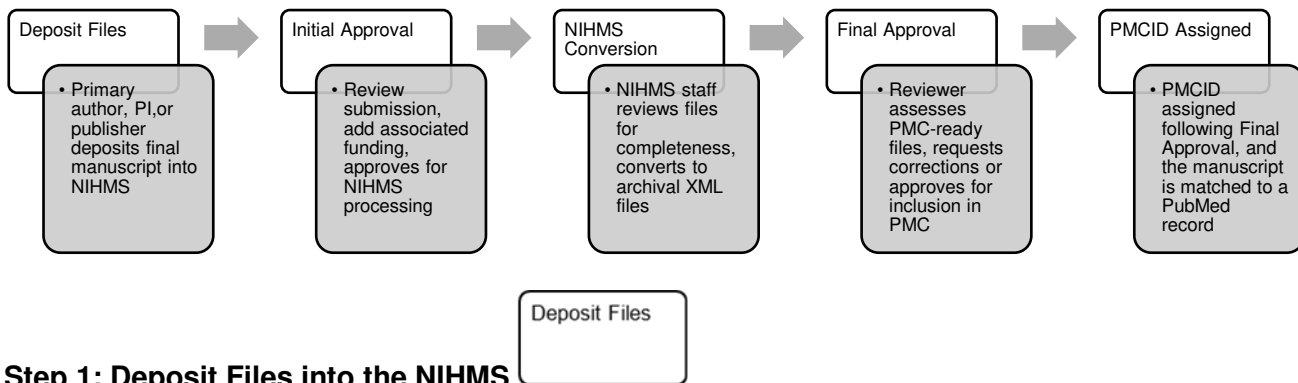
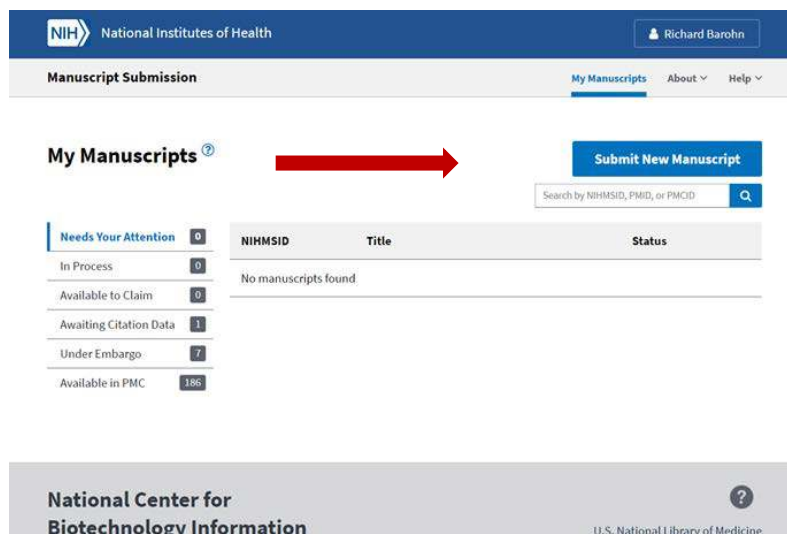


# Step-by-Step Guide to Move Manuscripts through the NIH’s databases to acquire a PubMed Central Identification (PMCID) Number National Institute of Health Manuscript Submission (NIHMS) Process Overview



## Step 1: Deposit Files into the NIHMS

- Select Submit New Manuscript - Primary Author or Principal Investigator (PI) (or a delegate assigned in eRA Commons) of funding mechanism that supported the research can process manuscripts through the NIHMS database. The individual that initiates the process will need to complete all remaining steps. Delegates cannot serve as a Reviewer for the Initial or Final Approvals.
  - This process should be initiated immediately following official publication. Some journals may deposit the paper into the NIHMS for authors, but have a 12-month timeframe for submission, which is not within the 90 day compliance window.



