

## How to submit articles to NIHMS

### Before you get started:

You will need to have all of these on hand to send a manuscript to NIH:

**1. Journal name**

**2. Manuscript title**

**3. Grant (project numbers)**

**4. Manuscript files** (you should include all files that make up your manuscript. This includes the main text of the manuscript, figures, tables, appendices, and supplementary files. Manuscript files may contain figures and tables embedded within). **THIS CAN INCLUDE THE PAPER AS A FULL PDF WHICH YOU CAN OFTEN DOWNLOAD FROM MEDLINE, OR IF NOT AVAILABLE ON MEDLINE, VIA EMORY ELECTRONIC JOURNALS. IF THESE OPTIONS ARE NOT AVAILABLE, YOU ARE SUPPOSED TO LOAD THE LATEST ACCEPTED VERSION OF THE PAPER (WORD OR YOU CAN CONVERT TO PDF)....Download or place the manuscript file on your computer desktop....Load only peer-reviewed, original (primary) research articles...not other publication types.**

Go to <http://www.nihms.nih.gov/> and log in.

**Choose** a login route: eCommons would be most common route...log in with your login IDs

**Click:** Submit New Manuscript.

**Click:** Continue

**Journal:** type or paste in name of journal (even if not a Pubmed-listed journal)

**Manuscript title:** type or paste in name of manuscript

**Click:** Next: Grant Info

**Choose grant info:** Your NIH grants will be shown (old and new)

1. Check the appropriate grant(s)...just pick ONE of the years listed...it does not matter which grant year you choose, but just choose one!

2. Type PIs name in spaces at bottom of this page to search for additional relevant grant (e.g. PI's, Co-I's, mentor's grants as appropriate)

For ACTSI-related projects (those that used ACTSI resources in any way to help generate data for the paper or any related review article), type in David Stephens name and CLICK Search.

All of Dr. Stephen's grants will pop up....choose UL1 RR025008 (pick any year, but just click in one year, do not click multiple years). IF YOU ARE (OR WERE) A TL1 TRAINEE, ALSO CLICK one of the TL1 RR025010 grant years. IF YOU ARE OR WERE A KL2 TRAINEE, ALSO CLICK one of the KL2 RR025009 years. All TL1 and KL2 trainees should choose both a UL1 RR025008 year AND their TL1 or KL2 grant.

**Click:** Upload Manuscript Files.

On next window, **Click** “Choose File” and then choose the PDF (or Word) file from your desktop.

**Click** Upload Files button (takes a few seconds and a box will appear showing the upload process in progress)

**Click:** Next: Summary

The manuscript file, grant #s and grant PIs will show here...go back to earlier steps if you find any errors or omissions

**Click:** Next: PDF Approval

In this window a “PDF receipt” with the manuscript submission will be created (can be immediate or take a few seconds). Open it, make sure it looks ok and then:

**Certify (check the box)** that this manuscript submission includes all referred supplemental materials.

**IMPORTANT: On the top, you will see a TEMPORARY “NIHMSID” # : (e.g NIHMSID 280538).....cut and paste that # into you CV/biosketch or somewhere with the manuscript...that is the number you put in your biosketch and in grant progress reports or applications, pending your final PMCID # ( the PMCID# shows up when the paper is finally approved for public dissemination by NIH..... when you open the manuscript abstract on Medline, the PMCID # is then in lower right, below the abstract (e.g. PMCID: PMC2848527). If your paper is on Medline, but not yet finalized by an open-access journal, it may say and you can cite “PMC - In Process”.**

**Choose reviewer** (use the “me” radio button, which is yourself and is the default)

**Choose a Release Delay date: If the paper is in an open-access journal, choose Immediately in the drop-down menu. However, if the manuscript is not an open access journal (you can sometimes tell by seeing the paper on Medline...it tells you in upper right on Medline if it is open access, BUT with some open access journals do not show up as such)...there is also a list of open access journals (1000+), most of which are obscure, but some of which are common, and you need to figure that out from this website:**

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

If your manuscript is NOT in an open-access journal, **choose 12 months** on the Release Delay pull-down...the law says all NIH-funded research must be available through this system within 12 months after publication...although some journals may do it quicker. Safe just to choose 12 months here.

**Click:** APPROVE

**Click:** AGREE

**Click:** Go to Manuscript List

You can open the boxes to see your previously loaded papers...they will be “in process”, “completed” or “published”.

**Note:** a few hours to days after you load a paper, you may get an email from NIH telling you there was a problem with your upload (some of the pdf may have part of a page cut off, you may have forgotten to actually upload the paper, you might have uploaded it twice by mistake, etc.)...In which case you may have to load a better pdf again! You don't have to do anything if you accidentally upload one twice, the NIH computer/person just tells you to use the earlier PMC #.

See <http://www.nihms.nih.gov/help/faq.shtml> for all the details on this process