Complying with the Revised NIH Public Access Policy

Last updated March 27, 2008

1. Check NIH List of journals.
   - http://publicaccess.nih.gov/submit_process_journals.htm

2. Is journal on the NIH list?
   - NO: Check the "Instructions for Authors" on the journal website or contact the Editor in Chief.

3. Does journal publisher allow authors to comply?
   - NO: Contact the Editor in Chief or journal publisher to negotiate permission to retain the right to comply.
   - YES: Does publisher submit to PMC on behalf of authors upon acceptance of publication to be made publicly available within 12 months of publication?

4. NO: Choose a different journal for publication.
   - YES: Does publisher allow author to self-submit or for a third party to submit to PMC upon acceptance of publication to be made publicly available within 12 months of publication?

5. NO: Seek clarification from Editor in Chief or journal publisher.
   - YES: Before submitting, find out the stipulations from the publisher.

6. Will author/PI self-submit?
   - NO: Will third party submit?
   - YES: Author/PI self-submits to PMC
     - After Submittal: Author/PI will receive one email from NIHMS:
       1. Approve PDF Version
       2. Approve Web Version
       Author/PI must approve Web version as part of the compliance process.

7. NO: Publisher submits to PMC
   - After Submittal: Author/PI will receive two emails from NIHMS:
     1. Approve PDF Version
     2. Approve Web Version
     Author/PI must approve PDF and Web versions as part of the compliance process.

8. YES: Author/PI self-submits to PMC
   - After Submittal: Author/PI will receive one email from NIHMS:
     1. Approve Web Version
     Author/PI must approve Web version as part of the compliance process.

9. YES: Third party submits to PMC
   - After Submittal: Author/PI will receive two emails from NIHMS:
     1. Approve PDF Version
     2. Approve Web Version
     Author/PI must approve PDF and Web versions as part of the compliance process.

10. Cite the PMCID reference number of the publication in future NIH applications, proposals and progress reports.

11. Compliance Process COMPLETED

   For more information, contact the UTHSC Information Desk @ 901-448-5404 or utilibrary@uthsc.edu