

NIH PMCIDs

Finding PMCID numbers
Citation Examples
Compliance for authors and PIs

Finding PMCID numbers

Find PMCID numbers to use in citations for grant application, proposal or annual report.

You will need a PMCID number for each **journal article** that meets **all** of these criteria:

- 1) the article was or will be published in a peer-reviewed **journal**
- 2) the article is the result of grant funding (author see Compliance section below)
- 3) the article was accepted for publication after April 7, 2008

If the article meets those criteria, start with Endnote. Do a new search of PUBMED (NLM), from within Endnote, for the journal article. Once you've found the article, double-click it to open the Endnote reference. Scroll down until you locate the PMCID field. If you do not see a PMCID field, you need to apply some updates to your Endnote software. Contact Terry Combs at 4-8115 combst@purdue.edu. If you find the PMCID field and it contains the PMCID number, you've found what you need. If it does not contain the PMCID number, continue reading these instructions.

Go to PubMed online at <http://www.ncbi.nlm.nih.gov/sites/entrez>

In the empty search bar on the page, type the authors last name and initials (example: barton es). Hit Enter on the keyboard. A list of potential articles will appear. All of them will contain information about a PMID. This is NOT what you are looking for.

Change this: [Display Settings:](#) Summary, to this: [Display Settings:](#) Abstract,

Click the down-pointing arrow to the right of "Display Settings" and select Abstract from the options which appear. Click Apply.

Now, at the bottom of each abstract, you will see the PMID on the left. If a PMCID exists for this article, you will see it on the right and you have found what you are looking for. If not, continue reading these instructions.

At the bottom of the article's abstract, highlight the PMID number, right-click and COPY it.

Go to the PMID/PMCID convertor tool on the web at <http://www.ncbi.nlm.nih.gov/sites/pmctopmid>

Make certain the "PMID to PMCID (or NIHMSID)" dot is filled in. In the large empty box below where you see the words "Enter IDs below", click once and then right-click and PASTE the PMID number.

Click the Convert button. If a PMCID exists for the article, it will be given to you and you have found what you are looking for. If not, continue reading these instructions.

If an article was published within the last 3 months and is on the list at http://publicaccess.nih.gov/submit_process_journals.htm#journals , you may assume there has not yet been a PMCID created, but that one is in the process of being created by the publisher. You may substitute the phrase “PMCID: PMC Journal - In Process” for the missing PMCID number and you have found what you are looking for. If not, continue reading these instructions.

Go to the journal’s on-line website. Find the name of the journal’s publisher. It may be the same as the name of the journal. It may not. If the name of the journal or the name of the publisher is on the list at http://publicaccess.nih.gov/select_deposit_publishers.htm , find the journal’s or publisher’s policy on NIH Public Access Policy or on PMCIDs. You may have to look for policy on the journal’s website (usually under Author Instructions). If the policy says the journal or publisher will take care of meeting the NIH Public Access Policy compliance obligations, you may substitute the phrase “PMCID: PMC Journal - In Process” for the missing PMCID number and you have found what you are looking for. If not, continue reading these instructions.

If you have not yet found what you are looking for, the PMCID or acceptable verbiage is not available. The author of the article will need to take care of obtaining a PMCID or temporary NIHMS number which may be used for up to 3 months after date of publication or until such time as a PMCID number has been created and is available. The author should see the Compliance section in this document.

Citation examples

The appropriate locations for literature citations vary depending on the application type. See Location of Literature Citations for details at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-119.html> .

Note: The requirement for PMCIDs is NOT limited to Biosketch citations.

For all papers, requiring the PMCID, which are published *more than 3 months* before an application, proposal or report is submitted, here are the valid citation examples:

Sala-Torra O, Gundacker HM, Stirewalt DL, Ladne PA, Pogossova-Agadjanyan EL, Slovak ML, Willman CL, Heimfeld S, Boldt DH, Radich JP. Connective tissue growth factor (CTGF) expression and outcome in adult patients with acute lymphoblastic leukemia. *Blood*. 2007 April 1; 109(7): 3080–3083. PMCID: PMC1852221

Cerrato A, Parisi M, Santa Anna S, Missirlis F, Guru S, Agarwal S, Sturgill D, Talbot T, Spiegel A, Collins F, Chandrasekharappa S, Marx S, Oliver B. Genetic interactions between *Drosophila melanogaster* menin and Jun/Fos. *Dev Biol*. 2006 Oct 1; 298(1): 59-70. PMCID: PMC2291284

(If the PMCID number you find is not prefaced with the letters PMC, insert those letters when you cite the PMCID number. NOTE: A PMID number is NOT a PMCID number.)

