

NIH Manuscript Submission System

Manuscript List for Test Person

Needs Your Attention 0 In Process in NIHMS 23 Stalled 5 Completed 21 Available in PMC 3

No manuscripts that need action by you

Submit New Manuscript

Find a manuscript

NIHMSID

How do I submit a manuscript?

How do I search by ticket number?

How can I search for manuscripts already in the NIHMS system?

Why don't I see my manuscript?

What does the Status of a manuscript record mean?

Upon signing in to NIHMS, you will see your Manuscript List. To begin a new submission, click the "Submit New Manuscript" button.



NIH Manuscript Submission System

New manuscript submission

There are three methods you can use to supply the journal and title information for your manuscript.

1. Title Information

2. Add Funding

3. Upload

argo

Provide citation information using one of the options below.

Option 1. Enter the manuscript and journal titles

Manuscript Title *

Journal Title *

Option 1. Enter the manuscript and journal titles

Option 1 - Input Manually: Type the manuscript and journal titles manually. Once you start typing a journal title, a drop-down list will appear to suggest possible options based on your input. You can either select a suggestion or keep typing to refine the list of results. If no suggestion matches the title of your journal, complete the manual entry.

Option 2. Search for citation in PubMed

Option 3. Find citation in My NCBI Bibliography

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New manuscript submission

- 1. Title Information
- 2. Add Funding
- 3. Upload Files
- 4. Check Files
- 5. Set Reviewer & Embargo

Provide citation information using one of the options below.

Option 1. Enter the manuscript and journal titles

Option 2. Search for citation in PubMed

Last 5 searches: 25907623, smith p[au], 23483596

Quick search for: Person, Person T, AI123456, AI654321, CA123456, CA234567, GM123456

Publications	Status
<input type="radio"/> Commentary on "Comparison of abiraterone acetate versus ketoconazole in patients with meta ... [Epub 2013 Urol Oncol	

Option 2 - Search PubMed: This option allows you to search PubMed by PMID, manuscript title, or author name(s). Once you input the string you want to use, click search for a list of results. Select your publication from the results list. The results list also indicates whether the manuscript was previously submitted by the publisher or is already in PMC.

Option 3. Find citation in My NCBI Bibliography

Cancel Submission

Option 3 - Import from My Bibliography: If you have a bibliography in My NCBI, you can select this option to browse your bibliography and select the publication from there. If you are not currently logged in through your My NCBI account, you will be prompted to do so upon selecting this option.



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New manuscript submission

1. Title Information 2. Add Funding 3. Upload

Once you have entered the title information or selected the publication, click "Add Funding" to proceed to the next step.

Provide citation information using one of the options below.

Option 1. Enter the manuscript and journal titles

Manuscript Title *

Journal Title *

Option 1. Enter the manuscript and journal titles

Option 2. Search for citation in PubMed

Option 3. Find citation in My NCBI Bibliography

Option 2. Search for citation in PubMed

Option 3. Find citation in My NCBI Bibliography

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Test Submission
Journal: Test Journal

Add the relevant funding information by selecting the relevant grant from the suggested items (associated with your account) or searching by the PI's name and/or grant/project ID number.

1. Title Information 2. Add Funding 3. Upload Files 4. Check Files 5. Set Reviewer & Embargo

Search by:

First Name [] Last Name []

AND/OR

Grant/Project ID []

Search

How can I add funding support?

What if I can't find my project or grant?

What if I'm depositing on an author's...

Search Results:

Grantee/PI	Select	Grant/Project ID	Title
Test Person	<input type="checkbox"/>	P30 AI654321	Example Grant Title
	<input checked="" type="checkbox"/>	P50 AI123456	Grants for Testing
	<input type="checkbox"/>	R01 CA123456	Fake-ish Grant

When you start typing a grant/project ID, a drop-down list of potential candidates will appear. You may either select one of these suggestions if you see the relevant grant or complete the manual input of the grant/project ID.

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Title Information Upload Files

After you have entered the applicable funding support, click the "Upload Files" button to proceed to the next step.