- Select submission method. Recommend using [PubMed](#) - most journals submit abstracts to PubMed upon publication. Enter in the PubMed Identification (PMID) number or manuscript title in the PubMed search field.
  - PubMed is an online, free database comprised of over 30 million published biomedical abstracts and citations. PubMed’s aim is to support retrieval of abstracts and citations to improve population health. PubMed was created by and is sustained by the [National Center for Biotechnology Information \(NCBI\)](#) of the NLM.*
  - Many journals provide abstracts and citations to NCBI, which then populates PubMed. While some links to full text articles are provided, PubMed is not a full-text repository. PMC was developed to be a full-text repository for biomedical and life science literature to ensure the public has free access to research outcomes. The NIH Manuscript Submission System (NIHMS) was developed to “facilitate the submission of peer-reviewed manuscripts for inclusion in PMC in support of the NIH Public Access Policy”. (Accessed January 6, 2020 <https://www.nihms.nih.gov/db/sub.cgi?page=overview>)*

NIH National Institutes of Health Richard Barohn

Manuscript Submission My Manuscripts About Help

**Submit Manuscript**

Title

Populate from: **PubMed** DOI My Bibliography

Enter manually  
 Manuscript Title  
 Enter manuscript title  
 Journal Title  
 Enter journal title or abbreviation

Help Cancel Submission Next

Funding  
 Files  
 Reviewer and Release Delay (Embargo)

✓ Manuscript data will populate into the NIHMS. Select Next.

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Manuscript Submission My Manuscripts About Help

**Submit Manuscript**

Title

Populate from: PubMed DOI My Bibliography

Enter manually  
 Manuscript Title  
 Targeted Therapy for EBV-Associated B-cell Neoplasms  
 Journal Title  
 Molecular cancer research : MCR  
 PubMed ID (optional)  
 30487243 Remove  
 DOI (optional)  
 10.1158/1541-7786.MCR Remove

Help Cancel Submission Next

Funding  
 Files  
 Reviewer and Release Delay (Embargo)

3. Select "My Funding" to open a list of grant awards. Choose the "Award ID(s)" associated with the manuscript. Select Next.

NIH National Institutes of Health Richard Barohn

Manuscript Submission My Manuscripts About Help

**Submit Manuscript**

Manuscript Title: A Retrospective Cohort Study of the Management and Outcomes of Children Hospitalized with Stevens-Johnson Syndrome or Toxic Epidermal Necrolysis. Edit  
 Journal Title: The Journal of allergy and clinical immunology. In practice

Funding

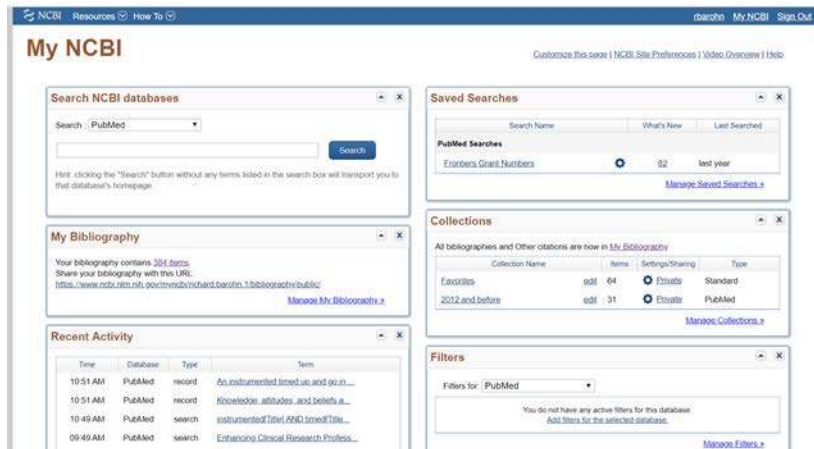
Award ID	Title	PI
KL2 TR000119	Heartland Institute for Clinical and Translational Research	Richard Barohn ✕
UL1 TR000001	Heartland Institute for Clinical and Translational Research	Richard Barohn ✕

