Intended Users:	Healthcare Providers	Information Professionals	Researchers



NIH Manuscript Submission (NIHMS)

Description: The NIH Manuscript Submission system facilitates the submission of peer-reviewed Author Accepted Manuscripts for inclusion in PubMed Central (PMC) in support of the NIH Public Access Policy. The NIHMS system allows authors, principal investigators, and publishers to provide content to be converted to XML which can be ingested by PMC.

Overview of Submission Process:

1. The author, principal investigator, publisher, or a designated third party deposits the manuscript and any supplementary material.
2. The designated Reviewer reviews the submission and approves the material for processing.
3. NIHMS staff review approved files for completeness and convert the complete submission to archival XML. The Reviewer is notified when the record is available for final review.
4. The Reviewer reviews the PMC-ready documents and requests any needed changes.
5. A PMCID is assigned when the Reviewer approves the manuscript and the manuscript is linked to a PubMed record.
6. The manuscript is made available in PubMed Central.

Popular uses of this product:

Healthcare Providers	Information Professionals	Researchers
• Submit manuscripts for inclusion in PubMed Central. • Adhere to required public access policies.	• Submit manuscripts for inclusion in PubMed Central. • Advise patrons on open access and the benefits of publicly accessible research.	• Submit manuscripts for inclusion in PubMed Central. • Adhere to required public access policies.

Key Points:

1. Authors, principal investigators, publishers, or designated third parties can submit manuscripts to be converted to XML files to be archived in PubMed Central.
2. Submitted manuscripts will be made available on PubMed Central for compliance with funder-mandated public or open access policies.

Potential Predicaments:

1. Only an author or principal investigator can serve as the Reviewer, and they will need to review the submission at multiple steps in the process.

Teaching Example:

1. Have participants review the "NIHMS Overview." Find the steps where the Reviewer reviews the submission document (Steps 2 and 4).

Real-life Examples:

1. An NIH-funded research team is notified by a prominent medical journal that their article has been accepted for publication. The team decides which of the authors will serve as the Reviewer. The Reviewer deposits the article and stays in contact with NIHMS throughout the submission process. The manuscript is made publicly available on PubMed Central after the Reviewer's final approval of the PMC documents. This satisfies the NIH public access policy.

More Information:

NIHMS Overview Tutorials NIH Public Access Policy Overview NIHMS FAQ Glossary

Revised: 09/14/2026; Contact NLM Trainers, NLMTrainers@nih.gov for more information about product guide.
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