Instructions for Curriculum Vitae and Research Achievements form

How to Create a Curriculum Vitae and Research Achievements Form

1. Create a Curriculum Vitae from:

   JREC-IN My Page→ Application Documents Management→ Curriculum Vitae List→ "Create Curriculum Vitae"

2. Create a Research Achievements Form from:

   JREC-IN My Page→ Application Documents Management→ Research Achievements List→ "Create Research Achievements Form"

[Curriculum Vitae] Site officiel du JREC-IN (page in English)

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] Site officiel du JREC-IN (page in English)

1. In the column of "Title of document", write in "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.

[Exemple] Site officiel du JREC-IN (page in English)

Published Papers

[single author] "A Study on ●●●● in France", Taro Kumabari, *Bulletin of the Faculty of Foreign Studies (Area Studies and International Studies)*, Aichi Prefectural University, (56) 1-20, March 2024.
This paper focuses on ●●●● and clarifies ■■■■.

Books etc

[co-authored] *New Trends in Contemporary ●●●●*, edited by Hanako Nagakute, section edited by Taro Kumabari, French ●●●● (Chapter 5), pp. 41-60, March 2024.
This chapter focuses on ●●●●●●● and clarifies ■■■■.

[single author] *French ●●●● in 19th-century*, Taro Kumabari, ■■ Publishing, total number of pages: 260, March 2024.
This book focuses on ●●●●●●● and clarifies ■■■■.

How to Submit through JREC-IN

1. Submit the documents from:

Application Page→ Application Documents Registration→ Application Documents

（応募書類登録→応募書類）

2. Select the Curriculum Vitae (JREC-IN format) from the drop-down menu, choose the Curriculum Vitae created above, and click "Attach（添付する）".

3. Select the Research Achievements Form (JREC-IN format) from the drop-down menu, choose the Research Achievements Form created above, and click "Attach（添付する）".

   NOTE: Only one file can be attached at a time.

4. After attaching, confirm that "Curriculum Vitae.pdf" and "Research Achievements Form.pdf" have been uploaded correctly.

5. Attach any additional documents required for the application.

