Submitting a Manuscript

2. Click the Proceed button in the yellow Log In box in the right hand corner.
3. Log into NIHMS using either your **ERA Commons** login (for NIH PIs, Grantees, or applicants) or your **MyNCBI** login (for all other scientists).

**NOTE:** Please use your ERA Commons login if you have one.
4. Follow the directions on the applicable login screen.

**NOTE for MyNCBI users:** After logging in, you may be directed to the MyNCBI page. The NIHMS site should have opened in a different tab or window in your browser. If you are unable to find the NIHMS site, return to [http://nihms.nih.gov](http://nihms.nih.gov), click Proceed in the right hand corner, then click the MyNCBI link again on the following page, and the site should load.

---

**Information and Screenshots provided by National Institute of Health, 2013.**
5. Click the **Submit New Manuscript** button at the top of the page.
6. On the **Submission Overview** screen, please ensure that you have all the information and files listed.
7. Click the **Continue** button.
8. On the **Journal Name** and **Article Title** page, you can choose one of three ways to enter the information.
   a. Enter manually by clicking the **Enter Manually** tab. Click the **Next** button when complete:
b. Click the **Lookup Article** tab to lookup your article’s **PubMed** record. Click the **Next** button when complete:
This input method allows you to search for your manuscript’s PubMed record.

You can search by title, author name(s), or PubMed ID.

Select the manuscript by clicking on the radio button next to the title...

...then click Next.
c. Click the **MyNCBI Bibliography** tab to select an article you have added to your MyNCBI bibliography previously. Click the **Next** button when complete:

**NOTE:** If you are not already logged into MyNCBI, you will be directed to the MyNCBI login screen when clicking this tab.

![Image showing MyNCBI Bibliography tab and instructions](image)
9. On the **Grants/Project Support** information page, list all NIH-funding that supported this manuscript. Click the **Next: Upload Files** button when finished.
Information and Screenshots provided by National Institute of Health, 2013.
Once you have selected the grant from the dropdown click search to add it to the list of support.
Once the grant has been added to your list, you can search for additional grants or proceed to the next step: uploading your manuscript files.

To remove the grant, click on the "X." To add more grants from the same PI, click "Edit."
10. On the **Upload** page, choose all manuscript files, figures, tables, and supplementary data to upload. After the files have been uploaded, click the **Next: Summary** button when finished.

Information and Screenshots provided by National Institute of Health, 2013.
Upload files

Upload all files that make up your manuscript, providing appropriate file type and label for each file. You can upload multiple files at once. Please remember to submit all supplemental data for this manuscript. You will be contacted if you fail to submit supplemental data, which will delay the processing of your manuscript.

<table>
<thead>
<tr>
<th>Type</th>
<th>Label</th>
<th>Name</th>
<th>Size, KB</th>
<th>Uploaded</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript Text</td>
<td></td>
<td>My Manuscript.doc</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Figure</td>
<td>Fig01</td>
<td>My Figure 01</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Table</td>
<td></td>
<td>no file selected</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Supplementary Data</td>
<td></td>
<td>no file selected</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Figure</td>
<td>Fig02</td>
<td>My Figure 02</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

4. Be sure to use meaningful labels for your figures and supplemental files that indicate their order of appearance in your manuscript.

5. Once you have uploaded all the necessary files, click Upload Files.

6. After the files have been uploaded, click Next.
11. Make sure all necessary files have been included and all other supplemental information is correct. Click the **Next: PDF Approval** button once finished.

![Manuscript Summary](image)

**Manuscript Summary**

- **Status**: Waiting submitter approval of PDF receipt.
- **Journal**: Nanotechnology
- **Manuscript Title**: NIHMS Test Submission
- **NIHMSID #**: 149957
- **PDF Receipt**: (2009-10-02 13:11:31, 428.2 KB)
- **Release Delay**: Set to release to PubMed Central **12 months** after publication in the journal.

**Funding**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>E-mail</th>
<th>Grant #</th>
<th>Grant Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting PI</td>
<td>Pierce T. Smith</td>
<td><a href="mailto:smith2@mail.nih.gov">smith2@mail.nih.gov</a></td>
<td>R01 H00123456-01</td>
<td>Nanotech Grant</td>
</tr>
</tbody>
</table>

**Manuscript Files**

<table>
<thead>
<tr>
<th>Type</th>
<th>Figure/Table #</th>
<th>Filename</th>
<th>Size, KB</th>
<th>Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript Text</td>
<td></td>
<td>My Manuscript.doc</td>
<td>21.5</td>
<td>2009-10-02 13:11:02</td>
</tr>
<tr>
<td>Figure</td>
<td>Fig01</td>
<td>My Figure 01.png</td>
<td>295.1</td>
<td>2009-10-02 13:11:05</td>
</tr>
<tr>
<td>Figure</td>
<td>Fig02</td>
<td>My Figure 02.png</td>
<td>295.1</td>
<td>2009-10-02 13:11:07</td>
</tr>
</tbody>
</table>

**History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
</table>

You can use these links to go back and modify any of the previous steps.

Make sure all necessary files have been included, and if so, proceed to the next stage.
12. Review your submission to make sure all information is correct. Click the **Approve** button to signify your initial approval.
13. Review the submission statement. Click the **Change Release Date** if there is an error in the embargo period, the **Disagree** button, or the **Agree** button.
14. After agreeing, you will be taken to a summary page where the next steps of the processed are outlined. Click the **Log Off** button to log off the system or the **Go to Manuscript List** to view your Manuscripts.
NOTE: Your submission is listed in the In Process tab until it needs additional approvals, when it will move to the Attention tab.
Featured FAQs from NIH

**NOTE:** For additional information, please visit [http://www.nihms.nih.gov/help/#slideshow](http://www.nihms.nih.gov/help/#slideshow).

**In what format must I submit my manuscript?**

Users should submit the complete text of their manuscript(s) along with any corresponding image files, table files, and/or supplementary materials that were submitted to the accepting journal. NIHMS supports a wide variety of file types (MS Word, Word Perfect, PDF, PowerPoint, Excel, etc.). Just as required by journals, high-resolution images should be submitted to ensure the best reproduction quality in PubMed Central. With the exception of supplementary materials, PubMed Central will convert the submitted images into standard file types.

**Do I have to submit supplemental material?**

Supplemental material that has been submitted to the accepting journal in support of the manuscript must be submitted. The NIHMS system has been developed to allow users to indicate supplemental files and upload them in conjunction with other manuscript files.