My Funding Search Funding

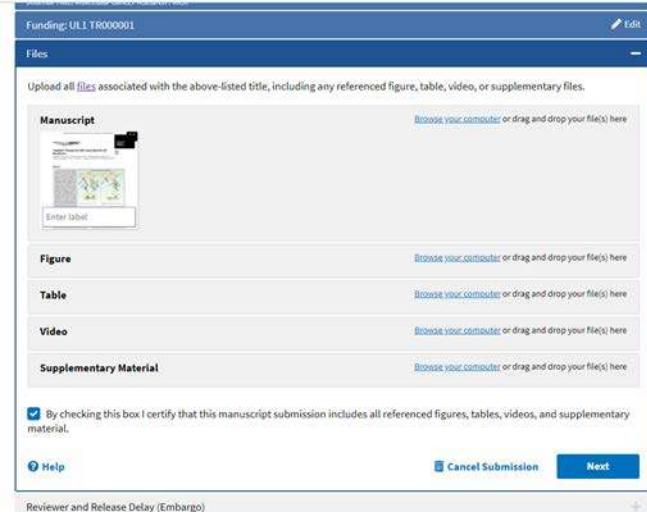
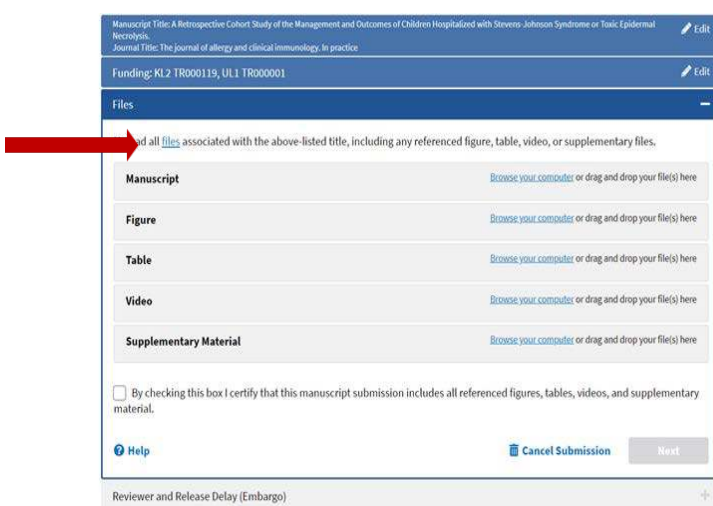
Help Cancel Submission Next

Files  
 Reviewer and Release Delay (Embargo)

- a. Selecting funding links this manuscript to the PI(s) of the funding mechanism. The citation will be added to the PIs “MyNCBI”, the NCBI investigator-specific dashboard for researchers to manage and track their publications. NCBI maintains a series of databases containing biomedical and genomic data for use by scientists, contributing to the mission of the NIH to “uncover new knowledge”.



4. Upload all files associated with the manuscript. The manuscript must be the final, published PDF. Naming convention: *PILastName\_et\_al\_year\_published\_Journal name*. Confirm that all figures, tables, videos and/or supplemental materials are included in the PDF. Some online publishers link to these items instead of including them with the manuscript. If not included, upload materials. Select Next.



5. Assign Reviewer and Release Delay (Embargo)
  - a. When an article is under an embargo it means that there is a delay, as specified by the publisher, between when the article is published and when its full version can be made freely available in PMC. The default embargo for each journal in PMC can be found under the "Free Access" column on the [PMC Journal List](#). The exact release date for each article under embargo is displayed in PMC search results, on the table of contents for the issue, or in the corresponding PubMed record.

