A BRIEF GUIDE TO SUBMITTING MANUSCRIPT TO PUBMED CENTRAL
FOR FELLOWS
Version 1.0, Authored by Greg Egerton, CDS, UNC-CH

Is the publication required to be submitted to PMC per the NIH's Public Access Policy?

All manuscripts that you work on during the course of your fellowship that are submitted during <u>or after</u> your fellowship should be submitted to PubMed Central whether or not the project is grant funded otherwise. For all of these manuscripts, you are required to acknowledge funding from the training grant: 5T32HD007376-XX where XX is the year for which we are funded. The 2013-2014 academic year is year 24, so the grant number is 5T32HD007376-24.

For work on which you have a co-author or are a co-author to a lead investigator with NIH funding, he or she may handle submission. However, you are still responsible for making sure the training grant is credited in the submission. Manuscripts submitted in PubMed Central may give credit to multiple grants, so there is no conflict of interest in doing so. If you want to know whether someone else is submitting the work, follow the steps below.

1) Verify publication does not have PMCID or that PMC is not currently in progress
   1. Search PMC (http://www.ncbi.nlm.nih.gov/pmc/) or try to use a converter if the publication had a PMID (PubMed ID which is different from PMCID - http://www.ncbi.nlm.nih.gov/pmc/pmctopmid/)
2) Verify that publication needs to be submitted/deposited to PMC (this is for your work prior to the training grant – ALL TRAINING GRANT WORK REGARDLESS OF NIH FUNDING NEEDS TO BE SUBMITTED)
   1. Find grant information – verify NIH grant sponsored
   2. Peer-reviewed manuscript accepted for publication on or after April 7, 2008
3) For all articles published after June of 2013, must be submitted within 3 months of publication (must also be publicly available within 12 months of publication)

How do I submit a publication to PMC?

Many journals submit on your behalf and the place where you make that happen is when you sign the **copyright form**. In that form and in the acknowledgements for the manuscript, you should cite the training grant. For many journals, you can verify that they submit the journal by reading the copyright form and sometimes you need to select the option for them to do so. If you are involved as a co-author on a publication and do not see the copyright form, ask for a copy to make sure the training grant is credited and deposit in PubMed Central will automatically happen if the journal submits on your behalf. This is the easiest way to start the process. However, you are still responsible for making sure the journal follows through (see below).

If the journal does not submit on your behalf or a journal fails to do so in three months after publication, **follow the steps below to start the action yourself**. (CDS staff can also provide consultation on this process as needed.)

1) Address copyright
   1. Contact the publisher of the publication to negotiate submission protocol
      1. Does this publisher submit articles? Does author need to do so?
      2. You are generally able to email publishers to request this information

       1. Your email should include a citation of the publication, NIH grant number/information, and any questions you have concerning its submission
1. Who submits?
2. Is there an embargo period? (An embargo period is a length of time after the date of publication that a manuscript is held before becoming publicly available, which can be up 12 months)
3. What version of the manuscript can be submitted?
   1. Generally publishers require that the final peer-reviewed manuscript be submitted (not the final published article that can be found on the publisher's website or another database such as PsycINFO)
4. Do any edits need to be made to the manuscript before it is submitted to PMC?
   1. Some publishers stipulate that authors insert a full citation with a hyperlink to the final published version of the article into the text or title page of the peer-reviewed manuscript
2. There are several methods to submit an article to PMC and different publishers have different policies
   1. Some submit it themselves after being notified that a publication is NIH funded and do not allow authors to do so (even though it is ultimately the head author's responsibility to see that a publication is submitted in accordance with NIH policy)
   2. Others require head author to arrange for publication submission his/herself
3. If publisher submits themselves, there is nothing else the author needs to do in this process; however, it is important that the author checks-up on the progress of the publication because it is their responsibility to ensure compliance with NIH policy, not the publisher's. Otherwise, it is time to submit the manuscript.

2) Submit paper
   1. Gather all information and materials required to submit the manuscript to PMC
      1. Grant information including award recipient and grant/project number
      2. Citation for publication (title, journal name, date of publication, etc)
      3. Final peer-reviewed manuscript (GENERALLY NOT PUBLISHED VERSION) and other supplementary materials
      4. Embargo period
   2. Log-in to your NCBI account or eRA Commons account at http://www.nihms.nih.gov/db/sub.cgi by selecting your route (note: you should use the same login for all subsequent visits)
      1. If you do not have an account for either of these, you must create an NCBI account (instructions located on the same page).
   3. In your NCBI account, select "Submit New Manuscript" beside the large orange "Start Here" arrow and begin the submission process
      1. Enter Journal & Title
         1. You may do so manually, or you may look up the article (may not be able to find it)
      2. Enter grant/project information
         1. Search using receiving author name or project number
         2. Be sure to include all grants (some publications may have more than one NIH funding source)
      3. Upload files
         1. Upload PDF of final peer-reviewed version of the manuscript (may need to convert from word document, and may also need to make edits per the publisher's request prior to deposit)

4. Carefully review the summary
   1. Make sure all of the information you entered is correct
5. Choose who will review your submission and submit publication
   1. PMC submission must be reviewed by an author before they are accepted and progress further in the process
   2. You should contact the authors to establish who will be reviewing it, specifically because PMC submission is a time-sensitive process.
      1. The sooner the reviewer can review and approve the submission, the better.

Now that I have submitted the publication to PMC, what's next?

Be sure to follow progress of the submitted publication and make sure that these articles are being appropriately installed in the depository. You can always check the status of your articles through visiting your PubMed Central account (log in to NCB or ERA commons to do so). If you need assistance, do not hesitate to ask.