

**Mercer University
Georgia Baptist College of Nursing**

Guidelines for Preparation of Curriculum Vitae

The curriculum vitae (CV) for all doctoral applicants/students of the Georgia Baptist College of Nursing of Mercer University should be prepared and revised according to the following format. To ensure consistency among faculty, the CV headings, subheadings, and content should conform to these guidelines. Guidelines generally align with APA 7th formatting. Examples are provided in each section of the guidelines and a sample CV is attached for further clarification.

Header

On page 1, **CURRICULUM VITAE**, should appear centered at the top of the page in all caps.

Beginning on page 2, a running head as follows should appear:

CURRICULUM VITAE Your Name (upper and lowercase) Page #

Example:

CURRICULUM VITAE Jane C. Doe Page 2

Formatting

The remainder of the CV is formatted left justified with one-inch margins on all sides of the page and using Times New Roman 12-point font size. Use your full name with credentials, title, University and address, phone, FAX, and email. Do *not* include date of birth, Social Security number, marital status, children's names or ages, or any other personal information in this section.

(Note: The dash lines throughout this document are used for illustration purposes only.)

Example:

Jane Camille Doe, R.N., Ph.D.
Associate Professor
Mercer University
Georgia Baptist College of Nursing
3001 Mercer University Drive
Atlanta, GA 30341-4115
Telephone: 678-547-6709
FAX: 678-547-6777
Email: doe_jc@mercer.edu

Section Headings, in order of presentation:

Use the following section headings (bold, underlined, and all caps). Subheadings, when applicable, are listed later in this document under respective headings.

EDUCATION

LICENSES

CERTIFICATION

HONORS and AWARDS

PROFESSIONAL POSITIONS

TEACHING RESPONSIBILITIES

PUBLICATIONS

RESEARCH GRANTS

EDUCATIONAL, TRAINING, and PROGRAM GRANTS

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

PROFESSIONAL ACTIVITIES

EDITORIAL BOARDS

MANUSCRIPT REVIEWER

CONSULTATION

SCHOLARLY PRESENTATIONS

UNIVERSITY, COLLEGE, and COMMUNITY SERVICE

Education

List all institutions of higher education with location, dates attended, degrees conferred or in progress, and major area of study. This list should begin with the highest degree received and progress in reverse chronological order.

Example:

EDUCATION

| <u>Dates</u> | <u>Degree</u> | <u>Institution</u> | <u>Major</u> |
|--------------|---------------|--|-------------------|
| May, 2007 | Ph.D. | Northwestern University Chicago, Illinois | Nursing |
| June, 2000 | M.S.N. | University of Florida Gainesville, Florida | Nursing Education |
| May, 1991 | B.S.N. | Florida State University Tallahassee, Florida | Nursing |

Licenses

List date and State of licensure

Example:

LICENSES

1991 – Present Registered Nurse, Florida
2002 – Present Registered Nurse, Georgia

Certifications

List date, type of certification, and certifying organization

Example:

CERTIFICATIONS

2001 – Present CCRN - American Association of Critical Care Certification Corp.

Honors and Awards

List all professional honors and awards received in reverse chronological order. Include the date of the award, and awarding institution or agency with city and state.

Example:

HONORS AND AWARDS

2007 Outstanding Dissertation Award, Northwestern University, Chicago, IL
2001 Distinguished Faculty Award, University of Florida, Gainesville, FL
1999 Outstanding Alumni Award, Florida State University, Tallahassee, FL
1991 Induction, Sigma Theta Tau International Honor Society of Nursing

Professional Positions

List all in reverse chronological order, including dates, title, and location.

Example:

PROFESSIONAL POSITIONS

| | | |
|--------------|---------------------|--------------------------------------|
| 2006-Present | Associate Professor | University of Dayton Dayton, OH |
| 2001-2006 | Assistant Professor | Duke University School of Nursing |

| | | |
|-----------|--|---|
| | | Durham, NC |
| 1999-2001 | Clinical Nurse III Coronary Care Unit | Broward General Medical Center Ft. Lauderdale, FL |
| 1991-1999 | Staff Nurse Coronary Care Unit | University Hospital of Jacksonville Jacksonville, FL |

Teaching Responsibilities

List, by institution, in reverse chronological order all teaching responsibilities by course number, course title, and role in course (i.e., coordinator, lecturer, clinical faculty, course team member, etc.). If your responsibilities for a course are unchanged for multiple years, you may indicate the range of years and you do not need to enter the course separately for each year. For Thesis Advisement, list year of completion, student's last name followed by first and middle initials, and project title.

