



NIH Manuscript Submission System - Quick Guide

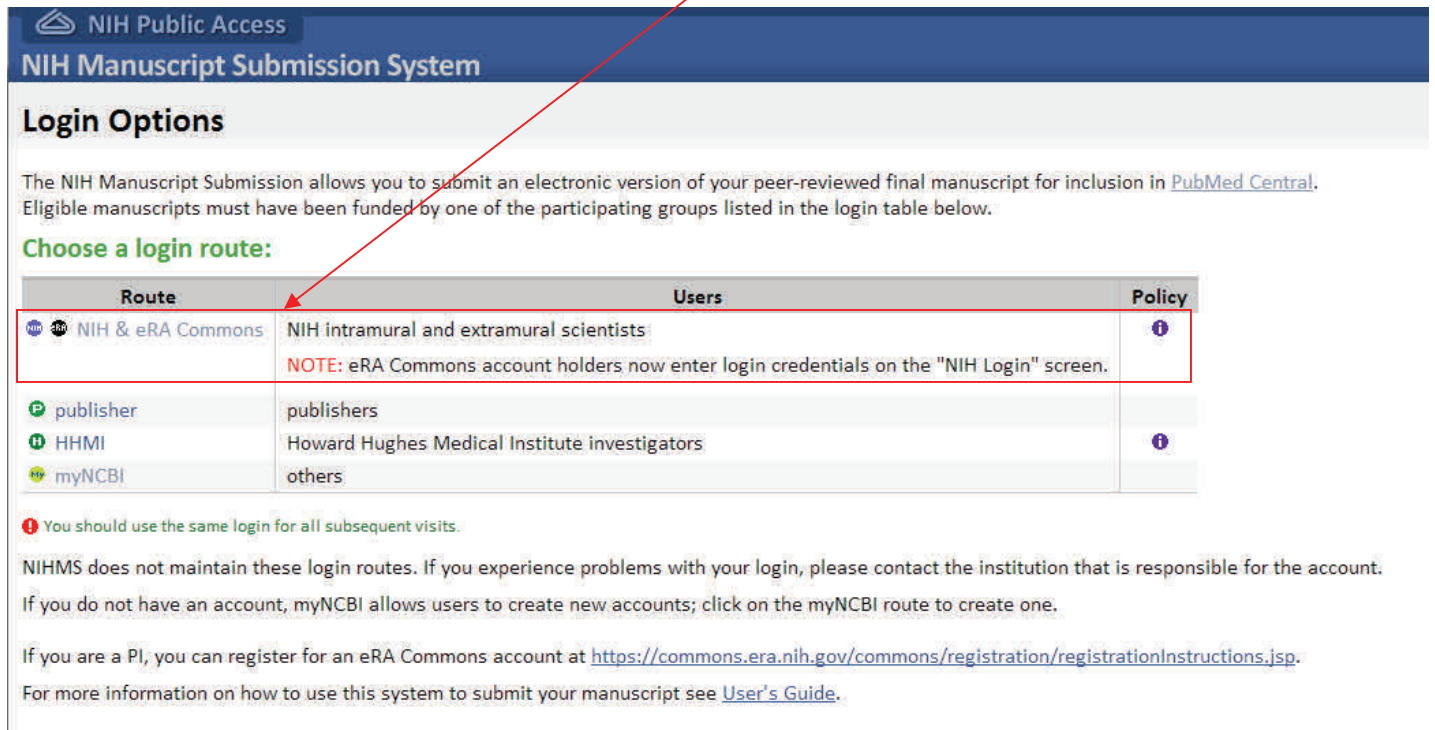
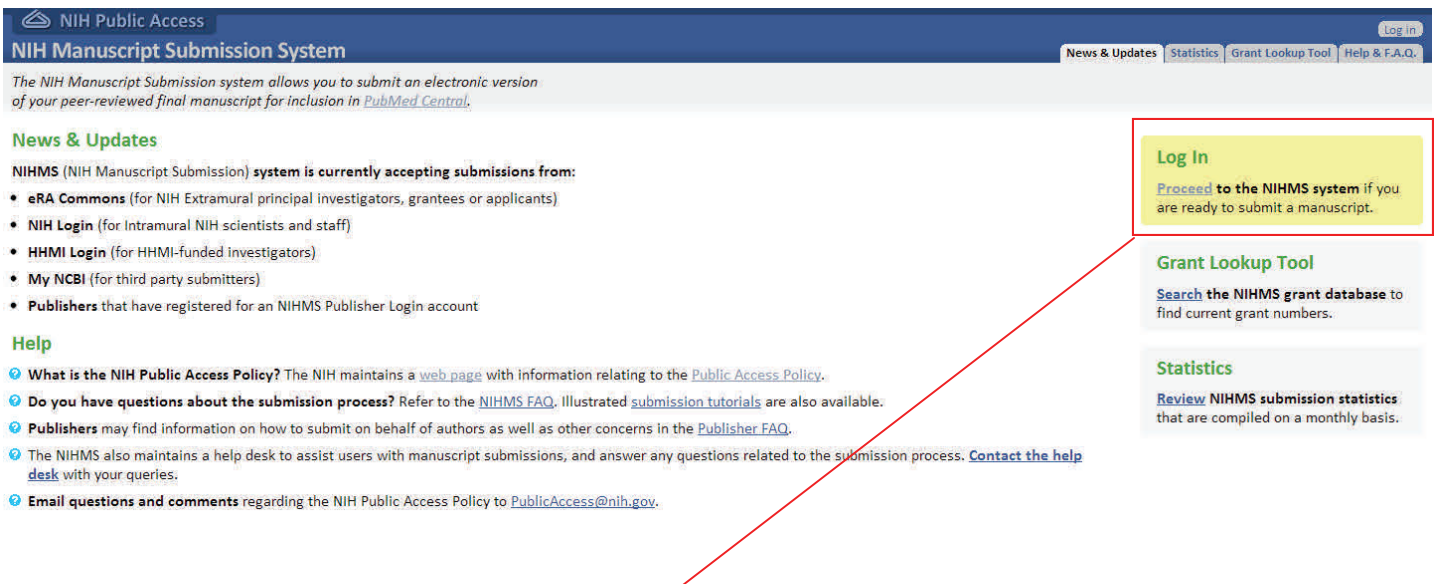
1 What is the NIH Manuscript Submission System

