Overview

Any written material intended for publication as part of a federal employee's official duties OR where the author of the written material is identified as NLM staff must go through the NLM Editorial Review Committee (ERC). Applicable written materials include research articles, book chapters, abstracts or presentations/teaching materials intended for dissemination outside of NLM, and "Letters to the Editor". Important clarifications and additional information about applicable written materials can be found on the NLM Wiki (https://wiki.nlm.nih.gov/confluence/display/common/I'm+Publishing%3A+Writing+a+paper+and+submitting+it+through+the+NLM+review+process).

The Manuscript Clearance Website (MCW) enables authors to submit written material to the ERC online. The MCW submission screen replaces the hard copy form entitled “Request for
Clearance of Manuscript for Publication.” The website can be found at https://manuscriptclearance.nlm.nih.gov.

Appendix A, Manuscript Clearance Process Workflow, depicts the participants and steps required to complete the manuscript clearance process. Roles, responsibilities, and system notifications are indicated on the workflow diagram.

Appendix B, Online Submission Form, displays the information fields to submit a request. Selecting “Yes” in certain fields will open an additional field.

Appendix C, Sample Screens and Notifications, displays sample online information and notifications generated through the Manuscript Clearance process.

**Participant Roles and Responsibilities**

The roles and responsibilities performed during the Manuscript Clearance process are listed in the table below.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter</td>
<td>Author accountable for submitting a manuscript. Completes all required fields and, if possible, all optional fields in MCW. Serves as contact person for the manuscript. Receives notifications from MCW.</td>
</tr>
<tr>
<td>Branch or Lab Chief</td>
<td>Supervisor or manager of submitting author. Reviews written materials submitted for publication or presentation. Approves or denies submission of manuscript to the ERC.</td>
</tr>
<tr>
<td>Scientific Director</td>
<td>Manager within an organization who is assigned to monitor and coordinate research efforts. Approves or denies submission of manuscripts to the ERC from staff within the assigned organization.</td>
</tr>
<tr>
<td>Submission Coordinator</td>
<td>NLM staff member who manages the review process. Assigns manuscripts to reviewers. Serves as ERC contact person.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Member of ERC. Recommends whether to approve or deny publication or presentation of manuscripts.</td>
</tr>
<tr>
<td>Final Approver</td>
<td>Deputy Director for Research and Education or the designee. Authorizes publication or presentation of manuscripts on behalf of NLM.</td>
</tr>
</tbody>
</table>

**Review and Approval Process**

The Manuscript Clearance process normally involves multiple reviews prior to final approval for publication. As each review is completed, the website automatically generates a notification message to the next participant in the process.
Each submission requires approval first from the submitter’s Branch/Lab Chief and then from the Scientific Director. The Submission Coordinator assigns two reviewers from the Editorial Review Committee to review a submission and provide a recommendation to approve or deny publication. The Deputy Director for Research and Education or a designee performs the final review and authorizes publication or presentation of a manuscript on behalf of NLM.

Log In
You must use the NIH network to access the MCW at https://manuscriptclearance.nlm.nih.gov. On the login page, click on the pulldown arrow for Account Type. Select “NIH Staff” to display the login fields. Use your NIH username and regular AD password, or use your NIH ID (PIV) card and PIN to log in.

Login defaults to the Track Requests screen where you can view a list of requests and their status.

Submit a Manuscript
To submit written material to the NLM Editorial Review Committee, the submitting author logs in to complete the New Request form online, uploads the manuscript attachment as appropriate, and submits the request for review and approval. The MCW then automates the workflow and notifications through the review process. When a review is completed, the MCW generates a final notification to the Submitter.

A New Request must be created for each initial or subsequent submission of a manuscript. To submit a manuscript for review, click on New Request to access the submission screen.
Be prepared to complete the following fields at the time of creating a submission request. Where indicated with a red asterisk (*), the field is required on the submission form. Appendix B displays the online submission form. Selecting “Yes” in certain fields will open an additional field.

**Submission Form Fields (\* indicates a required field)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Response (with Choices)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Short summary of the submission content</td>
</tr>
<tr>
<td>Is this manuscript or abstract based on a clinical study protocol?</td>
<td>Yes/No choice. If yes: - Clinical protocol number - Clinical exemption? (Yes/No choice)</td>
</tr>
<tr>
<td>Is this manuscript or abstract based on animal study?</td>
<td>Yes/No choice. If yes: - Animal study number</td>
</tr>
<tr>
<td>Is this manuscript a product of CRADA?</td>
<td>Yes/No choice. If yes: - Name of the CRADA partner</td>
</tr>
<tr>
<td>Patenable options</td>
<td>Pulldown selection (Employee Invention Report Filed, Not Applicable, Patent Filed, Patent in Preparation)</td>
</tr>
<tr>
<td>Newsworthy?</td>
<td>Yes/No choice</td>
</tr>
<tr>
<td>Is there the potential that your research findings, work product(s) processes or results could be readily misused to cause potential harm?</td>
<td>Yes/No choice</td>
</tr>
<tr>
<td>NIH Publishing Agreement*</td>
<td>Checkbox: “I will submit this article with a signed NIH Publishing Agreement and Manuscript Cover Sheet. If a peer-reviewed article, I will submit it to PubMedCentral upon acceptance, unless the journal deposits the final published article directly in PMC (<a href="http://www.nihms.nih.gov">http://www.nihms.nih.gov</a>).”</td>
</tr>
<tr>
<td>All authors reviewed and agreed to send this manuscript?</td>
<td>Yes/No choice</td>
</tr>
<tr>
<td>Manuscript upload option</td>
<td>Ability to upload an electronic copy of your manuscript, if applicable (acceptable file types: .doc, .docx, .dvi, .gif, .jpe, .jpeg, .jpg, .pdf, .png, .ppt, .pptx, .rar, .tex, .txt, .xml, .xsl, .xlsx, .zip)</td>
</tr>
</tbody>
</table>
Approve or Deny/Reject a Request

