

Intended Users:	Healthcare Providers	Information Professionals	Researchers
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NIH Manuscript Submission (NIHMS) System

Description: The NIHMS system facilitates the submission of peer-reviewed 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 that can be ingested by PMC.

Overview of Submission Process:

1. The author, principal investigator, publisher, or a designated third party deposits the manuscript file 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, and the manuscript is matched to a PubMed record.
6. The manuscript is made available in PMC after any applicable publisher embargos.

Popular uses of this product:

Healthcare Providers	Information Professionals	Researchers
<ul style="list-style-type: none"> • Submit manuscripts for inclusion in PMC. • Adhere to any required public access policies or publisher embargo periods. 	<ul style="list-style-type: none"> • Submit manuscripts for inclusion in PMC. • Advise patrons on open access and the benefits of publicly accessible research. 	<ul style="list-style-type: none"> • Submit manuscripts for inclusion in PMC. • Adhere to any required public access policies or publisher embargo periods.

Key Points:

1. Authors, principal investigators, publishers, or designated third parties can submit manuscripts to be converted to XML files to be archived in PMC.
2. Submitted articles will be made available on PMC after any embargo periods, which satisfies 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 Examples:

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 a Reviewer. The Reviewer deposits the article and stays in contact with NIHMS throughout the submission process. The team’s article is published in the journal and is made publicly available on PMC after the publisher’s embargo period ends. This satisfies the NIH Public Access Policy.

More Information:

[NIHMS Overview](#)

[NIHMS FAQ](#)

[Glossary](#)