The NIH Manuscript Submission system allows you to submit an electronic version of your peer-reviewed final manuscript for inclusion in [PubMed Central](http://pubmedcentral.nih.gov/). (<http://nihms.nih.gov/>)

 Anyone with access to the necessary information and documents can submit a manuscript without an official delegate status.

2 Log in







 It is recommended that you sign in with your eRA Commons ID (if available). Please note that you should always log in via the same mechanism whether it is eRA Commons or myNCBI.




Login Options

The NIH Manuscript Submission allows you to submit an electronic version of your peer-reviewed final manuscript for inclusion in [PubMed Central](http://pubmedcentral.nih.gov/). Eligible manuscripts must have been funded by one of the participating groups listed in the login table below.

Choose a login route:

Route	Users	Policy
 NIH & eRA Commons	NIH intramural and extramural scientists NOTE: eRA Commons account holders now enter login credentials on the "NIH Login" screen.	
 publisher	publishers	
 HHMI	Howard Hughes Medical Institute investigators	
 myNCBI	others	

 You should use the same login for all subsequent visits.

NIHMS does not maintain these login routes. If you experience problems with your login, please contact the institution that is responsible for the account. If you do not have an account, myNCBI allows users to create new accounts; click on the myNCBI route to create one.

If you are a PI, you can register for an eRA Commons account at <https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp>.

For more information on how to use this system to submit your manuscript see [User's Guide](#).

3 Submit New Manuscript

4 Before you get started



Items needed for successful submission:

- Journal name
- Attach document: Final peer-reviewed manuscript (This is the final version you submitted to which the journal said it was accepted.)
- Attach document: Figures, Tables or other supporting information included in manuscript, if applicable
- ALL Grant numbers cited in the manuscript
- ◆ Embargo period (e.g., [from the Journal of the American Medical Association] Authors who submit their manuscripts to an approved public repository, such as PubMed Central, must indicate that the manuscript may not be made available to the public sooner than 6 months after publication in *JAMA*.)

Which files should I include?

You should include all files that make up your manuscript. This includes, but is not limited to, the main text of the manuscript, figures, tables, appendices, and supplementary files.

Manuscript files may contain figures and tables embedded within.

5 Enter journal name and article title

There are 3 ways to enter:

1. Enter Manually
2. Lookup article
3. My NCBI Bibliography

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New manuscript

1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5 PDF Approval

Enter journal name and article title

There are 3 ways to enter your manuscript's Journal and Title information

Enter manually Lookup article MyNCBI Bibliography

Journal

What if my journal is not a PubMed journal?

Manuscript Title

The NIH Public Access Policy requires the submission of articles accepted for publication on or after April 7, 2008.
Please do not submit material that is not peer reviewed (editorials, commentaries, etc.) or lacks appropriate funding.

Cancel Submission Next: Grant Info

6 Enter grants/projects information



It is recommended that you enter the exact grant number (ID #) instead of searching by Name. Searching by name may result in numerous results to sort through.

