

NIH Public Access Policy, PubMed Central (PMC) and the NIH Manuscript Submission (NIHMS) system

- The **NIH Public Access Policy** requires all peer-reviewed, accepted manuscript articles resulting from direct NIH funding to be submitted to PubMed Central (PMC).
- The NIH developed the **NIH Manuscript Submission (NIHMS)** system to facilitate the submission of peer-reviewed manuscripts for inclusion in PMC in support of the NIH Public Access Policy.
- Manuscripts need to be submitted to PMC at the time of acceptance for publication.
 - **MTN Lead Authors are responsible that their accepted manuscript will complete the PMC submission process.** The author needs to verify with the journal which of the four PMC submission methods (listed below) are used.

PMC Submission Methods (journal and/or author roles)

- There are four methods (listed below) to ensure that an accepted manuscript is submitted to PMC and is in compliance with the NIH Public Access Policy. Authors may use the method that is most appropriate for them and consistent with the publisher.
 - For general instructions and summary of the four methods see http://publicaccess.nih.gov/submit_process.htm. A list of resources is also available below.

Submission methods

Method A: The **journal** will deposit all final published articles in PMC automatically and you don't have to do anything.

Example of journals: *New Engl J Med*, *Clin Infect Dis*. See full list at http://publicaccess.nih.gov/submit_process_journals.htm

Method B: The **journal** will deposit the final published article, but the author must request that they do so (the journal typically will require an "open access" fee).

See details at http://publicaccess.nih.gov/select_deposit_publishers.htm

Method C: The **author** will deposit the final peer-reviewed manuscript via the NIHMS System with journal permission. All responsibility for submission is of the AUTHOR.

<http://www.nihms.nih.gov/>

Method D: The **journal** will initiate the submission process for final peer-reviewed manuscripts by depositing them in the NIHMS. However, the author must complete the submission process in the NIHMS. http://publicaccess.nih.gov/select_deposit_publishers.htm

Resources for author submission of manuscripts to PubMed Central (PMC) via the NIH manuscript submission systems (NIHMS)

Navigating the NIHMS process

<https://www.nihms.nih.gov/db/sub.cgi?page=faq#steps>

NIHMS step-by-step tutorials

<http://www.nihms.nih.gov/db/sub.cgi?page=stepbystep>

NIHMS frequent asked questions

<http://www.ncbi.nlm.nih.gov/books/NBK3846/>

Other resources

http://ufdcimages.uflib.ufl.edu/IR/00/00/34/46/00001/The_NIH_Public_Access_Policy.pdf