

Instructions for Curriculum Vitae and Research Achievements form

[Curriculum Vitae]

1. About the "Application Form information" section:
 - 1) In the column of "Application Form title", write "Curriculum Vitae."
 - 2) In the column of "Date of birth", write your current age in parentheses following your Date of Birth.
2. About the "Education" section:
 - 1) List all degrees you have earned chronologically, including high school diploma.

If you have completed all requirements in a Ph.D. program except the dissertation, write the following: "ABD" (All But Dissertation).
 - 2) Indicate your major in each degree.
 - 3) Include any overseas research or study experiences.
3. About the "Academic & Professional Experience" section:
 - 1) List all your employment experiences and positions chronologically.
 - 2) State clearly the period of your employment at each position.
 - 3) Write the following word "current" in "year" of the column "TO", if you currently hold a position.
 - 4) Write the titles of courses you have taught at universities.
 - 5) Include any overseas teaching experience.
4. About the "Academic Associations" section:
 - 1) List academic research/study associations of which you are a current member at the time of this application.
5. About the "Other Self Promotion" section:
 - 1) Write your qualifications and certificates related to teaching and education.

[Research Achievements form]

1. In the column of "Title of document", write "Research Achievements form."
2. In the columns of "Published Papers", "Misc", "Conference Activities & Talks", "Books etc.", list publications categorized into books/book chapters, academic articles, and other scholarly publications in chronological order within each category.
 - 1) In the column of "Published Papers", list your academic articles published in academic journals, publications of academic associations, university journals and bulletins, etc. with an abstract (about 100 words) for each.
 - A) In the case of peer-reviewed academic articles, indicate the following word in parentheses: [peer-reviewed] after the title of the article.
 - B) In addition to the title of the paper, write the name of the journal in which the paper was published, the volume and number of the journal, the year of publication, and the pages in which the paper was published.
 - 2) In the column of "Misc", list the title of research notes, materials/translations, book reviews, encyclopedia/dictionary entries, textbooks, etc., with an abstract (about 100 words) for each.
 - 3) In the column of "Conference Activities & Talks", list your academic paper presentations, stating the name of the academic meeting and the place where it was held, with an abstract (about 100 words) for each.
 - 4) In the column of "Books etc.", list the title of each published book, stating the publisher and the year of publication with an abstract (about 100 words) for each. (in the case of co-authorship, state clearly the part for which you are responsible).
3. Authors listed in books and scholarly articles
 - 1) If there is only one author listed in the books or academic articles, write the following words in parentheses: [single author] in front of the title.
 - 2) For co-authored publications, regardless of whether they are involved in supervising, editing, co-authoring, or partial authorship, write the following word in parentheses: [co-authored] in front of the title, stating clearly the chapter(s) or the page numbers for which you are responsible. List the authors' names (or major co-authors if there are many) in the order listed in the publication.