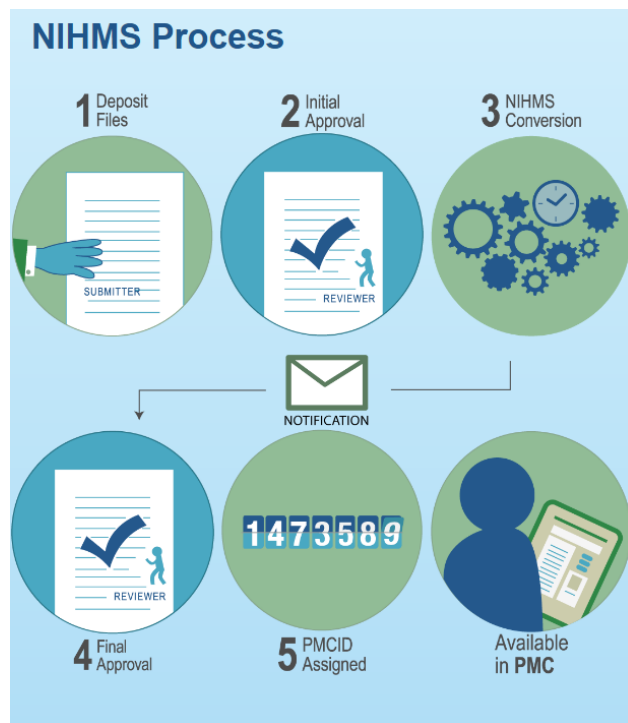


# NIH Public Access Compliance Guidelines and Resources



## Contents

What Type of Journal / Publisher?.....	3
Method A .....	3
Method B .....	3
Method C .....	3
Method D .....	3
Submission Method A Instructions.....	4
Compliance Action Required .....	4
Recommended Practices .....	4
Submission Method B Instructions.....	5
Compliance Action Required .....	5
Recommended Practices .....	5
Submission Method C and D Instructions.....	6
Method C Compliance Action Required.....	6
Method D Compliance Action Required .....	6
Recommended Practices (Methods C and D) .....	6
Supplemental .....	8
NIH Manuscript Submission Process (NIHMS) overview .....	8
Links related to NIH Open Access Compliance. ....	9
Links related to NIH Open Access Compliance FAQs and Tutorials. ....	9
Sundry Publication related links. ....	9

## What Type of Journal / Publisher?

**Method A** - Submission Method A journals make the final published version of all NIH-funded articles available in PubMed Central (PMC) no later than 12 months after publication without author involvement. The start date shown for each journal is the earliest publication date that meets this requirement.

To see if your Journal is a Method A Journal check Here:

[Lookup Method A Journals](#)

**Method B** - These publishers and journals have an agreement with NIH to post individual final published articles in PubMed Central (PMC) on a case-by-case basis. These journals do not automatically post every NIH-funded paper in PMC. Rather, the author can choose to arrange with the journal to post a specific article; this usually involves choosing the journal's fee-based open access option for publishing that article.

To see if your Journal is a Method B Journal check Here:

[Lookup Method B Journals and Publishers](#)

**Method C** - In Method C, the author or a delegate deposits the final peer-reviewed manuscript into the NIH Manuscript Submission system (NIHMS). Authors and awardees are responsible for ensuring that the final, peer-reviewed manuscript is deposited into the NIHMS upon acceptance for publication.

**Method D** - In Method D, the publisher deposits the final peer-reviewed manuscript into the NIHMS. Even if the publisher starts and manages the submission process, authors and awardees are responsible for ensuring that the final, peer-reviewed manuscript is deposited into the NIHMS upon acceptance for publication.

Method D Publishers can be found here:

[Lookup Method D Publishers](#)

## Submission Method A Instructions

### Compliance Action Required

**These journals post the final published version of all peer-reviewed NIH-funded articles to PubMed Central (PMC) no later than 12 months after publication without author involvement.**

### Recommended Practices

**1. Track the paper and ensure compliance** - Make sure the journal knows this paper is supported by NIH funding, and falls under the NIH public access policy.

**2. Upon acceptance for publication:**

- Enter the citation into your Commons-linked My Bibliography as a ‘forthcoming’ paper.
- To identify the paper as a Method A journal in My Bibliography, use the autofill settings to enter the journal name. (Check the My Bibliography FAQ for detailed instructions.)
- Ensure your collaborators can also track the paper by suggesting it to your co-authors and the principal investigators (PI) of any supporting awards. Each PI will have to link the paper to their award.

**2. Link the paper to the published record**

My Bibliography will link the forthcoming paper to the published record automatically when the paper is published, provided that the forthcoming citation is similar to the published citation. See this FAQ if you need additional assistance.

