Submitting a Manuscript to PMC Canada
User Guide
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General Information

Can I deposit research arising from any Canadian funder into PMC Canada?
No. At this time, PMC Canada can only accept journal articles resulting from Canadian Institutes of Health Research (CIHR) funding.

If your funding agency would like to partner with PMC Canada, please ask them to contact us.

What types of articles can I submit to PMC Canada?
PMC Canada can accept the following article types so long as the article itself has been peer-reviewed:

- Journal articles
- Editorials
- Conference proceedings that appear in a journal with an ISSN
- Letters to the editor

Are there any manuscript types that I cannot submit to PMC Canada?
Yes. PMC Canada cannot accept the following manuscript types:

- Non peer-reviewed journal articles
- Books
- Book chapters

Will I have to submit my final manuscript twice – once to the journal and once to PMC Canada?
Not necessarily. Some publishers have an automatic deposit agreement with PMC (U.S.) and/or Canada. Such journals are identified as having a participation level of ‘Full’ on the PMC Canada Journal List.

If you try to submit a manuscript from a journal that has an automatic deposit agreement with PMC (U.S.) and/or Canada, the PMC Canada Manuscript Submission System will provide the following notice:

‘PMC receives articles for the journal [journal name] directly from the publisher. Please use Grants Reporting to assign your grants to the article.’
Can I submit articles that have been corrected since publication?
Manuscripts that contain correction notes must be submitted separately from the manuscript to which those corrections pertain. For more information, please contact the PMC Canada Help Desk.

Should I submit?

Am I required to submit my manuscript to PMC Canada?
No, but it is recommended that you do so. CIHR's Open Access Policy stipulates that research arising from grants awarded in whole or in part by CIHR on or after January 1, 2008 must be made freely accessible on a website within 12 months of publication. This can be the publisher's website or an online repository like PMC Canada. The only requirement is that the manuscript must be available to anyone free of charge (so long as the publisher's embargo periods are respected).

If your manuscript is freely available on the publisher's website within 12 months of publication, you have satisfied this requirement and do not need to submit your manuscript to PMC Canada.

My article is already in PMC (U.S.); do I still need to submit my manuscript to PMC Canada?
No, but you may want to associate your manuscript with the CIHR grant number that supported it. You can do this by using the Grants Reporting feature in the PMC Canada Manuscript Submission System.

What are the benefits of depositing my articles in PMC Canada?
Benefits of depositing your manuscript in PMC Canada include:

- Compliance with CIHR's Open Access Policy;
- Making it easier for researchers in Canada and abroad to build on existing knowledge to address significant health challenges more quickly;
- Giving your research papers a much wider form of dissemination;
- Contributing to a repository in which researchers (as readers) can retrieve the full text of articles in a wide variety of subject areas - not just the ones covered by the databases to which their organization subscribes.

Who should submit?

Can someone else submit manuscripts on my behalf?
Yes. Manuscript files may be submitted to PMC Canada by the author, the publisher, or anyone given access to the author's files (administrative personnel, graduate students, librarians, etc.). If you are submitting a manuscript on behalf of a Principal Investigator (PI), you must use the PI's login username and password to gain access to the system. Approval of the PDF Receipt and web version of the manuscript requires PI review and authorization.

To track grants properly and prevent duplication, submitters must continue to use the same login method for subsequent visits to the PMC Canada Manuscript Submission System.
I am one of the recipients of a CIHR Team Grant. Who among us should submit the manuscript to PMC Canada?

The Nominated Principal Investigator will have received the team’s Manuscript Submission System account information (login and password); therefore, the Nominated Principal Investigator should submit the manuscript on the team’s behalf.
Accounts

Who can obtain a PMC Canada Manuscript Submission System account?
At this time, only CIHR-funded researchers and publishers of CIHR-funded research can obtain a PMC Canada Manuscript Submission System account.

I’m a CIHR-funded researcher; how can I get an account?
If you are a CIHR grant recipient who does not yet have a PMC Canada Manuscript Submission System account, please send the following e-mail to the CIHR Help Desk at info@cihr-irsc.gc.ca:

‘I am a CIHR-funded researcher (PIN: xxxx) and I hereby consent to the sharing of my grant information with NRC-CISTI. Please create an account for me that would allow me to deposit my CIHR-funded research using the PMC Canada Manuscript Submission System.’

I’m a publisher; how can I get an account?
Please contact PMC Canada to request the creation of a publisher account.

Can I get a submission account for the sole purpose of submitting CIHR-funded manuscripts written by the researchers at my institution?
No. Only Principal Investigators (PIs) and publishers can get a PMC Canada Manuscript Submission System account.

I forgot my password; can you send it to me?
No. Due to privacy concerns, we do not have access to users’ passwords. If you have forgotten your password, please reset it from within the Manuscript Submission System.

