

INSTRUCTIONS FOR SAIM PUBLICATION SUBMISSIONS

An accepted publication is not required for Candidates to submit a Credentials packet or take the Specialty Examination; however, at least one journal accepted publication must be submitted to and approved by the Small Animal Internal Medicine Credentials Committee (SAIM CC) prior to the Candidate being granted Board-certification.

Definition of Journal Acceptance for Publication:

For the purpose of meeting credentialing requirements for those specialties in which a completed publication is a condition of attaining Board-certification, a standard definition of an article accepted for publication has been adopted by the ACVIM Board of Regents. An article is deemed as accepted for publication when the author has received one of the following:

1. A letter, printed on the journal's letterhead, from the editor stating that the article has been accepted for publication.
2. A letter, printed on the journal's letterhead, from the editor stating that the article has been approved for publication by all reviewers and is now only awaiting editing prior to publication.
3. A gallery proof of the article with a cover letter from the editor, on the journal's letterhead, stating that the article is scheduled for publication.

NOTE: A letter from an editor that states there are reviewer comments to be addressed, no matter how minor the comments, will be considered unacceptable for credentialing purposes, as it implies final review by the reviewers has not been completed. If you are unsure whether a response from a journal is considered a "final acceptance," you should request confirmation from the Chair of the SAIM CC **in writing**. A minimum of **6 weeks** may be needed for the Committee to respond to a request for clarification.

Specific Relevancy Requirements for SAIM Publications:

1. The Candidate must be the first author.
2. The manuscript must be published in English, **OR** it is the Candidate's responsibility to provide an independent English translation of the article and other documentation.
3. The topic **must be relevant to the topic of SAIM**. In general, the manuscript should demonstrate the candidate's proficiency in understanding scientific method and study design, including statistics, and critically evaluating the literature.
 - Relevance to the topic of small animal internal medicine will be determined by assessment of whether the manuscript meaningfully impacts the scientific understanding of a subject relevant to internal medicine **OR** its diagnosis or management by a specialist in small animal internal medicine.
 - Candidates are encouraged to submit the topic to the SAIM CC in advance if there are any questions about the relevance or the specific journal so that these questions can be assessed before starting the study.
4. The manuscript must be published in a journal that is MEDLINE® indexed.

Address

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Contact

TF: 800.245.9081
F: 303.231.0880

Website

ACVIM.org
ACVIMForum.org

Directions for Submitting Publications:

Email the following documentation to the SAIM CC at Certification@ACVIM.org:

1. A copy of a published article that meets the relevancy requirements for a SAIM Publication.
2. The acceptance letter from the journal (**Only if the article has not yet gone to print**).
3. If a publication is not in English, an English translation must be provided.

IMPORTANT NOTES:

- Any questions concerning the acceptability of a publication should be directed to the Chair of the SAIM CC in writing by emailing Certification@ACVIM.org.
- Original research publications and retrospective studies are examples of acceptable publications.
- Occasionally, a suitable manuscript might be reclassified as a “brief communication” by a journal. The SAIM CC may accept such a manuscript if this occurs. The applicant must get a ruling on the manuscript in advance of credentials submission.
- Case reports and review articles are unlikely to be accepted unless they are sufficiently detailed to fulfill the relevancy criteria as listed above.
- Publications may be submitted at any time after a Candidate commences in their approved ACVIM SAIM Residency Training Program (RTP). The publication requirement may be met anytime during the RTP or thereafter in compliance with the Certification Manual published the year their program began. Manuscripts that were published within 3 years prior to the start date of the residency may be submitted to the SAIM CC for consideration toward fulfillment of this requirement.
- Candidates who wish to receive their Diplomate certificate at the ACVIM Forum must submit their publication and all other outstanding requirements for SAIM CC review no later than March 1st of the year that the certificate is to be presented. Diplomate status will be granted upon completion of all Board-certification requirements, but a certificate will not be presented until the business meeting at the following year's Forum.

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