PMCID MANUAL

**POSTING ARTICLES TO PUBMED CENTRAL
PURSUANT TO THE NIH PUBLIC ACCESS POLICY**

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NIH Policy

1. **What is the NIH Publication Policy?**
(http://publicaccess.nih.gov/policy.htm) **Appendix 2**

Policy implements Division G, Title II, Section 218 of PL 110-161 (Consolidated Appropriations Act, 2008) which states:

SEC. 218. The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided, That the NIH shall implement the public access policy in a manner consistent with copyright law.

The Public Access Policy ensures that the public has access to the published results of NIH-funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive Pub Med Central (http://www.ncbi.nlm.nih.gov/pmc/). The Policy requires that these final peer-reviewed manuscripts be accessible to the public on Pub Med Central to help advance science and improve human health. **Appendix 1, A.1**

Effective April 7, 2008, the NIH mandated that all articles written based on NIH grant research must be deposited in a repository for public access. The repository is Pub Med Central. The NIH repository is restricted to peer-reviewed articles whose research was funded by NIH grants. It does not apply to books, chapters, reviews, editorials, non-peer reviewed articles or articles not involving NIH grants.

2. **What is the NIHMSID Number?**
(http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-136.html) **Appendix 2**

The NIHMSID number is a temporary number generated by NIH when an article is submitted to NIH in compliance with its public access policy, pending the availability of the PMCID number. It is used to demonstrate compliance with the policy for up to three months after publication and before the PMCID number is issued.   It is not valid after the three-month period.

3. **What is the PMCID Number? Appendix 4**

The PMCID number is a number generated when the article is posted to Pub Med Central, the designated repository for NIH articles to be archived under the NIH publication policy. An article published on-line before publication is not assigned a PMCID number until it is actually published in the journal. The PMCID number (the NIH archive database) is separate from Pub Med's PMID number (the database for published articles). It is cited at the end of the citation as PMCID: PMC2828723. See #20, 21.

4. **What is the embargo period?**

The embargo period is the period of time imposed by the publisher before the article submitted to Pub Med Central under the NIH Public Access policy can be made available to the public. Under the policy, the accepted manuscript is to be submitted at time of acceptance, processed, and held for the prescribed period of time, usually 12 months (in some cases 6), and then made available to the public.

5. **Who is responsible for submitting the article to NIH?**

The corresponding author is responsible for submitting the article to NIH, although the Principal Investigator of NIH grants is responsible for compliance with the Public Access Policy and can also submit the article. The article should be submitted only once, even though there may be multiple grants involved. Individual publishers may submit the "accepted version" to the NIH as a courtesy to the author. Publishers who offer an open access option for a fee will submit the "final version of the article" at the request of the author(s). **Appendix 1, E.37**

6. **What responsibility does the Principal Investigator have in the submittal process?**

Principal Investigators of supporting grants are responsible for approving the web version of the article and making any required corrections to the accepted version of the manuscript.

Compliance

7. **How do I comply with the NIH Public Access Policy?**
   (http://www.drda.umich.edu/policies/federal/nihpub.html) **Appendix 3**

Compliance with the policy has three elements: (1) Obtaining copyright clearance from the publisher (see #12-15; Appendix 7); (2) submitting the article to Pub Med Central (see #16-18; Appendices 11-13); and (3) subsequent citation of the article (see #20-22; Appendix 4).

8. **How do I determine if I need a PMCID Number?**
   (http://publicaccess.nih.gov/determine_applicability.htm) **Appendix 5**

For manuscripts directly funded by a research grant and career development award mechanism or cooperative agreement, contracts, institutional and individual Rachel L. Kirschstein National Research Services award, as well as NIH intramural research awards, in fiscal year 2008 (Oct 1-2007 to Sep 30-2008) or beyond <u>and</u> accepted for publication after April 7-2008, deposit into Pub Med Central (PMC) is mandatory. For manuscripts accepted for publication after May 2-2005 <u>or</u> funded by a grant or cooperative agreement prior to Sep 30-2007, PMC deposit is voluntary. It does not apply to books, chapters, reviews, non-peer reviewed articles or articles not involving NIH funding. **Appendix 1. B & C**

