

BEST PRACTICES FOR DRAWING UP AN AQU CATALUNYA CV

Introduction

This document offers a series of recommendations for drawing up an AQU Catalunya CV.

General aspects

- > Use the CV formats recommended by AQU Catalunya:
 - CV LEC: Report for tenure-track lecturer
 - CV AGR/CAT/AAI: Accreditation of research, Accreditation of advanced research, merits in research.
- > Registering with [ORCID](#) will be useful for AQU Catalunya procedures and will make it much easier to fill out the CV for Merits in Research.
- > Proof of all merits must be provided in accordance with the resolutions and notes given on the CV form.
- > Accordingly, you must provide the following documents:

Accreditation	Documents
Report for tenure-track lecturer	Academic transcript Teaching certificate Research stays certificate
Accreditation of research	Directed doctoral thesis certificate
Accreditation of Advanced research	Certification as principal investigator (PI) in competitive research projects Directed doctoral thesis certificate

- > During the evaluation procedure, AQU may request further information from the applicant.

Section B.1. Publications in indexed journals

- > The required information must be entered correctly. Incorrect data could lead to an unfavorable evaluation.
- > Your CV should list your contributions in reverse chronological order, beginning with the most recent and ending with the earliest.
- > It is important to highlight your own name (either bold or underlined text) when listing the authors of articles.
- > When listing publications in your CV, name the authors in the same order as in the original bibliographical reference
- > In cases when you are the main author (first author, senior author or corresponding author), put an asterisk in front of your name as main author.
- > State the indicators of quality, dissemination and impact of the journal/publication in which the article is/was published, together with the Journal Impact Factor value (JIF) of the Journal Citation Reports (Clarivate Analytics), the CiteScore value, the Journal Metrics SJR, the h5-index of the journal/publication in Google Scholar Metrics, and any other you consider may be relevant, in the absence of any of the above. State the indicators corresponding to the year of publication of the article. If this information is not available because it has not been updated, provide the information corresponding to the last available update.
- > State the number of article citations (not journal citations), preferably on Clarivate's Web of Science platform but if not, Scopus or Google Scholar.
- > It is recommended that you include a quantitative table that summarises your production in the publications section of the CV.