**TEMPLATE FOR WRITING A CURRICULUM VITAE (CV) AND A PUBLICATION LIST**

The document is divided into two parts:

**Part A**

Curriculum Vitae

**Part B**

List of Publications

**General instructions (for both parts)**:

* Once sections of the template have been completed, the instructions should be deleted;
* Submit this as a **Word** document;
* Organize each section through an ascending chronological order (from earlier to later);
* Leave principal headings that do not contain information as they are and add "None”;
* A new heading may be included for information that does not relate to the existing headings in the document;
* The consistency and aesthetics of the document are very important (fonts, spaces, headers, etc.);

**Curriculum Vitae and List of Publications**

**Dr.**

**Curriculum Vitae**

**1. Personal Data** (additional details may be furnished if desired)

**Identity Number:**

**Place of Birth:**

**Date of Birth:**

**E-mail** **Address:**

**Google Scholar** -

**Academia** -

**ResearchGate** -

**2.** **Education - Undergraduate, Graduate Studies and Post-Doctoral Studies**

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| --- | --- | --- | --- |
| **Degree** | **Name of Institution**  **and Department** | **Period of Study**  **(month/year – month/year)** | **Area of Specialty** |
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**Ph.D. Dissertation:**

**Title:**

**Advisor:** **Prof.**

**Post-Doctoral Studies:**

**Title:**

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| --- | --- | --- | --- |
| **Period of Study**  **(month/year - month/year)** | **Name of Institution**  **and Department** | **Name of Host** | **Area of Specialty** |
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**3. Academic Ranks and Tenure in Institutes of Higher Education**

Specify the rank, position or status and duration of stay in the respective institutions (following the completion of your doctorate), including the current rank and if tenure has been granted.

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| --- | --- | --- |
| **Period**  **(month/year - month/year)** | **Name of Institution and Department** | **Rank**  **(Specify if full or percent part time)** |
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**4. Academic Administrative Positions Held in the University**

Note positions such as: Dean, Head of Department, Head of Institute, Head of Program, Committee Member, etc. at Bar-Ilan University and at other institutions of higher education.

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| **Period**  **(year - year)** | **Name of Institution and Department** | **Position** |
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**5. Scholarly Positions and Activities outside the University**

Specify your roles and activities such as: membership and roles in professional or other associations outside the university, editorial positions in scientific journals or other publications. Journal reviewer for scientific journals and research grants (impact factor and quartile ranking of the journals should be included), public and applied activities that relate to your field of scientific activity, etc. Delete any tables that are not relevant.

The information should be entered under the appropriate subheadings. New subheadings may be added based on your activities.

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| **Years** | **Memberships in Academic Professional Associations** |
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| **Years** | **Editorial Assignments** |
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| **Years** | **Reviewing for Refereed Journal** |
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| **Years** | **Reviewing for Funding Agencies** |
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| **Years** | **Reviewer for Research Foundations** |
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| **Years** | **Other Scholarly Positions and Activities** |
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| **Years** | **Other Relevant Positions and Activities** |
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**6.** **Miscellaneous**:

This section relates to relevant information that has not been reported up to this point. You are required to account for prolonged breaks in teaching or in performing academic activities and describe any circumstances that can account for a delay in advancing in your academic activities (e.g., illness, maternity leave, immigration, significant change in academic field, significant time needed to establish research activities). In the absence of any pertinent information, this heading should be deleted.

**7.**  **Participation in Scholarly Conferences** (Up to the last promotion, since the last promotion)

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| --- | --- | --- |
| **Up to the last promotion** | | |
| **International Conferences - Held Abroad** | | |
| **Date and Place of Conference** | **Name of Conference** | **Subject of Lecture/Discussion** |
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| **International and local Conferences - Held in Israel** | | |
| **Date and Place of Conference** | **Name of Conference** | **Subject of Lecture/Discussion** |
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| **Since the last promotion** | | |
| **International Conferences - Held Abroad** | | |
| **Date and Place of Conference** | **Name of Conference** | **Subject of Lecture/Discussion** |
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| **International and local Conferences - Held in Israel** | | |
| **Date and Place of Conference** | **Name of Conference** | **Subject of Lecture/Discussion** |
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**8. Invited Scholarly Lectures (other than in conferences)** (Up to the last promotion, since the last promotion)

Separate the information into two tables (abroad and in Israel). In the case of only a small number of lectures, integrate the information into a single table and use bold font to emphasize the lectures given abroad.

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| **Up to the last promotion** | | |
| **Date and Place of Lecture** | **Name of Forum** | **Subject of Lecture** |
| **Abroad** | | |
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| **In Israel** | | |
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| **Since the last promotion** | | |
| **Date and Place of Lecture** | **Name of Forum** | **Subject of Lecture** |
| **Abroad** | | |
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| **In Israel** | | |
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**9.** **Organization of National or International Scientific Conferences or Sessions** (Up to the last promotion, since the last promotion)

The column heading Role is intended for the purpose of describing your role in organizing the conference. For example, organizing a session, membership in the steering committee, membership in the organizing committee / scientific committee

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| **Up to the last promotion** | | | |
| **Date and Place of Lecture** | **Name of**  **Conference** | **Subject of Conference** | **Role** |
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| **Since the last promotion** | | | |
| **Date and Place of Lecture** | **Name of**  **Conference** | **Subject of Conference** | **Role** |
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**10. Research Grants**

In the "Amount" column, indicate the overall sum awarded and the sum designated for you; In the "Role in Research" column, indicate whether you are the Principal Investigator - (PI), Co-Principal Investigator (Co-PI), Co-Investigator - CI, and add the names of the collaborators to the study and their respective roles in the column “Other Researchers”. If you are a sole investigator, specify PI.

