NIH Public Access Policy
Locating and Citing the PMCID, NIHMS ID, and “PMC Journal - In Process”

The PMCID

The PubMed Central reference number (PMCID) is a unique number assigned to a work that is posted to PubMed Central (PMC), a free digital archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health (NIH) developed and managed by NIH’s National Center for Biotechnology Information (NCBI) in the National Library of Medicine (NLM). All works applicable under the NIH Public Access Policy are posted to PubMed Central.

A PMCID is required for demonstration of compliance with the NIH Public Access Policy for applicable works, three months post publication and beyond, noted in NIH applications, proposals and progress reports. See Clarification on the Use of an NIHMSID to Indicate Compliance with the NIH Public Access Policy on how to calculate the three months post publication date and Reminder Concerning Grantee Compliance with Public Access Policy and Related NIH Monitoring Activities on where to note the PMCID in applications, proposals and progress reports.

Where to Locate the PMCID

PubMed

PubMed comprises more than 20 million citations for biomedical literature from MEDLINE, life science journals, and online books. PubMed also indexes works posted in PubMed Central. Citations in PubMed have a unique identifier number called the PMID.

The PubMed database includes both the PMID and the PMCID in the citation record. NIH-funded authors should use the PMCID, not the PMID, to demonstrate compliance with the NIH Public Access Policy.

As follows is a PubMed record using the “Summary” display for display of results from a search in the PubMed database. Note that this display notes the PMID, not the PMCID.

Some citations on the PubMed search results page display “Free PMC Article.” This is one way of determining if a work has a PMCID. However, works in PubMed Central under an embargo period will not display the “Free PMC Article” note.

BECKER
Medical Library
To find the PMCID for a work, select the title of the work in the citation. If a work has a PMCID, it will be located under the citation/abstract on the lower right side.

If a work has a PMCID but is under embargo in PubMed Central, the embargo period information is noted next to the PMCID. When a work is under embargo, this means that while the work is in PubMed Central, the full-text of the work is hidden from public viewing until the end of the embargo period. The NIH Public Access Policy specifies that the embargo period must be 12 months or less.
Another resource to use to locate the PMCID is the PMID: PMCID Converter Tool. This allows for entering of a PMID to determine if there is a PMCID for the work. The PMID is specific to the *PubMed* database and is assigned to works added to the *PubMed* database.

**Caveat:**

1. Not all works applicable under the NIH Public Access Policy are published in journals indexed by the *PubMed* database, thus these works will not have a PMID until *after* they are added to *PubMed Central*. All works added to *PubMed Central* will have a record in the *PubMed* database regardless of journal indexing status.

**My NCBI/My Bibliography in eRA Commons**

From the new Awards View, eRA Commons users are able to see whether their publications are compliant with the Policy, start the manuscript submission process, associate their NIH extramural awards with their publications, and designate delegates to manage their bibliography. Citations entered and stored in My NCBI/My Bibliography will display the PMCID when available.
Non-compliant work in My NCBI/My Bibliography.

See My NCBI: Managing Compliance with the NIH Public Access Policy Using My Bibliography for more information.

**PubMed Central**

*PubMed Central (PMC)* is a free digital archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health (NIH) developed and managed by NIH's National Center for Biotechnology Information (NCBI) in the National Library of Medicine (NLM).

Works noted in PubMed Central have their own unique number called the PubMed Central reference number, PMCID. To find the PMCID for a work, perform a search in PubMed Central by selecting the “Search all articles” option and enter the title of the work.

The PMCID is noted on the search results page under each citation.
### NIHMS ID

The National Institutes of Health Manuscript Submission system reference number (NIHMS ID) is a unique number assigned to a work that is submitted to the National Institutes of Health Manuscript Submission system (NIHMS) in preparation for posting to PubMed Central (PMC). This is used for Methods C and D forms of submission and is a temporary means of documentation of compliance with the NIH Public Access Policy until a PMCID is assigned. It is intended to be used only in cases where an awardee needs to cite a paper soon after its acceptance by a journal, when there is not enough time to complete every step of the submission process. See Submission Methods and How to Demonstrate Compliance chart for more information.

The NIHMS ID can be used for documentation of compliance with the NIH Public Access Policy in NIH applications, proposals and progress reports up until three months of publication of the work. See Reminder Concerning Grantee Compliance with Public Access Policy and Related NIH Monitoring Activities and Clarification on the Use of an NIHMSID to Indicate Compliance with the NIH Public Access Policy for more information on the NIHMS ID and how to calculate the three months post publication date.