9. **What if I have a published paper that should have been submitted to NIH?**

You should follow the submission process as outlined in #17 and complete the steps to comply with the NIH policy. If it has been more than three months since its publication, you will be out of compliance until the PMCID number is issued. Because the PMCID number is used to demonstrate compliance in grant applications, renewals, progress reports and other documents submitted to NIH, it is essential that you follow through to complete the process. **Appendices 12, 13**

10. **How do I find out if an NIHMSID or PMCID number has been issued?**
    (http://www.ncbi.nlm.nih.gov/pmc; http://www.ncbi.nlm.nih.gov/sites/pmctopmid) **Appendix 6**

If the article has been published, access the NIH repository website at: http://www.ncbi.nlm.nih.gov/pmc , click on "PubMed Central" in the "Popular" list, click on "Advanced Search," in new window click on "Limits," and in new window click on "show both free and embargoed articles." Enter the title of the

article in the search field, and click "go." It will then show the citation information, when it was published, the on-line publishing information, the PMCID number and the date it will be available in PMC. If the article is not listed, no PMCID number has yet been issued. Information on whether a temporary NIHMSID number has been issued can be obtained from the abstract of the published article. To find the abstract, search the Pub Med website (www.ncbi.nlm.nih.gov/PubMed/). The PMID number is at the lower left side of the abstract. If the NIHMSID or PMCID has been issued, it will be listed at the right of the PMID number. Another way to check the status is to access http://www.ncbi.nlm.nih.gov/sites/pmctopmid, enter the PMID number, and click the "convert" button. If no NIHMSID or PMCID number comes up, the article has not been submitted.

11. **What if I submit an article and a PMCID number has already been issued?**

If you have submitted a published article and find that an NIHMSID or PMCID number has already been issued, you can stop the process by rejecting either of the approval emails. If you stop the process at this stage, you will need to contact the NIH and request that the duplicate submittal be omitted. If two PMCID's are issued, the NIH will eliminate one of them, usually the second number issued.

Copyright/Permissions

12. **How do I avoid copyright violation?**
(http://publicaccess.nih.gov/address_copyright.htm) **Appendix 7**

Copyrights to articles belong to the authors. These rights are transferred to the publisher/journal upon publication, subject to certain exceptions listed in the journal's copyright agreement. Each journal has its own copyright agreement and policies regarding complying with the NIH policy. You should review both the publisher's and the journal's policies, generally available on their websites (search for "Copyright Agreement," permissions, "PMCID" or "NIH Policy"). In order not to violate the copyright granted to the publisher, the manuscript submitted to NIH/Pub Med Central is the "accepted manuscript." **Appendix 1, C.15-18; F.38-42**

The University of Michigan's "Author's Addendum" provides for retention of certain rights and is designed to be added to the publisher's copyright agreement. **Appendix 7**

13. **What is the "accepted" version of the manuscript?**

The "accepted" version of the manuscript is the final version of the manuscript reflecting the reviewers' comments and accepted by the journal for publication. It is not the typeset proof or published version, which are copyrighted by the publisher.

14. **Should I be concerned that the final published version is different from the "accepted manuscript" submitted?**

No. This is not a concern of NIH in its mandate to place articles resulting from grant funding in a repository for public access. There is an option to "correct" a manuscript once it is submitted and it is sent to the author/ PI for approval. However, only "errors or omissions that impact the scientific accuracy of the article are eligible for correction." You are not permitted to make the article conform to the printed version. Making the manuscript conform to the published article would violate the publisher's copyright.

Publication information and a link to the published article are generally required to be placed on the title page of the submitted manuscript. **Appendix 7**

15. **What is the publisher's position on copyright issues?**

Many publishers have amended their copyright agreements to permit submission of the accepted version of articles to NIH in compliance with its public access policy. Discussion of their position on this mandate can be found under "author information copyrights and permissions." The copyright agreements may also contain information on depositing published articles in institutions (i.e., U of M) and websites.