To reset your password:

1. Go to the PMC Canada Manuscript Submission System website;
2. Type your login username in the ‘Login’ box;
3. Click the ‘Reset password’ button;
4. If you have previously provided a security question and answer, please type it into the ‘Answer’ box;
5. Click the ‘Reset password’ button;
6. On the succeeding ‘Message’ page, you will see a temporary password;
7. Copy the password using your keyboard’s copy command;
8. Click the ‘Back’ button;
9. Paste the temporary password into the ‘Password’ box;
10. Click the ‘Log In’ button.

Please contact the PMC Canada Help Desk at helpdesk@pmccanada.ca if you require further assistance.

How do I change my temporary password to something more user-friendly?

To change your temporary password:

1. Go to the PMC Canada Manuscript Submission System website;
2. Type your login username in the ‘Login’ box;
3. Type your temporary password in the ‘Password’ box;
4. Select the ‘Account Details’ checkbox;
5. Click the ‘Log In’ button;
6. Type your new password in the ‘Password’ box (in the ‘Password’ tab);
7. Re-type your password in the ‘Re-enter password’ box;
8. Click the ‘Save’ button (ensure you click the ‘Save’ button in the ‘Password’ tab);
9. Click ‘Continue’ if you would like to submit a manuscript at this time. Click the ‘Logout’ link on the top right of the page if you would like to log out.

Please contact the PMC Canada Help Desk at helpdesk@pmccanada.ca if you require further assistance.

I forgot my login username; can you send it to me?
You can locate your login username by using the ‘Find my account’ function in the Manuscript Submission System.

To do so:

1. Go to the PMC Canada Manuscript Submission System website;
2. Click the ‘Find my account’ button;
3. Type your first name ‘First name’ box;
4. Type your last name in the ‘Last name’ box;
5. Select ‘All’ from the ‘Match fields’ drop-down menu;
6. Click the ‘Search’ button;
7. Select the ‘Login as’ radio button next to your name;
8. Click the ‘Log in’ button.
9. Type your password into the ‘Password’ box;
10. You will now be logged in to the Manuscript Submission System.

Please contact the PMC Canada Help Desk at helpdesk@pmccanada.ca if you require further assistance.

How do I change my login?
To change your login:
1. Go to the PMC Canada Manuscript Submission System website;
2. Type your login username in the ‘Login’ box;
3. Type your temporary password in the ‘Password’ box;
4. Select the ‘Account Details’ checkbox;
5. Click the ‘Log In’ button;
6. In the Main tab, type a new login username in the ‘Login’ box;
7. Click the ‘Save’ button (ensure you click the ‘Save’ button in the ‘Main’ tab);
8. Click the ‘Continue’ button;
9. If you do not wish to submit a manuscript at this time, click the ‘Log off’ button.
10. If you would like to submit a manuscript, you may begin the submission process.

Please contact the PMC Canada Help Desk at helpdesk@pmccanada.ca if you require further assistance.

I changed jobs; how can I change my affiliation in my account?

To change your affiliation:

1. Go to the PMC Canada Manuscript Submission System website;
2. Type your login username in the ‘Login’ box;
3. Type your password;
4. Select the ‘Account details’ checkbox;
5. Click the ‘Log In’ button;
6. In the ‘Affiliation’ box, type the name of your new affiliation;
7. Click the ‘Save’ button (ensure you have clicked the ‘Save’ button in the ‘Main’ tab);
8. Click the ‘Continue’ button;
9. If you do not wish to submit a manuscript at this time, click the ‘Log off’ button.
10. If you would like to submit a manuscript, you may begin the submission process.

Please contact the PMC Canada Help Desk at helpdesk@pmccanada.ca if you require further assistance.

How do I change the contact e-mail address associated with my account?

To change your contact e-mail address:

1. Go to the PMC Canada Manuscript Submission System website;
2. Type your login username in the ‘Login’ box;
3. Type your password in the ‘Password’ box;
4. Click the ‘Login’ button;
5. Select the ‘Preferences’ tab;
6. Type your new e-mail address in the ‘E-mail’ box;
7. Click the ‘Save Preferences’ button;
8. If you do not wish to submit a manuscript at this time, click the ‘Log off’ button;
9. If you would like to submit a manuscript, you may begin the submission process.

Please contact the PMC Canada Help Desk at helpdesk@pmccanada.ca if you require further assistance.
The author submission process

Gather your materials

What do I need to have in hand to begin the submission process?

You will need:

1. A PMC Canada Manuscript Submission System account [Consult the Accounts section to learn how to obtain an account.];
2. A digital copy of the full-text version permissible for deposit by your publisher of a CIHR-funded research article published in a peer-reviewed journal [Consult the rest of this section for information on how to determine which article version is permissible for deposit by your publisher]. The manuscript you deposit must include author name(s), author affiliation(s), the text of the article, and references;
3. A digital copy of all figures, tables and supplementary materials referenced in the manuscript. This content can be included in one all-inclusive manuscript or can be deposited in additional separate files;
4. The CIHR grant number(s) which supported your research.

What do I need to know about my publisher’s copyright policy before submitting a manuscript to PMC Canada?

