

What is a PMCID, Why Do I Need One, and How do I Obtain One for a Peer-Reviewed Article?

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CENTER FOR AGING
AND POLICY STUDIES
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What is a PMCID and is it the same as a PMID?

PMCID is a PubMed Central ID number.

- Peer-reviewed articles that were supported by NIH funding must have a PMCID.
- The [PubMed Central](#) database contains these articles, searchable by their PMCID.

PMID is a PubMed ID number.

- All abstracts—whether NIH funded or not—from peer-reviewed articles in biomedical and related fields are assigned a PMID by the U.S. National Library of Medicine.
- The [PubMed](#) database contains these abstracts, searchable by their PMID.

In sum....

- PMCIDs are for articles funded by NIH.
- PMIDs are for abstracts regardless of funding source.
- PMCIDs & PMIDs are unrelated.

Why Must I Obtain a PMCID for my Article?

The [NIH Public Access Policy](#) mandates that:

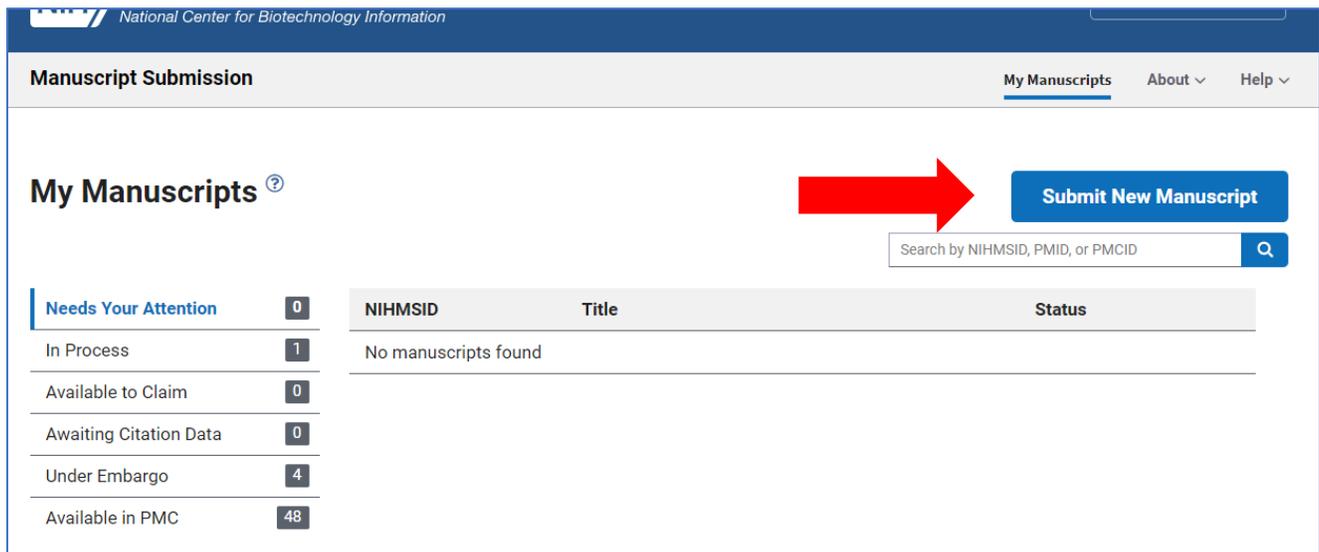
- 1) any published article that has been supported by NIH must be made publicly available to the public within 12 months of the official date of publication.
- 2) researchers whose articles were supported by NIH to submit the accepted, peer-reviewed, but not yet copy-edited version of the article to PubMed Central within 90 days of article acceptance.

The CAPS grant, like any NIH grant, gets credit only for articles that have been submitted to the PubMed Central database and therefore have a PMCID. This is essential for CAPS' compliance with the NIH Public Access Policy and continued funding. Acknowledging CAPS in the acknowledgement section of an article is appreciated but it is insufficient for obtaining a PMCID.