### Where to Locate the NIHMS ID

#### My NCBI/My Bibliography in eRA Commons

From the new Awards View, eRA Commons users are able to see whether their publications are compliant with the Policy, start the manuscript submission process, associate their NIH extramural awards with their publications, and designate delegates to manage their bibliography. Citations entered and stored in My NCBI/My Bibliography will display the NIHMS ID when available.

NIHMS ID for a work in My NCBI/My Bibliography.

See My NCBI: Managing Compliance with the NIH Public Access Policy Using My Bibliography for more information.

#### PMID: PMCID Converter Tool

Another resource to use to locate the NIHMS ID is the PMID: PMCID Converter Tool. This allows for entering of a PMID to determine if there is a NIHMS ID for the work. The PMID is assigned to works added to the PubMed database.

### Caveats:

1. Not all works applicable under the NIH Public Access Policy are published in journals indexed by the PubMed database, thus these works will not have a PMID until after they are added to PubMed Central.
2. The NIHMS ID will not appear until an author has self-submitted the work to the National Institutes of Health Manuscript Submission system (NIHMS) for Method C form of submission, or when an author to a work for a third party submission via Method C form of submission or a Method D form of submission, has completed the first approval step, “Approve PDF Receipt,” as part of the review process for obtaining a PMCID. See Submission Methods and How to Demonstrate Compliance chart for more information.
3. If an author has not completed an approval step after multiple reminders from NIHMS, a NIHMS ID may be tagged as invalid. Authors will need complete the necessary approval steps to reactivate the NIHMS ID. This information will be noted on the results screen.
National Institutes of Health Manuscript Submission system (NIHMS) Help Desk

If an NIHMS ID cannot be located for Method C or D forms of submission works, one option is to contact the NIHMS Help Desk. Include full citation information when completing the online form. If there is no record of a submission or an NIHMS ID, it will be necessary to follow up with the authors of the work if Method C form of submission, or with the publisher, if Method D form of submission.

“PMC Journal – In Process”

“PMC Journal – In Process” is used for final published articles via Method A and Method B forms of submission that are being processed by PubMed Central. “PMC Journal – In Process” is a temporary means of documentation of compliance with the NIH Public Access Policy until a PMCID is assigned. It is intended to be used only in cases where an awardee needs to cite a paper soon after its acceptance by a journal, when there is not enough time to complete every step of the submission process.

Where to Locate “PMC Journal – In Process”

My NCBI/My Bibliography in eRA Commons

From the new Awards View, eRA Commons users are able to see whether their publications are compliant with the Policy, start the manuscript submission process, associate their NIH extramural awards with their publications, and designate delegates to manage their bibliography. Citations entered and stored in My NCBI/My Bibliography will display “PMC Journal – In Process” for applicable works.

“PMC Journal – In Process” for a Method A form of submission work in My NCBI/My Bibliography.

If a work under a Method A form of submission does not have a PMCID three months post publication, contact NIH via PublicAccess@nih.gov. Include full citation information.

“PMC Journal – In Process” for a Method B form of submission work in My NCBI/My Bibliography.

If a work under a Method B form of submission does not have a PMCID three months post publication, contact the publisher. Include full citation information.
Citing the PMCID, NIHMS ID or “PMC Journal – In Process”

Documentation of compliance with the NIH Public Access Policy is demonstrated by using one of the following depending on the method of submission a journal falls under. See Submission Methods and How to Demonstrate Compliance chart for more information.

- **PMCID** (PubMed Central reference number)
  Method A, B, C, and D forms of submission

The PMCID should be cited as:

A PMCID is required for demonstration of compliance with the NIH Public Access Policy for papers three months post publication and beyond. See Include PMCID in Citations for more information.

If the PMCID is not yet assigned for papers in press or published within three months of when an application, proposal or progress report is due, compliance can also be demonstrated by:

- **“PMC Journal – In Process”**
  Method A and B forms of submission

The “PMC Journal – In Process” should be cited as:

OR:

- **NIHMS ID** (NIH Manuscript Submission system reference number)
  Method C and D forms of submission

The NIHMS ID should be cited as:

**Note:** Using “PMC Journal – In Process” as documentation of compliance for works submitted via Method C and D forms of submission is contrary to the NIH Policy.

Any questions? Contact Cathy Sarli at sarlic@wustl.edu
NIH Public Access Policy at Becker Medical Library

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