Manuscript Submission
(http://publicaccess.nih.gov/submit_process.htm **(Appendix 11)**

16. **Open Access**

a. **Will it cost me to submit a manuscript?**

There is no cost to submit an article to NIH. The article will be held by NIH for the embargo period when it will be released to Pub Med Central for posting. Some publishing companies offer an option for immediate posting (Open Access) to Pub Med for a fee of approximately $3,000. In this case, copyrights remain with the author and the published version is posted immediately. If immediate availability is important, before choosing the Open Access option, you should check whether any of the grants supporting the article have provided funding for this purpose, or if funds are available through the University's participation in COPE (Compact for Open Access Publishing Equity, see #16e). It is noted that future grant applications should consider specific provision for funding of open access publishing fees. **Appendix 1, E.35**

b. **What is "Open Access"?**

Open Access literature is peer-reviewed, scholarly work that is available online for free, immediate, and permanent access. Publishers and authors use Open Access to make work available to a broad community of readers rather than limiting the readership to libraries or institutions that can afford subscription fees. **Appendix 9**

c. **How do I know if a publisher has an Open Access Option?**
(http://publicaccess.nih.gov/select_deposit_publishers.htm)

Generally, this information will be available on the journal's website under the information for authors and copyright discussion. The above link lists journals offering the Open Access option. **Appendix 10.**

d. **If I elect to use the Open Access Option, do I still need to submit the article to NIH?**

Yes. Even though by using the Open Access option, the article is available immediately to the general public, this does not satisfy the requirement of the NIH that it be placed in its Pub Med Central archive. You will still need to obtain a PMCID number so that it can be tracked in NCBI accounts and used in future grant applications, renewals, progress reports and other submissions.

e. **What is COPE (Compact for Open-Access Publishing Equity)?**
(http://www.lib.umich.edu/cope/faq) **Appendix 8**

COPE is a consortium of universities that support open-access publishing by subsidizing publication fees for open-access journals. The University of Michigan has made a commitment of two years to subsidize authors' fees after which the effectiveness of the program will be evaluated. The program is administered and funded by the University Library. All U of M faculty, post-doctoral researchers, staff members, and students are eligible and may apply for these funds by filling out a form expressing interest (http://www.lib.umich.edu/cope). Peer-reviewed, scholarly articles accepted for publication in open-access journals are eligible for funding. The University is interested in funding articles for which the author retains copyright and that will appear in fully open journals accessible immediately upon publication. There is no cap on how many publications the University will support for an author in a given year. However, the goal is to support as many UM authors in as many disciplines as possible and, therefore, priority will be given to authors, grants or research groups not yet funded.   Authors should consult with the Principal Investigators of associated grants before applying for COPE funds.

17. **Author Submits**

a. **How do I submit a manuscript?**
(http://publicaccess.nih.gov/submit_process.htm) **Appendix 12**

There are four ways to submit a manuscript.

Method A: The journal deposits the final published article in Pub Med Central without author involvement. Only journals on the list referenced below do this.
(http://publicaccess.nih.gov/submit_process_journals.htm) **Appendix 9**

Method B: The author asks the publisher to deposit a specific final published article in PMC. These are the journals that have "open access" options which usually cost about $3,000. The article is available immediately. These are listed at http://publicaccess.nih.gov/select_deposit_publishers.htm **Appendix 10**

Method C: The author deposits the final peer-reviewed manuscript in PMC via the NIHMS Manuscript Submission System. There is no cost and the article is not available to the public until 12 months (or in some cases 6 months) from the publication date. UofM authors should use the university's "Deep Blue" library service, which will submit the article for you and email you the NIHMSID number after submission. Email to: nihms-library-support@umich.edu. **Appendix 12**

Method D: The author completes submission of the final peer-reviewed manuscript deposited by the publisher in the NIHMS. Publishers may submit the "accepted manuscript" automatically or at the request of the author at no charge, with an embargo period (usually 12 months) before it is available.

See Appendix 1. E

b. **How do I prepare a manuscript for submission?**
    (www.nihms.nih.gov) **Appendix 12, Appendix 13**

    You will be submitting the electronic file of the "accepted manuscript" (a Word document, double-spaced) before typesetting by the publisher. This is the version, after peer review, which was accepted by the journal for publication. On the title page toward the top, insert the citation information and a statement that the published article can be found at [the publisher's website]. Publishers may or may not require specific wording. See #17c for specific language required by selected journals. Additional files of figures or tables may be included with the submission of the article. A wide variety of file formats is accepted.

