



FORM CRED 835
“Unsolicited Article” Submitted for AVDC
Review
Report from Supervisor

An “Unsolicited Article” is an article that has been submitted to a peer-reviewed journal in which the reviewers will not be known to the author(s).

If the item to be submitted is a **book chapter**, an AVDC **standard case report** or an **solicited journal article**, do not use this form – use the Book Chapter Supervisor Form, the Standard Case Report Supervisor Form or the 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 an **unsolicited article** 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 article 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.

Code Number:	<i>(To be inserted by the Executive Secretary)</i>
Name of Trainee:	
Short Title of Article:	
Submission Type: <i>(Delete as necessary)</i>	Original Research Study OR Prospective Case Series OR Involved Retrospective Study OR Single Case Report OR Small Case Series OR Vet Dentist at Work OR Step-by-Step OR JVD Foundation article OR JAVMA DIVDP style article OR Other type of article (briefly describe). Comments:
Name of Journal:	
Describe the Trainee’s roles in writing this article.	
1. Confirmation that the trainee is the only author or first author listed on the article is required . CONFIRM: Yes OR No (delete one) Comments.	
2. Confirmation that the <u>first draft</u> of the article was written solely by the trainee , and that the trainee also conducted the literature review, is required . CONFIRM: Yes OR No (delete one) Comments;	
3. Confirmation that the first draft was reviewed by the Supervisor or other appropriately qualified individual, and that revisions were made by the trainee before submission in final form to the journal is required . CONFIRM: Yes OR No (delete one) . Comments:	
4. Confirmation that this article, as submitted for AVDC Credentials Committee review, is	

the version that has been submitted to the Journal, is **required**.

CONFIRM: Yes OR No (delete one).

Comments:

5. If the article was submitted to an AVDC-approved journal (currently J Amer Anim Hosp Assoc, Am J Vet Res, J Vet Dentistry, J Amer Vet Med Assoc, Vet Pathology, Vet Surgery) and has been accepted for publication or published, review for content by the Credentials Committee is not required.

If the article has been accepted in an AVDC-approved journal, attach **Confirmation of acceptance in the form of** a letter from the Editor confirming acceptance or as a copy of the published article. **Confirmation attached. Yes OR No. (Delete one).**

Dental discipline:
(Required only if the article is submitted under the pre-2014 CREP requirement)

Delete as appropriate:

Endodontics	OR
Oral Medicine	OR
Oral Surgery	OR
Periodontics	OR
Radiology	OR
Restorative/Prosthodontics	OR
Other	

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.

CONFIRM: Yes OR No (delete one).

Comments:

CREP and Publication Credit:

This unsolicited article is submitted under the **Pre-2014 CREP system OR the 2014 Publication Requirement (delete one, and delete the unused option below).**

Pre-2014 CREP system: I recommend awarding **1 OR 2 (delete one) CREP points** for this article. To be awarded 2 CREP points, the article must contribute significantly to the literature and include independent observations or conclusions supported by the content of the article. When recommending 2 CREP points, **you must give reasons for this recommendation** – 2 CREP points will not be awarded if no reasons for doing so are provided by the Supervisor.

Reasons:

2014 Publication requirement: An approved unsolicited article can count as either a ‘First Article’ or a ‘Second Article’.

For articles **accepted** in AVDC-approved journals, ‘**First Article**’ status will be automatically assigned, except for DIVDP articles in JAVMA, or Foundations, Step-by-Step or Veterinary Dentist at Work articles in J Vet Dentistry.

For approval as a ‘**First article**’ in other journals or if it is submitted to but not yet accepted by an AVDC-approved journal, the article must be a substantial article that contributes significantly to the literature and includes independent observations or conclusions supported by the content of the article.

Delete one of the following:

I recommend awarding ‘**Second Article**’ status for this article, **OR**

I recommend awarding ‘**First Article**’ status for this article. You must give **reasons for this recommendation** – First article status will not be awarded if no reasons for doing so are

provided by the Supervisor).

Reasons:

Name of Supervisor,
signifying approval of the
statements above.

(Will be redacted by ExecSec before processing for review)

Name and save the form as *LASTNAME,FirstName Unsolicited Article Supervisor Short title*,
e.g. *EMILY,Peter Solicited Article - 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 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.