The NIH Public Access Policy ensures that the public has access to the published results of NIH funded research. As of April 7, 2008, it requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. To help advance science and improve human health, the Policy requires that these papers are accessible to the public on PubMed Central no later than 12 months after publication.

The Policy applies to any manuscript that...

- Is peer-reviewed;
- And, is accepted for publication in a journal on or after April 7, 2008;
- And, arises from:
  - Any direct funding from an NIH grant or cooperative agreement active in Fiscal Year 2008, or;
  - Any direct funding from an NIH contract signed on or after April 7, 2008, or;
  - Any direct funding from the NIH Intramural Program, or;
  - An NIH employee.

How to Comply With the Policy (a 3 step process)

**Step 1.** Address Copyright. Before you sign a publication agreement or similar copyright transfer agreement, make sure that the agreement allows the paper to be submitted to NIH in accordance with the NIH Public Access Policy.

**Step 2.** Submit the paper to NIH. This can be done in a number of ways. These methods vary in the version of the paper submitted, and the actions undertaken by the author and publisher.

A. Publish in a journal that deposits all final published articles in PubMed Central (PMC) without author involvement. For a list of the journals that submit all NIH Funded published articles to PubMed Central without author involvement go to: [http://publicaccess.nih.gov/submit_process_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm)

B. Make arrangements to have the publisher deposit a specific final published article in PubMed Central.

C. Deposit the final peer-reviewed manuscript in PubMed Central yourself via the NIH Manuscript Submission System (NIHMS).

D. Complete the submission process for a final peer-reviewed manuscript that the publisher has deposited in the NIH Manuscript Submission System (NIHMS).

**Step 3.** Cite. As of May 25, 2008, when citing a paper in NIH applications, proposals, and progress reports that falls under the Policy, and was authored or co-authored by you or arose from your NIH award, you must include the PubMed Central reference number (PMCID).

How to Cite

Include the PubMed Central reference number (PMCID) at the end of citations.

For papers published **more than 3 months before** an application, proposal and report is submitted: List the PubMed Central reference number (PMCID) at the end of the full journal.

For papers in press, or published **within 3 months** of when an application, proposal or report is submitted:

- When using Submission **Method A or B**, indicate “PMC Journal - In Process” or the PMCID at the end of the full citation.
- When using Submission **Method C or D**, provide a valid NIH Manuscript Submission System reference number (NIHMSID) or PMCID at the end of the full citation.
**Locating the PMCID Number**

The PMCID is posted in PubMed as soon as an article has been successfully processed by PMC, which usually occurs around the time of publication. PMCID is listed in the lower right corner of the AbstractPlus view of PubMed ([http://www.ncbi.nlm.nih.gov/PubMed](http://www.ncbi.nlm.nih.gov/PubMed)).

In addition, there is a PMCID Converter. Given a set of PubMed IDs (PMIDs), you can use this converter to obtain corresponding PMICDs and/or NIHMS IDs if they exist ([http://www.ncbi.nlm.nih.gov/sites/pmctopmid](http://www.ncbi.nlm.nih.gov/sites/pmctopmid)).

**Using Endnote with PMCID Numbers**

Some changes must be made to your Endnote account to import records with PMCID numbers and use a citation output style that includes the PMCID. For directions to implement these changes, see the following link:

- Endnote: When a cited paper does not yet have a PMCID, the NIHMSID may be used instead. Endnote has updated files to generate citations that comply with the changes to NIH Public Access Policy. To download and install the new content files, follow the directions on the EndNote site, [http://endnote.com/support/faqs/import/faq15.asp](http://endnote.com/support/faqs/import/faq15.asp)

**Definitions**

**PMCID** - A PMCID is a unique PubMed Central reference number, which is assigned to each full-text record made available in PubMed Central. The PMCID is issued shortly after the PI or author approves the PubMed Central formatted web version of the submission.

**NIHMSID** - Before the manuscript processing is completed, the Manuscript Submission System generated a different number, the National Institutes of Health Manuscript Submission ID (NIHMSID). Beginning August 21, 2009, the NIH Manuscript Submission ID (NIHMSID) may be used to indicate compliance for up to three (3) months after a paper is published. After that period, a PMCID must be provided.

**PMID** - The PubMed ID (PMID) identifies a citation record (rather than full-text) in PubMed database. It is not evidence of compliance with the NIH Public Access Policy, because it does not identify a full-text submission.

**Additional Resources**

Penn Libraries webpage on the NIH Public Access Policy [http://www.library.upenn.edu/scholcomm/sc_NIH.html](http://www.library.upenn.edu/scholcomm/sc_NIH.html)


Journals That Submit Articles To PubMed Central [http://publicaccess.nih.gov/submit_process_journals.htm](http://publicaccess.nih.gov/submit_process_journals.htm)