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Test Submission

Journal: Test Journal [Provide citation](#)

Upload your manuscript files here. You may submit your manuscript all in one file or as separate files for each component. If providing separate files, please upload each file as the correct Type (i.e., use Manuscript, Figure, Table, or Supplemental, accordingly).

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- 2. Add Funding
- 3. Upload Files
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- 5. Set Reviewer & Embargo

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Type	Label	File	Size	Date	Remove
Manuscript *		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>
Figure	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>
Table	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>
Supplemental	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>

- Choosing a file type
- Labeling files
- Adding files

Add another [Manuscript](#), [Figure](#), [Table](#), [Supplemental](#)

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Journal: Test Journal [Provide citation](#)

Please also provide unique and descriptive labels for each file. The labels will help determine the proper placement of the materials in the PMC-ready documents, so clear labeling is important.

1. Title Information

2.

3. Abstract

Please upload all files associated with your manuscript, including supplemental files, and move to the next step.

Type	Label	File	Size	Date	Remove
Manuscript *		Choose File Test Manuscript.txt			X
Figure	Fig 1	Choose File Updated 15.png			X
Table		Choose File No file chosen			X
Supplemental		Choose File No file chosen			X

- Choosing a file type
- Labeling files
- Adding files

Add another [Manuscript](#), [Figure](#), [Table](#), [Supplemental](#)

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Journal: Test Journal NIHMSID 16305 [Provide citation](#)

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- 1. Title Information
- 2. Add Funding
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PDF Receipt [2015-12-11 11:30:05, 175.4 KB]

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Test Submission

Journal: Test Journal NIHMSID

As an author or PI on the manuscript, you are not required to select another author to review this submission and approve it for processing; you can do so yourself.

- 1. Title Information
- 2. Add Funding
- 3. Upload Files
- 4. Check Files
- 5. Set Reviewer & Embargo

Set Reviewer

Select	Reviewer						
<input checked="" type="radio"/>	Me (Test Person)						
<input type="radio"/>	<table border="1"> <tr> <td>First Name</td> <td>Last Name</td> <td>Email</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First Name	Last Name	Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

However, if you would like to set another Reviewer, please provide his/her name and e-mail address here.

Who should review the deposit?

What embargo should I select?

Set Embargo

Release in PMC after publication in the journal.

If you are proceeding as the Reviewer, please set the embargo that is required by your publisher, and then click "Approve" to proceed.

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Review of NIHMS submission statement

Submission Statement

Manuscript Title: Test Submission
Accepted for Publication in: Test Journal

I am an author of this manuscript, and I am providing it to the National Institutes of Health (NIH) to make publicly available in PubMed Central **12 months** after its official date of publication in the journal.

I confirm that:

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

If you need to go back to change the embargo, click the "Change Release Date" button.

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 was prepared by direct costs funded by NIH.

If for any reason you disagree with the Submission Statement, click "Disagree" and submit a comment so we can assist you.

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Otherwise, click "Agree" to finalize your approval, and we will begin processing your submission.

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Please note the information provided in the confirmation summary, and then take a moment to review the next steps so you will know what to expect. At any time you can sign in to NIHMS, find this submission in your Manuscript List, and view the updated summary to track the status of the submission.

NIHMSID	16305
Release Delay	12 months
Reviewer	Test Person

WHAT'S NEXT?

Step 3

NIHMS staff reviews the approved files for completeness, and complete submissions are converted to archival XML. The PMC-ready documents (Web and PDF versions) are checked to ensure they accurately reflect the submitted files. Processing time for this step is usually 2-3 weeks but may vary depending on the volume of submissions at a given time. An e-mail notification is sent to the Reviewer when the record is available for final review.

Step 4

The Reviewer reviews the PMC-ready documents (Web and PDF versions) and either requests corrections or approves them for inclusion in PMC. Final Approval is required to complete manuscript processing in NIHMS.

Step 5

A PMCID is assigned when the manuscript is matched to a PubMed record with complete citation information. For details, see [When will a PMCID be assigned to my manuscript?](#)

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