



AVDC Training Program
Publication Requirements
From January 2014

This document applies to all AVDC Residents whose residency training program has a registration start date of January 1st, 2014 or later.

AVDC Trainees whose registered program start date is December 31st, 2013 or earlier can elect to use this Publication Requirement set instead of the Pre-2014 CREP Requirements. If you elect to use the Pre-2014 CREP Requirement, you must meet the entire requirement of four CREP points, including at least one standard case report and with a minimum of 1 full CREP point in three of the six ‘core disciplines’. See the Pre-2014 CREP Requirement document for details.

AVDC Publication Requirements

Contents of this Document

Objectives and Definitions of the Publication Requirement.....	Page 2
Introduction, ‘First Article’.....	Page 3
‘Second Article’.....	Page 4
Submission via DMS.....	Page 5
Delayed Submission.....	Page 5
Case Reports.....	Page 6
Review Forms.....	Page 7

Objectives of the AVDC Publication Requirement

This requirement is designed to show that all AVDC examination candidates can select a topic and write a case report or an article or book chapter on a veterinary dental or related topic that demonstrates their ability to write a scientific article clearly and coherently. The case report, article or book chapter must include accurate citations of relevant published material, and the conclusions or summary provided by the author must be supported by the content of the article.

Definitions:

In addition to Case Reports (see page 4 in this document), items submitted for AVDC Credentials Committee Publication Review are classified as either **Solicited** or **Unsolicited**.

Unsolicited articles are articles submitted to a peer-reviewed journal that was not solicited by the Journal Editor and that will be subjected to peer-review by anonymous (to the author) reviewers selected by the Journal editor.

Solicited items include:

Book chapter: A chapter in a book that will be published as a distinct single-purchase publication. Prior to submission, the chapter will have been solicited and reviewed by the Book Editor or Section Editor, but the book chapter will not have been subjected to anonymous peer review.

Solicited Periodical Article: The article will be published in a periodical that publishes issues that each cover a different topic. An 'Issue Editor' is appointed by Periodical Editorial Board, and the Issue Editor solicits authorship of the individual articles for that issue. Prior to submission to AVDC, the article will have been reviewed by the Issue Editor, but these articles will not have been subjected to anonymous peer-review. Example: Veterinary Clinics of North America.

There are separate Supervisor Forms and Committee Review Forms for Case Reports, Book chapters, Solicited Articles and Unsolicited articles.

Introduction

Articles can be submitted to a journal before or at the same time as submission to AVDC. Publications are to be submitted without author or location identification anywhere within the publication, to ensure that anonymity of the author is maintained during the blinded review process; the exception to this rule is that articles that have been accepted for publication in an AVDC-approved journal can be submitted to AVDC as accepted by the journal, because AVDC Credentials Committee review is not required.

Two articles are required, as defined below.

First Article:

1. A paper on a veterinary dental or related topic containing original data (e.g. a research project or a clinical case series) or an in-depth review article, or equivalent, submitted to a peer-reviewed journal. The trainee/resident is to be the first or only author. A Submission Approval form must be completed and submitted by the Residency Director/Supervisor, confirming that the trainee/resident conducted the research or case series follow up, conducted the literature search and wrote the first draft of the article and that the Residency Director/Supervisor has read the report.
2. If proof that the article has been accepted by or published in an AVDC-approved journal (currently Am J Vet Res, JAAHA, JAVMA [*except DIVDP articles*], J Vet Dent [*except Step by Step, Foundations and Veterinary Dentist at Work items*], Vet Pathol, Vet Surgery) is available, the article is automatically approved as an AVDC 'First article' without requiring Credentials Committee review.
3. If the article is submitted to but not yet accepted by an AVDC-approved journal or is submitted to or accepted for publication in a journal that is not on the AVDC Approved-journal list, the article is reviewed by a Credentials Review team to determine whether it meets the 'First article' criteria; if it does not, it will be categorized as a 'Second article' if the content is approved by the Credentials Committee.

AND

Second Article:

The second article can be in any of the following formats:

- A. A case report written using the AVDC standard case report format. The case report must have been submitted to a peer-reviewed journal prior to or at the time of submission to AVDC.
 1. The Credentials Committee decision to approve a case report as meeting part of the AVDC credentials requirement is not dependent on acceptance by the Journal to which the case report was submitted.
 2. The trainee/resident must have been the ‘primary dentist’ and the case must have been treated no more than five years prior to the case report submission date; the case can have been treated prior to the resident registering in an AVDC-approved training program.
 3. A completed Supervisor form confirming that the trainee/resident was the primary dentist and wrote the first draft of the report and that the Supervisor has read and approved the report must accompany the submission.

Note: For trainees registered prior to 2014 who elect to pursue the 2014 Publication Requirement, a case report already approved by AVDC will be allowed to count as the ‘Second article’ under the 2014 Publication Requirement.

