

Questions & Answers about the NIH Public Access Policy

1) What version of the article do I submit?

An electronic version of the final manuscript should be submitted to the NIH Manuscript Submission system (NIHMS). The final manuscript is defined as the version accepted for publication that includes all the modifications made by the author(s) in response to the peer review process.

2) In what format must I submit my manuscript? Word file? PDF?

The PI (or his designee) should submit the complete text of their manuscript(s) along with any corresponding image files, table files, and/or supplementary materials in the same format that it is sent to the journal (i.e., MS Word, WordPerfect, PDF, PowerPoint, or Excel file). NIHMS supports a wide variety of file types. Just as required by journals, high-resolution images should be submitted to ensure the best reproduction quality in PubMed Central (PMC). With the exception of supplementary materials, PubMed Central will convert the submitted images into standard file types. All manuscript files submitted will be converted into XML; this is the standardized digital format used by PubMed Central. For more information, see <http://www.nihms.nih.gov/faq.html#g6>.

3) May I submit the final published PDF version of my manuscript?

If the author wishes to submit a PDF created by the publisher to NIHMS, permission for this particular use must have been granted to the author by the publisher.

4) Is the submission accompanied by the name of the journal (which some people indicate is copyrighted and therefore cannot be used)?

Yes. See page 3 of the [NIHMS System User's Guide](#) which shows you how to enter the manuscript—the journal title and manuscript title are required.

5) Does NCI-Frederick have a policy related to the NIH Public Access Policy?

YES, NCI-Frederick's Policy Number 118 states the responsibilities of NCI-Frederick investigators related to copyright agreements signed by authors as well as submission of manuscripts to the NIHMS, and how articles should be cited in NIH applications, proposals, and progress reports. Details of this policy are available at: <http://web.ncifcrf.gov/campus/administrative/policies/100admin/118.asp>.

6) How does the individual get the PubMed Central reference number (PMCID) if the journal submits the paper to NIHMS?

Some journals will deposit the manuscript files for you. In this case, you still have to provide the associated intramural project information (i.e., Z01 project number), and review and approve the article in the NIHMS system. The NIHMS will notify you via email when these actions are needed and include a link to the NIHMS website.

You can locate the PubMed Central ID (PMCID) reference numbers by doing a search of the publication in PubMed or PubMed Central. In PubMed, the PMCID appears on the bottom right side of the abstract in the AbstractPlus display. In the Abstract and AbstractPlus displays, look for the PubMed Central free full-text icon, and click on the icon, if present. The PMCID is displayed on the right side just above the title in the PubMed Central screen. See the screen shots on the next page for an example.

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Finding the PMCID in PubMed

The screenshot shows the PubMed search results page. At the top, there is a search bar with the query 'varmus lewis assessing tumor progression'. Below the search bar, there are navigation options like 'Limits', 'Preview/Index', 'History', 'Clipboard', and 'Details'. The search results are displayed in 'AbstractPlus' view. The first result is from PLoS Biol, 2007 Oct 16;5(10):2255-69. The title of the article is 'Assessing tumor progression factors by somatic gene transfer into a mouse model: Bcl-xL promotes islet tumor cell invasion.' The authors listed are Du YC, Lewis BC, Hanahan D, and Varmus H. The abstract text is partially visible, mentioning 'morphology, remodeled the actin cytoskeleton, and induced cell migration and invasion...'. At the bottom of the abstract, the PMID is listed as 17941720 [PubMed - in process]. A red circle highlights the PMID: PMC2020504. A red circle also highlights a 'FREE full text article in PubMed Central' link. An orange callout box points to the 'FREE full text article in PubMed Central' link with the text 'Icon for viewing in PMC'. Another yellow callout box points to the PMID: PMC2020504 with the text 'PMCID displayed at the bottom of the abstract in PubMed's AbstractPlus display'.

Finding the PMCID in PubMed Central (PMC)

The screenshot shows the PubMed Central (PMC) page for the article. The title is 'Assessing Tumor Progression Factors by Somatic Gene Transfer into a Mouse Model: Bcl-xL Promotes Islet Tumor Cell Invasion'. The authors are Yi-Chieh Nancy Du, Brian C Lewis, Douglas Hanahan, and Harold Varmus. The PMID is listed as 17941720. A red circle highlights the PMCID: PMC2020504. An orange callout box points to the PMCID: PMC2020504 with the text 'PMCID displayed at the top right of the PMC screen'.

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7) Will **CCR researchers** have to submit papers in NIHMS and the CCR system?

