

COTF CURRICULUM VITAE FORMAT

1. **NAME:**
2. **DEGREES:** designation, institution, department, year.
3. **EMPLOYMENT HISTORY:** dates, rank/position, department, institution/firm, including current full-time position.
4. **ACADEMIC AND PROFESSIONAL HONOURS:** scholarships, honour lists, awards, national or provincial leadership awards etc.
5. **SCHOLARLY and PROFESSIONAL ACADEMIC ACTIVITIES:** e.g., executive and editorial positions but not memberships; invited presentations at national or international conferences. Please do not list manuscript and grant application reviews.
6. **VOLUNTEER ACTIVITIES:** include both profession related activities such membership or executive positions on provincial or national association committees and significant non profession related activities.
7. **CONTINUING EDUCATION:** courses taken to further clinical or research knowledge (excluding any graduate courses)
8. **TEACHING EXPERIENCE:** courses taught at a college or university level. Please indicate whether role was as teaching assistant or with responsibility for a full course or a lecture or lab.
9. **RESEARCH FUNDING:** by year, indicating source (granting councils, industry, government, foundations, other external); amount; purpose (operating, travel, publication, equipment, etc.); if group grant, indicate the number of grantees and whether principal or co-applicant.
10. **PUBLICATIONS:**
 - a. List according to the following categories:
 - scholarly books (authored; edited)
 - chapters in books
 - papers in refereed* journals
 - papers in refereed conference proceedings
 - major invited contributions and/or technical reports
 - abstracts and/or papers read at conferences
 - articles/papers in non-peer reviewed journals or magazines
 - others, (e.g., workshops presented, other types of publications)

* a refereed article is one that is blind reviewed and has external reviewers