Questions & Answers about the NIH Public Access Policy

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 author (or designee) should submit the complete text of the 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 particular use must have been granted to the author by the publisher.

4) Does NCI at Frederick have a policy related to the NIH Public Access Policy?

YES, NCI at Frederick's Policy Number 107 states the responsibilities of NCI at 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://web.ncifcrf.gov/staff/policies/Documents/100/107.pdf.

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

The PMCID is posted in PubMed as soon as an article has been successfully processed by PMC, which usually occurs around the time of publication.

- Add the paper to My NCBI/My Bibliography. My NCBI will automatically add the PMCID to a citation as soon as it is available.
- PMCIDs are listed below the abstract of the Abstract view in PubMed. If the paper is successfully processed but not yet publicly available on PMC, PubMed will also list the date the paper will become available.

See the screen shots on the last page for an example.

6) 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/ (also linked on the PMC home page under NIH Public Access.).

www-library.ncifcrf.gov
x1093 or x4942(ATRF)
Bldg. 549 & ATRF E2003
NCIFredLibrary@mail.nih.gov
Scientific Library
National Cancer Institute at Frederick

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

YES, CCR researchers (or their designees) are required to submit a copy of final manuscripts to NIHMS.

B) Do CCR researchers still have to update their publications in the CCR Content Management System (CMS) for their Annual Report?

YES, all CCR researchers (or their designees) should continue to update their publications data in the CCR CMS for their FY2014 Annual Report. Updating your publications list is quick and easy using the "PubMed Search/Retrieve" feature. This feature allows you to search for, download, and display citations for any of your papers that are indexed in PubMed. A sub-set of these citations (last 2 years) will be displayed for your 2014 Annual Report. "In press" publications can also be entered using the "Add New Publication Manually" option. All "in press" papers must be updated after publication using "Edit Selected Publication." To update your publications data, go to the CCR Portal Login page at https://ccrintra.cancer.gov/cms/login/login.aspx and enter your NIH login.
After you login, select "Manage Your Website and Profile(s)" and then select "Publications."

Questions about the CCR Portal should be directed to Ave Cline (x5176 or clineav@mail.nih.gov) or Sue Fox (x1923 or foxs@mail.nih.gov).

8) Do Leidos Biomedical Research, Inc., researchers have to submit papers in NIHMS / PMC and an internal Leidos publications tracking system?

YES, each researcher (or a designee) is required to submit a copy of the final manuscript to NIHMS. Each researcher (or a designee) is **also** required to update the publications data 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).

Thanks to Sue Fox, CCR Office of Communications, and to Tammy Eyler, Basic Science Program, Leidos Biomedical Research, Inc. for their contributions to this document.

9) I have heard of journals that charge a fee for "open access" availability. What does this fee provide?

This fee may be offered by some publishers as an option to make an article available immediately upon publication. Some journals make all of their articles freely available and require this article processing charge (APC) to cover the costs of publication. Open access availability is **different** from the "public access" version in PubMed Central (PMC). The open access fee **may or may not include** the submission of articles to PMC, **unless** the publisher states that service is included. **There is no fee for an author to deposit to PMC**; however, **publishers may or may not charge** for submitting on behalf of the author.

10) What is the ACS (American Chemical Society) stance on open access and the NIH Public Access Policy?

Effective March 4, 2014, ACS will provide authors with a complimentary ACS AuthorChoice+12 license for each article published in 2014 that acknowledges funding from NIH. The AuthorChoice+12 license provides open availability of ACS copyrighted articles on the Web 12 months after first online publication by ACS. ACS will deposit the article with the NIHMS at no charge. This will only be effective for 2014.
Starting in 2015, ACS will offer authors two options to submit their articles from ACS publications to the NIHMS:

- **Option 1** – Using their **fee-based** AuthorChoice system, **ACS deposits** the final published article to the NIHMS and allows immediate open availability on the ACS website OR access 12 months after publication, depending upon the amount paid.
- **Option 2** – The **author** may **self-deposit for free** the **peer-reviewed manuscript, accepted for publication but prior to ACS' copy editing and production**, with NIH, for open availability **12 months after publication**.

For full details see http://pubs.acs.org/page/policy/nih/index.html.

11) 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.