**3. Reporting the paper to NIH**

For Type 5 progress reports, My NCBI will generate a citation in the correct format for you in a PDF report and in the publication section of the Research Performance Progress Report (RPPR). To manually cite the paper on NIH applications, proposals and reports, including renewal applications (type 2s) and biosketches:

- For papers published more than 3 months before an application, proposal and report is submitted: List the PubMed Central reference number (PMCID) at the end of the full citation.
- For papers in press (often listed as “[epub ahead of print]”), or published within 3 months of when an application, proposal or report is submitted: "PMC Journal - In Process" or the PMCID at the end of the full citation.

## Submission Method B Instructions

### Compliance Action Required

These publishers and journals have an agreement with NIH to post individual final published articles in PubMed Central (PMC) on a case-by-case basis. **These journals do not automatically post every NIH-funded paper in PMC. Rather, the author can choose to arrange with the journal to post a specific article; this usually involves choosing the journal's fee-based open access option for publishing that article.**

### Recommended Practices

#### 1. Track the paper and ensure compliance

**Awardees using this submission method are responsible for ensuring that the journal posts the article to PMC to be made publicly available no later than 12 months after publication, in accordance with the NIH Public Access Policy.**

- Enter the citation into your Commons-linked My Bibliography as a 'forthcoming' paper.
- To identify the paper as a Method B, click 'edit status' in My Bibliography and select Method B in the popup window. (Check the My Bibliography FAQ for detailed instructions).
- Ensure your collaborators can also track the paper by suggesting it to your co-authors and the principal investigators (PI) of any supporting awards. Each PI will have to link the paper to their award.

#### 2. Link the paper to the published record

My Bibliography will link the forthcoming paper to the published record automatically when the paper is published, provided that the forthcoming citation is similar to the published citation. See this FAQ if you need additional assistance.

Within three months of publication, your paper must appear in your My Bibliography collection or Other Citations with a PMCID to comply with the public access policy. If not, please contact your publisher and ensure they will deposit the final published paper to PMC as soon as possible.

#### 3. Reporting the paper to NIH

For Type 5 progress reports, My NCBI will generate a citation in the correct format for you in a PDF report and in the publication section of the Research Performance Progress Report (RPPR). To manually cite the paper on NIH applications, proposals and reports, including renewal applications (type 2s) and biosketches:

- For papers published more than 3 months before an application, proposal and report is submitted: List the PubMed Central reference number (PMDID) at the end of the full journal
- For papers in press (often listed as "[epub ahead of print]"), or published within 3 months of when an application, proposal or report is submitted: "PMC Journal - In Process" or the PMCID at the end of the full citation.

## Submission Method C and D Instructions

### Method C Compliance Action Required

The author or a delegate deposits the peer-reviewed manuscript into the NIH Manuscript Submission system (NIHMS).

### Method D Compliance Action Required

The publisher deposits the final peer-reviewed manuscript into the NIHMS

### Recommended Practices (Methods C and D)

#### 1. At the time of acceptance

- Enter the citation of the paper into your Commons-linked My NCBI account as a 'forthcoming' paper.
- Ensure that the manuscript is submitted to NIHMS, either by your publisher (Method D) or by yourself (Method C). Method C submissions can be started from within My Bibliography.
- Note: If your publisher is on this list (Method D Publishers), they may perform the initial deposit for you. **Please confirm the deposit with the publisher as you are still responsible for ensuring the manuscript is deposited.**
- If necessary, manually add the NIHMSID to the corresponding citation in My NCBI bibliography. An NIHMSID is required to show compliance in My NCBI.

#### 2. After the manuscript is submitted to NIHMS

- **The assigned author in the NIHMS system must complete the following steps for a citation to be assigned a PMCID:**
  - 1) Approve the initial submission for processing in the NIHMS system.
  - 2) Link the paper to all NIH awards that directly supported it. The Principal Investigators of these awards will be contacted by the NIHMS for confirmation, and the citation will appear in their My Bibliography collection. PIs can move papers to the Other Citations collection if they wish.
  - 3) Review and approve the PMC-ready web version for inclusion in PubMed Central after the submitted files have been converted.

Note: The assigned author will receive an email notifying him/her when action is required in NIHMS. Any author, or even a Principal Investigator if they are in a position to verify the content, can serve as the assigned author. See this NIHMS FAQ to change the author assignment.

My Bibliography will automatically link the forthcoming citation to the published record, and list the PMCID when it is available. A PMCID must be obtained within 90 days of the official date of publication in order to be compliant with the NIH public access policy.

