Steps to NIH Public Access Policy Compliance

Step 1: Determine your journal's Public Access copyright policy.

- Journals may comply with NIH Public Access Policy or not. Journals that comply may upload the article and require authors to make initial and final approvals or may complete the entire submission process for the author.

- Please contact Jessie Casella with any questions regarding copyright policies and NIH Public Access Policy compliance: 501-686-8517 or JMCasella@uams.edu

Step 2: Create a My NCBI account

Note: My NCBI is the only place to update your bibliography, eRA Commons no longer supports bibliography updates.

- Click 'Sign In' in the top right corner of the NCBI homepage: http://www.ncbi.nlm.nih.gov/

- In the center of the My NCBI – Home page, click 'Register for an account'

- Complete the fields, making sure to follow the requirements for choosing a username and password, and click 'Register'

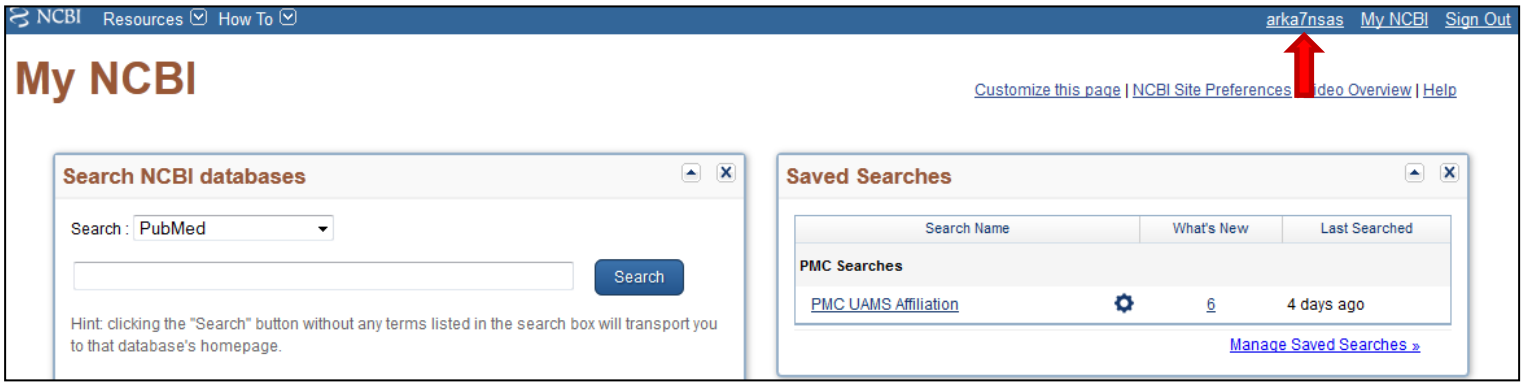
- If successful, you will be returned to the NCBI homepage, where you can click 'My NCBI' in the top right corner to access your account

- To access My Bibliography, click the 'My Saved Data' link in the left navigation menu Under Collections, click 'My Bibliography

(From http://www.lbl.gov/Workplace/CFO/assets/docs/ospip/OSPIP_Process_Meetings/2010-07/HO-2%20My%20NCBI%20How-to%20Steps.pdf)

Step 3: If you have an eRA Commons account, link My NCBI account to your eRA Commons.

- Sign In to My NCBI NCBI homepage: http://www.ncbi.nlm.nih.gov/
- Click on the username on the top right side of the screen.



- Click the “Change” button for “Linked Accounts”
- Under “All Available Partner Accounts” choose NIH & eRA Commons Click on the eRA Commons link
- You will be redirected automatically to the Commons log in screen to enter your username and password
- Navigate in Commons to the Personal Profile tab, then the Publications tab, in order to access the My NCBI Web site in Commons (link to My NCBI system appears in the Notes & Tips section)
- Sign in with your My NCBI username and password and click the ‘Link Accounts’ link inside the ‘Signing if you have aMy NCBI account’ box for the system to link the accounts

(From http://www.lbl.gov/Workplace/CFO/assets/docs/ospip/OSPIP_Process_Meetings/2010-07/HO-2%20My%20NCBI%20How-to%20Steps.pdf)

Step 4: Manually add any missing citations to My Bibliography with directions below.