YES, each PI (or his designee) will be required to submit a copy of his final manuscript to NIHMS. Each PI (or his designee) will **also** be required to continue updating publications data in the CCR Content Management System (CMS), which is essential to the PI's CCR website and his Annual Report. Updating publications in the CMS is fairly quick and easy. If the paper has been published and is indexed in PubMed, the PI (or his designee) can use the "PubMed Search and Retrieve" feature to quickly and painlessly update the PI's publications list. If the paper is "in press," information will need to be entered line-by-line and will also need to be updated after publication.

8) I have heard of at least one journal that will be charging \$1000 for "open access." Will CCR (or NIH) be paying this fee?

This fee is to make the article "open access" which is **different** from the "public access" version in PMC. The extra fee is the journal's way to give the author a chance to support the open access movement (see definitions below). Whether NIH or the author's laboratory wants to pay the extra amount is a separate issue, but this fee **may or may not include** the submission of articles to PMC, **unless** the publisher states that service is included. The author may choose not to make the article "open access" and pay regular page charges.

Open Access – A service that many journals are now offering for an extra fee so that an author's paper can be made freely available to the public "immediately" online.

Public Access – The deposit via the NIHMS system into the PubMed Central database that the NIH author (or journal) must make, as mandated by the new law. **There is no fee for the author to deposit to PMC himself**; however, **publishers may or may not charge** for submitting on behalf of the author.

NOTE: The NCI-Frederick Scientific Library pays for an institutional license so that authors pay a reduced fee for submission of articles to *Nucleic Acids Research*, which is now an "open access" journal. NIH's institutional license for access to *Proceedings of the National Academy of Sciences of the United States of America (PNAS)* also includes an "Institutional Open Access Membership", whereby authors from NIH/NCI-F are entitled to a 25% discount off the PNAS "Open Access Fee" to make their papers **immediately free online**. But in the PNAS case, authors can pay the regular page fee (which is lower) and the article won't be immediately "open access". **If a journal charges authors to deposit articles in PMC, authors may choose to do it themselves for free via the NIHMS system.** In the PNAS case, PNAS **automatically** deposits the final publisher version in PMC for those NIH authors paying the regular fee, making it free at both PMC and PNAS just 6 months after publication. For more information go to: <http://www.pnas.org/subscriptions/open-access.shtml>

9) Will NIH be purchasing "Institutional" memberships to journals for "open access"?

See answer to 8). It is possible that the NIH and/or NCI-Frederick Libraries will pay more "Open Access Institutional Membership" fees to allow reduced fees for submitting articles to more publishers' journals. But this issue is **independent** of submission to PMC.

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- 10) **What is ACS (American Chemical Society) stance on the NIH Public Access Policy?**
ACS offers authors two options to submit their articles from ACS publications to the NIHMS:
- **Option 1** – Using their **fee-based** AuthorChoice system, **ACS deposits** the final published article to the NIHMS and allows immediate open availability on the ACS website.
 - **Option 2** – Upon acceptance, the **author deposits** the final peer-reviewed manuscript for open availability 12 months after publication **for free**.
- For full details see http://pubs.acs.org/copyright/nih/nih_addendum.pdf.
- 11) **If an NCI investigator is a co-author but not first, last or corresponding author on a paper and if all interactions regarding the manuscript have been handled by the non-NIH lab that submitted the paper, is the NCI investigator still required to deposit in PMC, or is that up to the lab where the paper originated?**
Each Principal Investigator is responsible for ensuring that the terms and conditions of their award are met, but any author may submit the article. The authors of a paper must communicate to determine who will submit the article to PMC. Authors will be notified during the submission process if they try to submit an article that has already been submitted. All peer-reviewed journal articles that arise from the NIH intramural program or any amount of direct costs funded by NIH, regardless of the source or amount of other funding must be submitted to PMC, according to the NIH Public Access Policy. For more information see: <http://publicaccess.nih.gov/FAQ.htm#b3>.
- 12) **Where can I go for more information or help with submitting my manuscripts?**
The following are sources of additional information about the manuscript submission process:
- **NIHMS System User's Guide**
<http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/helpnihms/users.pdf>
 - **NIHMS Frequently Asked Questions**
<http://www.nihms.nih.gov/faq.html>
 - **NCI-Frederick Scientific Library**—call or email your questions to x1093 or NCIFredLibrary@mail.nih.gov. We can also come to your desk to help you.
- 13) **Where can I go for more information about the NIH Public Access Policy?**
The following are sources of additional information about the NIH Public Access Policy:
- **NIH Public Access Frequently Asked Questions**
<http://publicaccess.nih.gov/FAQ.htm>
 - **NCI-Frederick Scientific Library NIH Public Access Policy Resources**
<http://www-library.ncifcrf.gov/openaccess.aspx>
or contact the Library at x1093 or NCIFredLibrary@mail.nih.gov

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