PMC Canada Manuscript Submission Tutorial:
How to submit a manuscript to PMC Canada

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BEFORE YOU GET STARTED

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

- PMC Canada Submission System login name and password
- Journal name
- Manuscript title
- Grant numbers
- Manuscript files

Don’t have a login or password? Email us at helpdesk@pmccanada.ca to learn how to obtain one.
1 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.

2 Beginning the Process: Logging In

- Go to https://capmc.ca/index_en.html
- Enter your Login name and Password into the correct boxes
- Click on Log In
3 Manuscript List

- Click on Submit New Manuscript.

4 Manuscript Submission Overview

- Read the Manuscript Submission Overview. Click on Continue.
5 Journal and Title

- Enter the Journal name. Enter the Manuscript title.
  NOTE: If the publication citation is already available in PubMed, you can use the Lookup article tab to find the article information (see next slide).
- Click on Next: Grant Info.

6 Grants / Projects

- In the Grants/Projects tab, select the checkbox to the left of the Grant ID associated with the manuscript.
- OR
- 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.
- Click on Next: Upload Files.
7 Upload Files

- Next to the Manuscript field, click on Browse. Locate the manuscript file in the File Upload window and click on Open.
- Repeat this process to locate any Figures, Tables or Supplementary Data to be included in the submission and add a Label for each one.
- To add multiple figures or tables, use the Add another feature.
- Click on Next: Summary.
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

3. Click on Next: Summary.

NOTE: Add another feature
8 Manuscript Summary

- Review the information displayed on this page to ensure that what you have entered into the system is correct. Click Next: PDF Approval.
9 Review and Approve Submission

- Click on the **PDF Receipt** to open the PDF of your manuscript submission to review it. (Look for any missing files or obvious errors)
- Select the checkbox to indicate that the PDF receipt has been reviewed.
- Specify the embargo period (release delay) using the drop down menu. (Don’t know what to select? See the SHERPA/RoMEO database online, or send an email to the **PMC Canada helpdesk**.)
- Click on **Approve**.
1. Click OK.

1. Review the PDF file to ensure that the submitted information is correct.
10 Review of PMC Canada Submission Statement

- Read the PMC Canada Submission Statement and Privacy Notice Statement.
- Click on Agree to indicate you agree with the statements.
11 Manuscript Accepted for PMC Canada Processing

- You have now completed the first of two stages. Following your acceptance of the Submission Statement, your manuscript will be reviewed and reformatted by the PMC Canada team. Once this process is complete, you will need to log back in and approve the final Web version of the manuscript.

- You can Go to Manuscript List to see all of the manuscripts you have submitted, or you can choose to Log Off at the top right hand side of the page.
12 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.)

13 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.

14 The Final Stage

If the Web version is approved (or the 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.