    A list of the NIH grants supporting the paper is found in the "authors' acknowledgment section" at the bottom of the title page or at the end of the paper before the references. It should say who the Principal Investigators are and list the grant numbers. In order to submit the paper, you will need the name of the grant, the complete grant number, the PI, and the dates each grant was in effect.

    To obtain the PMCID number directly, access eRA Commons or your NCBI account at www.nihms.nih.gov . Upon submission you will be issued an NIHMSID number by the NIH, pending receipt of the PMCID number, which will be issued when the submission process is complete. The publisher will note the availability date after the PMCID number. **Appendix 13**

    The web version of the article as it will be posted will be emailed to the Principal Investigator for approval. (see, Appendix 11, "Overview of the Submission Process," for detailed information). (http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helpnihms.chapter.users). Corrections are allowed, but only if the changes are "errors or omissions that impact the scientific accuracy of the article." The article cannot be corrected to match the published version. **Appendix 1, D. Appendix 11**

c. **What does the publisher want added to the title page?**

    If the author is submitting the manuscript, the title page should contain the most up-to-date citation information available and a statement that the published article can be found at [the publisher's website]. Publishers may or may not require specific wording. Submission information for Publishers of selected journals is set forth below.

    Example: Anderson, D., Oti, R., & Lord, C. (2009). Patterns of growth in adaptive social abilities among children with autism spectrum disorders. *Journal of Abnormal Child Psychology. 37(7)*: 1019-1034.
    The original published article is available at springerlink.com.

    American Medical Association;
        Archives of General Psychiatry
    Specific language:
        [Citation of article]
        The published article is available at www.archgenpsychiatry.com
        This manuscript may not be made available to the public sooner than 12 months after publication in Archives of General Psychiatry

Journal of the American Medical Association
http://jama.ama-assn.org/misc/authors.dtl#depositing
Specific language:
[Citation of article]
The published article is available at www.jama.ama-assn.org.

American Psychological Association
http://www.apa.org/pubs/authors/pubmed-deposit.aspx
To request submittal by publisher: Complete "NIH – Public Access Pub Med Central Deposit Form"
noted in copyright transfer agreement.
http://www.apa.org/pubs/authors/pubmed-form.pdf
Specific language:
[Citation]
This article may not exactly replicate the final version published in the [APA journal]. It is not the
copy of record.
The final published version may be found at www.apa.org/pubs/journals ©American
Psychological Association

Cambridge University Press
http://journals.cambridge.org/action/stream?pageId=4088&level=2#4100
Specific language:
[Citation of article] [full bibliographical details must be inserted after publication]
This article has been accepted for publication and will appear in a revised form in [name of journal]
published by Cambridge University Press at www.cambridge.org/americas ©Cambridge University
Press

Elsevier
(http://www.elsevier.com/wps/find/authorsview.authors/nihauthorrequest)
[Authors may not post manuscripts directly to NIH]
For a list of Elsevier journals that submit directly to Pub Med Central see,
http://www.elsevier.com/wps/find/authorsview.authors/nihjournallist

Nature Publishing Group
http://nature.com/authors/author_services/deposition.html
[Authors must "opt in" for manuscript deposition service (no charge) at time manuscript is submitted]

Oxford University Press
http://www.oxfordjournals.org/for_authors/repositories .html
[Publisher submits published version to NIH]

Sage Publishing (publisher submits)
(http://www.sagepub.com/authors/journal/permissions.sp)
Specific language: (not specified, but suggest the following)
[Citation of article]
The published article is available at www.sagepub.com

Springer Publishing
(http://www.springer.com/authors/journal+authors?SGWID=0-154202-0-0-0)
Specific language:
    [citation]
    The original published article is available at www.springerlink.com

Wiley-Blackwell
http://authorservices.wiley.com/bauthor/NIH_policy.asp
Specific language: (not specified)

d. **How do I submit a manuscript through the UM library "deep blue" system?**

To submit a manuscript through the UM library "deep blue" system, prepare the title page of the accepted manuscript as outlined in Item #17c. Send an email to nihms-library-support@umich.edu requesting that they submit the attached manuscript to NIH. Include in your email the citation for the article, the Principal Investigator(s), the names of the grants, complete grant number(s) and dates in effect. Attach the manuscript and separate tables and figures to the email and send. The tables and figures should be combined in a folder for tables and a folder for figures.