You will need to know:
1. Which full text article version your publisher deems permissible for deposit into PMC (or other third-party online repository);
2. The embargo period or release delay (the period of time that must elapse before the publication can be made available in PMC Canada).

You can usually find the answers to these questions by:

- Reviewing the copyright agreement between you and your publisher;
- Consulting the journal or publisher website;
- Contacting the journal’s editorial board.

Once you have the appropriate full-text article version in hand and you know the embargo period, you can begin the submission process.
I don’t have the copyright agreement and I can’t find any information about manuscript version/embargo periods on my publisher’s/journal’s website. What should I do?

You may wish to consult SHERPA RoMEO, an online database of default* publisher copyright and self-archiving policies.

To find your journal’s default self-archiving policy at SHERPA RoMEO:

1. Go to http://www.sherpa.ac.uk/romeo/;
2. In the ‘Search’ area, select the ‘Journal titles or ISSNs’ radio button;
3. Select the ‘contains’ radio button;
4. Type the name of your journal (or its ISSN) in the search box;
5. Click the ‘Search’ button. A list of potential journal matches will appear;
6. Click the journal title in which your manuscript was published. The journal’s default copyright and self-archiving policies will be displayed;
7. The **manuscript version permissible for deposit** by the publisher of this journal will be indicated with a green or broken grey checkmark:

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<td>You may submit the version of the manuscript you originally submitted to the journal for publication (prior to the peer-review process)</td>
</tr>
<tr>
<td>✓</td>
<td>Author’s Post-print</td>
<td>You may submit the version of the manuscript that contains all changes resulting from the peer-review process;</td>
</tr>
<tr>
<td>✓</td>
<td>Publisher’s Version/PDF</td>
<td>You may submit the version of the manuscript which appeared in the published journal (in formal volume/issue format with publisher copyediting and typesetting).</td>
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<tr>
<td>✗</td>
<td>Author’s Pre-print</td>
<td>You may <strong>NOT</strong> submit the version of the manuscript you originally submitted to the journal for publication (prior to the peer-review process)</td>
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<td>You may <strong>NOT</strong> submit the version of the manuscript that contains all changes resulting from the peer-review process;</td>
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<td>Publisher’s Version/PDF</td>
<td>You may <strong>NOT</strong> submit the version of the manuscript which appeared in the published journal (in formal volume/issue format with publisher copyediting and typesetting).</td>
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### Log in to the PMC Canada Manuscript Submission System

**How do I log in to the PMC Canada Manuscript Submission System?**

1. Go to capmc.ca;
2. In the Login field, type the login name you received from PMC Canada (if you do not have an account, consult the Accounts section and proceed as indicated);
3. In the ‘Password’ field, enter your password;
4. Click ‘Log in’.
5. Click the ‘Submit New Manuscript’ button on the ‘Manuscript List’ page to begin the submission process.

**Enter your journal name and article title**

**How do I enter my journal name and article title?**

The ‘Enter journal name and article title’ page contains two tabs:

- ‘Enter manually’ (the default tab)
- ‘Lookup article’

If your article **has a corresponding record in PubMed**, choose the ‘Lookup article’ tab.

If your article **does not have a corresponding record in PubMed**, remain on the ‘Enter manually’ tab.

**Entering your journal name and article title within the ‘Lookup article’ tab**

1. Select the ‘Lookup article’ tab;
2. In the ‘Search’ box, type the author name(s) or other identifiers for your article:
To search for:

| Articles by author Michel Gagner       | michel gagner[au] |
| Articles by author Gagner in a journal title that contains the term ‘Surgery’ | gagner[au] surgery[ta] |
| Articles by author Gagner with the term ‘laparoscopic’ in the article title | gagner[au] laparoscopic[ti] |
| An article with a particular Digital Object Identifier (DOI) | 10.4293/108680810X12924466007322[LID] |
| An article with a particular PubMed ID | 21333197[uid] |

3. Click the ‘Search’ button. A list of matching publications will appear;
4. If you see the article you wish to submit, select the radio button next to the article title. If you do not see the article you wish to submit, please enter your journal name and article title manually. (Please be aware that processing material from an unrecognized journal may involve additional delays.);
5. Click the ‘Next: Grant Info’ button.

**Entering your journal name and article title manually** (the default method)

1. Begin typing the journal name in the ‘Journal’ field. As you type, the journal matching feature will suggest titles similar to what you are typing;
2. Choose your journal from the suggestion list. If there is no match for your journal, please type the full journal name manually;
3. Type your article title in the ‘Manuscript Title’ field;
4. Click the ‘Next: Grant Info’ button. You will be taken to the ‘Grants/Projects’ page.

**The journal-matching feature does not recognize my journal. Can I still submit my manuscript to PMC Canada?**

Yes. If your journal is not recognized (i.e., it is not suggested by the journal-matching feature), please enter it manually by typing the full name of the journal in the ‘Journal’ field within the ‘Enter manually’ tab. Type the title of the article in the ‘Manuscript Title’ field and click the ‘Next: Grant Info’ button to continue.

