

## **Step by Step: Meeting the PubMed Central Deposit Requirements of HHMI's Public Access Publishing Policy**

- 1. Determine the Open Access policy for the journal(s) in which your manuscript(s) will appear.** You can get this and more public access publishing information by searching for each publisher/journal in the journals database, available as part of the HHMI public access publishing resources at this link:

<http://www.hhmi.org/about/research/journals/main?action=search> located on the HHMI website, and the Library or Science department home pages on the new MYHHMI intranet portal.

This step will provide basic guidance on the main/corresponding author's role in uploading research publications and supplementary material to PubMed Central, and the publisher's role, including a link to their associated Open Access policies.

There are two basic methods for article upload to PubMed Central, for release within the six month time frame as required by the HHMI Public Access Publishing Policy

<http://www.hhmi.org/about/research/sc320.pdf> :

- **Author Upload.** The publisher may allow this at no charge, or there may be a fee. Before uploading a manuscript, it is important to determine what version of the manuscript should be used.
  - **Publisher Upload.** Some publishers upload for authors at no charge, others will do so for an "Open Access" fee per article, paid from laboratory budgets and reimbursed by Headquarters. In addition, a group of publishers (Elsevier/Cell Press, Wiley-Blackwell, and BioMed Central) will automatically upload the papers of all HHMI investigators, Janelia Farm group leaders/fellows, and HHMI early career scientists by special agreement with HHMI. These fees are paid directly from Headquarters. Many publishers have mechanisms in place to identify HHMI-authored manuscripts, usually a form for the author to fill out upon submission or acceptance.
- 2. When uploading a manuscript, use the HHMI/PubMed Central Upload Site** <http://www.hhmi.org/about/research/journals/main?action=search> (go to PMC Upload Site link). To further support its public access policy, the Institute provides HHMI authors with a mechanism for uploading manuscripts to PubMed Central for those journals/publishers not providing this service.
  - 3. Approve the final PubMed Central web version of the manuscript.** The corresponding author will receive an email from the NIH Manuscript Submission system (NIHMS) requesting approval for the final web version of manuscripts uploaded by either the author or the publisher. This will occur for most journals, except those that automatically upload the full, published content of each issue.

- For public access information questions, please send an email to the staff at the Purnell W. Choppin Library: [public\\_access@hhmi.org](mailto:public_access@hhmi.org).
- NIH Manuscript Submission system (NIHMS) “help desk” email address: <http://www.nihms.nih.gov/db/sub.cgi?page=email>.
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