Example:

TEACHING RESPONSIBILITIES

Current University / College Name

2004-2008 NUR612: Clinical Practicum for Nurse Educators, Course Coordinator
 2007-2008 NUR215: Essentials of Baccalaureate Nursing; Lecturer
 2006-2007 NUR256: Global Health; Lecturer
 NUR411: Mental Health Nursing; Clinical

Student Project Advisement:

Ph.D. Dissertation Advisement

2008 West, J. P. *Cognitive interviewing for evaluation of patient outcomes.*
 Dissertation Chair

D.N.P. Scholarly Project Advisement

2008 Adams, L. T. *Improving readmission rates for patients with pulmonary diagnoses.* Project Advisor

M.S.N. Capstone Advisement

2007 Smith, C. J. & Peters, M. *Sleep disruptions in individuals with angina.*
 Jones, D. *The lived experience of young women with heart failure.*
 2006 Williams, R. A. *Comparison of post-surgical assessment tools on early detection and prevention of complications.*

Other Student Advisement

2006 Frank, Y. I., Elder, P., & Glenn, W. B. *In adult surgical patients, does incentive spirometry compared to cough and deep breathing, decrease rates of post-operative pneumonia?* Abstract and poster development.

Previous Teaching Responsibilities:

Duke University School of Nursing

2004-2005 NRS371: Professional Development II: Research, Coordinator

2004-2005 NRS441: Core Concepts III, Lecturer

NRS499: Senior Innovative Projects, Faculty Advisor

2001-2004 NRS361: Developing Families, Clinical Faculty

N421: Introduction to Nursing Research, Coordinator

Publications

List in reverse chronological order (most recent first) the following categories of publications:

Original Articles in Peer Reviewed Journals (*indicates data-based publications)

Articles in Non-Peer Reviewed Journals

Edited Books

Chapters in Books

Monographs

Research Abstracts and Proceedings (*indicates data-based publications)

Software Developed or Edited

Notation: Do *not* include newsletter articles, letters to editors, or other *non-scholarly* works.

* Use **Bold Type for your name** for any occurrence where you are *not* the first author, as per the examples below.

* For citation formats, follow APA 7th edition guidelines for manuscripts *accepted* for publication but not yet published; manuscripts submitted to a journal and in the *active review phase*; and for an *unpublished thesis or dissertation*.

Examples:

PUBLICATIONS

Original Articles in Peer Reviewed Journals (*indicates data-based publications)

*Doe, J. C. (in press). Patient and family factors in post-stroke rehabilitation. *Journal of Rehabilitation*.

*Smith, P. A., Jones, L. L., & Doe, J. C. (2010). Understanding the patient perspective in stroke recovery. *Advances in Nursing Science*, 52, 34-39.

<http://dx.doi.org/10.1097/ANS.000000000000176>

Kent, T., Smith, P. A., **Doe, J. C.**, & Jones, L. L. (2008). *Social determinants of cardiovascular health and illness*. Manuscript submitted for publication.

Doe, J. C. (2007). A framework for addressing health disparities and risk for cardiovascular disease. *Journal of Cardiovascular Nursing*, 22, 554-558.

Original Articles in Non-Peer Reviewed Journals

Clark, T. P., Cooper, J. T., **Doe, J. C.**, & Smith, T. T. (2006). Interpreting blood gasses. *Advance for Nurses*, 7(5), 10-12.

Peer Reviewed Conference Proceedings

*Doe, J. C., Smith, P. A., & Kent, T. (July 2017). *Health equity, health disparities, and cardiovascular outcomes in oncology patients*. [Abstract]. *Oncology Nursing Forum*, 39(6), E557. doi:10.1188/12.ONF.E548-E590.

Research Grants

List in reverse chronological order all funded and submitted (not funded) research projects. The project title is followed by the name of the PI (if other than you) and your role on the grant. The percentage of effort, funding agency, grant number, total award (costs) and funding period are also included. Separate by internal and external funding sources.