Please be aware that processing material from an unrecognized journal may involve additional delays.
The journal-matching feature does not recognize my journal. How can I get it indexed in PubMed or PMC (U.S.) / Canada?

Participation in PMC is open to any peer-reviewed research publication in the health and life sciences that meets the National Library of Medicine’s (NLM) standards for the archive. Details regarding the application process can be found at the Add a Journal to PMC page.

The Manuscript Submission System keeps changing my journal title as I try to enter it. What should I do?

This may mean your journal title has been superseded or absorbed by another journal title. To force the system to allow the entry of another name, please insert an extra space between the words in the title (i.e., ‘Pharmacy Practice’ would become ‘Pharmacy Practice’). The journal will remain unmatched, and will be kept as free text – exactly as it typed.

Enter your grant information

Overview

Can I associate a non-CIHR grant with my publication?
No. At this time, your publication can only be associated with CIHR grants.

Can I submit research arising from all CIHR grant/award types to PMC Canada?
Research arising from most CIHR grant/award types is eligible for deposit into PMC Canada. If you are in receipt of a grant or award not listed in your account, please contact PMC Canada

Can I submit CIHR-funded research arising from grants awarded prior to 2008?
Yes.

Can I submit manuscripts that were supported by CIHR grants that have now expired?
Yes.

Grants reporting

I’m submitting a manuscript; how do I associate my journal article with the CIHR grant number that supported it?
After you have entered the journal name and article title (and clicked the ‘Next: Grant Info’ button), you will see the Grants/Projects page. A list of grant numbers associated with your account will be displayed.
1. Select the checkbox(es) next to the title of the grant(s) that supported the research for this manuscript;
2. Click the ‘Next: Upload Files’ button to continue with the submission.

If the grant number that supported your manuscript is not displayed, you may search for it in the Search Grants/Projects area.

If you do not see or are unable to locate your grant number, please contact the PMC Canada Help Desk.

I’m NOT submitting a manuscript; how do I associate my journal article with the CIHR grant number that supported it?

If you are not submitting a manuscript, please note that your publication must have a corresponding PubMed record in order to use the Grants Reporting feature.

If your publication has a corresponding PubMed record:

1. Go to the PMC Canada Manuscript Submission System website;
2. Type your login username in the ‘Login’ box;
3. Type your password in the ‘Password’ box;
4. Once you have logged in, you will see the ‘Grants Reporting tab’.
5. Click the ‘Add from PubMed’ tab;
6. Type your name in the ‘Pubmed query’ text box along with the author search field tag:
   Smith[au]
   -or-
   Smith, John [au]
7. Locate your article title in the ‘Publications’ column;
8. Once you have located your publication, click the ‘Add’ icon in the Grants column on the same row as your publication;
9. A list of your grants will be displayed.
10. Select the checkbox next to the grant number(s) that supported the research for this publication.
11. Click the ‘Update’ button.

Am I required to use the Grants Reporting feature in order to comply with CIHR’s Open Access Policy?

No, but it is recommended that you do so.

Why do my grant numbers have numeric suffixes?

Internally, CIHR has always used a grant number plus version suffix (i.e., ‘735412-2’) to identify grants that have been renewed or extended. Until February 2013, PMC Canada (modeled on the PMC (U.S.) Manuscript Submission System) used only the base grant number (i.e., ‘735412’). This meant that all manuscripts associated with a particular grant would be associated with the base grant number, regardless of whether the grant had been renewed or extended.
In order to ensure that each grant extension or renewal is properly identified, the version suffix has now been appended to all grants.

Please note that previously submitted manuscripts associated with non-versioned grant numbers are still in compliance with CIHR’s Open Access Policy.

**How do I know which grant version to choose?**

If you are unsure of the grant version with which to associate your manuscript, you may contact the PMC Canada Help Desk to find out the start and end dates for each grant version.

**I have several versions of the same base grant in my account; however, the earliest version displayed is version 3, 4, etc. Why isn’t version 1 in my account?**

The earliest grant version in your account will be the one in which you were named the Nominated Principal Investigator. If you were not a project’s Nominated Principal Investigator at the time the first grant was awarded, you will not see version 1 in your account.

**Am I required to break down publications by funding period?**

No. If you are unsure of the grant version with which to associate your manuscript, you can associate it with any version of the base grant in your account. Alternatively, you may contact the PMC Canada Help Desk to find out the start and end dates for each grant version.

**What happens if I associate the wrong grant version with my manuscript?**

CIHR will be satisfied so long as you select a grant title that has the same or a similar subject.

**What is an archived grant?**

Archived grants are base grants without the version suffix.

