The National Institutes of Health Manuscript Submission Policy

Education & Outreach
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Weill Cornell Medical Library
April 18, 2008
Our Agenda

- Overview of the NIH Public Access Policy
- Who the policy applies to & what must be deposited
- Copyright responsibility
- How to submit manuscripts
- Citing articles using PMCID
- The Library’s Scholarly Communication Support Services
The NIH Public Access Policy

• Beginning April 7, 2008, PIs must ensure that electronic versions of any peer-reviewed manuscripts arising from NIH funding and accepted for publication after that date are deposited in PubMed Central (PMC).

• Full text of the articles will be made freely available to the public no later than 12 months after publication.

• Beginning May 25, 2008, anyone submitting an application, proposal, or progress report to NIH must include the NIHMS ID (NIH Manuscript Submission Reference Number) or the PMCID (PubMed Central Reference Number) when citing applicable articles that arise from NIH funded research.
## When do NIH-funded authors need to comply?

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The policy applies to all peer-reviewed journal articles. The policy does not apply to correspondence, book chapters, reviews, conference proceedings, and editorials. Voluntary submission of articles accepted before April 7, 2008, would be welcome.
Copyright Responsibility

Make sure that any copyright transfer or other publication agreements allow the article to be submitted to NIH in accordance with the Policy.

- If you are notified on or after April 7th that a publication has been accepted, your 1st step must be to secure permission from the publisher.

- Some publishers require that you transfer copyright prior to acceptance of publication - you may already have relinquished copyright to the publisher.

NOTE: Don’t submit your manuscript to PMC before submitting to a prospective publisher. Some publishers ask you to warrant that there are no prior agreements concerning the publication and that the publisher will own all rights. If you submit a manuscript to PMC prior to signing such an agreement, you would be in breach of the agreement and in violation of NIH policy.
How to submit a manuscript (Part 1)

If your journal is from a select group of journals that submit to PMC automatically (e.g. Blood), no further action is needed to comply with the submission requirement of the policy. See: http://publicaccess.nih.gov/submit_process_journals.htm

In this case, you need only request to be informed when submission is complete so you can retrieve the PMCID number for subsequent NIH applications & reports.
However…

If your journal is in PMC but not on the list of select journals that submit to PMC automatically, you will need to go through the submission process but do not need to upload the final manuscript. (e.g. Current Genomics)

However...

If your journal is in PMC but if the NIHPA required field says "yes" you’ll have to go through the submission process and provide the manuscript. (e.g. Acta Crystallographica...)

[Table and diagram showing journal information]
How to submit a manuscript (Part 2)

Some publishers will send a copy of your manuscript to PMC upon your request (a fee may be charged).

• Elsevier NIH Policy Statement
  http://www.elsevier.com/wps/find/authorsview.authors/nihauthorrequest

• Blackwell Publishing’s Online Open
  http://www.blackwellpublishing.com/static/onlineopen.asp?site=1

• Oxford Journals’ Oxford Open
  http://www.oxfordjournals.org/oxfordopen/

• Springer’s Open Choice
  http://www.springer.com/open+choice?
However...

If the publisher deposits only your manuscript (not the final published version of the article), the PI will have to review and approve release of the article to PubMed Central.

If you do not want to pay submission fees to a publisher, the PI (or a third party) can make the deposit directly. Depositing a manuscript takes only a few minutes.
Submitting a manuscript (Part 3)

If the journal you are publishing in does not submit the manuscript to PMC on your behalf, you will have to obtain permission from the publisher/copyright holder to do so. The NIH expects you to submit upon acceptance of the article for publication.

When you submit a manuscript to a journal for publication, we recommend that you include this letter: http://library2.med.cornell.edu/FacPub/lettertopublisher.pdf
The NIH Manuscript Submission System

Deposit the final, peer-reviewed manuscript version of your article by using the NIH Manuscript Submission System: http://www.nihms.nih.gov/ This may be done by the Principal Investigator or a third party.

You’ll need:
• A username & password to login to the NIHMS system
• Manuscript title, journal name, grant number(s) & release date for PMC
• An electronic version of the final, peer-reviewed manuscript, including all graphics & supplemental materials
Overview of the manuscript submission process for Non-PIs

Set Up Manuscript  Provide bibliographic information, NIH grant information & all manuscript files

Approve PDF Receipt  Review a PDF version of your manuscript to ensure that the NIH has received all of the content

The PI will receive an email when the manuscript is ready for approval. He or she will view the manuscript and contact you if any changes need to be made.
Overview of the manuscript submission process for PIs

Set Up Manuscript Provide bibliographic information, NIH grant information & all manuscript files

Approve PDF Receipt Review a PDF version of your manuscript to ensure that the NIH has received all of the content

Approve Web Version Review & approve the web version of your manuscript for use in PubMed Central
PubMed Central (PMC) is the U.S. National Institutes of Health (NIH) free digital archive of biomedical and life sciences journal literature.

*Receive notice of new journals and other major updates to PMC: join the [PMC News mailing list](http://library.med.cornell.edu) or subscribe to the PMC News RSS feed.*

All the articles in PMC are free (sometimes on a delayed basis). Some journals go beyond free, to [Open Access](http://library.med.cornell.edu). Find out what that means.

PMC's [utilities](http://library.med.cornell.edu) include an OAI service that provides XML of the full-text of some articles, functions for scripting PMC searches and linking to specific PMC articles from your site, and more...

