



# PubMed Central Canada Manuscript Submission Tutorial

**How to submit a manuscript to PubMed Central Canada  
as the Principal Investigator**

**BEFORE YOU GET STARTED:**

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

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

# Login

PMC Canada manuscript submission system: [https://capmc.ca/index\\_en.html](https://capmc.ca/index_en.html)

The screenshot shows the login interface for PubMed Central Canada. At the top, there are language options for English and Français. Below this is the PubMed CENTRAL CANADA logo. A dark grey bar contains the text "Log In". The main form area includes a "Login:" label, a text input field containing "jane\_doe@email.ca", a "Password:" label, a password input field with masked characters, and a "Show Details" checkbox. Below the form are three buttons: "Login", "Find my account", and "Reset password". Two orange callout boxes provide instructions: one pointing to the input fields with the text "1. Enter your Username and Password.", and another pointing to the "Login" button with the text "2. Click on Login".

# Manuscript List

PubMed CENTRAL  
C A N A D A

Français

## Manuscript Submission System

### Manuscript List for Jane Doe

**Start Here** → **Submit New Manuscript**

Attention (0) | Optional (0) | In process (0) | Completed (0) | Published (0)

**No manuscripts that require your attention**

[I don't see one of my manuscripts.](#)

# Manuscript Submission Overview

The screenshot shows the 'Manuscript Submission Overview' page. At the top left is the PubMed Central Canada logo with a 'Français' link. The top right shows the user 'Jane Doe' and a 'Log off' link. Below the navigation bar are links for 'My Manuscripts', 'Grants Reporting', and 'Preferences'. The main heading is 'Manuscript Submission Overview'. Underneath, there are two columns of content. The left column is titled 'Overview of the manuscript submission process' and lists three steps: 'Set up manuscript', 'Approve PDF Receipt', and 'Approve web version'. The right column is titled 'Before you get started' and lists required information: 'journal name', 'manuscript title', 'grant numbers', and 'manuscript files'. A 'Cancel Submission' button is located at the bottom left, and a 'Continue' button is at the bottom right. Two orange callout boxes provide instructions: '1. Read the Manuscript Submission Overview' points to the main heading, and '2. Click on Continue' points to the 'Continue' button.

1. Read the **Manuscript Submission Overview**

2. Click on **Continue**

# Journal & Title

The screenshot shows the 'Manuscript Submission System' interface. At the top left is the PubMed Central Canada logo with a 'Français' link. The user 'Jane Doe' is logged in, with 'Log off' and navigation links for 'My Manuscripts', 'Grants Reporting', and 'Preferences'. The main heading is 'New manuscript' with a progress bar showing steps: 1 Journal & Title, 2 Grants/Projects, 3 Files, 4 Summary, and 5 PDF Approval. The current step is 'Enter journal name and article title'. Below this, there are two tabs: 'Enter manually' and 'Lookup article'. The 'Journal' field contains 'Journal of public health policy' and the 'Manuscript Title' field contains 'Public health policy today'. A blue callout box points to the 'Lookup article' tab with the text: 'NOTE: If the publication is already available in PubMed, you can use the **Lookup article** tab to find the article information.' Three orange callout boxes provide instructions: '1. Enter the **Journal** name.' points to the journal field; '2. Enter the **Manuscript Title**.' points to the manuscript title field; and '3. Click on **Next: Grant Info**.' points to a button on the right. At the bottom left is a 'Cancel Submission' button. At the bottom of the page, there are two informational messages: 'The NIH CIHR Policy on Access to Research Outputs requires the submission of articles... for publication on or after January 1, 2008.' and 'Please do not submit material that is not peer reviewed (editorials, commentaries...)'.

# Grants / Projects

PubMed CENTRAL  
C A N A D A

Manuscript Submission System

Public health policy today  
Journal: [J Public Health Policy](#) CAPMCIID # 179

1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5

Please designate all qualified mechanisms of support for this manuscript.