**I have submitted manuscripts in the past, but they no longer appear in my account; where are they?**

To locate your previously submitted manuscripts:

1. Click on the ‘[#] archived grants’ link at the bottom of the Grants report tab;
2. In each non-versioned grant row, you will see the number of publications associated with the non-versioned grant number in the Publications column;
3. Click the arrow next to the number in the Publications column;
4. This will show you all previously submitted publications associated with the non-versioned grant number.
Why do I see a list of all my publications under every grant when I click the ‘more’ link in the ‘Edit by grants’ tab in the Grants Reporting feature?

This allows you to associate additional grant numbers with your publications.

I associated the wrong grant number/version with my publication. How can I disassociate it?

Please note that previously submitted manuscripts associated with non-versioned grant numbers are still in compliance with CIHR’s Open Access Policy.

To change the grant number associated with a previously submitted manuscript:

1. Log in to the PMC Canada Manuscript Submission System;
2. Click on the ‘Grants Reporting’ tab;
3. Click on the ‘Edit by grants’ tab;
4. Click the 'more' link under the grant number you incorrectly associated with your manuscript;
5. Deselect the checkbox next to the title of the publication you want to disassociate;
6. Click the 'more' link under the grant number with which you wish to associate your manuscript;
7. Select the checkbox next to the title of the publication with which you want to associate this grant number.
8. Click the Update button.

Please note that changing the grant association on manuscripts that have already been released to PMC Canada will only change the grant association within the PMC Canada Manuscript Submission System. If your article has already been released to PMC Canada and you want to change its grant association, please contact the PMC Canada Help Desk. We will change the association manually and re-submit the manuscript to PMC Canada.

In the Grants Reporting section, under the ‘Add from PubMed’ tab, why are some manuscript titles in red, while others are in black, green or blue text?

Green titles indicate the manuscript is in PMC (U.S./Canada) while red titles indicate they are not (though they do have grants linked to them). Keep in mind that PMC Canada uses the same Manuscript Submission System as other PMC International (PMCi) sites. However, funders’ requirements in Europe and the U.S. are different. In the U.S. and Europe, the deposit of research into PMC is mandatory, while here in Canada CIHR requires only that CIHR-funded research be deposited somewhere that is freely accessible.

In general, here is the colour key:

- **Black** = default; paper in PubMed but not in PMC (U.S./Canada). No CIHR grants linked.
- **Green** = paper in PMC (U.S./Canada) and has PMCID. May have CIHR grants linked, or may not.
- **Blue** = paper currently going through PMC Canada Manuscript Submission System; clicking the title tells you what stage it’s at and who has submitted it.
- **Red** = paper NOT in PMC (U.S./Canada); but one or more grants in the active PMC Canada Manuscript Submission System account has/have been linked to this publication through the PMC Canada Manuscript Submission System (the number in the grants column tells you how many grants have been linked).
Upload your files

Materials to include

What materials should I include with my manuscript?

Users should submit the text of their manuscript plus all items referenced within it. You may submit a single, all-inclusive file or different files for each content type.

Your submission must include:

- A manuscript that includes author name(s), author affiliation(s), the text of the article, and references;
- Digital files of all items referenced in the manuscript:
  - Figures
  - Tables
  - Supplementary materials

Searching the manuscript for the terms ‘tables’, ‘figures’ and ‘supplementary’ is one way of ensuring you have included all required materials in your submission.

Please ensure your files are not password-protected or otherwise encrypted.

Please do not submit scanned copies of manuscripts.

How do I upload my files?

Once you have associated your grant number with your manuscript (and clicked the ‘Next: Upload Files’ button), you will see the ‘Upload files’ page.

To upload your files:

1. Click the ‘Choose File’ button to browse to the file(s) that will make up your submission. This can be an all-inclusive file or you can upload the manuscript text, figures, tables, and supplementary materials in separate files;
2. In the ‘Label’ area, supply a label for each file (you do not need to supply a label for the manuscript file). For figures, tables, and supplementary data, the label should follow the naming convention used in the manuscript text (e.g. "Fig 1", "Table 2a"). This is so your figure & table legends and references in the manuscript will be correctly matched to the appropriate figure or table file.
3. Click the ‘Upload Files’ button;
4. Click the ‘Next: Summary’ button.

Why do I have to include supplementary materials as part of my submission?

You are required to submit any supplementary materials referenced in your article because:

1. Doing so is a stipulation of CIHR’s Open Access Policy;
2. Due to privacy restrictions, articles in PMC Canada cannot contain links that point to supplemental materials hosted on another website.
If you have already submitted a manuscript without the accompanying supplementary material, please contact the PMC Canada Help Desk. We will provide you with an opportunity to upload the missing materials.

**Manuscript versions**

**Which manuscript version should I submit to PMC Canada?**

You should submit whichever version the publisher deems permissible for deposit. You can usually determine your publisher’s self-archiving policy by consulting the following sources:

1. The journal’s website (or by contacting its editorial staff);
2. The SHERPA RoMEO website **

Many publishers will specifically outline the conditions under which deposits to PubMed Central (PMC (U.S.)) can be made. These conditions generally extend to PMC Canada.

