Manuscript Submission Tutorial

How to submit a manuscript to PMC Canada

BEFORE YOU GET STARTED:

You need to have the following on hand to send a manuscript to PMC Canada:

- PMCC manuscript submission system login name and password
- Journal name
- Manuscript title
- Grant numbers
- Manuscript files

Need assistance? Email the PMC Canada Help Desk at helpdesk@pmccanada.ca
Submitting Your Manuscript
An Overview

When depositing a manuscript to PMC Canada, submitters will be asked to input all relevant files and information (ex: grant numbers, article title, embargo period) into the Manuscript Submission System. Once this is complete, submitters will need to take the following actions:

• Approve the PDF receipt
• Approve the final Web-formatted version (this version is ready to be approved after a period of roughly 1-2 weeks)

The two review stages allow submitters to ensure that their articles appear correctly and include all the necessary content (ex: tables, references, and figures). Authors will be automatically contacted by email when their manuscript is ready to be reviewed.
Beginning the Process: Logging In

https://capmc.ca/index_en.html

1. Enter your Login name and Password.

2. Click on Log In

Don’t have a login or password? Email us at helpdesk@pmccanada.ca
Manuscript List

1. Click on **Submit New Manuscript**.
1. Read the **Manuscript Submission Overview**

2. Click on **Continue**
1. Enter the **Journal** name.

2. Enter the **Manuscript Title**.

3. Click on **Next: Grant Info**.

**NOTE:** If the publication is already available in PubMed, you can use the **Lookup article** tab to find the article information.
Grants / Projects

1. Select the checkbox to the left of the Grant ID associated with the manuscript.

2. Click on Next: Upload Files.

NOTE: If the manuscript Grant ID is not listed under the Grants/Projects tab, enter the name of the grantee (principal investigator) or grant number in the Search Grants/Projects tab and click on Search.
1. Next to the Manuscript Text field, click on Browse.
1. Locate the manuscript file in the **File Upload** window and click on **Open**

2. Click on **Open**
1. Repeat this process to locate any **Figures**, **Tables** or **Supplementary Data** to be included in the submission.

2. Add a **Label** for each file uploaded (except the manuscript file).

3. Click on **Next: Summary**.

**NOTE:** To add multiple figures or tables, use the **Add another** feature.
1. Review the information displayed on this page to ensure that what you have entered into the system is correct.

2. Click Next: PDF Approval.
1. Click on the PDF Receipt to open the PDF of your manuscript submission to review it. (Look for any missing files or obvious errors.)
Review and Approve Submission

This PDF Receipt is a concatenated document of all the files (excluding submission materials).

Review

[Image]

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

Release delay

[Image]

1. Click OK.
1. Review the PDF file to ensure that the submitted information is correct.
1. Select the checkbox to indicate that the PDF Receipt has been reviewed.

2. Specify the embargo period (release delay) using the drop down menu. Don’t know what to select? Search for your journal name in SHERPA/RoMEO (an online copyright database), or contact the PMC Canada helpdesk.

3. Click on Approve.
1. Read the PMC Canada Submission Statement and Privacy Notice Statement.
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To submit your manuscript to PMC Canada, NRC-CISTI requires certain personal information. Some personal information is extracted from the manuscript you submit and some is received from CIHR. This statement explains how your personal information is collected, used, disclosed and retained in accordance with the Privacy Act.

The personal information contained within the manuscript will be extracted from the manuscript in order to identify attributes of the author such as name, affiliation, email address, telephone numbers, CIHR Grant ID. Information extracted from your manuscript will be posted on PMC Canada. Your manuscript will be retained in the depository system for the lifetime of PMC Canada.

NRC-CISTI will use personal information received from CIHR including salutation, first name, last name, affiliation, email addresses, phone number, funded project title, CIHR Grant ID and CIHR person ID, to identify and authenticate the researchers. This information will be used for the processing of the manuscripts, as well as for research and statistical purposes such as grant tracking and evaluation. This information will not be shared with NLM or any other outside third party. All personal information received from CIHR will be stored in a secure manuscript submission system and will be deleted upon request from CIHR or the user.

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Should you choose to submit your manuscript through PMC Canada and US, you will need to have the following documents/information in hand: journal name, manuscript title, grant numbers, and manuscript files. By pressing the "AGREE" button, you are confirming that you have read the Submission Statement and the Privacy Notice Statement.

2. Click on Agree to indicate you agree with the statements.
You have now completed the first of two stages. Following this stage, the submission will go to the PMC Canada staff for an internal review. (This process may take anywhere from a few days to several weeks.) Once this process is complete, you will need to log back in and approve the Web version of the manuscript.

Alternatively, you can Go to Manuscript List to see all of the manuscripts you have submitted.
Preparation of the Web Version

Following your approval of the PDF receipt, the manuscript is sent to the PMCC team for a staff review.

PMCC staff will check the manuscript to ensure that all supplementary materials (tables, figures, references, etc.) have been included. The content is then formatted for the Web.

Once the staff review is complete, submitters must log back in and approve the Web version. (This version can take several days to roughly two weeks to prepare.)
Approving the Web Version

Once the Web version of the manuscript is ready, it must be approved by the submitter. This step allows the submitter to approve or reject the changes that have been made during the Web reformatting process.

To approve the Web version, log back into PMC Canada and view your manuscript. To approve it, click the “Approve” button in the bottom right corner. Alternatively, you may suggest corrections by clicking the “Request Corrections” button.
The Final Stage

If the Web version changes are accepted, the submission’s status will change and the manuscript will be automatically added to the publishing queue. Barring any complications, the manuscript will then be posted online. (This may take a day or two.)

Once posted on PMC Canada, the article can also be viewed through PMC and Europe PMC.