**NIH Public Access Policy, PubMed Central (PMC) and the NIH Manuscript Submission (NIHMS) system**

* The **NIH Public Access Policy** requires all peer-reviewed, accepted manuscript articles resulting from direct NIH funding to be submitted to **PubMed Central (PMC)**, a free archive of full-text biomedical and life sciences journal manuscripts, and to be made publicly available no later than 12 months after publication date.
* The NIH developed the **NIH Manuscript Submission (NIHMS)** system to facilitate the submission of accepted manuscripts for inclusion in PMC in support of the NIH Public Access Policy.
* Manuscripts need to be submitted to PMC or NIHMS at the time of acceptance for publication.
* NIH requires that compliance with the policy will occur within three months of the publication date of the final, in print, version of the manucsript.
* **MTN Lead Authors are responsible to ensure that their accepted manuscript will complete the PMC submission process.**
	+ Lead authors need to indicate to the journal/publisher (during manucsript submission and/or acceptance) that the manucsript was NIH-funded;
	+ Lead authors need to verify with the journal/publisher which of the four PMC submission methods listed below are used by the publisher and act accordingly.

**PMC Submission Methods (Publisher and Author Roles)**

There are four methods to ensure that an accepted manuscript is submitted to PMC and is in compliance with the NIH Public Access Policy. **Authors** may use the method that is most appropriate for them and consistent with the **journal/publisher**.

* + For general instructions and summary of the four methods see <http://publicaccess.nih.gov/submit_process.htm>. A list of resources is also available below.

*As mentioned above, Lead authors need to remember to indicate to the journal/publisher during manucsript submission and/or acceptance that the manucsript was NIH-funded!*

**Submission Methods**

**Method A:** The **journal/publisher** will deposit all NIH-funded manuscripts directly into PMC on behalf of the author. No additional action or effort is required by the author.

Example of journals: *New Engl J Med, Clin Infect Dis.*

See the full journal list of participating journals at<http://publicaccess.nih.gov/submit_process_journals.htm>

**Method B:** The **journal/publisher** will deposit all NIH-funded manuscripts directly into PMC on behalf of the author, but will typically require the author to provide an “open access” fee.

See details and the list of journals/publishers at <http://publicaccess.nih.gov/select_deposit_publishers.htm>

**Method C:** The **journal/publisher** will NOT deposit the manuscript into PMC or NIHMS; the **author** will need to initiate the deposit of the final accepted manuscript into the NIHMS System. The **author** will then need to follow all steps required for completion of the submission process in the NIHMS.

*Note:* *The lead author should* ***pay attention to all emails from NIHMS*** *and follow up when any action is required.*

 See details in: <https://publicaccess.nih.gov/Methods-C-D-BP>

**Method D:** The **journal/publisher** will initiate the deposit of the final accepted manuscript into the NIHMS. However, the lead **author** will need to follow the next steps required for completion of the submission process in the NIHMS.

*Note: The lead author should* ***pay attention to all emails from NIHMS*** *and follow up when any action is required.*

Example of journals: *AIDS Behav*.

See details in: https://publicaccess.nih.gov/Methods-C-D-BP

**Resources for author submission of manuscripts to PubMed Central (PMC) via the NIH manucsript submission systems (NIHMS)**

**Navigating the NIHMS process**

<https://www.nihms.nih.gov/db/sub.cgi?page=faq#steps>

**NIHMS step-by-step tutorials**

<http://www.nihms.nih.gov/db/sub.cgi?page=stepbystep>

**NIHMS frequent asked questions**

<http://www.ncbi.nlm.nih.gov/books/NBK3846/>

**Other resources** <http://ufdcimages.uflib.ufl.edu/IR/00/00/34/46/00001/The_NIH_Public_Access_Policy.pdf>