- Make sure you are signed in to My NCBI.
- Run an author search.

- Select the citations you want to add to My Bibliography and then click the “Send to” link to expand the drop-down menu. Select the destination “My Bibliography” (a message indicates the number of citations selected to be copied to your bibliography) and click “Add to My Bibliography.”

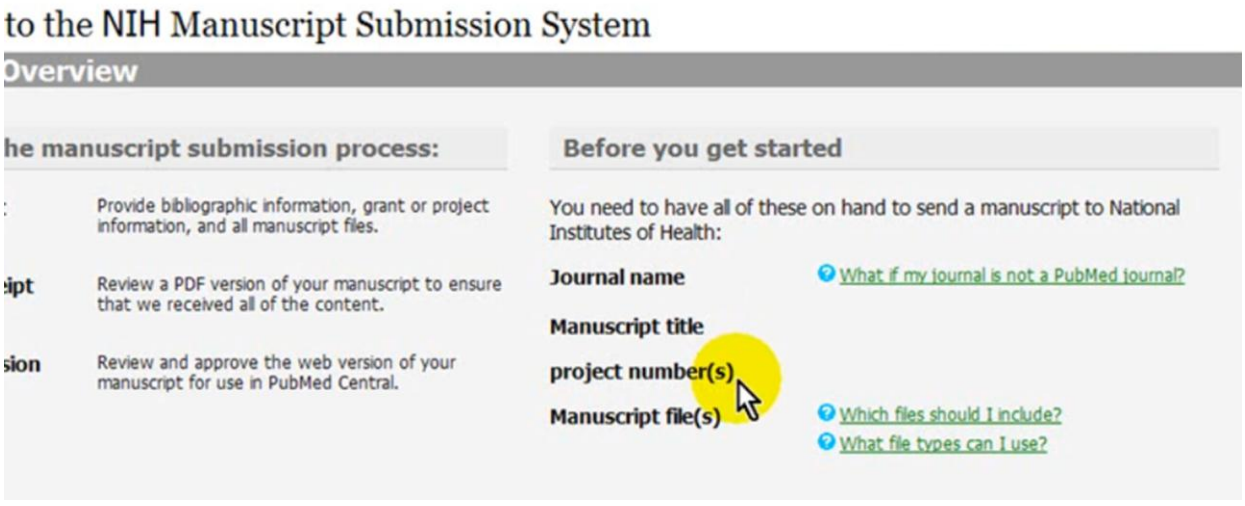
(From http://www.ncbi.nlm.nih.gov/books/NBK53595/pdf/mybibliography.pdf)

****If your publisher is uploading the manuscript for you, skip to Step 13****

Step 5: Login to the NIH Manuscript Submission System:
http://www.nihms.nih.gov/db/sub.cgi

- Use either your eRA Commons or My NCBI account.

Step 6: You will see a screen like the one below. You will need the Journal name, Manuscript title, Project number and Manuscript files for this process. Chose the “Next” button at the bottom of the screen.



From Submitting an Article to PubMed Central (WMV Video - 12:01)

Step 7: Enter journal name and manuscript title & choose the "Next" button at the bottom of the screen.