For multiple grant #s, you will need to conduct multiple search requests until all grant #s are selected

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Gene-environment interactions and obesity traits among postmenopausal African-American and Hispanic women in the Women's Health Initiative SHARE Study
Journal: Human genetics NIHMSID # 475227

1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5 PDF Approval

Please designate all qualified mechanisms of support for this manuscript. This may include NIH grants, NIH Intramural project numbers, NIH Contracts, HHMI Investigators, etc.

Search Grants/Projects

First name Last name Search

ID #

Please note that when searching for a grant using the name of a grantee, "First name" can only be used in support of "Last name". Example of a properly-formed NIH grant number: "R01 GM012345".

Save & Exit Cancel Submission

Prev: Manuscript Info Next: Upload Files

7 Upload Files—Must be final peer-reviewed documents (PDF or Word)

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.

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[What file types can I use?](#)

[What should I enter in the label field?](#)

Manuscript Files					
Type	Label	Name	Size, KB	Uploaded	Remove
Manuscript Text *		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>
Figure		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>
Table		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>
Supplementary Data		<input type="button" value="Choose File"/> No file chosen			<input type="button" value="X"/>

Add another [Manuscript Text](#), [Figure](#), [Table](#), [Supplementary Data](#) to the table.

8 Review Summary

Manuscript Summary

Status Submission data review

Journal Human genetics

Manuscript Title Gene-environment interactions and obesity traits among postmenopausal African-American and Hispanic women in the Women's Health Initiative SHARe Study

NIHMSID # 476796

Funding and contacts					
Role	Name	E-mail	Grant #	Grant Title	
PI	Gordon Bernard	gordon.bernard@vanderbilt.edu	UL1 RR024975		
PI	Katherine E. Hartmann	katherine.hartmann@vanderbilt.edu	K12 HD043483		
Submitter	Julia Dunagan	julia.dunagan@vanderbilt.edu			

Manuscript Files					
Type	Figure/Table #	Filename	Size, KB	Uploaded	
Manuscript Text	Text	BMI_WHI_GxE_HumGen_R2.doc	512	2013-05-07 11:38:05	
Figure	Figure	SUPPLEMENTAL FIGURES.docx	312	2013-05-07 11:38:06	
Table	Table	SUPPLEMENTAL TABLES_R2.docx	57.4	2013-05-07 11:38:06	

9 Review and Approve Submission



- ◆ Save PDF Receipt for your files
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- ◆ Choose reviewer, if other than yourself; Must be an author on the manuscript or a PI on a grant cited
- ◆ Endorse

Review and Approve Submission

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Review



By checking this box I **certify** that this manuscript submission includes all referred supplemental materials.

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Grants (Edit)

Grantee	Grant #	Title
Gordon Bernard	UL1 RR024975	
Katherine E. Hartmann	K12 HD043483	

Choose reviewer

Please designate a reviewer for the submission. The reviewer must be an author of the manuscript. The reviewer will be responsible for approving the PMC-ready web version of this manuscript (the 2nd and final approval). If the reviewer's name is not already present as a choice, you may provide contact information for this individual in the last row.

Select	Reviewer						
<input type="radio"/>	Me (Julia Dunagan)						
<input type="radio"/>	Gordon Bernard						
<input type="radio"/>	Katherine E. Hartmann						
<input checked="" type="radio"/>	<table border="1"><thead><tr><th>First Name</th><th>Last Name</th><th>E-mail</th></tr></thead><tbody><tr><td><input type="text" value="Digna"/></td><td><input type="text" value="Velez Edwards"/></td><td><input type="text" value="digna.r.velez.edwards@Van"/></td></tr></tbody></table>	First Name	Last Name	E-mail	<input type="text" value="Digna"/>	<input type="text" value="Velez Edwards"/>	<input type="text" value="digna.r.velez.edwards@Van"/>
First Name	Last Name	E-mail					
<input type="text" value="Digna"/>	<input type="text" value="Velez Edwards"/>	<input type="text" value="digna.r.velez.edwards@Van"/>					

Endorse

By checking this box I **certify** that I comply with following submitter requirements:

- I am submitting the manuscript "**Gene-environment interactions and obesity traits among postmenopausal African-American and Hispanic women in the Women's Health Initiative SHARe Study**" to the NIH Manuscript Submission system on behalf of **the contact person selected above**.
- The version deposited includes all changes resulting from the peer review process.
- **the contact person selected above** has been informed that he/she will receive e-mail confirmation of this action and that in order to complete the submission process, he/she will have to log in to the NIHMS to review and approve the submitted manuscript.

