UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
DEPARTMENT OF CLASSICS
GUIDELINES FOR FORMATTING CVS

These guidelines are based on the University guidelines for personnel actions at UNC-CH (http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/faculty-appointments/tenuretenure-track-appointments/dossier-format-for-tenure-track-or-tenured-faculty-review/), adapted to reflect the standards of our field; they also include more general departmental recommendations.

General Principles
In formatting your CV, you should always keep in mind three general points.

1) Your CV is the one document in your file that committee members and other reviewers rely on the most in assessing your accomplishments. You should accordingly be careful to ensure that it includes all the information that you want them to know and presents it in such a way as to highlight what you regard as your main achievements. Although the University prescribes the overall order of items indicated below, there is room for variation, particularly in connection with headings 5, 6, and 7 below.

2) The people who will be making these assessments are typically reading dozens of files at a time. It is thus important that you use formatting to present your information as clearly as possible, so that it is easy for people to grasp it quickly. Subheadings can be especially helpful for this. Other options that can increase clarity are numbering individual items and/or indicating the date of each item in a flush-left column. Since most people now look at CVs in electronic form rather than hard copy, visual clarity is more important than considerations of space; an ample use of line spacing and indentation helps create a document that is easier to navigate visually than one that is single-spaced and cramped.

3) In many cases the people making assessments will not be specialists in your field. It is therefore always a good idea to expand abbreviations, even (and perhaps especially) those that people in the field take for granted (e.g. AIA and SCS, AJA and TAPA).

Standard Order
List individual items under every heading and subheading in **reverse chronological order with most recent items first**. Date the CV, so reviewers will know that they have the most recent version, and number the pages.

1) Name and contact information
NB: CVs should not include age, date of birth, marital status, or social security number.

2) Education

3) Professional Experience (i.e., academic appointments)

4) Honors

5) Bibliography
You should include manuscripts that have been submitted or accepted for publication.
Please indicate which items have been refereed; you can do this by using either separate
subheadings or by some particular notation system (such as asterisks to mark refereed
publications). Please provide inclusive page numbers for both published items and
manuscripts, and include links for any digital publications. The following subheadings
may be adapted as needed.
     a) Books
     b) Book Chapters
     c) Journal Articles
     d) Other articles (e.g., in conference proceedings or reference works)
     e) Reviews
     f) Oral presentations and public lectures

6) Relevant Creative Activities (e.g., performances, exhibitions)

7) Fieldwork

8) Teaching Record
     a) Courses taught for the past three years
     Include directed reading courses; please provide course number as well as name
     (e.g. LATN 101, CLAR 129) and indicate enrollments.

     b) Theses and dissertations at UNC-CH
     Include undergraduate Honors theses, MA theses, and PhD dissertations.
     Distinguish those you supervised from those on whose committee you served, and
     include the name of student, title of thesis, and completion date (if applicable).

9) Grants
Indicate source, amount, type of grant, role on project, percent effort, starting and ending
dates

10) Professional Service
     a) To the Department, College, and University
     b) To the discipline