Grantee/Investigator	Grants/Projects	Actions						
Jane Doe	<table border="1"><thead><tr><th>Select</th><th>Grant #</th><th>Title</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>6868688</td><td>Public Health Policy</td></tr></tbody></table>	Select	Grant #	Title	<input checked="" type="checkbox"/>	6868688	Public Health Policy	X
Select	Grant #	Title						
<input checked="" type="checkbox"/>	6868688	Public Health Policy						

What if a grant or project that supported this manuscript is not on this list?

Search Grants/Projects

First name  Last name  Search

ID #

Please note that when searching for a grant using the name of a grantee, "First name" can only be used in support of "Last name". The grant will be numeric.

Save & Exit Cancel Submission

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**.

2. Click on **Next: Upload Files**.

Prev: Manuscript Info Next: Upload Files

# Upload Files

PubMed CENTRAL CANADA Français Jane Doe Log off

Manuscript Submission System My Manuscripts Grants Reporting Preferences

Public health policy today  
Journal: [J Public Health Policy](#) CAPMCID # 179

1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5 PDF Approval

## Upload files

Upload all files that make up your manuscript, providing appropriate file type and label for each file. You can upload multiple files at once.

1. Next to the **Manuscript Text** field, click on **Browse**.

Type	Label	Name	Size, KB	Uploaded	Remove
Manuscript Text *		<input type="text"/> Browse...			<input type="checkbox"/>
Figure	<input type="text"/>	<input type="text"/> Browse...			<input type="checkbox"/>
Table	<input type="text"/>	<input type="text"/> Browse...			<input type="checkbox"/>
Supplementary Data	<input type="text"/>	<input type="text"/> Browse...			<input type="checkbox"/>

Add another [Manuscript Text](#), [Figure](#), [Table](#), [Supplementary Data](#) to the table.

1. Locate the manuscript file in the **File Upload** window and click on **Open**

2. Click on **Open**

File Upload

Look in: My Manuscript Files

Manuscript.docx

File name: Manuscript.docx

Files of type: All Files

Open Cancel

Manuscript Files

Type	Size, KB	Uploaded	Remove
Manuscript Text			X
Figure			X
Table			X
Supplementary Data			X

Add another [Manuscript Text](#), [Figure](#), [Table](#), [Supplementary Data](#) to the table.

Upload Files

Save & Exit

Prev: Grant Info Next: Summary



## Manuscript Submission System

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1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5

### Upload files

Upload each file as a separate manuscript, providing appropriate file type and label once.

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).

- [What file types can I use?](#)
- [What should I enter in the label field?](#)

Type	Label	Name	Size, KB	Uploaded	Remove
Manuscript Text*		G:\Projects\PJ07019_PubMed Central Canada Browse...			X
Figure	1	G:\Projects\PJ07019_PubMed Central Canada Browse...			X
Table	1	G:\Projects\PJ07019_PubMed Central Canada Browse...			X
Supplementary Data		Browse...			X

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

Add another [Manuscript Text](#), [Figure](#), [Table](#), [Supplementary Data](#) to the table.

Upload Files

Save & Exit

NOTE: To add multiple figures or tables, use the **Add another** feature.

Prev: Grant Info **Next: Summary**

# Manuscript Summary

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Manuscript Submission System My Manuscripts Grants Reporting Preferences

Public health policy today  
Journal: [J Public Health Policy](#) CAPMCID # 179

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## Manuscript Summary

Status: Submission data review  
Journal: Journal of public health policy  
Manuscript Title: Public health policy today  
CAPMCID #: 179

Funding

Role	Name	E-mail	Grant #	Grant Title
	Jane Doe	<a href="mailto:martina.plejic@nrc-cnrc.gc.ca">martina.plejic@nrc-cnrc.gc.ca</a>	6868688	Public Health Policy

Manuscript Files

Type	Figure/Table #	Filename	Size KB	Unloaded
Manuscript Text		Manuscript.docx		
Figure	1	Figure1.JPG		
Table	1	Table 1.docx	11.9	2008-04-30 14:58

Exit

Prev: Upload Files Next: PDF Approval

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.