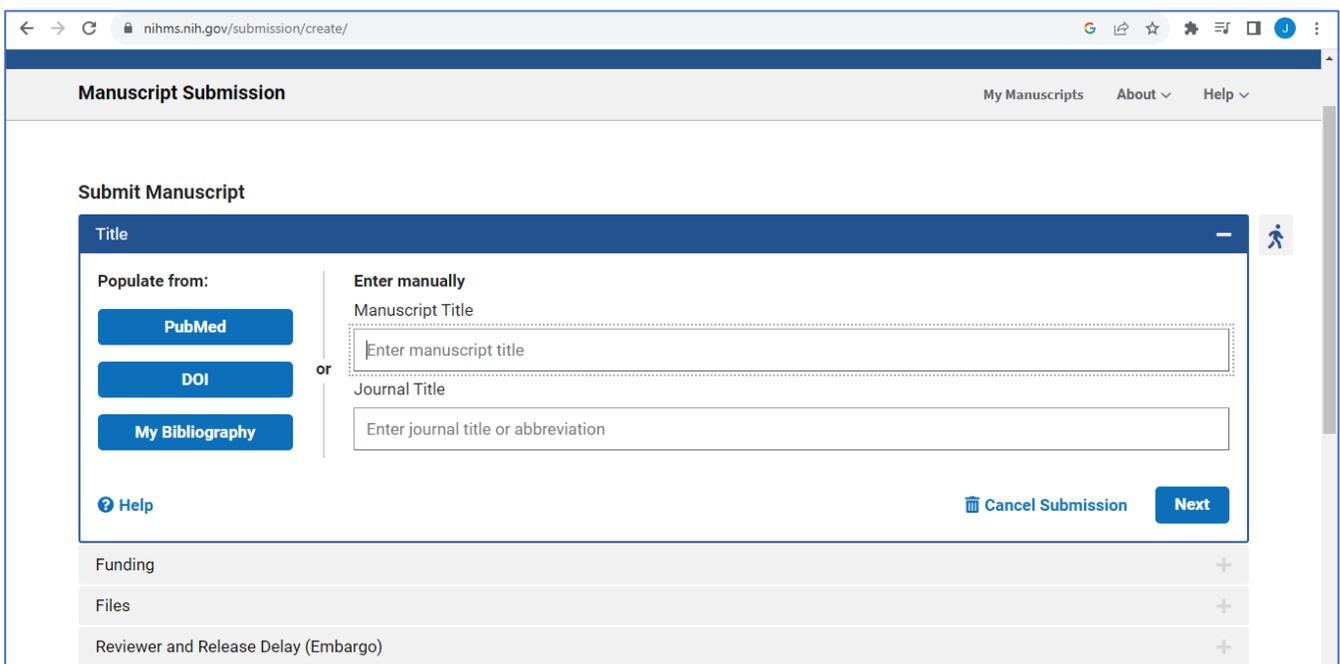
How do I Obtain a PMCID?

- 1) When submitting your manuscript to a journal, or upon its acceptance, enter the CAPS' NIH grant number in the journal's online submission system if it asks for one. CAPS is funded by the National Institute on Aging and its grant number is P30 AG066583.
- 2) Upon acceptance of your manuscript, find out whether the journal automatically submits accepted manuscripts funded by NIH to the NIH Manuscript Submission System (NIHMS). You can find out by entering the name of the journal into the search box of this [website](#).

- 3) If you have followed instructions #1 and #2 and confirmed that the journal automatically submits NIH-funded manuscripts to the NIHMS, you are done. The journal will submit your manuscript to the PubMed Central database and your manuscript will receive a PMCID.
- 4) If the journal does not automatically submit NIH-funded manuscripts to the NIHMS, you must do this manually. The following steps explain the process.
- 5) Go to the NIH Manuscript Submission Page at <https://www.nihms.nih.gov/login/?next=/submission/>.
- 6) Choose your log-in method. The most common method is using your eRAcommons credentials.
- 7) Once logged-in, you will be taken to the NIH Manuscript Submission System home page. Click the “Submit New Manuscript” button on the right side of the page.



