EUROPEAN ACADEMY OF DERMATOLOGY & VENEREOLOGY

HOW TO PREPARE YOUR LIST OF PUBLICATIONS

Please read these instructions carefully before starting your application.

Grant and scholarship applications are evaluated objectively based on the applicant's scientific publications in the medical field. Points are awarded according to the following scoring system:

	1st or last author (Number of points)	**Any other place in the authors' list** (Number of points)
Paper published in a journal indexed in PubMed	20	10
Editor's book, published by an international publisher	20	
Chapter published by an international publisher	10	5
Paper published in a journal NOT indexed in PubMed	10	5
Editor's book, published by a national publisher	10	
Chapter published by a national publisher	5	0
Presentation presented at an international congress	2	0

To be eligible to apply applicants are required to reach a minimum of **5 points**.

General Requirements:

- ✓ Applicants must use exclusively the Excel template provided. Reproduced or modified versions of the file will not be accepted. Please also ensure that the file size does not exceed 5MB.
- ✓ Records must be entered within the relevant section in numerical order (1, 2, 3, etc.), with only one record permitted per row.
- ✓ There is no limit to the number of records you can add per section. You are welcome to include as many entries as needed in each section by adding rows to the table as shown in the first Excel Sheet with the guidelines.
- ✓ **Self-score** each entry in the dedicated column. A formula will automatically compute both the total for each section and the overall sum in the final sheet.
- ✓ Mention clearly at the beginning of the list if your surname has changed.
- ✓ Clearly **bold** your position as first/last author. For co-first/last authorships, mark all first authors with an asterisk (*).

The applicant is solely responsible for ensuring that all the above requirements are met and that the application is submitted in the correct format and for the correct scholarship category within the deadline. **Incomplete or improperly completed applications are subject to automatic rejection.** If there is any uncertainty, it is strongly recommended to contact scholarship@eadv.org at least 5 working days before the deadline to allow sufficient time for assistance.

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Paper published in a journal indexed in PubMed / Paper published in a journal NOT indexed in PubMed

- ✓ Published records must follow PubMed format (available upon **"Cite"** button) and include full details of all authors (**bold** your position) - (even if you are the only author), title of article, name of the journal, year of publication, issue, page number(s), DOI, PMID and/or PMCID.
- ✓ Only articles that have been published will be accepted. Articles accepted for publication ("Ahead of Print") require: full details of all authors (**bold** your position), title of article, name of the journal, year of e-publication, DOI.
- ✓ Web publications, newsletters, guidelines, published abstracts, replies, comments, supplements and patents are not accepted and should not be listed.
- ✓ If the publications do not have a PMID/PMCID, they cannot be included as journal indexed in PubMed.
- ✓ No special points are assigned to the corresponding author (if he/she is not first/last author).
- ✓ First and last co-authors may assign themselves the maximum points, but this must be clearly stated within the references with an asterisk (*****).

Book or chapter published by an international publisher / Book or chapter published by a national publisher

- ✓ Published book/chapter records require (AMA style): (**bold** your position) - (even if you are the only author/editor), title of book/chapter, editor(s) names, title of the book, publisher, year of publication, page number(s), DOI (if available), ISBN.
- ✓ Only books that have been published will be accepted. "Ahead of print' book/chapter records require: full details of all authors (**bold** your position), title of a chapter, editor(s) names, title of the book, publisher, year of publication, DOI (if available), ISBN.
- ✓ Only one edition per published book is permitted. It is not possible to include multiple editions of the same book.
- ✓ Translations are not considered original contributions and should not be listed and scored.
- ✓ PhD Thesis, dissertations are not awarded points and should not be listed.

Presentation delivered at an international congress

- ✓ Only **first/last**-authored presentations that **were delivered personally** by the applicant at international events are scored and should be listed. If you are not the first author, do not add the presentation to the list, as it does not give you any points.
- ✓ Presentation records require: full details of all authors (**bold** your position) - (even if you are the only author), title of presentation, full name of conference (no abbreviations), exact dates, venue/city, and country.
- ✓ Delivered lectures (if quoted in the official event's scientific programme) at international events can be included within this section.
- ✓ Presentations delivered at multiple congresses or scientific events may be listed separately for each event.
- ✓ Conference sessions that the applicant served as a moderator/panelist, presentations delivered at courses, webinars, workshops, national, and regional scientific events, committee or task force meetings, regional/district/hospital departmental meetings, events organized by pharmaceutical companies or published abstracts must not be included.
- ✓ Presentations to be held in the future do not give points (even if already accepted) and must not be listed.

- ✓ Presentations delivered at regional or national Congresses do not give points and must not be listed.

- ✓ To typically classify a congress as international, two main factors are considered: the organizer and the attendance. This classification applies if:
  - The event is organized by an International Society (e.g., World Congress of Dermatology, IFPA Conference, EADV Congress/Symposium, ESDR annual meeting, CILAD annual meeting, etc.).
  - The event is organized by a national society but welcomes attendees from abroad (e.g., AAD annual meeting, BAD annual meeting, etc.).
  - You travelled abroad to present at a national event (or one organized by a national society) that typically only hosts attendees from its own country.

HOW TO ADD ADDITIONAL ROWS:

If additional rows are needed, they can be inserted by right-clicking on the row number on the left-hand side, as illustrated in the image. Please note that by right-clicking within the cells, Excel will not allow you to insert new rows.

