

## Questions & Answers about the NIH Public Access Policy

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### 1) What version of the article do I submit?

An electronic version of the final manuscript should be submitted to the NIH Manuscript Submission system (NIHMS). The final manuscript is defined as the version accepted for publication that includes all the modifications made by the author(s) in response to the peer review process.

### 2) In what format must I submit my manuscript? Word file? PDF?

The PI (or his designee) should submit the complete text of their manuscript(s) along with any corresponding image files, table files, and/or supplementary materials in the same format that it is sent to the journal (i.e., MS Word, WordPerfect, PDF, PowerPoint, or Excel file). NIHMS supports a wide variety of file types. Just as required by journals, high-resolution images should be submitted to ensure the best reproduction quality in PubMed Central (PMC). With the exception of supplementary materials, PubMed Central will convert the submitted images into standard file types. All manuscript files submitted will be converted into XML; this is the standardized digital format used by PubMed Central.

### 3) May I submit the final published PDF version of my manuscript?

If the author wishes to submit a PDF created by the publisher to NIHMS, permission for this specific use must have been granted to the author by the publisher.

### 4) Is the submission accompanied by the name of the journal (which some people indicate is copyrighted and therefore cannot be used)?

Yes, the journal title and manuscript title are required. See the *NIH Manuscript Submission Help* guide which explains how to enter the manuscript using the manual method.

### 5) Does NCI-Frederick have a policy related to the NIH Public Access Policy?

**YES**, NCI-Frederick's Policy Number 107 states the responsibilities of NCI-Frederick investigators related to copyright agreements signed by authors as well as submission of manuscripts to the NIHMS, and how articles should be cited in NIH applications, proposals, and progress reports. Details of this policy are available at:

<http://ncifrederick.cancer.gov/staff/policies/Documents/100/107.pdf>.

### 6) How do I get the PubMed Central reference number (PMCID) if the journal submits the paper to NIHMS?

Some journals will deposit the manuscript files for you. In this case, you still have to log into the NIHMS system to provide the associated intramural project information (i.e., Z01 project number), and review and approve the article. The NIHMS will notify you via email when these actions are needed and include a link to the NIHMS website.

You can locate the PubMed Central ID (PMCID) reference numbers by doing a search of the publication in PubMed or PubMed Central. In PubMed, the PMCID appears on the bottom right side of the abstract in the Abstract display. In the Abstract display, if you click on the PubMed Central free full-text icon, the PMCID is displayed on the right side just above the title in the PubMed Central screen. See the screen shots on the next page for an example.

### 7) If I have a PMID, how can I find the corresponding PMCID or NIHMSID?

You may use the PMCID/PMID/NIHMSID Converter available at

<http://www.ncbi.nlm.nih.gov/pmc/pmctopmid/>.



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## Finding the PMCID in PubMed

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PMCID: 17941720 PMCID: **PMC2020504** DOI: 10.1371/journal.pbio.0050276

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## Finding the PMCID in PubMed Central (PMC)

PMC US National Library of Medicine National Institutes of Health Advanced Journal list

Journal List > PLoS Biol > v.5(10); 2007 Oct > PMC2020504

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PLoS Biol. 2007 Oct; 5(10): e276. Published online 2007 Oct 16. doi: 10.1371/journal.pbio.0050276

PMCID: **PMC2020504** PMID: 17941720

Assessing Tumor Progression Factors by Somatic Gene Transfer into a Mouse Model: Bcl-xL Promotes Islet Tumor Cell Invasion

Yi-Chieh Nancy Du,<sup>1,\*</sup> Brian C Lewis,<sup>1,2</sup> Douglas Hanahan,<sup>2</sup> and Harold Varmus<sup>1</sup>

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**8) A) Do CCR researchers have to submit papers in NIHMS / PMC?**

**YES**, CCR researchers (or their designee) are required to submit a copy of his final manuscript to NIHMS.

**B) Do CCR researchers still have to report their publications in the CCR Annual Report System (ARS)?**

**YES**, all CCR researchers (or their designee) must continue to update their publications data in the CCR ARS for their Annual Report. The PI (or the ARS Administrator(s) designated by Lab/Branch Chief) can login to the CCR Portal at:

<https://ccrintra.cancer.gov/cms/login/login.aspx> to update their publications list within the PI's **FY2019 Annual Report**. This year, the ARS will open in **early June**.

Questions about the Annual Report should be directed to Brenda Boersma ([boersmab@mail.nih.gov](mailto:boersmab@mail.nih.gov)).