Example:

Manuscript submitted by Catherine Lord, Principal Investigator
Gotham, K., Pickles, A., & Lord, C. (2009), Standardizing ADOS scores for a measure of severity in
      autism spectrum disorders, J Autism Dev Disord (2009) 39(5): 693-705. PMID: 190872876
Funding: NIMH R01 MH066496   (Validity)   7/1/2002-6/30/2008 to Catherine Lord
Publisher: Springer

A member of the library support staff will process your request within a few days.

e. **Can I submit a manuscript through MyNCBI account?**

As a Principal Investigator, you can submit a manuscript through your NCBI account, but since many publishers have developed policies for submission on the author's behalf and will automatically include the required language on the title page, it is preferable to have the publisher make the submission.

18. **Publisher Submits**
http://publicaccess.nih.gov/submit_process_journals.htm;
http://www.sherpa.ac.uk/romeo/PDFandIR.html **(Appendix 9)**

a. **How do I know if a publisher will submit the article for me?**

Many journals will now submit the accepted version of the article on behalf of the authors at no charge. Information will be found in the copyright/permissions discussion on the publisher's website. Publishers for selected journals are listed below. See #17c for specific language required to be placed on the title page of the manuscript.

American Medical Association;
    Archives of General Psychiatry (12 months embargo period; author submits)
    (http://manuscripts.archgenpsychiatry.com/cgi-
        bin/main.plex?form_type=display_auth_instructions
    Journal of the American Medical Association (6 months embargo period; author submits)
    (http://jama.ama-assn.org/misc/authors.dtl)

American Psychological Association (12 months embargo period; publisher submits)
(http://www.apa.org/about/contact/copyright/index.aspx)
    Behavioral Neuroscience (Elsevier, publisher)
    Journal of Abnormal Psychology (Elsevier, publisher)
    Journal of Consulting and Clinical Psychology (Elsevier, publisher)
    Psychological Bulletin (Elsevier, publisher)

Cambridge University Press (12 months embargo period; author submits)
 (http://journals.cambridge.org/action/stream?pageId=3608)
    Autism Speaks
    Development and Psychopathology

Elsevier (12 months embargo period; publisher submits)
(http://www.elsevier.com/wps/find/authorsview.authors/nihauthorrequest)
    American Psychologist
    Behavioral Neuroscience (an APA publication)
    Biological Psychology
    International Journal of Developmental Neuroscience
    Journal of Abnormal Psychology (an APA publication)
    Journal of the American Academy of Child and Adolescent Psychiatry
    Journal of Consulting and Clinical Psychology (an APA publication)
    Neuroscience
    Psychological Bulletin (an APA publication)

Nature Publishing Group (6 months embargo period; publisher submits at author's request)
http://nature.com/authors/author_services/deposition.html
    Nature Reviews Neuroscience

Oxford University Press (12 months embargo; publisher submits published version)
http://www.oxfordjournals.org/for_authors/repositories .html
    Human Molecular Genetics

Sage Publishing (12 months embargo period; author submits)
(http://www.sagepub.com/authors/journal/permissions.sp)
    Autism

Springer Publishing (12 months embargo period; publisher submits at author's request)
(http://www.springer.com/authors/journal+authors?SGWID=0-154202-0-0-0)
    Journal of Autism and Developmental Disorders

Wiley-Blackwell (12 months embargo period; publisher submits)
(http://authorservices.wiley.com/bauthor/)
Autism Research
Journal of Child Psychology and Psychiatry

b. **What roles do the corresponding author and Principal Investigator play if the publisher submits the article?**

The corresponding author gives the publisher information on the grant funding and approves the submission of the pdf article to NIH (email request from NIH upon receipt of submission)(see #19a). The Principal Investigator makes any corrections necessary to the article and approves the web-version to be archived in PubMed Central (email request from PMC) (see #19b).

