

Managing Citation Compliance in PubMed's My Bibliography

- 1) Go to <https://www.ncbi.nlm.nih.gov/account/> and select the eRA Commons log-in option.

Sign in to NCBI

Sign in with



Figure 1: NCBI sign-in page

- 2) Enter your eRA Commons credentials and click Sign In.
- 3) Locate the My Bibliography widget and click Manage My Bibliography.
- 4) At the top of the page should be a status bar for all citations in your PubMed bibliography:



Figure 2: Status bar

- Grey ○ exempt from public access compliance
- Red ? not defined
- Red ! out of compliance
- Blue → in the process of becoming compliant
- Green ✓ in compliance

Any citation marked in red will require review. Follow the directions below to ensure all citations are in compliance with the [NIH Public Access Policy](#). (Please note that the NIH may delay institutional funding until articles are brought into compliance.)

Not Defined Citations

? Not defined citations do not have awards associated to them and they do not display a PMID. Citations that are not defined need to be identified as publications supported (or not) by NIH grants.

- 1) First, click on the red ? icon in the [status bar](#) to see only citations that are undefined.
- 2) Choose Edit Status in the red box to the right of the article citation.

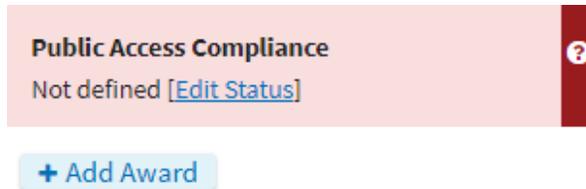


Figure 3: Compliance status

- 3) In the pop-up window, indicate whether or not the article was funded, wholly or in part, by the NIH.
 - If yes, continue on to step 4
 - If no, congratulations – you have finished the compliance process for this citation!
- 4) Choose the appropriate option from the next pop-up window.

Select this option if you have not yet submitted this article in the NIHMS and do not have a NIHMS ID.

Access Policy requires scientists to submit final, peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. (See [Determine Applicability](#) for full details.) Please submit the final manuscript sent to your publisher or indicate that this publication is exempt from the policy.

We do not have a record of this citation in NIH Manuscript Submission system (NIHMS). Please choose from the following:

- Begin submission in the NIHMS.
- This citation has been submitted. NIHMS ID:
- Arrangements have been made for a [publisher on this list](#) to send the final published article directly to PubMed Central. ([Method B](#))
- This citation does not need to be submitted under NIH Public Access because:
 - Publication was not peer reviewed.
 - Publication was accepted for publication before April 7, 2008.
 - Publication was written in a script other than Latin (e.g., Russian, Japanese).
 - Publication was not [directly supported by](#) NIH funds active in FY08 or beyond.

Save **Cancel**

Select this option if you have already submitted your article to the NIHMS and have a NIHMS ID. This will change the status of the citation to in progress.

Select this option if your article is exempt from the NIH Public Access Policy (be sure to denote the reason).

Select this option if other arrangements have been made with journal publishers or PubMed Central.

Figure 4: Submission option window

- 5) If you chose to begin a submission to the NIHMS, a new window will appear asking you to sign in to the Manuscript Submission System. Use your eRA Commons credentials to log in.

- 6) The information from your citation should auto-populate in the next window. If it doesn't, make any necessary modifications under Enter manually and click Next.

Figure 5: Submission title

- 7) Search for the specific funding resources connected to the article on the next screen and add them to the citation. Skip this step if you were not the project PI.
- 8) Upload a copy of your manuscript, as well as any referenced supplementary materials (if applicable). Enter a label (short title) for each uploaded file and certify the submission. Click Next.
- 9) Designate a reviewer (usually the project PI or one of the manuscript authors – if this isn't you, manually enter the name and email of an appropriate member of your project team) to complete the initial approval for the submission. If you designated yourself as the reviewer, select the embargo period required by the manuscript journal/publisher. Click Next.
- 10) On the next page, review the manuscript submission statement and confirm the following:
 - Publication and Copyright Agreements — In any agreements that I have made with the journal, I have retained the right to deposit this version of the manuscript with PMC, so that it may be appropriately tagged and made available to the public on the PMC web site; or, I otherwise am legally authorized to deposit this manuscript for the purposes described.
 - Confidentiality — The manuscript may contain confidential information that must not be publicly disclosed prior to publication of the paper in the named journal.
 - Peer Review — The version I am depositing has been peer reviewed and accepted for publication and includes all modifications resulting from the peer review process.
 - Funding — The manuscript is the result of research supported, in whole or in part, by direct costs funded by the National Institutes of Health.

Figure 6: Submission confirmation page

- 11) If the above statements are true, click Agree to complete your submission to the NIHMS.
- 12) You can follow the status of your submission by going to <https://www.nihms.nih.gov/submission/>. Use the filters on the left side of the screen to find your manuscript.

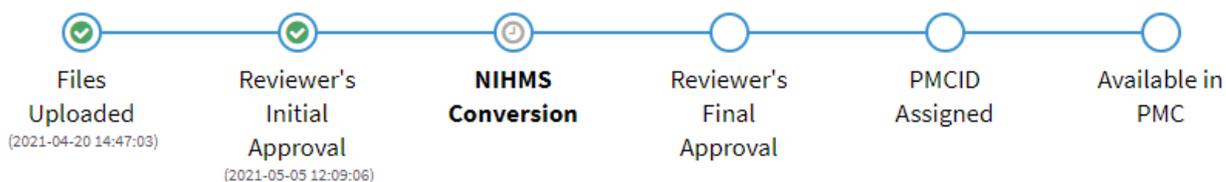


Figure 7: Submission process graphic

Please note that the NIHMS Conversion step may take 2-3 weeks. If you set yourself as the reviewer, you will receive an email when this process is finished.

Non-Compliant Citations

 *Non-compliant article citations have awards associated to them, but the research article manuscripts have not been submitted to the NIH Manuscript Submission (NIHMS) system.*

- 1) First, click on the red ! icon in the [status bar](#) to see only citations that are not in compliance.
- 2) Choose Edit Status in the red box to the right of the article citation.

Public Access Compliance

Non-compliant. No PMCID 3 months post publication. [\[Edit Status\]](#)



[1 Award](#)

- 3) Follow [steps 4-13](#) above to complete the compliance process.