Use the link in a notification message, or log in to the MCW to view the Track Requests screen. View a request to open the Request Summary, including the Request Details and the Request History. In the Request Summary, double click on an attachment to open and review a manuscript.

At the bottom of the Request Summary screen, input comments if desired, then select Approve or Deny for that request. The MCW then generates notifications in accordance with the automated workflow.

View a List of Requests with Review Status

The Track Requests screen displays a list of submissions. Submitters will see Your Submitted Requests. Approvers also will see Requests Requiring Your Action and All Approved Organizational Requests. Each line item indicates its review status.

View a Request, Manuscript, and Review History

On the Track Requests screen, click on the action button beside a request to view the Request Summary, which includes the Request Details and the Request History. In the Request Summary, click on an attachment to open and view a manuscript. Expand the right-hand panel as necessary to see the entire review history.

Contact Information

If you have any questions or comments about the Manuscript Clearance process, please contact Meredith Winchell at meredith.winchell@nih.gov.
Appendix A. Manuscript Clearance Process Workflow

1. Submit request and manuscript.
2. Review manuscript.
4. Notification
5. Receive notification from website.
6. Review manuscript.
8. Notification
9. Receive notification from website.
10. Designate two reviewers.
11. Reviewer #1: Review manuscript. Approve or deny in website.
12. Reviewer #2: Review manuscript. Approve or deny in website.
15. Assign new reviewer(s).
16. Reviewer #3: Review manuscript. Approve or deny in website.
17. Reviewer #4: Review manuscript. Approve or deny in website.
21. Final review. Approve or deny in website.
Appendix B. Online Submission Form

The online Manuscript Clearance submission form is displayed below. A New Request must be created for each initial or subsequent submission of a manuscript.

![Submission Form](image)

**Submission Form Fields (\* indicates a required field)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Response (with Choices)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of manuscript*</td>
<td>Pulldown selection (Abstract, Book, Journal, Other, Poster, Proceedings)</td>
</tr>
<tr>
<td>Title of manuscript*</td>
<td>Free text field</td>
</tr>
<tr>
<td>Names(s) of author(s) and name(s) or organization(s)*</td>
<td>Free text written as Lastname, Firstname, Division/Branch (e.g., Hope, Leslie, LHNBC/CSB)</td>
</tr>
<tr>
<td>Journal/Meeting title*</td>
<td>Formal name of journal, meeting, or other entity receiving the approved submission</td>
</tr>
<tr>
<td>Date of meeting/publication deadline</td>
<td>Date by which meeting or publishing entity must receive the approved submission, written as mm/dd/yyyy</td>
</tr>
<tr>
<td>Acknowledgement of Funding Statement*</td>
<td>Checkbox: “The acknowledgement that the work was “supported by the Intramural Research Program of the National Institutes of Health, National Library of Medicine” has been included in either the Acknowledgements or Funding sections of the manuscript.”</td>
</tr>
</tbody>
</table>
### Submission Form Fields (* indicates a required field)