19. **What approvals are required in the submission process?**

There are two approvals required to complete the submission process. Both are accomplished through e-mail requests. The first is approval by the corresponding author of the submission of the article to NIH. The second is approval by the Principal Investigator of the web version of the article which will be available to the public after the embargo period.

a. **How do I approve submittal of the article to NIH?**

You will receive an email from NIH acknowledging receipt of the manuscript and asking you (as corresponding author) to approve the submittal. When you click on the link provided in the email, various portals to access the pdf manuscript will be shown. The email also contains three links with instructions, depending on your role in the manuscript. Additional instructions are available as you proceed through the approval process.

If you are a grant holder, you already have an eRA Commons account and can approve the submission through that account. If you are the corresponding author, but not a grant holder, you would use the myNCBI portal. If you have not yet registered for an NCBI account, you will need to do so. See #24b. Your NCBI account must be linked to eRA Commons. Log in with the principal investigator's user name and password. This will bring up his/her biography. Close this screen and a screen should appear with your name (corresponding author) and headed by NIH Manuscript submission, as well as notification that a manuscript has been received by NIH for Pub Med Central and requesting your approval of the submission. Save this page to a folder for "PMCID filings" for your records. Printing out a copy of the receipt will print out both the receipt and the pdf version of your manuscript. The purpose of your review is to be sure that all of the manuscript is there including tables and figures. You cannot make changes to the manuscript, nor do you need to proofread it. Your role is to make sure that this is the document you (or the publisher) submitted for archiving with Pub Med Central.   You also need to complete the section listing the grants supporting the manuscript. This information should be contained in the acknowledgment section or authors' notes of the manuscript. Click on the "add grants" and a list of the Principal Investigator's grants will appear. Click on the grants that are associated with the paper. If a grant number has multiple extensions (i.e., -1, -2, etc.), pick the last one which is the most recent extension of the grant.   The period before which the article will be available to the public should be entered by the publisher. In most cases, it will be 12 months; in a few instances, it is 6 months. When you have reviewed the document, entered the grants and indicated

the embargo period, either approve it or reject it. If you reject it, the process will be stopped. Upon approval of the submission, a temporary NIHMSID number will be issued.

b. How is the web-version of the article prepared by Pub Med Central approved?

After submission is approved, the PDF version is then sent to Pub Med Central and converted to a web version which will be available to the public after the time period specified. This web version is then e-mailed to the Principal Investigator(s) giving him/her the opportunity to make any corrections necessary and approve the web version of the article to be archived in PubMed Central.

The link in the email allows the principal investigator to view the article. The article should be proofread to make sure there are no "significant errors or omissions that impact the scientific accuracy of the article."   Only corrections of this type are permitted to be made. You will be asked to confirm the accuracy of the grant funding and then make the final approval of the archiving of the document in PubMed Central. After approval by the Principal Investigator, the PMCID number will be issued and the paper archived in Pub Med Central.

PMCID Citation

20. **How do I cite publications in applications, proposals, or reports submitted to NIH?**
    http://publicaccess.nih.gov/policy.htm   **Appendix 2**

    Annotations demonstrating compliance with the NIH Public Access Policy should be placed at the end of each publication citation in every application, proposal or report. See Appendix 2, Location of Literature Citations, for locations of literature citations in various documents.

    The NIH expects citations to have the most up-to-date information available concerning compliance status, but previously submitted applications, reports and proposals need not be updated when the PMCID becomes available.

21. **How do I add a NIHMSID or PMCID number to an article's citation?**
    (http://publicaccess.nih.gov/citation_methods.htm) **Appendix 4**

    NIHMSID/PMCID numbers are added at the end of the normal citation. See examples:

     (No NIH funding)

    Daniels, A.M., Rosenberg, R.E., Law, J.K., Lord, C., Kaufmann, W.E., & Law, P.A. (2010). Stability of initial autism spectrum disorder diagnoses in community settings. *Journal of Autism and Developmental Disorders*, Pub Online, May 15, 2010. **PMID: 20473589**

    (Temporary NIHMSID number)

    Richler, J., Huerta, M., Bishop, S.L., & Lord, C. (2010). Developmental trajectories of restricted and repetitive behaviors and interests in children with autism spectrum disorders. *Development and Psychopathology*, 22 (2010), 55-69. doi: 10.1017/s0954579409990265 **NIHMSID: NIH211037**