**Please note that SHERPA RoMEO summaries are for the journal’s default policies, and changes or exceptions can often be negotiated by authors. For more information on how to search for your journal and embargo period on the SHERPA RoMEO website, consult the “Gather your materials” section.**

**Acceptable file types**

**What file types are acceptable?**

The PMC Canada Manuscript Submission System supports a wide variety of file types.

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<th>File type (file extensions, versions/formats)</th>
<th>File type (file extensions, versions/formats)</th>
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• GEM Paint (IMG)
• Graphics Environment Manager (GEM, Bitmap & vector)
• Graphics Interchange TYPE (GIF)
• GZIP Compression Utility (GZ)
• Harvard Graphics for DOS (2.x, 3.x)
• Harvard Graphics for Windows (PR5, ALL)
• Hewlett Packard Graphics Language (HP, HPGL, HGL, HPG, PLT, 002, 2)
• Hewlett Packard Graphics Language 2 (HP, HPGL, HGL, HP2, HPG, PLT, 002 2)
• Hewlett Packard ME10 (MI)
• Hypertext Markup Language (HTM, HTML 1.0 to 3.0)
• Hypertext Markup Language (HTM, HTML, CSS, ALL)
• IBM FFT (All)
• IBM Graphics Data TYPE GDF (1)
• IBM Picture Interchange TYPE (PIF, 1)
• IBM Revisable Form Text (All)
• IBM Writing Assistant (1.01)
• Initial Graphics Exchange Specification (IGES, 5.1)
• Initial Graphics Exchange Specification (IGES, IGS)
• Intergraph MicroStation Drawing (DGN)
• Intergraph MicroStation Plot (0)
• Joint Photographic Experts Group (JPEG, JPEG, JPE)
• JustWrite (1.0 to 3.0)
• Kodak Flash Pix (FPX)
• Kodak Photo CD (PCD, 1)
• Legacy (LEG, 1.0 to 1.1)
• Lotus 1-2-3 (DOS & Windows) (WK1, WK3, WK4, WKS 1.0 to 5.0)
• Lotus 1-2-3 (OS/2) (1.0 to 2.0)
• Lotus 1-2-3 Charts (DOS & Windows) (WK1, WK3, WK4, WKS, 1.0 to 5.0)
• Lotus 1-2-3 for SmartSuite (WK1, WK3, WK4, WKS, 97 to 9.6)
• Lotus AMI/AMI Professional (1.0 to 3.1)
• Lotus Manuscript (2)
• Lotus Music (3)
• Lotus PIC
• Lotus Snapshot (All)
• Lotus Symphony (1.0, 1.1, 2.0)
• Lotus Word Pro (96 to 9.6)
• LZA Self Extracting Compress
• Macintosh PICT1 & PICT2 (Bitmap only)
• MacPaint (PNTG)
• MacWrite II (1.1)
• MASS11 (M11, 1.0 to 8.0)
• Micrografx Designer (DRW, 1.0 to 3.1)
• Micrografx Designer (DSF, 6)
• Micrografx Draw (DRW, 1.0 to 4.0)
• Microsoft Access (1.0 to 2.0)
• Microsoft Binder (OBD, 7.0 to 97)
• Microsoft Excel Charts (XLS, XLC, XLT, XLW, 2.x to 7.0)
• Microsoft Excel for Windows (XML, 2003)
• Microsoft Excel for Windows (2.2 to 2003)
• Microsoft Excel Macintosh (3.0 to 4.0, 98, 2001)
• Microsoft Multiplan (4)
• Microsoft Outlook Message (MSG, Text only)
• Microsoft Outlook Message (MSG, ALL)
• Microsoft PowerPoint for Mac (4.0 to 2001)
• Microsoft PowerPoint for Windows (PPT, PPS, 3.0 to 2003)
• Microsoft Project (98 Text only)
• Microsoft Project (2002)
• Microsoft Publisher (PUB, 97 to 2003)
• Microsoft Rich Text TYPE (RTF, ALL)
• Microsoft Snapshot Viewer (SNP, 9.0 to 11)
• Microsoft Windows Write (1.0 to 3.0)
• Microsoft Word (DOC, 1.0 to 6.0)
• Microsoft Word for Mac (MCW, 3.0 to 4.0, 98, 2001)
• Microsoft Word for Windows (XML, 2003)
• Microsoft Word for Windows (1.0 to 2003)
• Microsoft WordPad (RTF, ALL)
• Microsoft Works (1.0 to 2.0)
• Microsoft Works (DOS) (1.0 to 2.0)
• Microsoft Works (Mac) (1.0 to 2.0)
• Microsoft Works for Mac (1.0 to 2.0)
• Microsoft Works for Windows (WPS, 1.0 to 4.0)
• MIME Text Mail
• Mosaic Twin (2.5)
• MPEG 4 (supplemental materials only) (MP4)
• MultiMate (1.0 to 4.0)
• Navy DIF (All)
• Nota Bene (3)
• Novell Perfect Works (2)
• Novell Perfect Works (Draw) (2)
• Novell Quattro Pro for DOS (WB1, 1.0 to 5.0)
• Office Writer (4.0 to 6.0)
• OrCAD (DSN, 7.0 to 9.2.3)
• OS/2 2 PM Metafile (MET, 3)
• Paint Shop Pro 6 Win32 only (PSP, 5.0 to 6.0)
• Paradox (DOS) (1.0 to 4.0)
• Paradox (Windows) (1.0 to 1.0)
• Parasolids Binary (X_B)
• PC Paintbrush PCX
• PC Paintbrush DCX
• PC-File Letter (1.0 to 5.0)
• Personal R:BASE (1)
• PFS:Professional Plan (1)
• PFS:Write (A, B, C)
• PKWARE Archive (ZIP, ALL)
• Portable Bitmap (PBM, ALL)
• Portable Graymap (PGM, ALL)
• Portable Network Graphics (PNG, 1)
• Portable Pixmap (PPM, ALL)
• Postscript (PS, Level II)
• Postscript (PS, Level II, III)
• Pro/Engineer (ASM, FRM, PRT, 18 to 2001)
• Pro/Engineer (DRW, 18 to 2001)
• Professional Write (1.0 to 2.1)
• Professional Write Plus (1)
• Q & A (1.0 to 2.0)
Are there any file types that are unacceptable?
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- Chemdraw
- EPS
- LaTex

