

POLICY AND PROCEDURE NCI-FREDERICK

Policy No. 107

Original Issuance Date: March 10, 2008

Revision #2, January 2010

NCI-FREDERICK PUBLIC ACCESS POLICY

A. PURPOSE AND BACKGROUND

It is the policy of NCI-Frederick for investigators to submit their NIH-funded journal articles to the digital archive, PubMed Central (<http://www.pubmedcentral.nih.gov/>). The NCI-Frederick Public Access Policy outlines procedures to ensure that the public has access to the published results of NIH-funded research. This policy requires that these articles be accessible to the public on PubMed Central to help advance science and improve human health.

B. SCOPE

The policy applies to all Contractor **and** Government employees who work at NCI-Frederick and NCI-Frederick off-site facilities.

C. DEFINITIONS

NIHMS: NIH Manuscript Submission system

PMCID: PubMed Central reference number

D. PROCEDURES

Address Copyright

Individual copyright arrangements can take many forms; authors should continue to manage such arrangements as they have in the past. However, to comply with the NCI-Frederick Public Access Policy, authors must make sure that all agreements allow accepted, peer-reviewed manuscripts to be deposited with NIH upon acceptance of publication and made available for public posting on PubMed Central no later than 12 months after journal publication.

Individuals may wish to develop particular copyright agreement terms in consultation with their own organization. As an example, the kind of language that an author might add to a copyright agreement includes the following:

“Journal acknowledges that Author retains the right to provide a copy of the final manuscript to NIH upon acceptance for Journal publication, and for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal.”

Submit Article

Authors may submit an article to the journal of their choice for publication.

1. Certain journals submit articles to PubMed Central on behalf of their authors. See http://publicaccess.nih.gov/submit_process_journals.htm for a list of these journals. If authors choose to publish an article in a journal that is included in the list, they do not need do anything else to comply with the submission requirement.
2. For journals not included in the above referenced list, authors must:
 - a. Inform the journal that the article is subject to the Public Access Policy when submitting it for publication.
 - b. Make sure that any copyright transfer or other publication agreement allows the article to be submitted to NIH in accordance with the policy. Individuals should consult with their organization if they have questions regarding copyright transfer.
 - c. Submit a copy of the peer-reviewed manuscript that has been accepted for publication to NIH through the NIHMS system at <http://www.nihms.nih.gov/> within 12 months of publication. This requirement went into effect on April 7, 2008. (A system is in place to catch duplicate entries.)
 - d. Verify and approve the manuscript personally via the NIHMS system, which will send the author an e-mail message requesting this action.

Cite Article

When citing NIH-funded articles in NIH applications, proposals, or progress reports, authors must include the PMCID for each article, per the instruction below.

List the PMCID at the end of the already-required full journal citation for the article. If a PMCID is not yet available, include the NIHMS system reference number instead.

Examples:

Varmus H, Klausner R, Zerhouni E, Acharya T, Daar A, Singer P. (2003) PUBLIC HEALTH: Grand Challenges in Global Health. *Science* 302(5644): 398–399. PMID: 243493

Zerhouni, EA. (2003) A New Vision for the National Institutes of Health. *Journal of Biomedicine and Biotechnology* (3), 159–160. PMID: 400215

E. RESPONSIBILITIES

Each scientist who authors or co-authors a journal article that results from NIH-funded research is responsible for ensuring that the journal is submitted to the digital archive, PubMed Central, in accordance with the above-mentioned policy and procedures. Individuals should check with their organization for the process they should follow to ensure they are in compliance with this policy.

Note: A comprehensive list of Frequently Asked Questions can be accessed at <http://publicaccess.nih.gov/FAQ.htm#e1>.

F. REFERENCES

Division G, Title II, Section 218 of Public Law 110-161 (Consolidated Appropriations Act, 2008) states:

“The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine’s PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, that the NIH shall implement the public access policy in a manner consistent with copyright law.”

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

<http://publicaccess.nih.gov/FAQ.htm#e1>

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