**C) How do CCR researchers update their publications list on their web profiles?**

Each investigator/staff member who has a web profile can display up to 5 selected papers (recent or career/key) on their web profile. For assistance in updating this list of selected recent/key papers, the PI can contact their local Lab/Branch web content manager(s). View the list of CCR Local Web Content Managers at:

<https://ccrod.cancer.gov/confluence/display/CWCM>

**9) Do Leidos researchers have to submit papers in NIHMS / PMC and an internal Leidos publications tracking system?**

**YES**, each PI (or his designee) is required to submit a copy of his final manuscript to NIHMS. Each PI (or his designee) is **also** required to provide their papers (at the time of submission) to their assigned publications administrator(s). Publications data can be updated in the Publications System found at <https://publications-abcc.ncifcrf.gov/authenticate/>. This tracking mechanism is essential to tracking publications under the OTS contract.

For access to this system please contact Tammy Eyler (x5271 or [Tammy.Eyler@nih.gov](mailto:Tammy.Eyler@nih.gov)). For technical issues please contact Nate Starner (x4633, [Nathan.starner@nih.gov](mailto:Nathan.starner@nih.gov)).

**10) I have heard of at least one journal that will be charging \$1000 for “open access.” Will CCR/NCI (or NIH) be paying this fee?**

This fee is to make the article “open access” which is different from the “public access” version in PMC. The extra fee is the journal's way to give the author a chance to support the open access movement (see definitions below). Whether NIH or the author's laboratory wants to pay the extra amount is a separate issue, but this fee may or may not include the submission of articles to PMC, unless the publisher states that service is included. The author may choose not to make the article “open access” and pay regular page charges.

**Open Access** – A service that many journals offer for an extra fee so that an author's paper can be made freely available to the public “immediately” online.

**Public Access** – The deposit via the NIHMS system into the PubMed Central database that the NIH author (or journal) must make, as mandated by law. **There is no fee for the author to deposit to PMC himself**; however, **publishers may or may not charge** for submitting on behalf of the author.



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- 11) **What is ACS (American Chemical Society) stance on the NIH Public Access Policy?**  
ACS offers authors three options to submit articles from ACS publications to the NIHMS:
- **Option A** – Using the **fee-based** ACS AuthorChoice system, **ACS deposits** the final published article to the NIHMS and allows immediate or embargoed open availability on the ACS website.
  - **Option B** – Using the **fee-based** ACS Author Rewards, the author purchases an ACS AuthorChoice license. **ACS deposits** the final published article in PubMed Central—nothing more is required on the author's part.
  - **Option C** – The author self-deposits the accepted manuscript in PubMed Central for open access 12 months after publication.
- For full details see <http://pubs.acs.org/page/policy/nih/index.html>.
- 12) **If an NCI investigator is a co-author but not first, last or corresponding author on a paper and if all interactions regarding the manuscript have been handled by the non-NIH lab that submitted the paper, is the NCI investigator still required to deposit in PMC, or is that up to the lab where the paper originated?**  
Each Principal Investigator is responsible for ensuring that the terms and conditions of their award are met, but any author may submit the article. The authors of a paper must communicate to determine who will submit the article to PMC. Authors will be notified during the submission process if they try to submit an article that has already been submitted. All peer-reviewed journal articles that arise from the NIH intramural program or any amount of direct costs funded by NIH, regardless of the source or amount of other funding must be submitted to PMC, according to the NIH Public Access Policy. See the *NIH Manuscript Submission Help* guide for more information.
- 13) **Where can I go for more information or help with submitting my manuscripts?**  
The following are sources of additional information about the manuscript submission process:
- **NIH Manuscript Submission Help (via the NCBI Bookshelf)**  
<http://www.ncbi.nlm.nih.gov/books/NBK3845/>
  - **NIHMS Frequently Asked Questions**  
<https://www.nihms.nih.gov/db/sub.cgi?page=faq>
  - **Frederick National Lab Scientific Library**—call or email your questions to x1093 or [NCIFredLibrary@mail.nih.gov](mailto:NCIFredLibrary@mail.nih.gov). We can also come to your desk to help you.
- 14) **Where can I go for more information about the NIH Public Access Policy?**  
The following are sources of additional information about the NIH Public Access Policy:
- **NIH Public Access Frequently Asked Questions**  
<https://publicaccess.nih.gov/faq.htm>
  - **Frederick National Lab Scientific Library NIH Public Access Policy Resources**  
<https://ncifrederick.cancer.gov/scientificlibrary/PublicAccess.aspx>  
or contact the Library at x1093 or [NCIFredLibrary@mail.nih.gov](mailto:NCIFredLibrary@mail.nih.gov)

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