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- Q & A Write for Windows (3)
- R:BASE 5000 (1.0 to 3.1)
- R:BASE System V (1)
- Reflex (2)
- Samna Word (1.0 to IV+)
- Seagate Crystal Reports RPT (4.6.1)
- Seagate Crystal Reports RPT (All)
- SmartWare II DEF (1.02)
- SolidWorks 2D/3D (SLDDRW, SLDPRF)
- Sprint (1.0 to 1.0)
- StarOffice Calc for Windows (5.2)
- StarOffice Impress for Windows (5.2)
- StarOffice Write for Windows (5.2)
- Sun Raster (SRS, All)
- SuperCalc 5 (4)
- Tagged Image File (TIF, SEP, TIFF, FAX, 1.0 to 6)
- Total Word (1.2)
- Truevision Targa (TGA, VDA, VST, 2)
- Unicode Text (All)
- Unigraphics (PRT)
- Unigraphics SolidEdge 2D/3D (DFT, PAR)
- LZW Compression
- UNIX Compress (GZ)
- UNIX TAR
- UUEncode
- vCard (VCF, 2.1)
- Visio (VSD, 5)
- Visio (VSD, All)
- Visio (preview) (4)
- Volkswriter (3 & 4, 1.0 to 1.0)
- VP Planner (3D, 1)
- Wang PC (IWP, 1.0 to 2.6)
- WBMP (All)
- Windows Enhanced Metafile (EMF, All)
- Windows Metafile (WMF, All)
- Wireless Markup Language (WML 5.2)
- WordMARC (1.0 to Composer)
- WordPerfect Graphics (WPG, WPG2, 1.0 to 2.0)
- WordStar (1.0 to 7.0)
- WordStar 2000 (DOC, 1.0 to 3.0)
- WordStar for Windows (DOC, 1)
- X-Windows Bitmap (XBM, x10 compatible)
- X-Windows Dump (XDM, x10 compatible)
- X-Windows Pixmap (XPM, x10 compatible)
- XyWrite (XYP, 1.0 to III Plus)
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4. Continue to the ‘Choose reviewer’ area and designate a reviewer for this submission. We recommend that you designate yourself as the reviewer, although you may also choose to designate another manuscript author. This author must also have a PMC Canada account.
5. In the ‘Release delay’ area, select the number of months that should elapse before your manuscript is released to PMC Canada (CIHR specifies the deposit should be made within twelve months of publication.)
6. Click the ‘Approve’ button.

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Please contact the PMC Canada Help Desk to report any system delays.

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How do I set the release delay?
At the bottom of the ‘Review and Approve Submission’ screen, you will see a ‘Release Delay’ area along with the sentence ‘Release to PubMed Central [drop-down menu] after publication in the journal.’

The Principal Investigator (PI) may select an immediate release (no delay), or a delay of up to 12 months from the date the article was originally published. You should set the delay period according to the publisher's requirements.

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No.
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We recommend that you designate yourself as the reviewer. If you prefer, you may designate another person to act as the reviewer, although this individual must a) hold a PMC Canada account and b) they must be an author of the manuscript. The reviewer is responsible for approving the PDF Receipt and the web version of the manuscript.

Is it possible to select another author as a reviewer if s/he doesn’t have a PMC Canada Manuscript Submission account?
No. Only authors who hold a PMC Canada account may review a manuscript.

Approve the Submission Statement and Privacy Notice Statement

What is the PMC Canada Submission Statement to which I must agree?
I hereby submit an electronic version of my final manuscript that is the result of research supported, in whole or in part, by the Canadian Institutes of Health Research.

