

Uploading Manuscript to NIHMS

Before you begin the uploading process, make sure you have the following:

- Journal name
- Final accepted version of the peer-reviewed, author-version of the manuscript in Word or PDF format not the manuscript proof. Manuscripts should be uploaded at the time of approval and not after final publication. A PDF of the final publication would not be appropriate to upload.
- Figure files (Word, PDF or PPT)
- Grant numbers that supported the work. You must have the exact grant number, including the budget year. (Use the grant number from the Notice of Award.)

Do not skip any of the steps outlined below.

Step 1: Go to the website <http://www.nihms.nih.gov/db/sub.cgi>

- Click on eRA Commons to log in as an NIH extramural PI.
- Although you are using the NIH eRA Commons key link, you will not be brought to the Commons. You will be brought to the submission page.
- Select ‘eRA Commons’ and log in with an NIH eRA Commons username and password.
- Click on ‘Submit New Manuscript.’

Step 2: Begin Submit New Manuscript

- Verify you have the required information then press ‘Continue.’
- Enter the journal name and manuscript title as it appears on the manuscript. Do not abbreviate. The title will appear exactly as you type it here.
- Click ‘Next Grant Info.’

Step 3: Identify Active Grants

- The Grant Info screen automatically populates active grants by the PI you are logged in as. You may check off those that apply to the publication or use the Search Grants/Project feature at the bottom of the screen if someone else is the PI.
- After all applicable grants have been selected, click on ‘Next: Upload Files’ to continue.

Step 4: Upload Files

- The Upload Files screen will allow you to browse to find the manuscript Word document, as well as the figure and table files, if any.
- Each figure file must be uploaded separately. Use the ‘Add another’ feature to expand this section. There is also a field for supplementary data. Use only those fields that apply to your manuscript. You have the option to delete those that do not apply.
- Once all appropriate files have been uploaded, click ‘Next: Summary.’

Step 5: Summary: Review, Submit & Receive NIHMSID Number

- Review the summary page carefully. This is where you indicate who will approve the final PMC submission (i.e., serve as reviewer) and when the publication can be released to PMC. The publication must be released no later than 12 months from the date of acceptance. Check with the journal when the publication can be released to PMC.
- Once all of the manuscript information has been uploaded and verified, the submission can be finalized by clicking ‘Approve.’
- A PMCID number is not generated immediately. You will be provided with a NIHMSID number in lieu of the PMCID number.
- Include this number at the end of citations in lieu of the PMCID number.

Step 6: Post-submission Review Activity

- The reviewer receives an email from NIHMS confirming the submission and several weeks later receives another email on how to verify the manuscript upload.
- Reviewers must follow through on instructions because the submission will not be considered complete otherwise.
- The reviewer must return to the NIHMS website to access the manuscript to review the article’s HTML format. The document should be carefully reviewed for errors. A common error with Word document uploads is incorrectly referenced citations. This error may not occur if a PDF of the manuscript is uploaded.
- If errors are found, the reviewer must submit a correction request. Instructions are clearly stated on the NIHMS website at the time of review. If no errors are present, then the submission can be finalized by clicking ‘Approve.’

There is no notification when a PMCID is assigned. Authors may use the NIHMS identifier in the interim on applications, progress reports, biosketches, bibliographies, etc.

To check the status of the PMC submission, authors may log into the NIHMS site periodically. PMCID numbers are also available in the lower right hand corner of article abstracts in PubMed.