

Academy of Social Sciences Nominations

Example CV structure/headings

- The nomination form must be accompanied by a summary CV giving evidence of the nominee's achievements to support the statement of justification.
- The CV should be no more than 4 pages long and in a clear font of at least 12 point.
- A traditional format is usually most helpful and it must show the nominee's contribution to social science within their role and beyond their role.
- Please do not include 'testimonial' statements as these are rarely helpful.
- The CV must be tailored to the nominations process and this work (unlike writing the statement of justification) may be done by the nominee.
- The statements below are for guidance for nominees from different sectors. They are intended to help nominees provide clear evidence in certain areas; they are not intended to indicate the totality of the information required on a CV.

For academic nominees: key headings

- Main career roles
- Research funding - including the awarding body, title of the award, date of the award, award figure and whether the nominee is the principle or associate investigator.
- Impact of your work - any knowledge exchange/impact funding received; and any independent measures or awards of esteem.
- Non-executive/wider roles for social science – e.g. Research Council involvement, learned society leadership or leadership of an EU Collaborative forum
- Publications – a selection of the most relevant and prestigious publications which must include enough detail to show the strength of the nominee's record but the whole CV must not exceed the 4-page limit (see also below).
 - Scholarly books (indicating whether authored, co-authored, edited or co-edited), date and publisher;
 - Refereed journal articles in leading journals (indicating whether authored or co-authored), date, title of journal, issue number, page numbers of article;
 - Book chapters (indicating authorship or co-authorship), date, title of book in which chapter appears and page numbers;
 - Other relevant publications, including encyclopaedic entries, conference proceedings, newspaper articles, and blogs and other social media activity;
 - Reports and contributions to governmental publications.

For nominees from public, private and third sectors: key headings

- Involvement/impact of your work in the field of social science - include details that clearly demonstrate, as a professional practitioner, how you have used or developed the social sciences in your career and beyond.
- Engagement with decision makers - include details of research and/or policy engagement, if relevant.
- Reports - include details of major reports on which you were the lead or contributing author, if relevant.
- Awards or measures of esteem
- Non-exec positions additional to role – include examples of additional ways through which professional practitioner nominees may demonstrate impact beyond their role could include senior positions in professional bodies, advisory roles, contributions to government policy and mentoring.

For nominees based outside the UK:

- The guidance above applies equally to nominees outside the UK, and in addition:
 - Include a statement setting out your contribution to, or substantive engagement with, UK social science. This may include, for example:
 - Postgraduate study or former work in the UK;
 - Research or other professional collaboration with UK-based social scientists;
 - Affiliation to a UK university or other organisation;
 - A UK national working outside the UK.

Please ensure your application is submitted in English.