

NIH Public Access Policy

NOTE WELL: All peer-reviewed publications authored by CTRD Trainees are subject to the NIH Public Access Policy.

Peer-reviewed articles accepted for publication on/after April 7, 2008 that result in whole or in part from NIH-funded research must be submitted to the National Library of Medicine's PubMed Central via the NIH Manuscript Submission system and made available within 12 months of publication.

- *Non peer-reviewed, Submitted and In Revision manuscripts are not subject to the policy.*

How to Comply:

The author/investigator is responsible for submitting the peer-reviewed manuscript; however, the principle investigator (PI) is ultimately responsible for ensuring the correct, peer-reviewed article is submitted to PMC.

The submission and confirmation of manuscripts operates through the NIH Manuscript Submission System. The PI will be notified upon article submission and will be asked to confirm the submission is accurate.

- **Many journals automatically submit accepted manuscripts to PubMed**, thus meeting the investigator's responsibilities. Many of the journals Psychology or Neuroscience trainees favor fall into this category. If you are unsure, check the "Instructions to authors" section. If the journal submits the manuscript (not the final published article), PMC will notify the author/investigator to confirm the submission and to request additional information, notably the grant award number.
- **Some journals expect the authors to submit papers. Many of the journals Biology trainees favor fall into this category.** If this applies, deposit the final peer-reviewed manuscript in PubMed Central yourself via the NIH Manuscript Submission System (NIHMS) as described below.

Depositing a final peer-reviewed manuscript to PubMed Central yourself via the NIH Manuscript Submission System (NIHMS)

1. Go to <http://www.nihms.nih.gov/> and log in.
2. Click on "Submit New Manuscript" at upper right.
3. You will be asked to enter:
 - Title and Journal information
 - Project Support information (the Grant/Project ID for the training grant is T32 HD049336, "Common Themes in Reproductive Diversity")
4. Upload a copy of the accepted final peer-reviewed manuscript and associated files (e.g., Word document and figures).
5. You will then be asked to check the file submission.
6. You will then be asked to list a Reviewer (that would be you, the author) and set any embargo time required by the publisher (the number of months after publication when the manuscript may be made publicly available in PMC).
7. You will be asked to authorize NIH to Process the Manuscript.
8. The NIHMS will convert the deposited files into a standard PMC format, and email the "Reviewer" to approve the PMC-formatted manuscript for public display. The "reviewer" reviews and approves the PMC-formatted manuscript via the NIHMS. Corrections to the manuscript, if necessary, may be requested at this time.

Following completion of the above, the NIHMS will email the author and all PIs the citation with the PMCID once it is assigned; PMC will automatically make the paper publicly available after the designated delay period has expired.

Citations

1. If a manuscript was **accepted before April 7, 2008** and is therefore exempt, please note that after citation.
2. If a manuscript has been submitted through the NIH Manuscript Submission (NIHMS) system, but a PubMed Central (PMC) reference number is not available yet: **NIHMSID: NIHMSxxxxx**. Once the PMCID is available: **PMCID: PMCxxxxxxx**
3. Published in a journal that deposits all NIH-funded final published articles in PubMed Central (PMC) without author involvement, but not assigned a PMCID yet: **PMC Journal - In Process**.
4. A paper that was not peer reviewed (e.g., chapters, some invited reviews, etc.): **Not peer reviewed**.

VERY IMPORTANT! PMID NUMBERS ARE NOT ACCEPTABLE!