(**After PMCID number is issued)**

Richler, J., Huerta, M., Bishop, S.L., & Lord, C. (2010). Developmental trajectories of restricted and repetitive behaviors and interests in children with autism spectrum disorders. *Development and Psychopathology*, 22 (2010), 55-69*.* doi: 10.1017/s0954579409990265 **PMCID: PMC2893549**

If the article is listed in PubMed, and does not require a PMCID number, the PMID number is listed immediately at the end of the citation. If it was submitted to NIH, the temporary NIHMSID number, or the "PMC Journal in Process" notation (if submitted by an open access publisher) would replace the PMID number. When the PMCID number is issued, it will replace the NIHMSID or "PMC Journal in Process" notation. The date of availability may be noted after the PMCID number "[Available on 2011/04/01]." For clarity, two spaces are placed between the end of the citation and the PMID/NIHMSID/PMCID number. These identifying numbers are required for articles cited as part of grant applications, proposals and progress reports. There is no requirement that they be included as part of your CV or reference lists in original manuscripts.

22. **What is the "PMC Journal in Process" notation?**

 If the paper is submitted to PubMed Central under Submission Method A (Journal automatically submits final version to PubMed Central) or Submission Method B (journal submits final version to PubMed Central under its open access program), the citation contains the notation "PMC Journal in Process."   This is not used once the PMCID number is issued.

Monitoring Compliance Status

23. **What is the Principal Investigator's responsibility for compliance with public access policy and NIH monitoring activities?**
(http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-119.html) **Appendix 3**

Principal Investigators are responsible for demonstrating compliance with the public access policy when citing papers included in NIH applications, proposals or progress reports, by including the PMCID number or the NIHMSID number at the end of the citation. If the NIH believes that an article appears to fall under the policy, but lacks a demonstration of compliance, it will notify the Principal Investigators by email, and request confirmation of compliance or, if the paper is not covered by the policy, the Principal Investigator should provide an explanation (e.g., the manuscript was accepted for publication before April 7, 2008; the paper was not peer-reviewed, etc.). Failure to comply may impact consideration of the application or status of an existing grant.

24. **What is an NCBI Account?**
(Http://era.nih.gov/ncbi/ncbi_overview.cfm) **Appendix 14**

   a.   **What is the National Center for Biotechnology Information (NCBI)?**

   The **National Center for Biotechnology Information (NCBI**) provides a tool (MyNCBI account) which retains user information and database preferences to provide customized services. For purposes of this manual, discussion of the NCBI tool is restricted to its use relating to PMCID management.

b. **How do I create an NCBI account?**

You **can register your own account** by accessing www.ncbi.nlm.nih.gov. Click on "sign in" in the upper right hand corner.   Go to "register for an NCBI account" and follow the instructions on the screen. You can use the same username and password as your eRA account or a different one. In order to manage PMCID compliance, you will need to link your account to eRA Commons by clicking on "preferences," and then on "link accounts."

If you are a grantee, you will already have an eRA account. You can create an NCBI account through your eRA Commons account by accessing http://commons.era.nih.gov, signing in, and clicking on "Personal Profile", then "publications" on the menu bar. Click on "MyNCBI." If you go through eRA Commons, it will automatically open an NCBI account for you. You will not need to set a separate user name or password.

In the future you can access your bibliography either through eRA Commons or your MyNCBI account. However you access your NCBI account, you should use that same method each time.

If you open your account through eRA Commons, you cannot unlink your NCBI account to eRA Commons. If you establish a new account directly and then link eRA Commons, you can change the link at any time.

You will know that the account is properly linked to eRA Commons when the menu above the bibliography has a $ on the right hand side. This is the icon for NIH compliance status.

If you inadvertently create two accounts, contact the NCBI support group at infor@ncbi.nlm.nih.gov and request that they merge the contents and delete one of the accounts.

c. **Can I delegate another to manage MyNCBI account?**

If you wish to delegate another to manage your NCBI account, the proposed delegate needs to register his/her own account in MyNCBI, linking it with eRA Commons. Then, you log in to your NCBI account. Click on "My Bibliography," click "edit my Bib settings," then "add a delegate," and enter the delegate's email address. Click "add delegate." Your delegate will receive an email which s/he must confirm by clicking on a link in the email.

d. **How do I add articles to my bibliography?**

Newly-published articles appearing in Pub Med are automatically added to your NCBI bibliography. You can manually enter articles not in PubMed by clicking on the symbol for "add" on the upper left side of the menu bar. This will give you a choice for PubMed articles or to enter an article manually. Although the bibliography can be categorized for types of publication, for purposes of this manual, we will only list peer-reviewed articles published after April 7, 2008, which is the effective date of the NIH policy. If an article was accepted for publication prior to April 7, 2008, you do not need to deposit the article in Pub Med Central.

