Guide to Finding a PMCID Number

**Do you use RefWorks or Endnote?**

Yes

Make sure you have the latest software updates installed. Open RefWorks/Endnote, search PUBMED (NLM) for the article. Open the article record and scroll down until you see the PMCID field.

No

No PMCID? Welcome back to the flow.

Open PubMed and search for the article. Don’t get too excited... this is not the PMCID.

Click the article title to view the Abstract. Look in the bottom, right corner. If you see “PMCID” before a number, that’s it!

No PMCID yet

Help! I see no abstract!

Click the button beside Display Settings, select Abstract format, and click Apply.

Display Settings:

Look in the bottom, right corner of the Abstract. If you see PMCID before a number, that’s what you need. Done!

Otherwise, highlight and copy the PMID number. Open the PMID/PMCID converter tool (http://www.ncbi.nlm.nih.gov/pmc/pmctopmid/) and choose “PMID to PMCID (or NIHMSID)”. Paste the copied PMID in the box & click Convert. If you see a table with a column labeled “PMC ID”, that is what you need and you can stop reading this flowchart.

Was the article published within the past 3 months?

AND Is the journal on NIH’s list of Method A journals? (http://publicaccess.nih.gov/submit_process_journals.htm#journals)

Yes

Before signing any document, confirm with the journal/publisher the method being used and review the NIH’s information on addressing copyright (http://publicaccess.nih.gov/address_copyright.htm)

For now, use:

**PMCID: PMC Journal - In Process**

The publisher will send you the PMCID when it is established. The end!

Note: Method B publishers may charge a fee for obtaining the PMCID.

No to one or both of those!

No PMCID yet

Go to the journal’s website and find the name of the journal’s publisher.

Is the journal or publisher name on the NIH’s list of Method B publishers? (http://publicaccess.nih.gov/select_deposit_publishers.htm)

I don’t see it anywhere on the page.

The publisher deposits your manuscript. NIHMS will notify you when it’s received (if you don’t hear, you need to check). Next, you’ll authorize processing and review/approve the PMC formatting.

It’s under Method D.

The publisher will send you the PMCID when it is established.

Until then, use:

**PMCID: PMC Journal - In process**

Yes! Method B!

Check the journal/publisher website

Locate the policy on NIH Public Access/PMCID(s) (often in Author Instructions). Does it state the journal/publisher will ensure compliance with NIH Public Access Policy obligations?

Yes, they will!

I am not sure.

Ask your publisher if they submit your article to NIH.

Yes

Nope, it’s up to me.

Submit your final draft with associated file(s) via the NIHMS and identify the associated NIH funding. Authorize the NIH to process your manuscript. Review and approve/correct the PMC formatting.

The publisher deposits your manuscript. NIHMS will notify you when it’s received (if you don’t hear, you need to check). Next, you’ll authorize processing and review/approve the PMC formatting.

Use the temporary NIHMS ID until you receive the PMCID (up to 3 months after publication). When the PMCID is assigned, you and all PIs will receive an email from NIHMS.