



FORM CRED 825
Book Chapters Submitted for Review
Report from Supervisor

If the item to be submitted is an AVDC **standard case report** or a **journal article** or a **solicited article in a periodical**, do not use this form – use the Standard Case Report Supervisor Form or Journal Article Supervisor Form or Solicited Article Supervisor Form (available for download from the Information for Registered Trainees page of the AVDC web site or as a link at the top of the DMS document screen).

The Supervisor of the trainee submitting a **book chapter** is to complete and **submit this form as a Word document** (to permit insertion of the code number and redaction of names by the Executive Secretary). The actual article is to be submitted to DMS by the trainee; however, **the Credentials Committee will not review the book chapter if a completed Supervisor form is not available**. The Trainee’s name and the Supervisor’s name will be redacted from this form by the Executive Secretary before it is processed to the Credentials Committee for review.

Book chapters will only be considered for AVDC review if the trainee is the sole author or first author of the book chapter, and the Supervisor confirms that the trainee wrote the chapter. **Book chapters may only be submitted in final form**, either as a publisher’s proof copy or as a scanned copy of the chapter in the published book, or as a WORD or .pdf manuscript if the Supervisor confirms that the file submitted is in final form (see item 4 in the form).

Code Number:	<i>(To be inserted by the Executive Secretary)</i>
Name of Trainee:	<i>(Will be redacted by Executive Secretary)</i>
Title of chapter:	
Name of book and name of Editor of the book:	
Describe the trainee’s roles in writing this chapter.	
1. Confirmation that the trainee is the only author or first author listed on the chapter is required . CONFIRM: Yes or No (delete one) Comments:	
2. Confirmation that the <u>first draft</u> of the chapter was written solely by the trainee, who also conducted the literature review is required . CONFIRM: Yes or No (delete one) Comments:	
3. Confirmation that the first draft was submitted to the Editor or Section Editor, and that revisions were made by the trainee before submission in final form to the publisher is required . CONFIRM: Yes or No (delete one). Comments:	
4. I confirm that this book chapter, as submitted for AVDC Credentials Committee review,	

<p>has been accepted by the Editor and publisher of the book or has already been published in the book.</p> <p>CONFIRM: Yes or No (delete one).</p> <p>Comments:</p>															
<p>Dental discipline: <i>(Required only if the book chapter is submitted under the pre-2014 CREP requirement)</i></p>	<p>Delete as appropriate:</p> <table> <tr><td>Endodontics</td><td>OR</td></tr> <tr><td>Oral Medicine</td><td>OR</td></tr> <tr><td>Oral Surgery</td><td>OR</td></tr> <tr><td>Periodontics</td><td>OR</td></tr> <tr><td>Radiology</td><td>OR</td></tr> <tr><td>Restorative/Prosthodontics</td><td>OR</td></tr> <tr><td>Other</td><td></td></tr> </table>	Endodontics	OR	Oral Medicine	OR	Oral Surgery	OR	Periodontics	OR	Radiology	OR	Restorative/Prosthodontics	OR	Other	
Endodontics	OR														
Oral Medicine	OR														
Oral Surgery	OR														
Periodontics	OR														
Radiology	OR														
Restorative/Prosthodontics	OR														
Other															
<p>I confirm that this item has not been previously submitted to AVDC and will not be submitted for AVDC review on behalf of another trainee.</p> <p>CONFIRM: Yes or No (delete one).</p> <p>Comments:</p>															
<p>CREP and Publication Credit: This book chapter is submitted under the Pre-2014 CREP system OR the 2014 Publication Requirement (delete one, and delete the unused option below).</p> <p>Pre-2014 CREP system: No more than 1 CREP point can be awarded for a book chapter. I recommend awarding One CREP point OR Half CREP point (delete one) if this chapter is approved.</p> <p>2014 Publication requirement: An approved book chapter will count only as a ‘Second Article’ under the 2014 Publication requirement.</p>															
<p>Name of Supervisor, confirming the statements above.</p>	<p><i>(Will be redacted by ExecSec before processing for review)</i></p>														

Name and save the form as *LASTNAME,FirstName Book chapter Supervisor Short title*, e.g. *EMILY,Peter Book chapter - Supervisor - Periodontal Surgery*.

Submit the form as a Word document (do not submit a .pdf file, as the name of the trainee and supervisor will be redacted and the CREP identification code will be entered by the Executive Secretary). The completed Supervisor Report file can be submitted either by attaching it to the DMS document by which the trainee submitted the chapter (*to attach the form to the document, click View My Trainees documents, then click the document name to open the document screen, then click the [Attach File](#) command and follow the on-screen directions*) or as an attachment to an e-mail message sent to ExecSec@AVDC.org.