<table>
<thead>
<tr>
<th>Field</th>
<th>Response (with Choices)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abstract</strong></td>
<td>Short summary of the submission content</td>
</tr>
<tr>
<td><strong>Is this manuscript or abstract based on a clinical study protocol?</strong></td>
<td>Yes/No choice. If yes:</td>
</tr>
<tr>
<td></td>
<td>- Clinical protocol number</td>
</tr>
<tr>
<td></td>
<td>- Clinical exemption? (Yes/No choice)</td>
</tr>
<tr>
<td><strong>Is this manuscript or abstract based on animal study?</strong></td>
<td>Yes/No choice. If yes:</td>
</tr>
<tr>
<td></td>
<td>- Animal study number</td>
</tr>
<tr>
<td><strong>Is this manuscript a product of CRADA?</strong></td>
<td>Yes/No choice. If yes:</td>
</tr>
<tr>
<td></td>
<td>- Name of the CRADA partner</td>
</tr>
<tr>
<td><strong>Patentable options</strong></td>
<td>Pulldown selection (Employee Invention Report Filed, Not Applicable, Patent Filed, Patent in Preparation)</td>
</tr>
<tr>
<td><strong>Newsworthy?</strong></td>
<td>Yes/No choice</td>
</tr>
<tr>
<td><strong>Is there the potential that your research findings, work product(s) processes or results could be readily misused to cause potential harm?</strong></td>
<td>Yes/No choice</td>
</tr>
<tr>
<td><strong>NIH Publishing Agreement</strong></td>
<td>Checkbox: “I will submit this article with a signed NIH Publishing Agreement and Manuscript Cover Sheet. If a peer-reviewed article, I will submit it to PubMedCentral upon acceptance, unless the journal deposits the final published article directly in PMC (<a href="http://www.nihms.nih.gov).%E2%80%9D">http://www.nihms.nih.gov).”</a></td>
</tr>
<tr>
<td><strong>All authors reviewed and agreed to send this manuscript?</strong></td>
<td>Yes/No choice</td>
</tr>
<tr>
<td><strong>Manuscript upload option</strong></td>
<td>Ability to upload an electronic copy of your manuscript, if applicable (acceptable file types: .doc, .docx, .dvi, .gif, .jpe, .jpeg, .jpg, .pdf, .png, .ppt, .pptx, .rar, .xml, .xls, .xlsx, .zip)</td>
</tr>
</tbody>
</table>
Appendix C. Sample Screens and Notifications

The following sections provide sample webpages and notifications generated through the Manuscript Clearance process.

General Design

The following graphics provide examples of the screen design for the Manuscript Clearance Website and samples of the notifications generated.

- All screens and notifications are similar for all participants.
- Action buttons for reviewers to Approve or Deny are at the bottom of the Request Summary screen.

Appendix B, Online Submission Form, provides the details for submitting a request.

Login Screen Sample
Track Requests Screen (Home Page) Sample

Submit a New Request
Search for a Request by ID or Keyword

Check Request Status
Click to Open a Request

Requests Requiring Your Action

Submitters Can View This List

All Approved Organizational Requests
Request Summary Screen Sample

Current Action Required

Select Track Requests to
Return to Home Page

Click to View Attachment
(Opens in a Separate
Window)

Click to View More
Request History

Awaiting Final Approval

Input comment (optional)

Click to Approve or
Deny Request
Confirmation Screen Sample

[Image: Confirmation Screen Sample]

- Confirmation on Track Requests Screen (immediately after action)
- Status Changes Following Action (Request is Removed from Your Action List)
Submission Notification Email Sample

Subject Line includes Request ID Number

**Manuscript Clearance Request Submission Notification**

You have successfully submitted a new Manuscript Clearance Request: #12484

Whole Wheat Pasta Adds Dietary Fiber

This request is currently being reviewed for approval.

You may review the request at https://preqa.nlm.nih.gov/pubc/ReqDetails/Summary/12484

If you feel you have made an error with this Request Submission, please contact your Scientific Director.

Thank you,
Manuscript Clearance Team

DO NOT REPLY TO THIS EMAIL

Action Notification Email Sample

Subject Line includes Request Number and Action Required

**Manuscript Clearance Action Item Notification**

You have a new Action Item for Manuscript Clearance Request #12484

Reviewers have taken action on this Manuscript Clearance Request.

Please review the request at https://preqa.nlm.nih.gov/pubc/ReqDetails/Details/12484

and select 'Approve' or 'Deny' at the bottom of the form.

Summary of request comments:

Scientific Director Approval- Worth knowing.
Branch Chief Approval- Clear instructions
First Pass Review: Reviewer 1- Entering some comment
First Pass Review: Reviewer 2- approved

Thank you,
Manuscript Clearance Team

Click on Link to Take Action on Request

Previous Actions and Comments are Included in Action Item Notification
Denial Notification Email Sample

**Denial notice for Manuscript Clearance**

Final Approver JOAN RESSIN has DENIED Manuscript Clearance Request 12463:

Pound Cake

https://preqa.nlm.nih.gov/preb/ReqDetails/Summary12463

This request submission is now closed

Summary of request comments

Final Approval:
Optional comment why denied.

Branch Chief Approval:
Optional comment.

Scientific Director Approval:
Optional comment.

First Pass Review : Reviewer 1:
Approving Now

First Pass Review : Reviewer 2:
Optional comment why denied.

Final Action Statement on Denial of Request

Subject Line Includes Request Number and Status

Final Status of Request

Link to Request

Previous Actions and Comments are Included in Denial Notification

Final Approval Notification Email Sample

Your submitted Manuscript Clearance Request # 12465 has been approved

Whole Wheat and Fiber

Please review the request at https://preqa.nlm.nih.gov/preb/ReqDetails/Summary12465

Summary of request comments

Final Approval:
Optional comment.

Previous Actions and Comments are Included in Action Item Notification

If you have any questions about the Manuscript Clearance process, please go to the NLM Wiki. If you are having technical issues with the system, please contact Manuscripts Clearance Team. If you would like clarification on the policy please contact Meredith Wachell

Thank you,

Manuscript Clearance Team

DO NOT REPLY TO THIS EMAIL