PubMed Central Deposit Home

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Manuscripts are submitted to PMC through the NIH Manuscript Submission System (NIHMS); login via https://nihms.nih.gov

- Login Instructions

The NIH Public Access Policy applies to any manuscript\(^1\) that:

- Is peer-reviewed;
- And, is accepted for publication in a journal\(^2\) on or after April 7, 2008\(^3\);
- And, arises from:
  - Any direct funding\(^4\) from an NIH grant or cooperative agreement active in Fiscal Year 2008 or beyond, or;
  - Any direct funding from an NIH contract signed on or after April 7, 2008, or;
  - Any direct funding from the NIH Intramural Program, or;
  - An NIH employee.

\(^1\) Until further notice, manuscripts written in scripts other than Latin (e.g., Russian, Japanese) cannot be processed by the NIHMS. These manuscripts are not required to be posted on PubMed Central and do not require evidence of compliance on applications, proposals or reports. The NIHMS continues to process manuscripts written in Latin (Roman) script that contain characters and fonts used in standard mathematical notation. Read more.

\(^2\) See the FAQ for the full definition of a journal.

\(^3\) Authors may submit final peer-reviewed manuscripts accepted before April 7, 2008 that arise from NIH funds, if they have the right or permission to do so.

\(^4\) “Directly” funded means costs that can be identified specifically with a particular sponsored project, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. When awardees list a publication in the progress report publication list of an RPPR or a renewal application, they are claiming that the publication directly arises from that award and the awardee is responsible for the public access compliance of the listed publications.

FAQs

- **I am a middle author and the study was funded by someone else, do I have to submit the paper?** YES! Regardless of who funded the study, if you are listed as an author on the paper, and contributions were part of your official duties, and not as an approved outside activity, this paper must be submitted to PMC. If the publication affiliates the author with the NIH, then it will be considered as an official duty. Assuming it was an official duty, then the NIH intramural program actually did provide some funding (salary, possibly computer and network resources, etc.) even if the investigator did not conduct experiments that were included in the publication. The submission policy would not apply if a publication is done as an approved outside activity, did not use any NIH resources, and the author is not affiliated with the NIH on the publication.

- **I don’t see any of the papers that were sent in the email notification when I log into the system?** The papers provided have not yet been entered into the system yet, thus for each one you must select SUBMIT NEW MANUSCRIPT and complete each step. Only those previously entered into the system will appear when you log into NIHMS.

- **What journals automatically submit papers?** See list here.

- **What if the main corresponding author was not funded by NIH, do I still have to submit the paper?** Yes, see the first bullet.

- **I don’t see any of my “stalled” papers when I login to NIHMS. Am I responsible for these papers?** Yes, you are still responsible as an NIH author to assure they are submitted. If you don’t see the paper in your NEEDS YOUR ATTENTION section, we recommend you start the submission over by selecting SUBMIT NEW MANUSCRIPT and complete each step.

- **What if the paper was not peer reviewed, what do I do?** Log into NIDB https://data.nidb.nih.gov/ and change the status of the paper. Go to the "NIH Public Access Policy" section, the link to "Update public access status for your publications" will allow you to indicate the reason why the publication does not fall under Public Access requirements.

- **What if I am listed incorrectly as the author?** Log into NIDB https://data.nidb.nih.gov/ and change the status of the paper. Go to the "NIH Public Access Policy" section, the link to "Update public access status for your publications" will allow you to indicate the reason why the publication does not fall under Public Access requirements.
*To determine if a journal participates in PMC, see the PMC Journal List (note the journal’s participation level and embargo to ensure that your paper is covered by the agreement) or the NIH Public Access Policy Journal List if you have NIH funding.

The NIH Public Access Policy site uses these labels in its guidance to NIH-funded authors:

- **Method A:** NIH-funded paper published in a full participation or NIH Portfolio journal
- **Method B:** Arrangements made with Selective Deposit publishing programs to deposit paper in PMC
- **Method C:** Author or PI deposits manuscript files in NIHMS and completes approval steps.
- **Method D:** Publisher deposits manuscript files in NIHMS. Author or PI responsible for completing approval steps.

Methods A and B correspond to “Papers that come directly to PMC” and Methods C and D correspond to “All other papers, which go through NIHMS to PMC” in the table above.

**How do I allow someone else to submit papers on my behalf?** Anyone with an NIH account can log into NIHMS and SUBMIT NEW MANUSCRIPT on your behalf. There is no need to designate anyone. They simply complete the steps required to enter the info and upload the paper (PDF or word) and then select you as the reviewer. See full instructions here.

**Can I upload a PDF?** Yes. NIHMS will accept the final published article (i.e., PDF) in lieu of the peer-reviewed, accepted manuscript (i.e., Word doc.), provided the author has the right to submit this version. If you upload the PDF version of the paper there is no need to upload tables, figures, etc. that are included in the paper. You will have to upload all supplementary files.

**How can I find out if my paper already submitted to PMC?** There are several ways to check. First, check PubMed or PubMed Central directly to see if the PMCID is assigned. Also, you can log into the NIHMS system and click “Submit a manuscript” and then enter the PMID and search. If the paper is submitted you should see “IN PMC” noted in the search results. If the journal is not part of PubMed, and you will have to follow the steps and enter a new manuscript submission and the system will tell you it the paper has been submitted. It it has, it would be prudent to note the NIHMSID #.

**What if my paper is not listed in PubMed, do I still have to submit it to PMC?** Yes, as long as it is a peer reviewed paper and part of your official duty, it must be submitted to PMC. You can use the DOI to search for the paper or use the manual entry option to submit.

**What do I have to do as a reviewer?** There is a two step process to approve the manuscript. You should receive emails from the NIHMS system when it is time to review. Click these links to find out how to approve the initial submission and final approval.

**How can I take over Reviewer responsibilities for a submission in NIHMS?**

If a submission has become stalled in the NIH MS process as a result of inaction by the assigned Reviewer, and you are a Verified Author or PI on an associated award, the record will be listed in the Available to Claim filter of your My Manuscripts page. If you do not see the paper on your My Manuscripts page, contact the NIHMS Help Desk to confirm that you are eligible to be a Reviewer and request access to the record.

If you are already associated with the record, click on the manuscript title to view the record details. From the record details page, you may click on the “Assign to Me” button to take over Reviewer responsibilities and move the submission forward.

If you would like to take over Reviewer responsibilities for a record that is not stalled in the NIHMS process, please contact the NIH MS Help Desk with your request.
• What if the journal is not listed in PubMed? You will still have to submit the paper to PubMed Central. In fact, by submitting to PMC, the paper will get assigned a PMID and thus be listed in PubMed.

• Do I really have to upload supplemental materials? Yes, PMC will not accept the paper if they find supplemental data is noted in the manuscript, and this data was not uploaded.

• I have searched for my paper in the NIHMS and haven’t found it. Why? The main search bar area in NIHMS is linked to finding results you have submitted via the system. It is not a system wide search. Click the “Submit a Manuscript” and then search via PMID.

• Where do I find information about my funding? The funding should be linking to your annual report projects (Z#s). All CCR Z #s since 2008 can be found here.

More questions about the submission process? Visit the NIHMS FAQs page.