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10 Final Summary

Gene-environment interactions and obesity traits among postmenopausal African-American and Hispanic women in the Women's Health Initiative SHARe Study
 Journal: *Human genetics* NIHMSID # 476796 [Provide citation](#)

Manuscript Summary

Status: Awaiting author approval of PDF receipt.
Journal: Human genetics
Manuscript Title: Gene-environment interactions and obesity traits among postmenopausal African-American and Hispanic women in the Women's Health Initiative SHARe Study
NIHMSID #: 476796
PDF Receipt: (2013-05-07 11:38:55, 650.8 KB)

Role	Name	E-mail	Grant #	Grant Title
PI	Gordon Bernard	gordon.bernard@vanderbilt.edu	UL1 RR024975	
PI	Katherine E. Hartmann	katherine.hartmann@vanderbilt.edu	K12 HD043483	
Submitter	Julia Dunagan	julia.dunagan@vanderbilt.edu		
Author	Digna Velez Edwards	digna.r.velez.edwards@Vanderbilt.Edu		

Type	Figure/Table #	Filename	Size, KB	Uploaded
Manuscript Text	Text	BMI_WHI_GxE_HumGen_R2.doc	512	2013-05-07 11:38:05
Figure	Figure	SUPPLEMENTAL FIGURES.docx	312	2013-05-07 11:38:06
Table	Table	SUPPLEMENTAL TABLES_R2.docx	57.4	2013-05-07 11:38:06

Date	Person	Action
2013-05-07 11:41:54	to: Digna Velez Edwards	Manuscript #476796: Please approve manuscript

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#	Title	Status
476796	Gene-environment interactions and obesity traits among postmenopausal African-American and Hispanic women In the Women's Health Initiative SHARe Study	Awaiting author approval of PDF receipt.

12 Approval

The designated approver will receive TWO emails from the NIHMS system seeking action for final approval of submitted manuscript. See sample below.

From: nihms-help@ncbi.nlm.nih.gov [mailto:nihms-help@ncbi.nlm.nih.gov]
Sent: Monday, January 28, 2013 10:29 AM
To: [REDACTED]
Subject: [nihms] NIHMS439295: Approve Submission of Manuscript

"Operational implementation of prospective genotyping for personalized medicine: the design of the PREDICT project" is now ready for your review.

(NOTICE: This is an automated message from the NIHMS System. To contact the NIHMS Staff, please contact the NIHMS Help Desk at nihms-help@ncbi.nlm.nih.gov.)

Dear [REDACTED],

[REDACTED] has submitted the following manuscript for publication in PubMed Central in compliance with the NIH Public Access Policy. The manuscript is available in the NIHMS System. The manuscript title is "Operational implementation of prospective genotyping for personalized medicine: the design of the PREDICT project". The manuscript ID for this article is NIHMS439295.

Please approve the submitted materials and confirm that it was supported by NIH and/or HHMI funding.

There are three steps:

1. Access the System - Please click on the following URL to access the NIHMS System:
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NOTE: If the above link is for an extramural user, you must follow this link: <http://www.nihms.nih.gov/db/s/>

From: <nihms-help@ncbi.nlm.nih.gov>
Date: February 22, 2013, 2:24:41 PM CST
To: [REDACTED]
Subject: [nihms] Manuscript #439295: Please review Web version

Dear [REDACTED],

Ticket Number:
746245a9122e03146df3ba6

2. Log in to the NIHMS System - Please refer to the step-by-step guides for Extramural Users, Extramural PIs, and Intramural Researchers.

Extramural Users -
Extramural PIs
Intramural Researchers

3. Review "PDF" version of the manuscript and request that corrections be made to the article. Please note that only errors or omissions that affect the scientific accuracy of your article are eligible for correction.

Please let the curatorial staff know if you wish to edit the reference itself, please provide reference number and changes to the list of missing names: PubMed Central lists only the first three authors and the last author, usually the corresponding author. You will be notified when your article is freely available in PubMed Central.

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The NIHMS Help Desk

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The NIHMS Help Desk

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The NIHMS Help Desk

13 Final Confirmation—Publication is posted on PubMed Central

Approvers will receive a third and final email confirming that your article is available in PMC.

From: <nihms-help@ncbi.nlm.nih.gov>

Date: March 11, 2013, 7:40:24 PM CDT

To: [REDACTED]

Subject: [nihms] Manuscript #439295: Your Article is available in PMC

Dear [REDACTED]:

The manuscript NIHMS439295 "Operational implementation of prospective genotyping for personalized medicine: The design of the Vanderbilt PREDICT project" has been loaded into PubMed Central and made available for public access:

Click the following to see your manuscript(s):

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The submission process is now complete for this manuscript.

We encourage you to make further manuscript submissions as they become eligible. As always, please feel free to contact the NIHMS Help Desk with any questions or comments.

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