- 8) Enter the manuscript title and then click the “Next” button.



9) Click the “Search Funding” button.

The screenshot shows the 'Manuscript Submission' interface. At the top, there are navigation links: 'My Manuscripts', 'About', and 'Help'. Below this is the 'Submit Manuscript' section. It includes a header with 'Manuscript Title: dddd' and 'Journal Title: dddd', and an 'Edit' button. The main section is titled 'Funding' and contains a note: 'Note: If you are depositing files on behalf of an author or PI, you may skip this step. The author or PI will have the opportunity to add relevant funding at Initial Approval (see What steps are involved in the NIHMS process?)'. Below the note are two buttons: 'My Funding' and 'Search Funding'. A large red arrow points to the 'Search Funding' button. At the bottom of the 'Funding' section, there are 'Help', 'Cancel Submission', and 'Next' buttons. Below this is a '0 Files' section with an 'Edit' button, and a 'Reviewer and Release Delay (Embargo)' section with a '+' button.

10) Enter the CAPS grant number (P30 AG066583), select the box that will appear next to “P30 AG066583 Center for Aging and Policy Studies,” and then click the blue “Add” button.

The screenshot shows the 'Manuscript Submission' interface with a 'SEARCH FUNDING' dialog box open. The dialog box has a title bar with 'SEARCH FUNDING' and a close button. It contains three input fields: 'Award Number' (with 'P30 AG066583' entered), 'Awardee First Name', and 'Awardee Last Name'. There are 'Search' and 'Clear' buttons. Below the input fields, it says 'Found 1 awardee(s), 1 award(s)'. The search results are displayed as follows:
Jennifer Karas Montez SYRACUSE UNIVERSITY
 P30 AG066583 Center for Aging and Policy Studies
At the bottom of the dialog box, there are 'Cancel' and 'Add (1)' buttons. The background shows the 'Funding' section of the submission interface, with the 'Search Funding' button highlighted in blue.

11) Upload the peer-reviewed, journal accepted, but not yet copy-edited version of the manuscript (i.e., the Microsoft Word version of the manuscript which was accepted).

- Do not upload the copyedited and published article as this may violate copyright law.
- If your Microsoft Word version of the accepted-but-not-yet-copyedited manuscript contains tables and figures, leave them in the manuscript and ignore the Figure and Table upload buttons. Do not upload tables and figures separately if they are in the manuscript.

Submit Manuscript

Manuscript Title: dfdd Edit
 Journal Title: dfdd

Funding: P30 AG066583 Edit

Files

Upload all files associated with the above-listed title, including any referenced figure, table, video, or supplementary files.

Manuscript Browse your computer or drag and drop your file(s) here

Figure Browse your computer or drag and drop your file(s) here

Table Browse your computer or drag and drop your file(s) here

Video Browse your computer or drag and drop your file(s) here

Supplementary Material Browse your computer or drag and drop your file(s) here

By checking this box I certify that this manuscript submission includes all referenced figures, tables, videos, and supplementary material.

[Help](#) Cancel Submission Next

12) After uploading the manuscript materials, check the box at the bottom left of the page (shown above) and then click “Next” at the bottom right of the page (shown above).

13) Assign yourself as the reviewer, choose a 12-month embargo, and click the “Next” button.

Reviewer and Release Delay (Embargo)

Please designate a Reviewer to complete the initial approval step for this submission.

Reviewer

Self

Release Delay (Embargo)

Select Embargo

[Help](#) Cancel Submission Next

14) You are done for now. In a few weeks, you will receive an email from the NIHMS asking you to approve the PMCID formatted version of your manuscript. Once you approve that, you are DONE!

Additional Resources

Contact CAPS@syr.edu with questions.

[NIH Video Tutorial](#) (the most relevant part starts at minute 1:40)

Have Feedback on this Document?

Email CAPS@syr.edu if you find errors in this document or if you have suggestions on how to improve it.