If you manually enter an article that is in press, and it is later listed in PubMed, when you open your NCBI account, it will note that action may be required to be taken on an article. It will then ask if you want to substitute the PubMed listing or not. Substitute the PubMed listing and delete the manually

entered citation. Since manually entered citations allow the listing of only three authors, it is preferable to use the PubMed listing.

e. **How do I use MyNCBI to manage NIH compliance?**
(http://www.nlm.nih.gov/pubs/techbull/jf10/jf10_myncbi_redesign.html) **Appendix 15**

When you are in the MyNCBI bibliography, the menu bar will include a $ sign. Clicking on that icon will reveal the compliance status of your articles by color-code (red = non-compliant, yellow = in process, and green = compliant). An N/A notation means that the article was accepted or published prior to April 7, 2008, or not associated with an NIH grant. The article may show that there is a question on the status. If so, click on "edit status" and pick one of the two choices shown: Is there NIH funding or not? If there is NIH funding, check the appropriate box. If the paper is published after April 8, 2008, a list of grants will drop down and you select the grants that supported the paper in question. Grant information can be found in the Authors' Notes or Acknowledgment section of the article. If there is more than one extension for a listed grant, you need report only one as long as the base number and the grant title are the same. If different years of the grant have different project titles, and these directly funded the manuscript, you should link more than one grant in this case. If the paper is not supported by an NIH grant or is not subject to the NIH policy, the article will remain in the bibliography, but will drop out of the NIH status view.

f. **Who do I contact for help in working with MyNCBI account and NIH compliance?**

For general MyNCBI questions, you would contact info@ncbi.nlm.nih.gov. For example, in some cases you cannot change or correct information once entered into MyNCBI. In this instance, you will need to email the support group at info@ncbi.nlm.nih.gov and request that they change it or correct it.

For questions concerning the manuscript (something that would have an NIHMS ID) you should contact nihms-help@ncbi.nlm.nih.gov. For example, if a submission was begun but never completed, you would contact the NIHMS support group to see what the current status is. If a NIHMSID number was issued, but no PMCID number issued because the web version had not been approved, they will contact the Principal Investigator and request that s/he review the web version of the article and approve it so the PMCID number can be issued.

g. **What do I do about a citation that says, "No funding associations shown with this article"?**

When no funding is designated, you will need to pull up the grant information box and mark the grants supporting the article. This needs to be done whether or not the status shows non-compliant or completed. This information is then available to your grant administrator for progress reports, updates, and other materials prepared for grant management. If you mark a paper as having no NIH funding, it will stay in the bibliography list as "N/A," but will drop off the NIH PubMed Central list.

h. **What if there is more than one Principal Investigator with a grant?**

When the paper is cited in Pub Med Central and populated into the myNCBI accounts of the authors, its status will be "in compliance" with "no NIH funding affiliation shown." The Principal Investigator for the grants supporting the article then clicks on "NIH Funding" and selects the appropriate grants.

NIH Submission Process

1. Final draft of peer-reviewed paper is submitted to the journal and **accepted for publication**.
2. The **accepted version is submitted to NIH** by the publisher or first author for posting to Pub Med Central (PMC). An identifier number "NIHMSID: NIMH…" is obtained.
3. **NIH sends receipt of submission** of the PDF version to the corresponding author/Principal Investigator for approval.
4. Author/Principal Investigator **approves submission**.
5. PMC **converts** the pdf document to **standard Web format** (2-3 weeks time) and **sends to PI for approval**.
6. PI reviews document, makes any required corrections, and **approves final PMC document**.
7. Upon receipt of approval of PMC document and any corrections, a **PMCID number is issued**.
8. PMC **document is listed in PMC** repository with release date noted.
9. After embargo period **article is available to public** free of charge.