **Excludes Univ. PA, Georgetown, NIH, etc.**, which are not currently considered as "regional" despite their geographic proximity to Baltimore.
10. **Focus paragraphs are required.** Include information you would like to highlight for the committee or that may not otherwise fall under a specific heading elsewhere on the CV.
11. **Publications:** If you have publications with "mentees", you must **underline their name** in the Publications section to reflect your mentorship. Do not double space between publications. Select publication examples are shown following these instructions.
12. **Funding:** Adhere to the *required response format* in the CV available online & include your role, percent effort, and all three headings (**current; previous; pending**) with a response, even if there is no data to report.
13. **Clinical Activities:** Guidance for adding Clinical Draw information may be obtained by contacting your division administrator. **Clinical Excellence Track: Must include annotated detail in this section.** Show dissemination of clinical excellence at Regional level (for Associate Professor) and/or National level (for Professor). **Do not include percent effort in this section.**
14. **Educational Activities:**
 - Headings for Pre-doctoral Advisees/Mentees must remain separate from Post-doctoral Advisees/Mentees (do not combine this information).
 - For each mentee in the **Pre- and Post-doctoral Advisees/Mentees**, indicate shared publications by listing the **publication type and number** (for example: OR4 = Original Research publication #4) to reflect your mentorship.
 - Include all three headings in this section (**JHMI/Regional; National; International**) and a response, even if there is no data to report.
 - **Do not include percent effort in this section.**
 - **Clinical Excellence Track:** Show contributions to teaching/mentorship.
15. **CME Instruction:** CME presentations may be shown in only one section of your CV - either CME Instruction or Invited Talks. If all of your CME presentations are Invited Talks, then please place the information in "Invited Talks" and respond "See Invited Talks" under CME Instruction.
16. **Research Activities:** *Show contributions to research/discovery.* **Clinical Excellence Track:** Make specific note of discovery activities related to engagement with clinical/safety/QI/operations research projects, such as participation in clinical trials, registries, collection of biospecimens, IRB work, etc.
17. **System Innovation and Quality Improvement Activities:** **Do not include percent effort in this section.** **Clinical Excellence Track:** Describe quality improvements, patient safety and operations management initiatives, etc.
18. **Recognition - Awards, Honors:** **Clinical Excellence Track:** Show awards/honors for clinical accomplishments
19. **Recognition - Invited Talks:** Include the title of each talk, city, and state. **Show dates numerically.** Include all three headings (**JHMI/Regional; National; International**) and a response, even if there is no data to report.

PUBLICATION EXAMPLES

Original Research [OR]

1. Jones SL, Smith TK, Johnson M, **Prefect WA**. Immune response to drug x. *New Eng J Med*. 1997;9:522-536.
2. Smithson BK, Jones SL, **Prefect WA**, Jones SL, Smith TK, Carter MP, Lu H, Wang J, Wong TJ. Growth in children with chronic disease. *J Pediatrics*. 2003;12:3102-3105. *I wrote the basic outline of the article and edited the final version.*

Review Articles [RA]

1. Jones SL, Smith TK, Johnson M, **Prefect WA**. Genetic basis of x. *New Eng J Med*. 1999;15:900-904
2. Prefect WA, Jones SL, Smith TK. Rare bone disease. *Pediatrics*. 2011;1;2(1):18-20.

Case Reports [CR]

1. Jones SL, Johnson M, **Prefect WA**. Study of twins exposed to drug x. *New Eng J Med*. 1997;5:22-36.

Book Chapters, Monographs [BC]

1. Jones AW, **Prefect WA**, Johnson FB Jr, Duncan JA. Ectopic and Entopic Peptide Hormones. *Year Book Med Publ*, 1985:69-115
2. Jones AW, Smith TR, **Prefect WA**. Effects of Human Growth Hormones. In Turley BB (ed). *Basic and Clinical Aspects of Growth Hormone*, Plenum Press, New York, 1988; 115-145.

Books, Textbooks [BK]

1. Jones SL, Smith TK, Nelson M, **Prefect WA** (eds). *Your Child and Prescription Meds*. Johns Hopkins Univ Press. Baltimore, 1995.
2. **Prefect WA**, Jones SL, Smith TK (eds). *Pediatrics 101*, 1st Ed. Elsevier Science. Philadelphia. 2010

Consensus Statement [CS]

1. Haas M, Banu S, Solez K, Glotz D, Colvin RB, Castro MCR, David DSR, Neto ED, Cendales LC, Demetris AJ, Farver CF, Rodriguez ER, Tan C, Wallace WD, Farris III AB, Liapis H, **Prefect WA**, Bagna SM, Cornell LD, Gibson IW, Kraus, E, Loupy A, Randhawa P, Mengel M, as the Banff meeting report writing committee: Banff 2013 Meeting Report: Findings of Banff Working Groups, Inclusion of C4d-Negative Antibody-Mediated Rejection. *Am J Transplant*. 2014;14:272-283. *I provided 16 cases to the study and participated in the writing and editing of the article.*

Editorials [ED]

1. Jones SL, Smith TK, **Prefect WA**. Immune response to drug x. *New Eng J Med*. 1980;9:537.

Letters, Correspondence [LT]

1. Smithson BK, Jones SL, **Prefect WA**. Letter to Editor: Immune response to drug x. *New Eng J Med*. 1980;9:537.

Media Releases or Interviews [MR]

- 6/15/14 Interviewed by Reporter XY on Channel 45- Fox News Baltimore, "Keeping Your Child Healthy," Original 5 minute interview at 12 noon; reruns on the 5, 6 and 10 pm broadcasts
- 9/14/14 Reporter XY in Baltimore Sun paper. "Keeping Your Child Healthy," in Baltimore Sunpapers, section D-12
- 9/15/14 Interviewed by Reporter XY on radio WCBM Baltimore, "Keeping Your Child Healthy," at 7 am, in response to 9/14/14 article in Baltimore Sun paper

Other Media (Videos, Websites, Blogs, Social Media, etc.) [OM] *(if you have several of each, feel free to separate into subcategories)*

- 1999 Jones SL, Smith TK, Nelson M, **Prefect WA**. Online self test: Immune response to drug x. <http://drugxselftestonline.johnshopkinsmedicine02715514xgt>.
- 2010 **Prefect WA**, Jones SL. You tube video. How to take your child's temperature. [YouTube.watch134xx124](https://www.youtube.com/watch?v=134xx124)