


# NIH Public Access Policy

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8/12/2010 Funding Focus Presentation  
NIH Public Access Policy: Submitting and Managing Your Work

1  **NIH Public Access Policy:**

Submitting and Managing Your Work

2  **Who are you?**

- Emily McElroy- Head, Collection Development and Scholarly Communication  
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- Rachel Dresbeck – Director, Research Communication & Development  
[dresbeck@ohsu.edu](mailto:dresbeck@ohsu.edu)
- Andrew Hamilton – Reference Librarian  
[hamiltoa@ohsu.edu](mailto:hamiltoa@ohsu.edu)
- Judith Norton – Head, Access Services  
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- Laura Zeigen – User Experience Librarian  
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3  **Today's Agenda**

- Brief NIH Public Access Policy Explanation
- The difference between a PMID and a PMCID
- Submitting Your Manuscript to PMC
- *Managing your compliance with MyNCBI's My Bibliography (if we have time)*


4  **NIH Public Access Policy**

ANY peer-reviewed manuscript based on research funded with NIH dollars and that is accepted for publication in a peer-reviewed journal must be made available to the public via PubMed Central.

NOTES: Yes, the manuscript is required, NOT the final published version. Very few publishers will allow deposit of the FINAL PUBLISHED VERSION because that's not what the law requires, and they are afraid they will not make as much money, but some will. Check with your publisher, read your license agreement that you sign, and know what you're allowed to do.

5  **NIH Public Access Policy**

- It's the right thing to do.
- It's the law.
- Grant funds will not be awarded until you are in compliance.

6  **PMID vs. PMCID**

NOTES: Let's follow the logic here.

PMID is a unique identifier in PubMed.

PMCID is a unique identifier in PubMed Central.

PMID vs. PMCID ↔ PubMed vs. PubMed Central

PubMed = "citation for biomedical literature MEDLINE, life science journals, and online books" i.e. citation and abstract of your final published version

PubMed Central = "free digital archive of biomedical and life sciences journal literature" i.e. mostly manuscripts

PubMed contains CITATIONS

PubMed Central contains MANUSCRIPTS

∴ PMID vs. PMCID= Citations vs. Manuscripts

So we end with Citations and Abstracts Vs. Manuscripts. And what's the difference between those? ☺

7  **PMID vs. PMCID**

NOTES: Both numbers appear in a Medline record

8  **PMID vs. PMCID**

NOTES: Notice that there's even ANOTHER number here in the PMC record. It's the NIHMSID, the NIH Manuscript ID. So you have three systems: PubMed, PubMed Central, and the NIH Manuscript Submission system. Are you confused yet? A pain, but one we have to live with for now, and three is better than four!

9  **PMID vs. PMCID**

NOTES: In the manuscript submission system you see all three numbers

10  **PMID vs. PMCID**

NOTES: appearance of grant support information and the date the manuscript will be available in PubMed Central.

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- Journal publishers might submit your manuscript for you.
- Or you might have to do it yourself.
- Ask your publisher.
- Then you'll have to review and approve it. NOTE: "...only errors or omissions that impact the scientific accuracy of your article are eligible for correction." The NIHMS System User's Guide to Submitting a Manuscript

NOTES: So now about that pesky submission process. Note that when your article has been submitted and is ready for you to review you will receive an e-mail. Be sure to check your junk e-mail box, and also add this e-mail address to your known or white-listed e-mailers? [nihms-help@ncbi.nlm.nih.gov](mailto:.nihms-help@ncbi.nlm.nih.gov) Or maybe even create a RULE in your e-mail software to deposit these e-mails some place you will SEE them when they arrive? Outlook: <http://office.microsoft.com/en-us/outlook-help/create-a-rule-HP005242897.aspx> Thunderbird: <http://www.freemailtutorials.com/mozillaThunderbird/filtersInThunderbird.cwd> Gmail: <http://googlesystem.blogspot.com/2007/05/gmail-filters.html>

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- Have ready the final peer-reviewed files that you submitted to your publisher.
- Login to the NIHMS System and start submission process.
- Enter the citation information, grant information, and upload your files.
- Review the information and submit.
- You will later receive an e-mail notification to approve your manuscript.
- Approve.

NOTES: Image files can be submitted separately or within the text of the article. The system also allows you to track what submissions you have completed and which ones are in process.

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- Login with your eRA Commons account information.
- Under *My Saved Data* go to *Bibliographies*→*My Bibliography*
- Add citations by using the *Citations in PubMed* tool
- View *My Bibliography* in the \$ (compliance) view

NOTES: \*known issues include the data duplication from the suggested works to import. Being able to attribute the appropriate grant information to the appropriate paper. Did you receive grant renewals? The appropriate renewal should be attached to the paper.

NOTES: Did you know that you can designate a delegate for your "My Bibliography?" Go to My Bibliography→Edit My Bibliography settings→enter a person's e-mail address.