#### 3. Reporting the paper to NIH

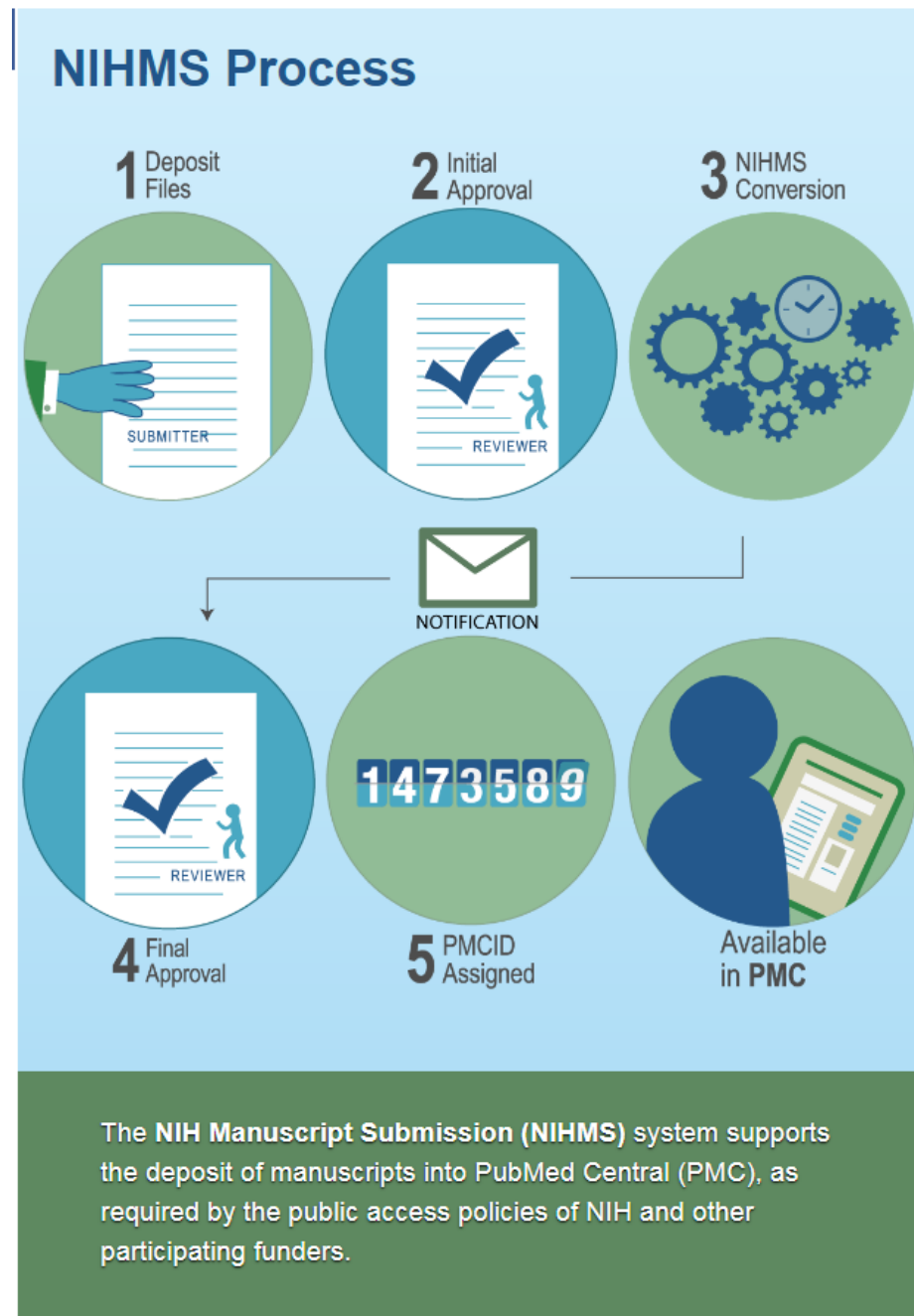
- For Type 5 progress reports, My NCBI will generate a citation in the correct format for you in a PDF report and in the publication section of the Research Performance Progress Report (RPPR). The RPPR draws from every paper in the PI's My Bibliography collection, and any paper linked to

the award in the Other Citations collection. To manually cite the paper on NIH applications, proposals and reports, including renewal applications (type 2s) and biosketches:

- For papers published more than 3 months before an application, proposal and report is submitted: List the PubMed Central reference number (PMCID) at the end of the full journal citation. A PMCID is the only way to demonstrate compliance for these papers.
- For papers in press (often listed as “[epub ahead of print]”), or published within 3 months of when an application, proposal or report is submitted: provide a valid NIH Manuscript Submission System reference number (NIHMSID) or PMCID at the end of the full citation.

## Supplemental

### NIH Manuscript Submission Process (NIHMS) overview





Links related to NIH Open Access Compliance.

- [Determine if the NIH public access policy applies to your publication](#)
- [Overview of Public Access Submission Methods](#)
- [Listing of Method A Journals](#)
- [Listing of Method B Journals and Publishers](#)
- [Listing of Method D Publishers](#)

Links related to NIH Open Access Compliance FAQs and Tutorials.

- [Public Access Policy - Frequently Asked Questions and Tutorials](#)
- [Manuscript Submission - Frequently Asked Questions and Tutorials](#)

Sundry Publication related links.

- [Pubmed](#)
- [Pubmed Central](#)
- [NIH Manuscript Submission System \(Requires ERACommons Login\)](#)
- [iCITE Publication Impact Analysis](#)
-