For all papers, requiring the PMCID, which are published *less than 3 months* before an application, proposal or report is submitted and have no existing PMCID, here are citation examples based on information supplied in the document above (*Use these examples ONLY if they meet the requirements described in the document above*):

:

Sala-Torra O, Gundacker HM, Stirewalt DL, Ladne PA, Pogossova-Agadjanyan EL, Slovak ML, Willman CL, Heimfeld S, Boldt DH, Radich JP. Connective tissue growth factor (CTGF) expression and outcome in adult patients with acute lymphoblastic leukemia. *Blood*. PMCID: PMC Journal - In Process

Cerrato A, Parisi M, Santa Anna S, Missirlis F, Guru S, Agarwal S, Sturgill D, Talbot T, Spiegel A, Collins F, Chandrasekharappa S, Marx S, Oliver B. Genetic interactions between *Drosophila melanogaster* menin and Jun/Fos. *Dev Biol*. In press. NIHMSID: NIHMS44135

As is always true, specific citation requirements dictated by individual grant application instructions take precedence over current NIH Grant Proposal Guide instructions.

Compliance for authors and PIs

The [NIH Public Access Policy](#) ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive [PubMed Central](#) *upon acceptance for publication*. To help advance science and improve human health, the Policy requires that these papers are accessible to the public on PubMed Central **no later than 12 months** after publication.

NIH Applications, Proposals and Reports must include the PMC reference number (PMCID) when citing each applicable paper that is authored by the Principal Investigator (PI) or that arises directly from PI's NIH awards, even if he or she is not an author or co-author of the paper. Papers arising from research that makes use of NIH supported core labs or infrastructure may also fall under the pmcid requirement. Contact Division of Sponsored Programs on campus to find out if facilities or equipment used meet the criteria for requirement.

“Applicable papers” means manuscripts (journal articles) that are:

Peer-reviewed

AND

Accepted for publication on or after April 7, 2008

AND

arises all or in part from:

Any direct funding and or sub-award from an NIH grant or cooperative agreement **ACTIVE** in Fiscal Year 2008 (October 1, 2007- September 30, 2008) **OR BEYOND**, or;

Any direct funding from an NIH contract signed on or after April 7, 2008, or;

Any direct funding from the NIH Intramural Program, or;

An NIH employee

(If in doubt about whether the grant involved falls under these criteria, check with Division of Sponsored Programs on campus.)

1) Include the PubMed Central reference number (PMCID) at the end of citations.

If the accepted paper is *in press or published within the 3 months before the grant application, proposal or report is submitted*, there may not be a PMCID number available yet. (Please see “Finding PMCID numbers” section above before reading further.) In such a case, how you cite the article depends on how the PMCID number will be created. There are 4 methods for creating a PMCID number.

Method A: The journal will automatically take care of it. The Journal must be on the list at http://publicaccess.nih.gov/submit_process_journals.htm#journals .

Method B: The journal will, perhaps for a fee, take care of the whole process of getting a PMCID for the paper. The journal must be on the list at http://publicaccess.nih.gov/select_deposit_publishers.htm .

Authors should ask journals if either method A or method B is used before signing any document (authors see http://publicaccess.nih.gov/address_copyright.htm).

Method C: The author takes care of creating the PMCID number.

Method D: The journal may begin the process of obtaining a PMCID number, but the author must complete the process.

(For instructions on completing the processes in Method C and Method D see http://publicaccess.nih.gov/submit_process.htm .)

If either **method C** or **method D** is used to create a PMCID, a temporary NIHMS number will be created. NIHMSIDs will become invalid three months after a paper is published. (*NIH awardees are responsible for ensuring that all steps of the NIHMS submission process are complete within three months of publication.*) The NIHMSID may be used in the citation in place of a PMCID number only as long as it is valid.

2) Place the Literature Citations in the appropriate location.

The appropriate locations for literature citations vary depending on the application type. See Location of Literature Citations for details at <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-119.html> .

NOTE: Requirement for PMCIDs is not limited to Biosketch citations.