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| **Grants Awarded** | | | | | |
| **Years** | **Funded by** | **Title** | **Amount** | **Role in Research**  **(PI, Co-PI, CI)** | **Other Researchers**  **(Name & Role)** |
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| **Submission of Research Proposals - Pending** | | | | | |
| **Years** | **Funded by** | **Title** | **Amount** | **Role in Research**  **(PI, Co-PI, CI)** | **Other Researchers**  **(Name & Role)** |
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| **Submission of Research Proposals - Not Funded**  Include “Very Good” in addition to the source under ‘Funds requested from’ if this grade was awarded by the grant committee. | | | |
| **Years** | **Funds requested from** | **Title** | **Role in Research**  **(PI, Co-PI, CI)** |
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**11. Scholarships, Awards and Prizes**

Indicate the source of the award or prize, the purpose for which it was awarded or for what achievement it was awarded, as well as the amount of the award (if accompanied by a financial grant).

| **Years** | **Name of Award** | **Other Awardees** | **Purpose of Award or Achievement** | **Source** |
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**12. Supervision of Graduate Students**

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| **Master’s Students** | | | |
| **Name of Student** | **Year of Completion/in Progress** | **Title of Thesis** | **Name of Other Mentors** |
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| **Ph.D. Students** | | | |
| **Name of Student** | **Year of Completion/in Progress** | **Title of Thesis** | **Name of Other Mentors** |
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| **Post-Doctoral Fellows** | | | |
| **Name of Student** | **Year of Completion/in Progress** | **Title of Thesis** | **Name of Other Mentors** |
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**13. Teaching Experience (selection of courses taught over the past 10 years):**

(Should include teaching activities- details course name, no. of teaching hours etc.)

It is not necessary to provide separate entries for a course that is given repeatedly over a period of years but specify the years in which the course was given. If the exact number of students who attended is not known report the approximate number of students.

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| **Years** | **Name of Course** | **Number of teaching hours** | **Number of Students** | **Type of Course**  Lecture/Seminar/Workshop/ Online Course/ Introduction Course (Mandatory) |
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The next three sections represents a kind of “academic business card”. Provide a brief explanation about the area of your research, a description of the main theme of your scientific work so far, your current research projects and add a description of your plans for future research programs (your academic vision). The purpose of this section is to present the cohesiveness of your work. It is recommended that the length of the section not exceed two pages.

**14. Main Research Interests and Scientific Activities (briefly)**

**15. Major Research Findings (briefly)**

**16. Future Goals (briefly)**

**17. Additional Information**

This section relates to relevant information that has not been reported up to this point.

**List of Publications**

**General instructions:**

1. Make sure that each publication is accurately reported under the appropriate heading;
2. Complete bibliographical details should be entered including the name of the article as it appears on the publication, the complete title of the journal or publication (do not use abbreviations), volume, pages and year;
3. The names of all the authors of the publication must be stated in the order in which they appear in the publication itself. Highlight your name in bold font for all publications listed;
4. For joint publications, the order of the listed authors is according to their relative contribution (unless otherwise specified). **Specify your contribution.**
5. In order for a book or scientific article to be considered as accepted for publication it must fulfill the following conditions:
   1. The complete manuscript has been approved for publication in its current form and does not require any additional changes.
   2. The editor or publisher has provided a letter unequivocally confirming that the manuscript has been accepted for publication in its current version;
6. The publications in each section should be numbered and listed in ascending chronological order (from earliest to latest).
7. Publications that have been "accepted" should be noted an estimated number of pages, and should be provide complete bibliographical details.
8. If a publication is not written in English, specify the language in parentheses following the details of the publication.
9. When an article is also published as a chapter in a book, note this in both sections and write in parentheses: "See also ..." or "appears also as ...";
10. Books that have been translated into another language or revised should be listed as a sub-section of the original book.
11. Articles that have been translated into another language or revised should be listed as a sub-section of the original article.
12. **Works in preparation should not be included.**

**Up to the last promotion {Refereed Publications}**

**Books as author:**

Author(s) Last, First Name. *Title of the Book*. City: Publisher, Year published. Number of pages.

https://

1. **Example:** Dodds, Eric. *The Greeks and the irrational*. Berkeley: University of California Press, 1951, 327 pages.

<https://books.google.co.il/books/about/The_Greeks_and_the_Irrational>

**Books as Editor:**

Author(s) Last, First Name. Title of Book. Edited by Editor’s Name, *City: Publisher*, Year of Publication. Number of pages.

https://

1. **Example:** Gilman, Charlotte Perkins. Herland and Selected Stories. Edited by Barbara H. Solomon, *New York: Signet Classic*, 1992, 360 pages.

