



NIH Policy on Manuscript Submission with Instructions

Overview:

The National Institutes of Health (NIH) document, "**Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research**", went into effect May 2, 2005. Under this policy, authors are **requested** to deposit their manuscripts from NIH-funded research in the National Library of Medicine's PubMed Central (PMC) system. The manuscript copy is defined as the final version accepted for publication, including all modifications made during peer review. The policy was developed to advance science and improve communication to scientists, health care providers and the public.

Goals of the policy:

- 1) To provide public access to the results of NIH-funded research.
- 2) To create an archive of NIH-funded research.
- 3) To make the full text of that archive searchable.

General compliance guidelines:

- 1) Compliance with the policy is voluntary.
- 2) The policy applies to:
 - a. **Only** NIH-funded research
 - b. **Only** research publications: no book chapters, editorials, conferences
- 3) Deposit is to take place no more than 12 months from date of publication.

NYU Medical Center Official Language:

Authors at NYU Medical Center who choose to comply with NIH policy are asked by the Dean's Office to use the following wording in their submissions:

The research described in this manuscript was supported in whole or in part with funds from NIH. In accordance with the NIH Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research, the author reserves the right to submit an electronic version of the final manuscript X months after acceptance for publication to the NIH National Library of Medicine's PubMed Central.

Copyright Issues:

- 1) Remember, submission is voluntary.
- 2) Fair Use applies to the public use of manuscripts posted on PMC, and provides consistent limitations on that use.
- 3) NIH does not seek permission, because any copyright transfers are subject to the government purpose license, which is fully available as a legal authority.

For More Information:

NIH's Public Access Site:

Policy resources, tools, news, and background information may be found at: <http://publicaccess.nih.gov/>

Full text of the NIH Document:

Policy on Enhancing Public Access to Archived Publications Resulting from NIH-Funded Research available at: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-022.html>

PubMed Central:

<http://www.pubmedcentral.gov>

Contact:

Office of Extramural Research, National Institutes of Health, 6705 Rockledge Drive, Room 350, Bethesda, MD 20892-7963, PublicAccess@nih.gov

NIH Manuscript Submission (NIHMS) System:

The NIH Manuscript Submission System (NIHMS) is a password-protected, Web-based system developed to facilitate and track the online submission of authors' final peer-reviewed manuscripts to PubMed Central (PMC). Manuscripts should only be submitted once final acceptance for journal publication has been received.

An NIH eRA Commons account is required for extramural **Principal Investigators/Authors** to enter the NIHMS system and complete the submission process. **Third parties** designated by the PI/Author may also submit manuscripts using the **myNCBI** login option.

To create an eRA Commons account:	To create a myNCBI account:
<ul style="list-style-type: none">• Go to: http://www.nihms.nih.gov/• Click Log In on the right side of the screen.• Click on the eRA Commons link in the list of login routes.• Click on the <u>Create New Account</u> link located above the login box. You will be directed to a brief form to create your account. The eRA Commons User ID and Password that you create will be used to login to the NIHMS system in the future.	<ul style="list-style-type: none">• Go to: http://www.nihms.nih.gov/• Click Log In on the right side of the screen.• Click on the myNCBI link in the list of login routes. The myNCBI login screen will display.• Click on the <u>register for an account</u> link at the top of the screen. Complete the brief online registration form. The myNCBI User Name and Password that you create will be used to login to the NIHMS system in the future.

To submit a manuscript and supporting documents:

- Go to: <http://www.nihms.nih.gov/>
- Log in using your eRA Commons or myNCBI login information.
- Provide basic information requested including Journal Title, PI Name and Contact Information, and associated NIH award number(s).
- Upload the complete text of the manuscript. NIHMS will accept files in the following formats: MS Word, Word Perfect, PDF, PowerPoint, Excel, and various graphics formats.
- Upload any corresponding supplemental image files that contain the figures, tables, images, or any supplementary information along with the manuscript. The NIHMS will generate a receipt of the uploaded files in PDF format. This receipt summarizes the information entered into the system and merges the manuscript's files into one viewable document.

PI/Authors must complete the remaining steps:

- Confirm that the manuscript and any supplemental materials have been successfully received by NIHMS, and verify the document.
- Review and approve the Submission Statement and specify the timing of posting of the final manuscript for public accessibility through PMC. **NOTE:** Authors and/or their institutions should ensure that their final submissions to PMC are consistent with any other agreements including copyright assignments with publishers or other third parties.
- Upon final approval and submission the document will be converted into XML, the standardized digital format used by PMC. PI/Authors will be notified by email when the document is ready for review. Review the final document, and correct any errors if necessary. After final PI approval, the document will be made publicly accessible through PMC after the PI-specified time delay.