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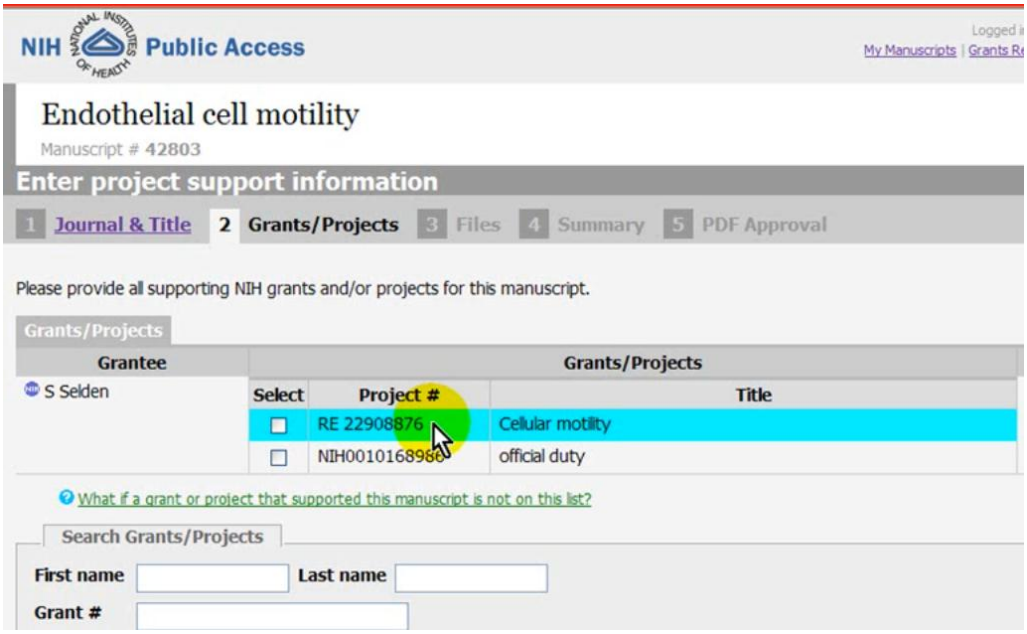
Step 8: Select grants cited and/or add additional grants & choose the "Next" button at the bottom of the screen.



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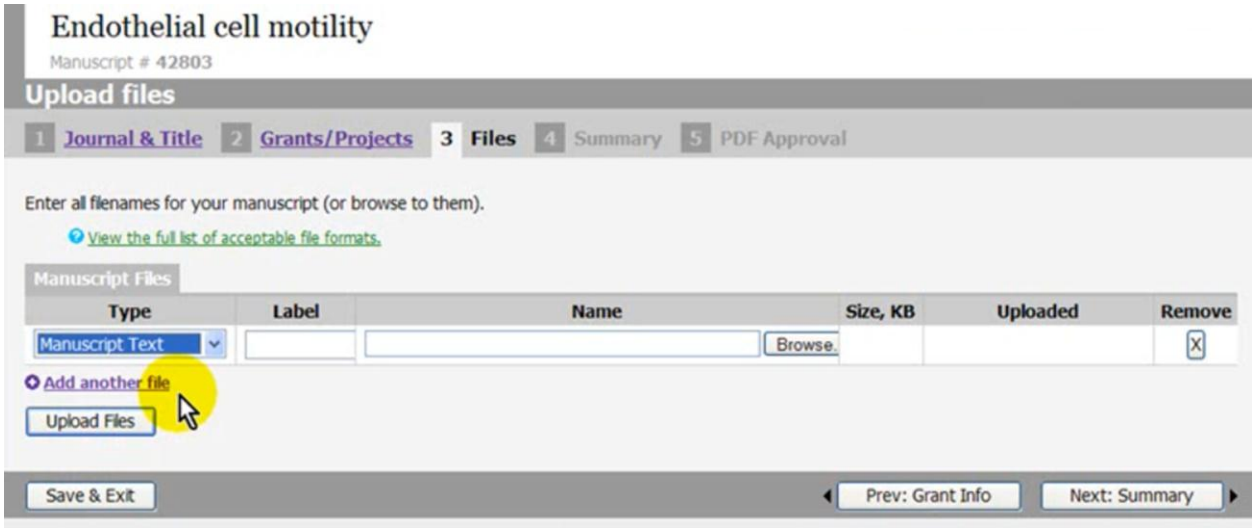
Step 9. Upload final peer reviewed manuscript or PDF from publisher, depending on copyright agreement. Choose the "Next" button at the bottom of the screen.