12) 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***
  http://www.nihms.nih.gov/faq.html
- ***NCI at Frederick Scientific Library***—call or email your questions to x1093 or NCIFredLibrary@mail.nih.gov. We can also come to your desk to help you.

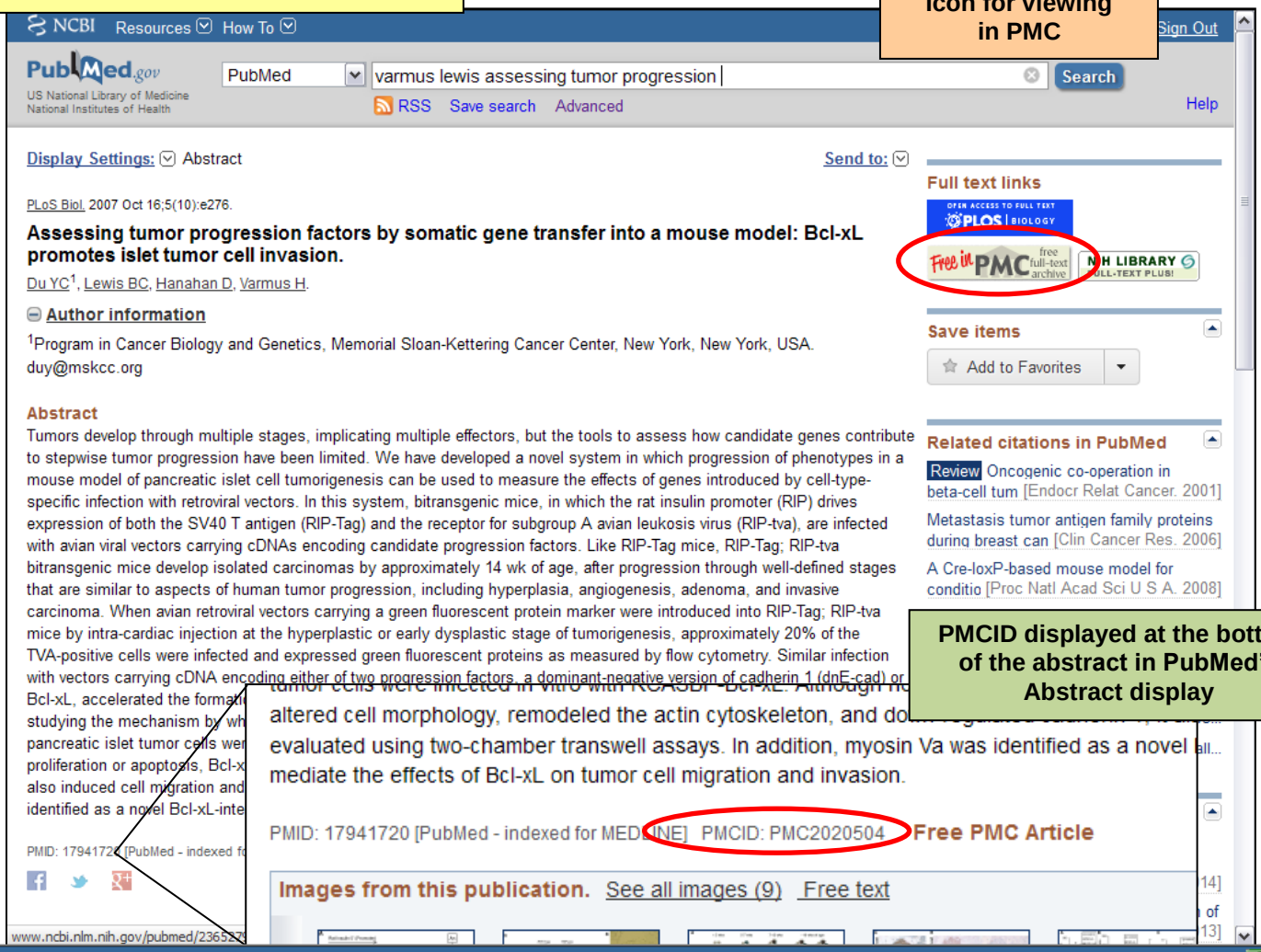
13) Where can I go for more information or with questions about the NIH Public Access Policy?