This manuscript has been accepted for publication in (JOURNAL NAME) and includes all modifications resulting from the peer review process.

The manuscript contains confidential information and I request that it not be disclosed prior to the time indicated below.

I request that this manuscript be publicly accessible through PubMed Central (EMBARGO PERIOD) after the publisher’s official date of final publication and I confirm that the publisher is aware of, and has agreed to, this action.

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The National Research Council’s Canada Institute for Scientific and Technical Information (NRC-CISTI), the Canadian Institutes of Health Research (CIHR), and the US National Library of Medicine (NLM) have jointly established PMC Canada. PMC Canada is a national digital repository of peer-reviewed health and life sciences literature, including research resulting from CIHR funding. PMC Canada is operated and maintained by NRC-CISTI in accordance with its mandate and legislative authority.

The PMC Canada Manuscript Submission System supports CIHR’s Open Access Policy, under which grant recipients are required to ensure that their peer reviewed publications are freely accessible online within 12 months of publication. Manuscripts submitted to PMC Canada shall also appear in PMC (US), hosted by the National Library of Medicine (NLM). It must be noted that, as a US organization, the NLM is subject to extraterritorial laws and legislation.

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
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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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If you need to upload a corrected version of your manuscript, please send it to the PMC Canada Help Desk. Include the CAMSID # of your submission in the subject line and indicate in the body of the e-mail that you want to replace the submitted manuscript with the one attached to the e-mail. We will remove the submitted manuscript and replace it with the corrected version.

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The Manuscript Submission System will automatically release the manuscript to the PMC Canada repository when:

1. The System has matched the manuscript with a PubMed ID (PMID) AND
2. The release delay or embargo period has passed

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If you become aware that your manuscript has been matched to a PMID but your article has not yet been released to PMC Canada, please contact the PMC Canada Help Desk.

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The publisher submission process

How does a publisher deposit publications into PMC Canada?

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- By bulk deposit via FTP (requires the publisher to obtain a PMC Canada Manuscript Submission System account; please consult the Accounts section for information on setting up an account);
- By obtaining an automatic deposit agreement with PMC (U.S./Canada)

Bulk deposit via FTP

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3. Sample files should be deposited in accordance with instructions provided in the NIHMS ‘Bulk Upload Information Package’ (which publishers will receive upon getting an account);
4. Files will be evaluated by the PMC Canada Team to ensure that:
   a. All required files have been supplied and are correctly named
   b. The XML/SGML parses correctly according to the NLM DTD
   c. The line presentation of an article, as generated from the XML/SGML and associated image files, is an accurate and complete rendering of the publication.
5. The author or PI will have to attach their CIHR grant number to their publication, approve the PDF Receipt and web version of the manuscript.
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Automatic deposit agreement with PMC (U.S.)
Publishers who wish to participate in PMC should see the 'How to join PMC guide' on the National Center for Biotechnology Information (NCBI) website.

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Publishers who wish to participate in PubMed Central should see the 'How to join PMC guide' at the National Center for Biotechnology Information (NCBI) website.

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The PMC Canada Manuscript Submission System recognizes duplicate manuscripts and alerts PMC Canada staff to the problem. The publisher version will always be chosen over the author-submitted version, and the author-submitted version will be removed from the System.
Glossary

**Accepted Manuscript** – The manuscript version that has been accepted by a publisher. It includes all the modifications made in response to the peer-review process.

**Author's Pre-Print** – The version of an article that an author submits for peer-review.

**Author's Post-Print (See Accepted Manuscript)**

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**CIHR Open Access Policy** – The Canadian Institutes of Health Research’s policy that requires funding recipients to make their peer-reviewed publications available to all Canadians. The policy states that CIHR-funded research must be freely accessible through the publisher’s website or an online repository within 12 months of publication.

**Delay Period (See “Embargo Period”)**

**Embargo Period** – The delay/embargo period is the interval between a manuscript's final publication date and when the author-supplied version will appear publicly in PMC Canada. The embargo period is determined and registered in the PMC Canada manuscript submission system by the manuscript's Principal Investigator (PI) based on the agreement between the publisher and the PI.

**Manuscript Submission System** – The online interface that allows CIHR Principal Investigators to deposit their manuscripts, monitor their submissions, and link their published papers to grants.

**NCBI (National Center for Biotechnology Information)** – A segment of the National Library of Medicine that provides public access to numerous molecular biology databases and information sources.
**NLM (National Library of Medicine)** – The world’s largest biomedical library and the original developer of PubMed.

**PMC (PubMed Central)** – A free, full-text archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health’s National Library of Medicine. In addition to providing access to select journals, PMC also displays content uploaded through its affiliated sites, Europe PMC and PMC Canada.

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**Release Delay (See “Embargo Period”)**

**Web Version** – The unpublished version of the article which has been formatted for the web. This version must be approved by the submitter in the manuscript submission system before the article can be made available online.