- B. A JAVMA Diagnostic Images in Veterinary Dental Practice article OR **two** JVetDent-Step-by-Step, Veterinary Dentist at Work or Foundations articles. The resident must be the first or only author. A completed Supervisor form confirming that the resident wrote the first draft and final version of the item and that the Supervisor has read and approved the item must accompany the submission.
- C. Another paper submitted to a peer-reviewed journal on any topic relevant to veterinary dentistry. The resident must be the first or only author. A completed Supervisor form confirming that the resident was the author of the first draft and final version of the item and that the Supervisor has read and approved the item must accompany the submission.
- D. **Book chapters** are eligible for submission provided that the resident was the first or only author and that the chapter is on a topic relevant to dentistry or oral surgery. A completed Supervisor form confirming that the resident was the author of the first draft and final version of the chapter and that the Supervisor has read and approved the item must accompany the submission.

Submission via DMS is Required

Using the **Pre-Approval procedure** to submit articles to meet the publication requirement is **strongly recommended**. The Pre-Approval process is described in the Pre-Approval file that can be accessed via a link in the [Information for Registered Trainees](#) web page. Articles and case reports can be submitted at the same time as a credentials application is submitted in July, but will **not qualify** for submission of a replacement item during a Credentials Application ‘grace period’ if the original item is not approved after the credentials submission deadline. The standard by which a case report will be judged will be the same whether the report was submitted for Pre-Approval or with the Credentials Application package.

The window for submission of items for Pre-Approval consideration is closed from May 1st through September 15th, **except for submissions by trainees/residents who plan to submit a credentials application that year.**

Supervisor Form: When an article is submitted via DMS, it is processed to the Supervisor, who completes and uploads the required Supervisor Form, which is available in the Publication section of the Information for Registered Trainees web page. A submission will not be reviewed if a completed Supervisor form is not also present. Supervisor Forms specific to Unsolicited Article, Solicited Article and Book Chapter are available in DMS.

Delayed Submission of Articles

If a trainee has completed all other training program requirements, submission of an item to complete the Publication requirement after the credentials application deadline is permitted, with the following stipulations:

1. Delayed Submission is available only for a **‘First Article’**, as defined in this Publications Requirement document. The purpose of Delayed Submission is to encourage AVDC residents to undertake research or clinical investigation projects that may not be able to be completed during the residency program period, because of the nature of the project.
2. A completed [Request for Delayed Submission of a Publication](#) form must be submitted at the time that the Credentials Application is submitted. The form is available as a link in the 2014 Publications Requirements section of the Information for Registered Trainees web page. The [Request for Delayed Submission of a Publication](#) form will be redacted so as not to identify the applicant, and the form will be reviewed anonymously by the Credentials Committee chair.
3. The maximum time permitted for delayed submission of the article is two years from the July 15 Credentials Application deadline of the original credentials application. The article must be submitted to the selected peer-reviewed journal before or at the same time as submission for AVDC Credentials review.

4. Delayed submission articles will be reviewed as for any other Pre-Approval item - they will not be identified as a 'delayed submission' article.
5. A trainee/resident whose credentials application, including an approved 'first article' delayed submission request, is approved is a candidate for the AVDC examination. However, if the candidate passes the examination, s/he will not be recognized as a diplomate or receive the diploma or be able to refer to her- or him-self as a veterinary dental specialist until the delayed submission article is approved by the normal Credentials Committee approval process. Acceptance for publication in an AVDC-approved journal will result in AVDC approval of the article without need for Credentials Committee review. Approval by an AVDC Credentials Review team as a first article does not have to await notification of acceptance for publication by the journal.

CASE REPORTS

1. A case report written using the standard AVDC Case Report format can be submitted to meet the Publication Requirement, as described under Second Article, item A, above.
2. The AVDC Case Report format and content are described in detail in the web site CREP/Publication document, available as a link on the [Information for Registered Trainees](#) web page. Read this information before starting to prepare a case report.
3. Case reports will be returned un-reviewed if the required format is not followed. Upon submission, an initial review for format will be conducted by the AVDC Administrator: The format requirements that will be reviewed include:
 - ✓ Maximum 12 pages of text in the body of the report (not including a page that contains only the title of the case report). Each page is to be numbered.
 - ✓ Maximum two pages of references, numbered consecutively as cited in the text.
 - ✓ 12 point Times New Roman font, 1.5 line space, 1" margins, 8.5 x 11" page size.
 - ✓ Insert a Line number in the left margin (in Word, click Page Layout, then click Line Number in the Page Set-up section, then click Continuous),
 - ✓ Figures must be readable (in focus, good exposure, appropriately cropped) and each must have a legend immediately adjacent to the figure. They can be included on separate pages at the end of the text section.
4. Resubmission of case reports sent back as unreviewed because it was incorrectly formatted is permitted, after correction of the formatting problems.
5. Equine case reports – if a non-Equine trainee/resident submits an equine case report, the Credentials Committee chair can send it to the Equine Credentials Committee for review rather than having it reviewed by Credentials Committee members who have little or no experience in equine dentistry.

6. When a Request for Clarification from the Credentials Committee is sent to the trainee/resident, s/he is notified that s/he has **10 days** to respond. If a response from the trainee is not received within the required time, the trainee/resident risks termination of further consideration of that item.
7. Additional item that will now be included in the Case Report Content description: If an antibiotic drug is given to the patient, justification is required.

Review Forms

The forms used during the review process by the Credentials Committee are available in the Publications section of the [Information for Registered Trainees](#) web page.