**Articles and Chapters in Books:**

Author(s) Last, First Name. "Title of Chapter" *Title of Book*, edited by Editor of Book, City: Publisher, year, pp. First Page - Last Page.

https://

1. **Example:** Kang-Brown, Jason. et al. "Zero-Tolerance Policies Do Not Make Schools Safer." *School Safety*, edited by Noah *Berlatsky,* Detroit: Greenhaven Press, 2016, pp. 50-52.

**Articles in Periodicals (refereed articles):**

Author(s) Last, First Name. “Title of Article.” *Name of Journal*, vol. Volume, no. Issue ,Year of publication, pp. First Page - Last Page.

https://

1. **Example:** Geidel, Molly. "Building the Counterinsurgent Girl." *Feminist Studies*, vol. 44, no. 3, 2018, pp. 635–665.

**Reviews of Books in periodicals:**

Author(s) Last, First Name. "Title of Review." *Name of Journal*, vol. Volume Number, no. Issue Number, Year of publication, pp. First Page - Last Page.

https://

1. **Example:** Powers, Thomas. "The Road to West Egg." Reviewof *Careless People: Murder, Mayhem and the Invention of The Great Gatsby*, by Sarah Churchwell, *London Review of Books*, 4 July 2013, pp. 9-11.

**Entries in Encyclopedias**

Author(s) Last, First Name. "Title of Entry." *Title of Encyclopedia or Dictionary*, edited by Editor's First Name Last Name, Edition if given and not first edition, vol. Volume Number, City: Publisher, Year of Publication, pp. First Page - Last Page.

https://

1. **Example:** Selby, Christine. "Assessment." *Eating Disorders: An Encyclopedia of Causes, Treatment, and Prevention*, edited by Justine J. Reel, Santa Barbara, CA: ABC-CLIO, 2014, pp. 35-43.

**Non-Refereed Publications**

**Since the last promotion {Refereed Publications}**

**Books as author:**

Author(s) Last, First Name. *Title of the Book*. City: Publisher, Year published. Number of pages.

https://

1. **Example:** Dodds, Eric. *The Greeks and the irrational*. Berkeley: University of California Press, 1951, 327 pages.

<https://books.google.co.il/books/about/The_Greeks_and_the_Irrational>

**Books as author Accepted for Publication:**

**Books as Editor:**

Author(s) Last, First Name. Title of Book. Edited by Editor’s Name, *City: Publisher*, Year of Publication. Number of pages.

https://

1. **Example:** Gilman, Charlotte Perkins. Herland and Selected Stories. Edited by Barbara H. Solomon, *New York: Signet Classic*, 1992, 360 pages.

**Books as Editor Accepted for Publication:**

**Articles and Chapters in Books:**

Author(s) Last, First Name. "Title of Chapter" *Title of Book*, edited by Editor of Book, City: Publisher, year, pp. First Page - Last Page.

https://

**Example:** Kang-Brown, Jason. et al. "Zero-Tolerance Policies Do Not Make Schools Safer." *School Safety*, edited by Noah *Berlatsky,* Detroit: Greenhaven Press, 2016, pp. 50-52.

**Articles and Chapters in Books Accepted for Publication:**

**Articles in Periodicals (refereed articles):**

Author(s) Last, First Name. “Title of Article.” *Name of Journal*, vol. Volume, no. Issue ,Year of publication, pp. First Page - Last Page.

https://

1. **Example:** Geidel, Molly. “Building the Counterinsurgent Girl.” *Feminist Studies*, vol. 44, no. 3, 2018, pp. 635–665.

**Articles in Periodicals Accepted for Publication:**

**Reviews of Books in periodicals:**

Author(s) Last, First Name. "Title of Review." *Name of Journal*, vol. Volume Number, no. Issue Number, Year of publication, pp. First Page - Last Page.

https://

1. **Example:** Powers, Thomas. "The Road to West Egg." Reviewof *Careless People: Murder, Mayhem and the Invention of The Great Gatsby*, by Sarah Churchwell, *London Review of Books*, 4 July 2013, pp. 9-11.

**Reviews of Books in periodicals Accepted for Publication:**

**Entries in Encyclopedias**

Author(s) Last, First Name. "Title of Entry." *Title of Encyclopedia or Dictionary*, edited by Editor's First Name Last Name, Edition if given and not first edition, vol. Volume Number, City: Publisher, Year of Publication, pp. First Page - Last Page.

https://

1. **Example:** Selby, Christine. "Assessment." *Eating Disorders: An Encyclopedia of Causes, Treatment, and Prevention*, edited by Justine J. Reel, Santa Barbara, CA: ABC-CLIO, 2014, pp. 35-43.

**Non-Refereed Publications**

**Submitted Publications**

The information in this section should be organized according to the different types of publications (books submitted, articles submitted, etc.).

Provide as many details as possible, such as: the title of the journal, the name of the book publisher and the estimated number of pages.

Works in preparation should not be included here.