Example:

RESEARCH GRANTS

External Grants Submitted: Funded

2007 *Relationships among Adult Children of Stroke Survivors*. (T. Smith, P.I.). Co-Investigator, 10% Effort. American Heart Association #548B630. Total Costs: \$1200. Funding Period: 10/01/07-09/30/06.

2006 *Family Functioning and Stroke Recovery*. Principal Investigator, 35% Effort. National Institute for Nursing Research, National Institutes of Health R01 NR 06623-01. Total Costs: \$856,440. Funding Period: 07/01/06-06/30/08.

Facilitators for stroke recovery. (Jones, G.L., P.I.) Co-Investigator, 10% Effort. Alpha Theta Chapter, Sigma Theta Tau International. Total Costs: \$500. Funding Period: 05/01/06-04/30/07.

External Grants Submitted: Not Funded

2006 *Cardiovascular recovery using a multimodal intervention: A pilot study*. Principle Investigator, 20% Effort. American Heart Association Atlanta Chapter. Total Costs: \$16,434. Submitted 6/16/2006.

Internal Grants Submitted: Funded

2005 *The effect of case management on stroke recovery.* Principal Investigator, 10% Effort. Duke University Research Committee #43398. Total Costs: \$2,000. Funding Period: 09/01/05-8/31/06.

Educational, Training, and Program Grants

List in reverse chronological order all funded and submitted (not funded) educational, training, and program grants. The grant title is followed by the name of the Project Director (if other than you) and your role on the grant. The percentage of effort, funding agency, total award (costs) and funding period are also included. Separate by internal and external funding sources.

Examples:

EDUCATIONAL, TRAINING, and PROGRAM GRANTS

External Grant Submitted: Funded

- 2005 *Nurse Faculty Loan Program.* Grant Manager, 5% Effort. HRSA/DHHS #G9HR338. Total costs: \$85,000. Funding Period: 08/01/05-07/31/06.
- 2002 *Improving Stroke Outcomes for Patients and Families: A Nursing Conference.* Project Director, 10% Effort. American Heart Association #7869887. Total Costs: \$12,500. Funding Period: 01/01/02-12/31/02.

Internal Grants Submitted: Funded

- 2003 *Development, Implementation, and Evaluation of an Interdisciplinary Course in Stroke Management.* Project Director, 15% Effort. Duke University Teaching Fund. Total costs: \$6,000.00. Funding Period: 09/01/03-08/30/05.
-

Membership in Professional Organizations

List, in reverse chronological order, all professional organizations in which you hold membership.

Example:

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

| | |
|--------------|--|
| 2006-Present | Southern Nursing Research Society |
| 2004-2007 | Heart Failure Society of America |
| 1992-Present | American Association of Critical Care Nurses |
| 1990-present | Sigma Theta Tau International |

Professional Activities

List in alphabetical order by professional organization, all leadership and volunteer positions held; distinguishing between National, Regional, or Local offices. Include dates of service/terms of office. Delete subheadings for which you have nothing to report.

Example:

PROFESSIONAL ACTIVITIES

American Heart Association

2006-2008 Chair, Research Committee

2004-2005 Member, Council on Scientific Sessions and Programming

Georgia Heart Association

2002-2004 Member, Executive Committee

Sigma Theta Tau International

2006-2008 Member, Nominating Committee

Sigma Theta Tau International – Region 7

2005-2007 Chair, Research Committee

Sigma Theta Tau International – Pi Gamma Chapter

2005-2006 Chair, Nominating Committee

2004-2005 President

2003-2004 Vice-President

2000-2001 Chair, Research Committee

Editorial Boards

List in reverse chronological order all editorial board positions for refereed journals. (Manuscript reviewer activities should be placed in the next section entitled Manuscript Reviewer.) Use italics for journal titles.

Example:

EDITORIAL BOARDS

2007-Present *Critical Care Nursing Clinics of North America*

Manuscript Reviewer

List in reverse chronological order all reviewer positions for professional journals.

MANUSCRIPT REVIEWER

2006-Present *Journal of Advanced Nursing*
2005-Present *Heart & Lung*
2004-2006 *Journal of Cardiovascular Nursing*
2000-2005 *American Journal of Critical Care*

Consultation

List in reverse chronological order consultation activities including dates (by year), type of activity, and location. Separate consultation activities by National or Local level. If you have a vast amount of varied consultative activities, further separate by subheadings / categories such as legal, programmatic, clinical, and research.