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- [OHSU Library Scholarly Communication](#)
- [NIH Public Access Policy](#)
- [PubMed Central](#)
- [NIH Manuscript Submission System](#)
- [MyNCBI](#)
- [The NIHMS System User's Guide to Submitting a Manuscript](#)
- [Scholarly Communication @ OHSU Blog](#)

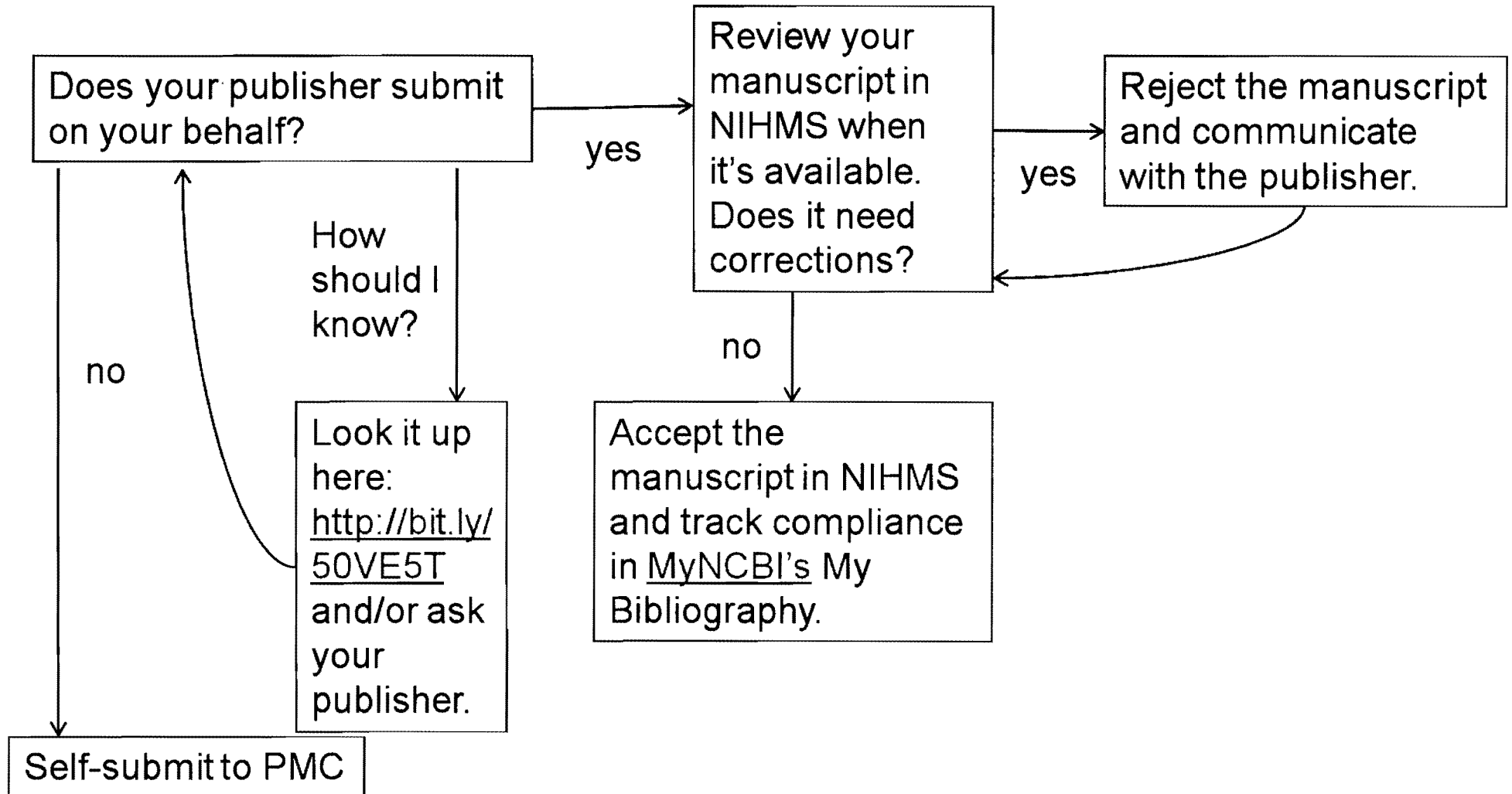
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NOTES: Please please please contact me if you need help. It's my job.

# NIH Public Access Policy

## Submitting your Manuscript



# NIH Public Access Policy

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*Submitting your Manuscript*

For help submitting your manuscripts, managing your compliance, or with general questions contact:

**Emily Ford, Scholarly Communication Librarian**

OHSU Library

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**OHSU Library Scholarly Communication**

[www.ohsu.edu/xd/education/library/services/communication/index.cfm](http://www.ohsu.edu/xd/education/library/services/communication/index.cfm)

**NIH Public Access Policy**

[publicaccess.nih.gov](http://publicaccess.nih.gov)

**PubMed Central**

[www.ncbi.nlm.nih.gov/pmc](http://www.ncbi.nlm.nih.gov/pmc)

**NIH Manuscript Submission System**

[www.nihms.nih.gov](http://www.nihms.nih.gov)

**MyNCBI**

[www.ncbi.nlm.nih.gov/sites/myncbi](http://www.ncbi.nlm.nih.gov/sites/myncbi)

**The NIHMS System User's Guide to Submitting a Manuscript**

[www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=helpnihms&part=users](http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=helpnihms&part=users)

**Scholarly Communication @ OHSU Blog**

[library.ohsu.edu/scholarlycomm](http://library.ohsu.edu/scholarlycomm)