Initial Approval

## Step 2: Initial Approval

1. Review Submission Statement. Select Agree.

The screenshot shows the NIH Manuscript Submission Statement form. At the top, there is a blue header with the NIH logo and the name 'Richard Barohn'. Below the header, the form is titled 'Submission Statement'. It contains several fields: 'Manuscript Title' (A Retrospective Cohort Study of the Management and Outcomes of Children Hospitalized with Stevens-Johnson Syndrome or Toxic Epidermal Necrolysis), 'Journal Title' (The journal of allergy and clinical immunology, in practice), 'Funding' (KL2 TR000119, UL1 TR000001), and 'Files' (1 manuscript). Below these fields, there is a statement: 'I am an author of this manuscript, and I am providing it to the National Institutes of Health (NIH) to make publicly available in PubMed Central 12 months after its official date of publication in the journal.' This is followed by a section titled 'I confirm that:' with four bullet points: 'Publication and Copyright Agreements', 'Confidentiality', 'Peer Review', and 'Funding'. At the bottom of the form, there are three buttons: 'Cancel Submission', 'Return to Submission', and 'Agree'.

NIHMS  
Conversion

## Step 3: NIHMS Conversion

The NIHMS conversion typically takes two-three weeks. NIHMS converts the deposited manuscript files into archival XML format. In this way, NIHMS makes papers publicly available in a format that ensures the permanent preservation of these research findings and makes the results of this research more readily accessible to the public, healthcare providers, educators, and the scientific community (Accessed January 31, 2020 <https://www.nihms.nih.gov/about/publicaccess/>)

Final Approval

## Step 4: Final Approval

The individual that initiated the process in Step 1 will receive an email from nihms-help@ncbi.nlm.nih.gov with the subject line reading [nihms] Manuscript #1031896: Please review the PMC-ready Documents. Log into NIHMS to Review and Approve the submission for it to be rerouted to undergo conversion to PMC documents.

PMCID  
Assigned

## Step 5: PMCID Assigned

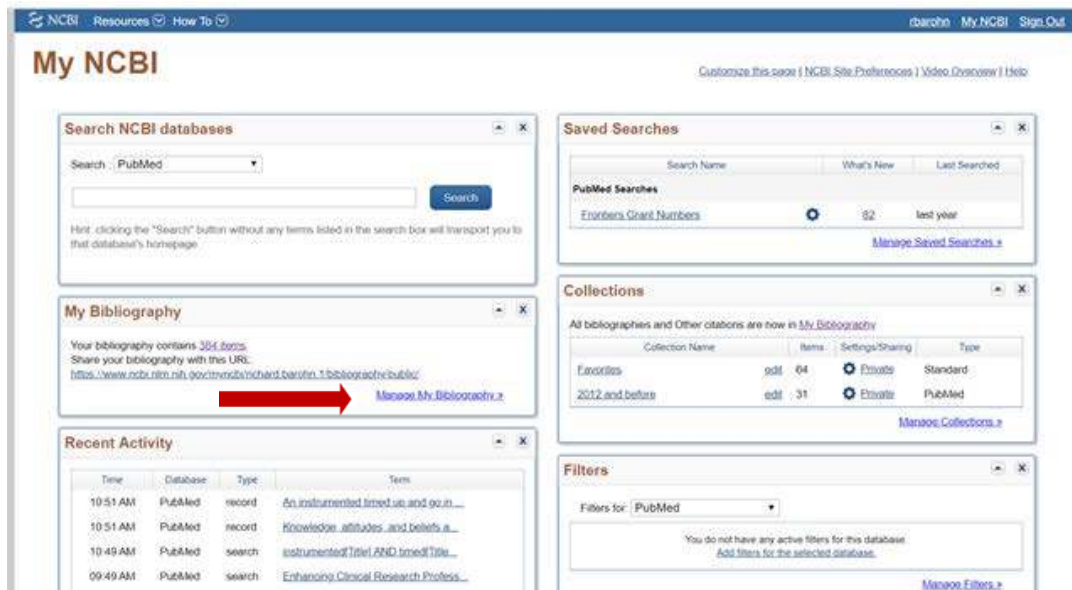
Once approved by the NIHMS the manuscript undergoes conversion to PMC documents. After file conversion the individual that initiated the process will receive an email from nihms-help@ncbi.nlm.nih.gov with the subject line: [nihms] Manuscript #1503085: Your manuscript is available in PMC. PI or primary author must again APPROVE the PMC-ready or final manuscript.