- ***NIH Public Access Frequently Asked Questions***
  http://publicaccess.nih.gov/FAQ.htm
- **Email questions and comments** regarding the NIH Public Access Policy to PublicAccess@nih.gov.

Questions & Answers about the NIH Public Access Policy

Finding the PMCID in PubMed

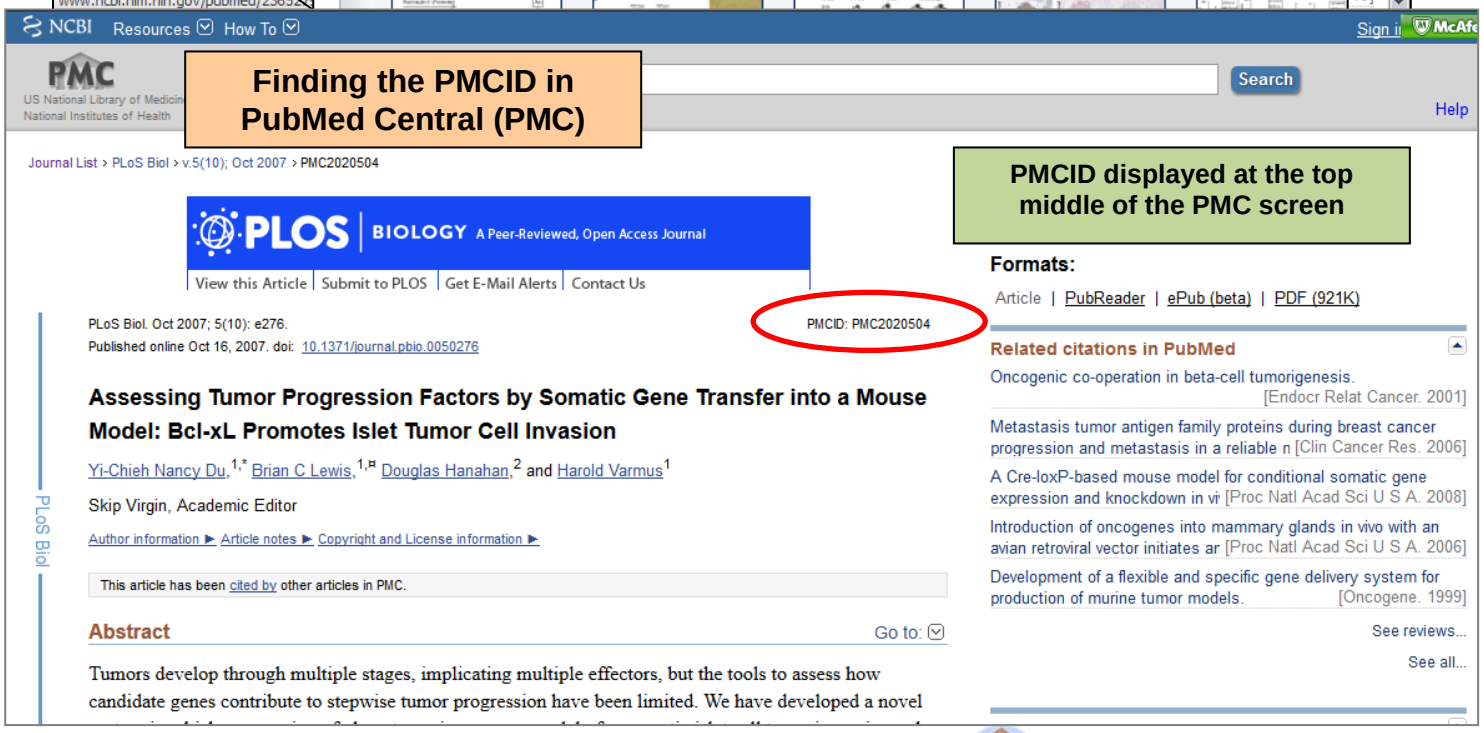
Icon for viewing in PMC



PMCID displayed at the bottom of the abstract in PubMed's Abstract display

Finding the PMCID in PubMed Central (PMC)

PMCID displayed at the top middle of the PMC screen



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x1093 or x4942(ATRF)
Bldg. 549 & ATRF E2003
NCIFredLibrary@mail.nih.gov
Scientific Library
National Cancer Institute at Frederick