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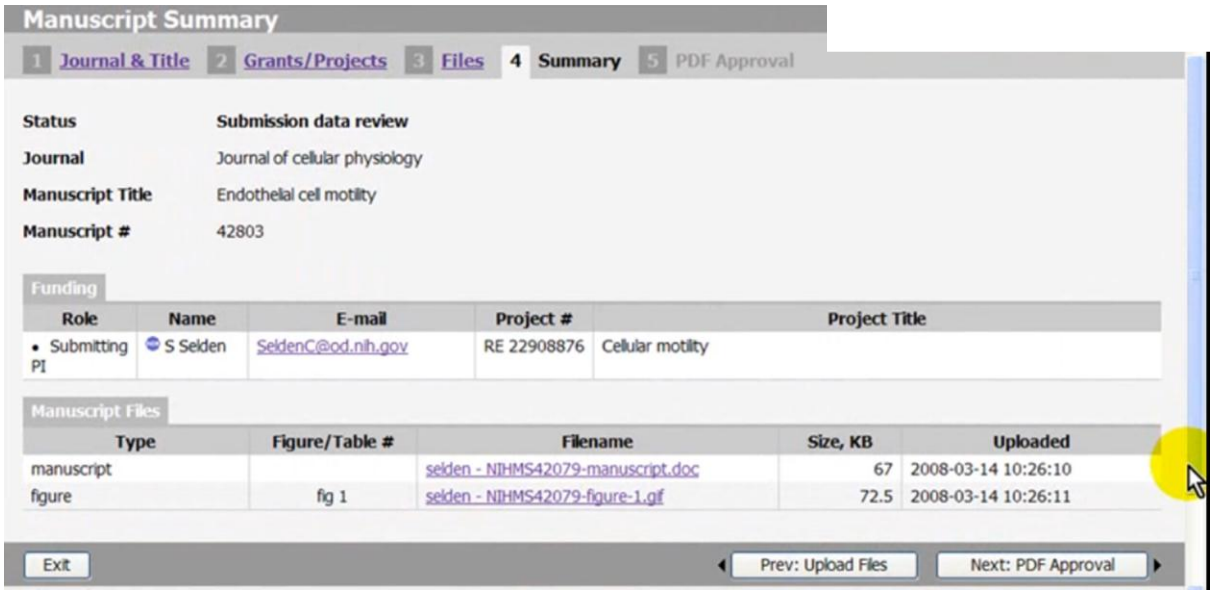
Step 10: You will now see a summary page. Choose the "Next" button at the bottom of the screen.



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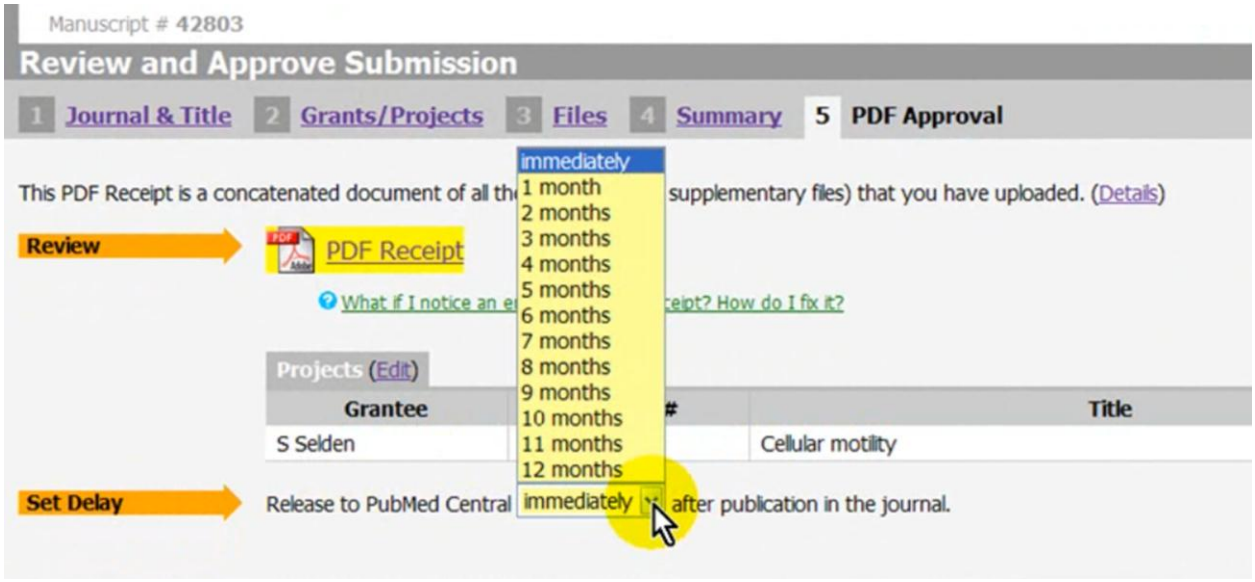
Step 11: Review the PDF of the manuscript. Choose the appropriate delay/embargo/release date – this depends on the publisher's policy. Choose the "Next" button at the bottom of the screen.



