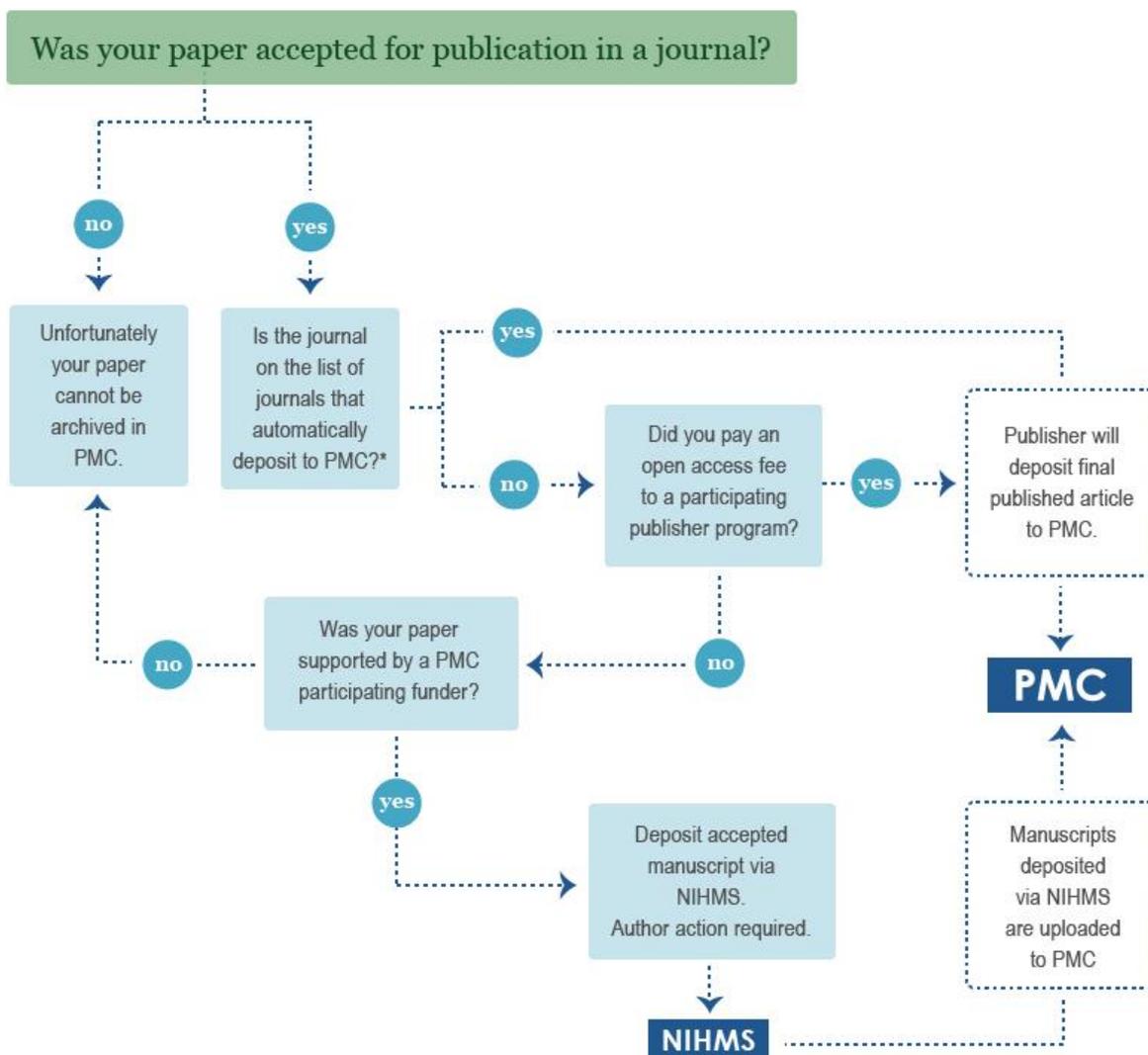


## Obtaining PMCID for newly published paper

### Helpful tips:

- General overview ([How Papers Get Into PMC \(nih.gov\)](http://nih.gov))
- Journals that submit directly to PMC ([PMC Journal List \[A-B\] \(nih.gov\)](http://nih.gov))
  - You should not have to submit to PMC if journal is on this list but check to make sure it appears in PMC.
- Flowchart of how to submit a manuscript



## Direct submission through NIHMS system

1. Go to the NIHMS submission system ([Sign in - NIHMS](#)).
2. Sign in using your eRA account (fellows), myNCBI account **OR** a google account.
  - *Note, due to changes to the MyNCBI system you may need to associate it with your eRA/university login if you previously had a different log in for this process to work. Your myNCBI must either be associated with a University/Google/.gov login. See the previous link for instructions.*
3. Click on “Submit new manuscript”

**My Manuscripts** <sup>?</sup>

**Submit New Manuscript**

Search by NIHMSID, PMID, or PMCID

Needs Your Attention	NIHMSID	Title	Status
In Process	0		No manuscripts found
Available to Claim	0		
Awaiting Citation Data	1		
Under Embargo	0		

4. Enter relevant publications data by population from other sources (on left) or enter it manually. You can only populate from your myNCBI login if you used that to login during step two and it is properly linked to an authenticated login.

### Submit Manuscript

Title

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Journal Title

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Funding +

Files +

Reviewer and Release Delay (Embargo) +

5. After entering publication data, you will need to associate it with the grant funding. To find the grant you can search for “T32 GM066706” or “Katherine Seley-Radtke” to associate the funding with the NIHMS submission.
6. Remember to upload the manuscript PDF file AND all supporting information/protocols etc. or you will delay the processing.
7. Enter the embargo timeline. Unless your journal is open access you will need to check the journal’s policy.
8. Enter your own name as the primary reviewer (you will check the final PMC PDF but Dr. Seley will still get notified).
9. As your PMC file goes through the process you will see the status updated as seen below and you should receive email notifications (to your Google or MyNCBI account).

#### Submission Progress

[Learn more about the NIHMS submission process](#)