Example:

CONSULTATION

National

2006-Present Quinn Pharmaceuticals, Springfield, IL.; Cardiovascular Advisory Panel
2005 Jane Williams, R.N., M.S.N., University of Central Florida, Research
consultation for NINR application, *Family support systems in the CICU*
2004-2006 Palmer, Smith, & Flinn, Attorneys-at-Law, New York; Case Review
2002-2003 State University of New York, School of Nursing; Curriculum Consultant,
M.S.N. Program

Local

2005 Southside Hospital, Atlanta, GA; CICU Nursing Practice Standards
Review

Scholarly Presentations

List in reverse chronological order invited professional presentations. Follow APA 7th edition for meetings and symposia that have not been formally published. Subheadings for presentations are International, National, Regional, and State and Local. Specify each presentation according to format: Keynote, General Session, Breakout, Panel, Research Paper, or Poster. Place the title of the presentation in italics.

Example:

SCHOLARLY PRESENTATIONS

International

*Smith, P. A., Jones, L. L., & Doe, J. C. (2008, February). *Family support for stroke survivors*. Poster presented at the European Society of Cardiology, Vienna Austria.

National

Doe, J. C. (2007, June). *Nursing support for family members of stroke survivors*. Keynote address presented at the American Association of Critical Care Nurses Conference, Lakeland, Florida.

*Jones, L. L., & Doe, J. C. (2007, April). *Family influences on stroke survivor outcomes*. Panel participant at the American Geriatric Society, Dallas, Texas.

Regional

Doe, J. C. (2006, September). *Quality of life for women with cardiovascular compromise*. General session speaker at the Tallahassee Regional Heart Institute Symposium, Tallahassee, Florida.

State and Local

Doe, J. C. (2008, February). *Effect of family support measures on stroke outcomes*. Research paper presentation at the Greater Atlanta AACN Chapter, Atlanta, Georgia.

University, College, and Community Service

In reverse chronological order, list all university and college committee service activities specifying your role on the committee. For Community Service activities, include all Committee, Board, and Advisory positions but limit listing of one-time activities to past five years.

Example:

UNIVERSITY, COLLEGE, and COMMUNITY SERVICE

Mercer University Wide Service

| | |
|-----------|--|
| 2006-2008 | House of Delegates, Member |
| 2004-2006 | Quality Improvement Ethics Program Planning Committee, Secretary |
| 2004 | Grievance Committee, Member |
| 2002 | Provost Search Committee, Member |

Georgia Baptist College of Nursing Service

| | |
|--------------|---|
| 2007-Present | Faculty Affairs Committee, Chair |
| 2006-2008 | Graduate Program Committee, Member |
| 2005-2007 | Honors, Research, and Scholarship Committee, Member |

Previous University and College Service

Duke University

| | |
|-----------|---|
| 2000-2002 | Faculty Senate, Member |
| 1998-2000 | Health Sciences Research Committee, Chair |

Duke School of Nursing

| | |
|-----------|----------------------------|
| 2000-2002 | Research Committee, Member |
|-----------|----------------------------|

Community Service

2007 Relay for Life, Race Day Clinic Volunteer
2007-2008 American Red Cross, Georgia Chapter, Board Member
2006-2008 Westside Soup Kitchen, Volunteer
2004-Present Georgia Paralympics, Safety Advisory Panel Member

Professional Development

List in reverse chronological order for the ***past five years only***, all continuing professional educational activities. Include title of offering, location by city and state, actual date or dates for conferences longer than one day, and the number of contact hours earned.

Example:

PROFESSIONAL DEVELOPMENT

2008 Piedmont Research Conference: *Evaluating Patient Safety Measures*.
Atlanta, GA, 05/20/08, (5.5 contact hours).
2007 Sigma Theta Tau International Conference: *Forging Pathways*. Boston,
MA, 10/12-15/08, (22.6 contact hours).

Updating your CV

The CV should be updated at least yearly for academic related activities such as University and College-related committee service and teaching responsibilities. For publications, grants, and professional presentations, it is most efficient to update your CV at the time of occurrence.

Each time you update your CV, change the revision date at the bottom of the last page (see sample CV). There is no need to keep a running tab of revisions as you would for other professional documents. Rather, replace the former date with the current date by month, day, and year.

This concludes the descriptive section of the CV guidelines. A sample CV and template follow.