*Note: PMCID is assigned when the following two criteria are met: 1. Converted materials (i.e., the PMC-ready documents) have been approved by the Reviewer and 2. The manuscript has been matched to a PubMed record for one of the following: a final print publication date or an electronic publication date for a journal that is an electronic publication only or an electronic publication date for a journal where PubMed has not received the final print publication date within 6 months of the electronic publication date*

## Steps for Processing Non-compliant Manuscripts Associated with Funding

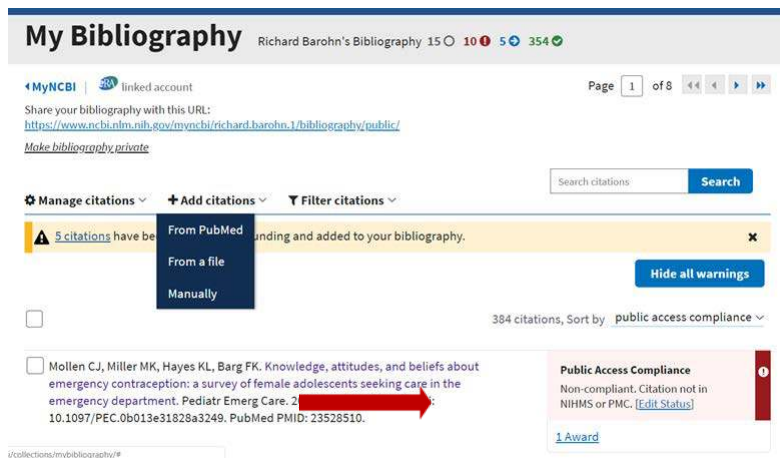
The following three steps are provided to assist investigators with processing a non-compliant publication linked to their funding. Following completion of the three steps below, proceed to Step 1 above.

*Step 1.i: Select Manage my Bibliography*



The screenshot shows the My NCBI dashboard. The 'My Bibliography' section displays a message: 'Your bibliography contains 304 items. Share your bibliography with this URL: https://www.ncbi.nlm.nih.gov/mncbi/richard.barohn.1/bibliography/public/'. A red arrow points to the 'Manage My Bibliography' link.

*Step 2.i: Select Edit Status.*



The screenshot shows the 'My Bibliography' page for Richard Barohn. It displays a list of citations. One citation is highlighted with a 'Public Access Compliance' warning: 'Mollen CJ, Miller MK, Hayes KL, Barg FK. Knowledge, attitudes, and beliefs about emergency contraception: a survey of female adolescents seeking care in the emergency department. *Pediatr Emerg Care.* 2010.1097/PEC.0b013e31828a3249. PubMed PMID: 23528510.' A red arrow points to the 'Award' link in the 'Public Access Compliance' section.

*Step 3.i: Select Begin submission in the NIHMS. Save.*

**At least one NIH grant is associated with this citation.**

Access Policy requires scientists to submit final, peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. (See [Determine Applicability](#) for full details.) Please submit the final manuscript sent to your publisher or indicate that this publication is exempt from the policy.

We do not have a record of this citation in NIH Manuscript Submission system (NIHMS). Please choose from the following:

Begin submission in the NIHMS.

This citation has been submitted. NIHMS ID:

Arrangements have been made for a [publisher on this list](#) to send the final published article directly to PubMed Central. ([Method B](#))

This citation does not need to be submitted under NIH Public Access because:

Publication was not peer reviewed.

Publication was accepted for publication before April 7, 2008.

Publication was written in a script other than Latin (e.g., Russian, Japanese).

Publication was not [directly supported by](#) NIH funds active in FY08 or beyond.

*Step 4.i: Follow Steps 1-5*

*Step 1: Deposit Files into the NIHMS*

*Step 2: Initial Approval*

*Step 3: NIHMS Conversion*

*Step 4: Final Approval*

*Step 5: PMCID Assigned*