[ PMC's journal list](http://library.med.cornell.edu) comprises journals that deposit material in PMC on a routine basis and generally make all their published articles available here. Find out how to include your journal in PMC.

PMC also has the [author manuscripts](http://library.med.cornell.edu) of articles published by NIH-funded researchers in various non-PMC journals. Increasing free access to these articles is the goal of the [NIH Public Access](http://library.med.cornell.edu) policy. Similar manuscripts from researchers funded by the Wellcome Trust are available in PMC as well.

Eligible researchers should use the [NIH Manuscript Submission System](http://library.med.cornell.edu) to deposit manuscripts.

Get answers to other questions about PubMed Central.
Cite articles using PMCID

The revised NIH Public Access Policy states as of May 25, 2008, PIs will be required to note the PubMed Central reference number (PMCID) on any NIH applications or renewals, proposals, and progress reports when citing an article that falls under the policy.

To retrieve the PMCID number for use on NIH applications and reports search PMC for the citations, and the PMCID numbers will be listed. If a PMCID Number is not yet available, include the NIH Manuscript Submission system reference number (NIHMS ID) instead. When your manuscript is submitted to NIH, you will receive a NIHMS ID number.
Assessing tumor progression factors by somatic gene transfer into a mouse model: Bcl-xL promotes islet tumor cell invasion.

Du YC, Lewis BC, Hanahan D, Varmus H.

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Tumors develop through multiple stages, implicating multiple effectors, but the tools to assess how candidate genes contribute to stepwise tumor progression are limited. We have developed a novel system in which progression of phenotypes in a mouse model of pancreatic islet cell tumorigenesis can be used to test genes introduced by cell-type-specific infection with retroviral vectors. In this system, btragenic mice, in which the rat insulin promoter (RIP) drives both the SV40 T antigen (RIP-Tag) and the receptor for subgroup A avian leukosis virus (RIP-TRA), are infected with avian viral vectors carrying cDNAs encoding progression factors. Like RIP-Tag mice, RIP-Tag, RIP-TRA btragenic mice develop isolated carcinomas by approximately 14 wk of age, after progression to well-defined stages that are similar to aspects of human tumor progression, including hyperplasia, angiogenesis, adenomas, and invasive carcinomas. When vectors carrying a green fluorescent protein marker were introduced into RIP-Tag, RIP-TRA mice by intra-cardiac injection at the hypertrophic or early dysplastic tumorigenesis, approximately 20% of the TVA-positive cells were infected and expressed green fluorescent protein as measured by flow cytometry. Similarly, vectors carrying cDNAs encoding either of two progression factors, a dominant-negative version of cCDK1 (DN-cCDK1) or Bcl-xL, accelerated the formation of tumors with invasive properties and pancreatic lymph node metastasis. To begin studying the mechanism by which Bcl-xL, an anti-apoptotic protein, promotes metastasis, RIP-Tag, RIP-TRA pancreatic islet tumor cells were infected with retroviral vectors expressing Bcl-xL or DN-cCDK1. Although no changes were observed in rates of apoptosis, Bcl-xL altered cell morphology, remedied the actin cytoskeleton, and down-regulated cadherin 1; it also induced cell migration and invasion, as demonstrated in two-chamber transwell assays. In addition, myosin Va was identified as a novel Bcl-xL-interacting protein that might mediate the effects of Bcl-xL on tumor invasion.

PubMed ID: 17547703 (Published - in press)

The PMCID is indicated in PubMed in the AbstractPlus view. A link to PubMed Central is supplied. If the article is not yet available in PubMed Central, the date the article will become available will be provided.
NIHMS Help

NIH: NIHMS System Slide Show Help

Weill Cornell Medical Library: NIH Public Access Info Page
http://library2.med.cornell.edu/FacPub/nihpolicy.html

http://www.arl.org/sc/implement/nih/guide/overview.shtml
Scholarly Communication Support Services offered by the Library

• Classes & Consultations (in person, via phone or e-mail)

• Library staff may act as designees for investigators and submitt their final peer-reviewed manuscripts to NIH

• Staff can assist in seeking permissions from publishers for authors who have already signed a publication agreement or similar transfer agreement that is inconsistent with the NIH Public Access Policy Obligations

• Updates
Complying with the NIH Public Access Policy

What You Need to Do

How To Do It

Include a cover letter with each submission informing the journal you need to comply

And

Do one of the following:

- Publish in a PubMed Central (PMC) Partner Journal
- Review publishing contract and journal web site to see if rights are included
- Modify the contract by including NIH-recommended language
- Purchase from the journal the right to deposit

Step 1: Rights

Retain the rights you need to comply with the NIH Mandate

Step 2: Deposit

Ensure that at a minimum your manuscript (MSS), including all peer-review changes and files, is deposited with NIH upon acceptance

Three options are possible:

- PMC Partner Journal deposits the published version for you
- Journal deposits your MSS; PI must approve final formatting
- You deposit the MSS using the NIHMS system; PI must approve final formatting.

Step 3: Cite

Include information on compliance in all progress reports and future grant applications

Three options are possible:

- Provide PMCID if available, or
- Provide NIHMS ID if available, or
- Report that the article will appear in a PMC Partner journal.
Contact Information

Information Desk
infodesk@med.cornell.edu
212-746-6055