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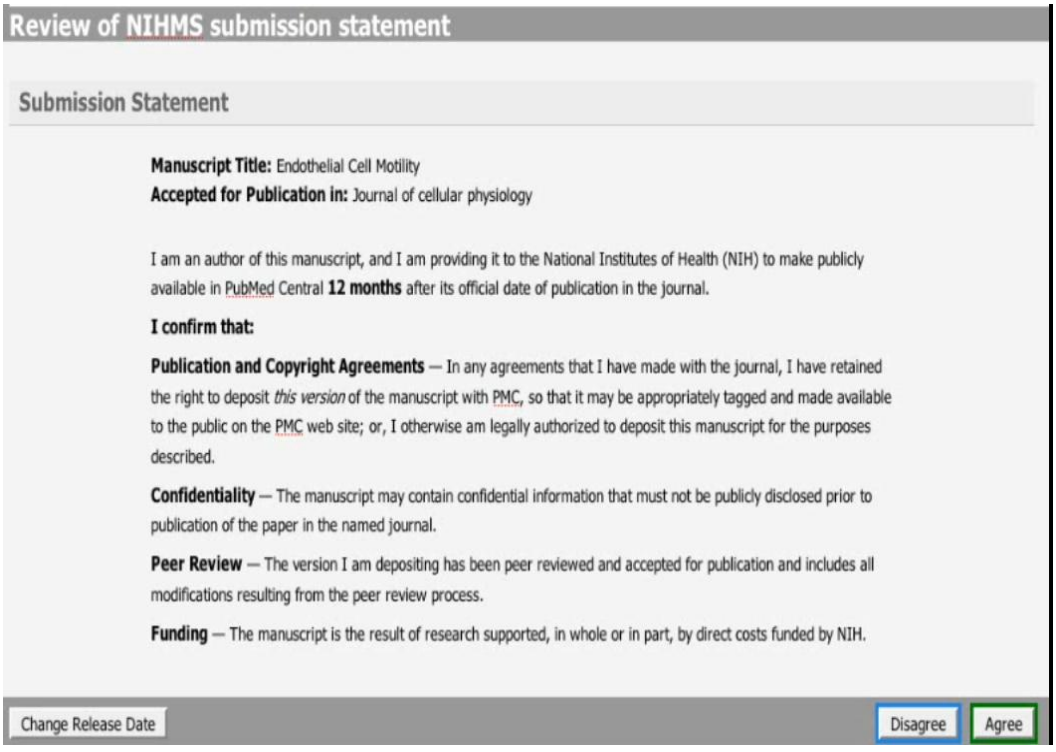
Step 12: Read the statement and click agree.



From Submitting an Article to PubMed Central (WMV Video - 12:01)

Step 13: PDF Approval

- You will receive an email from NLM NCBI nihms-help asking for approval of the PDF version of the manuscript.

- **If the journal has uploaded the manuscript you will need to follow these directions (see Steps 11 & 12).**

- If you already approved the PDF version, you can disregard this message.

Step 14: HTML Tagging

- The manuscript will be sent to the National Library of Medicine for html tagging, to make the document searchable in PubMed Central.

- This process currently takes 6 – 8 weeks. If the article has already been published it will remain non-compliant until the submission process is completed.

Step 15: Web Version/Final Approval

- You will receive another email from NLM NCBI nihms-help asking for approval of the final version of the manuscript.

- When approved, the manuscript will be assigned a PMCID number and will be compliant.