

Three (and a half) Easy Steps for NIH Public Access Policy Compliance

(aka: Your Publications Based on Federally funded research projects MUST be available to the general Public.)

PubMed Central (PMC) Requirement Compliance – *What to do BEFORE you publish.*

1. INFORM:

- a. As you are submitting the article, use this cover sheet (http://www.urmc.rochester.edu/hslt/miner/research_and_publishing/documents/Publication_cover_letter.pdf) to inform the publisher that your research is government funded.
- b. Once article has been accepted, author must inform publisher if the research was funded by NIH and therefore PubMed Central (PMC) Compliance is necessary.
- c. Author ensures that he is able to post to PMC (clause in sign-off sheet – http://www.urmc.rochester.edu/hslt/miner/research_and_publishing/documents/AddendumtoPublicationagreement.pdf)

2. SUBMIT:

- a. If the publisher submits the article to PMC, the publisher **should** email the PubMed Central ID number to the author. (Click for a list of publishers who will automatically deposit your article for you: http://publicaccess.nih.gov/submit_process_journals.htm)
- b. If the publisher **does not** submit the article to PMC, then it is the author's responsibility to submit.
 - i. You may only submit the final author-created draft manuscript to PMC. You cannot submit the galley copies, etc. as they are the property of the publisher.
 - ii. Be sure to check with the publisher [please note that the publisher is not always the same as the Journal (Click for policies of some of the journals: http://www.urmc.rochester.edu/hslt/miner/research_and_publishing/PublishersPoliciesonPubMedCentralMinerLibrary.cfm)] for the embargo time as they may embargo an article for up to 12 months after publication.

3. REPORT:

- a. Add PMC ID numbers to your biosketch and any works cited used for grant submissions or progress reports.
- b. Failure to do so may result in your grant proposal or progress report being kicked back unscored.

Important Note: the PubMed Central ID (PMCID) number is NOT the same as the PubMed ID (PMID) number.

Example of a citation with a PMCID:

Environ Health Perspect. 2008 Jul;116(7):948-51.

Meeting report: measuring endocrine-sensitive endpoints within the first years of life.

Arbuckle TE, Hauser R, Swan SH, Mao CS, Longnecker MP, Main KM, Whyatt RM, Mendola P, Legrand M, Rovet J, Till C, Wade M, Jarrell J, Matthews S, Van Vliet G, Bornehag CG, Mieuisset R.

PMCID: PMC2453165

PMID: 18629319 [PubMed - indexed for MEDLINE]

This Policy applies to works published or accepted for publication on or after April 7, 2008. You have 12 months from the publication date to comply. (ie: The article need to be publically available 1-year after publication date).

If you need help, please call

Wendy Roemer at 273-5734 or Rebecca Rowley at 275-9182.

If we're not available and you need immediate assistance, you may contact \

Michele Shipley in the Miner Library at 275-6878.