

## Managing your PubMed eligible publications via PubMedCentral using the My NCBI Portal

An article must be submitted to PubMedCentral *at the time of acceptance for publication*,

although NIH has agreements with some Journals to embargo access to the article in PMC for up to 12 months

The NIH Public Access Policy applies to citations meeting these three (3) criteria:

- 1/ all peer-reviewed articles
- 2/ that arise, in whole or in part, from NIH grants
- 3/ and that are accepted for publication on or after April 7, 2008.

PubMed Central (PMC) is the NIH digital archive of full-text, peer-reviewed journal articles.

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Frequently Asked Questions re: PubMed: <http://publicaccess.nih.gov/FAQ.htm#c5>

**Citations that are eligible will follow one of the 4 OPTIONS below :**

[http://publicaccess.nih.gov/submit\\_process.htm](http://publicaccess.nih.gov/submit_process.htm)

- A. Journal deposits final published article in PubMed Central without author involvement (automatic).
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- C. Author deposits final peer-reviewed manuscript in PubMed Central via the NIHMS (eRACommons).
- D. Author completes submission of final peer-reviewed manuscript deposited by publisher in the NIHMS (eRACommons).

**BEFORE submitting your article to a journal, you must include UVA's Retaining Author's Rights clause**

**Before** you sign a publication agreement or similar copyright transfer agreement, make sure that the agreement allows the paper to be posted to PubMed Central (PMC) in accordance with the NIH Public Access Policy.

[http://www.hsl.virginia.edu/portal/researcher/public\\_access.cfm](http://www.hsl.virginia.edu/portal/researcher/public_access.cfm)

**ONCE ACCEPTED FOR PUBLICATION determine which option to use for the citation:**

ONLY when the peer reviewed article has been ACCEPTED for publication do you place it on your biosketch or include it in your progress report.

**To prove PubMed compliance, ALL citations must indicate one of the following at the end of its text :**

1. xxxxx [NIHMS97531] = indicates the article is submitted but PMCID number has not yet been issued (good for 3 mos).
2. xxxxx [PMCID97531] = indicates the citation is complete and fully compliant.
3. xxxxx [PMC Journal - In Process] = indicates the article is published in a journal that submits to PubMed Central directly
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**OPTIONS C & D: You, the PI of the award or as lead author, submit the article to PubMedCentral:**

**UPLOAD THE ARTICLE! Log into PubMedCentral -- <http://www.ncbi.nlm.nih.gov/pmc/>**

click on link -- Eligible researchers should use the [NIH Manuscript Submission](#) system to deposit manuscripts.

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\* be sure to **INCLUDE GRANT INFO** link to citation to fulfill NIH policy the requirements that you reference public funding \*

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**Look on right side of home page for eRA Log -- use your eRACommons userID/password**

TO SEARCH: Select PUBMED from dropdown arrow in top search box

Enter text for search: author's last name, first name, click 'Search'

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Instructions: [http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=helpmyncbi&part=MyNCBI#MyNCBI.My\\_Bibliography](http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=helpmyncbi&part=MyNCBI#MyNCBI.My_Bibliography)

To check if your publications are compliant, go to My Bibliography and click on the Awards View icon.

Pub Med Central via UVA website -- [http://www.hsl.virginia.edu/portal/researcher/public\\_access.cfm](http://www.hsl.virginia.edu/portal/researcher/public_access.cfm)

**QUESTIONS? Contact the Health Science Library's Research Liaison:**

Inhye Kim Son // 434-924-0057 // [inhye@virginia.edu](mailto:inhye@virginia.edu)