

# A Graduate Student's Publishing Checklist

## Publishing

- Step 1: Engage with one or more members of the CBCS Steering Committee while developing the research and data to be published.
  - Melissa Troester
  - Shelley Earp
  - Andy Olshan
  - Chuck Perou
  - Lisa Carey
- Step 2: Identify your co-authors**, i.e., everyone who intellectually contributed to the research's design, production, and interpretation. For the CBCS, review by the Steering Committee will help identify relevant co-authors.
  - **Step 2a:** Consider previous co-authors who were not part of the current project, especially if you reuse any portion(s) of those paper(s).
  - **Step 2b:** Search your co-authors on PubMed and ensure you have used their preferred name and affiliation (i.e., middle initial, centers, and departments).
- Step 3: Proofread your article.**
  - **Step 3a:** Check the main text, references, tables, and figures for correctness.
  - **Step 3b:** Confirm that author list has not changed. Add the names of those who have provided meaningful intellectual and/or technical input.
  - **Step 3c:** Check the order of authors corresponds to their relative contributions to the research and article, save for the PI who appears last.
  - **Step 3d:** Confirm accuracy of co-authors' names and affiliations.
  - **Step 3e:** Ensure that your abstract remains a complete distillation of the paper.
- Step 4: Write additional materials for your paper.**
  - **Step 4a:** Draft acknowledgements. Include funding sources and, if applicable, gratitude to non-authorial contributors (e.g., research technicians and assistants, participants) &/or copyright holders of any reproduced material.
    - For CBCS, use the acknowledgement at <https://unclineberger.org/cbcs/for-researchers/acknowledgements/>.

- Remember to cite any training grants with which you were involved. Possible examples include CCEP, Environmental Training Grant, Komen Graduate Training in Disparities Research Grant, etc.
- **Step 4b:** Draft disclosures. Declare presence or lack of authorial conflict(s) of interest and whether author(s) have related projects published (or under consideration) elsewhere.
  - **If PAM50 data points are included**, indicate that UNC holds an interest in University Genomics, the patent-holder for the Prosigna assay. The standard disclosure is at <https://unclineberger.org/cbcs/for-researchers/acknowledgements/>.
- **Step 5: Submit the article for CBCS Steering Committee review and approval.** E-mail the article to the project manager (Heather Tipaldos: [heather\\_tipaldos@unc.edu](mailto:heather_tipaldos@unc.edu)) with a cc: to the principal investigator (Dr. Melissa Troester: [troester@unc.edu](mailto:troester@unc.edu)). Direct all follow-up inquiries to the project manager.
  - **Step 5a:** If necessary, revise and resubmit your article to the Steering Committee for final approval.
- **Step 6: Double-check that you followed every detail of the journal's manuscript formatting guidelines.** Upon approval granted by Steering Committee, submit your article and cover letter.
- **Step 7: Complete the PMCID process within 90 days of publication.**
  - This is only required if the publication has NIH funding and if the journal does not do it for you. (Technically, the submission to NIHMS is *always* the responsibility of the author.)

# A Graduate Student's PMCID Checklist

Visit [https://publicaccess.nih.gov/submit\\_process.htm](https://publicaccess.nih.gov/submit_process.htm) for an explanation of the various submission methods.

To determine your method, visit [https://publicaccess.nih.gov/submit\\_process\\_journals.htm](https://publicaccess.nih.gov/submit_process_journals.htm).

For tutorials, visit <https://www.nihms.nih.gov/help/tutorials/>.

## What you Need to Start

- Final peer-reviewed manuscript, accepted for publication after April 7, 2008, which resulted (at least in part) from NIH funding or CCSG support
- NIH, eRA Commons, or My NCBI log-in
- Grant number(s) attached to article: \_\_\_\_\_
- Journal-mandated embargo dates: \_\_\_\_\_

## Process

- Step 1: Sign into NIHMS ([www.nihms.nih.gov](http://www.nihms.nih.gov)), and select the "Submit New Manuscript" button.
- Step 3: Add the Title Information by selecting "Search for Citation" in PubMed. (Searching by the PMID is critical. This will attach the PMID to your manuscript, so it will be matched to any duplicate manuscripts.)
- Step 4: Select "Add Funding".
- Step 5: Search by the PI's name or the grant number to add funding.
- Step 6: Add any funding sources and associated grants using the "Select" column.
- Step 7: Select "Upload Files".
- Step 8: Upload the manuscript files. You can submit the manuscript in one file, or in separate files for each component (manuscript, graphics, etc.)
- Step 9: Select "Check Files".
- Step 10: Review the PDF Receipt.
- Step 11: Select "Set Reviewer and Embargo".
- Step 12: A selected author will review the submission, set an embargo if required, and select "Approve".
- Step 13: Select "Agree" to finalize your approval.

- Step 14: Choose your designee; provide the author's name and e-mail address, then select "Send to Reviewer".
- Step 15: The manuscript submission will now have a NIHMS ID; this ID number will be useful until the PMCID is assigned. You can submit the NIHMS ID to your MyNCBI MyBibliography to show that your publication is compliant.
- Step 16: The reviewer will receive an e-mail and must confirm or reject the submission to NIHMS.
- Step 17: After the submission has been confirmed, the NIHMS Staff will review and approve the files for completeness. This can take 2-3 weeks.
- Step 18: The designated reviewer will receive an e-mail to approve the final Web version of the submission.
- Step 19: You will receive an including your PMCID.

### **Additional FAQs**

QUESTION: Do you declare that authorization has been given to use any information conveyed by either personal communication or release of unpublished experimental data?

ANSWER: Yes