# Review & Approve Submission

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Journal: [J Public Health Policy](#) CAPMCID # 179

1 Journal & Title 2 Grants/Projects 3 Files 4

## Review and Approve Submission

This PDF Receipt is a concatenated document of all the files (e.g., supplementary files) that you have uploaded. ([Details](#))

**Review** → [PDF Receipt](#)

By checking this box I **certify** that this manuscript submission includes all referred supplemental materials.  
[What if the PDF Receipt has not generated properly or I need to change the files?](#)

**Grants (Edit)**

Grantee	Grant #	Title
Jane Doe	6868688	Public Health Policy

**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						
<input checked="" type="radio"/>	Me (Jane Doe)						
<input type="radio"/>	<table border="1"><thead><tr><th>First Name</th><th>Last Name</th><th>E-mail</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	First Name	Last Name	E-mail	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	E-mail					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

Public health policy today  
Journal: [J Public Health Policy](#) CAPMCID # 179

1 Journal & Title 2 Grants/Projects 3 Files 4 Summary 5

## Review and Approve Submission

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

**Review** →  PDF Receipt

By checking this box I certify that this submission is my original work and I have the right to publish it.

[What if the PDF Receipt has not generated?](#)

**Grants (Edit)**

Grantee	Grant #	Title
Jane Doe	6868638	Public Health Policy

**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						
<input checked="" type="radio"/>	Me (Jane Doe)						
<input type="radio"/>	<table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>E-mail</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	First Name	Last Name	E-mail	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	E-mail					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

**Release delay** → Release to PubMed Central  after publication in the journal.


[Go to Manuscript List](#) [Prev: Summary](#) [Approve](#)

NIHMS179.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 8 67.4% Find

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**IRSC CIHR**

**Manuscript Information / Information sur le manuscrit**

Journal / Revue : Journal of public health policy  
 Manuscript # / N° du 179  
 manuscrit :  
 Manuscript Title / Titre du Public health policy today  
 manuscrit :  
 Principal Investigator / Jane Doe (martina.plejic@nrc-cnrc.gc.ca)  
 Chercheur principal :  
 Submitter / Déposant : Jane Doe (martina.plejic@nrc-cnrc.gc.ca)

**Grant/Project Information / Information sur le projet / la subvention**

Name / Nom	Support # / N° de la subvention	Title / Titre
Jane Doe	6868688	Public Health Policy

**Manuscript Files / Fichiers du manuscrit**

Type	Fig/Table # / N° de la Figure / du tableau	Filename / Nom du fichier	Size / Taille	Uploaded / Téléversement
manuscript		Manuscript.docx	20756	2009-12-03 16:24:58
figure	1	Figure1.JPG	240170	2009-12-03 16:24:58
table	1	Table 1.docx	12154	2009-12-03 16:24:58

1. Review the PDF file to ensure that the submitted information is correct.



## Review and Approve Submission

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Review →



1. Select the checkbox to indicate that the PDF Receipt has been reviewed

By checking this box I certify that this manuscript submission includes all referred supplemental materials.

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Grants (Edit)

Grantee	Grant #	Title
Jane Doe	6868688	Public Health Policy

Choose reviewer →

Please designate a reviewer for this submission. The reviewer must be an author of the manuscript. The reviewer will be responsible for approving the PMC-ready web version of the 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.

Select	Reviewer	First Name	E-mail
<input checked="" type="radio"/>	Me (Jane Doe)		
<input type="radio"/>			

2. Specify the Release delay using the drop down menu.

- Immediately
- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- 7 months
- 8 months
- 9 months
- 10 months
- 11 months
- 12 months

Release delay →

Release to PubMed Central 12 months after publication in the journal.

3. Click on Approve

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# Review of the PMC Canada Submission Statement

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Franglais

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Journal: [J Public Health Policy](#) CAPMCID # 179

## PubMed Central Canada Submission Statement and Privacy Notice Statement

### Submission Statement

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 of public health policy** 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 **12 months** after the publisher's official date of final publication and I confirm that the publisher is aware of, and has agreed to, this action.

### Privacy Notice Statement

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 PubMed Central Canada (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 [Policy on Access to Research Outputs](#), under which grant recipients are required to ensure that their peer reviewed publications are freely accessible online within six months of publication. Manuscripts submitted to PMC Canada shall also appear in PubMed Central 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.

1. Read the PMC Canada Submission Statement and Privacy Notice Statement.

The PMC Canada manuscript submission system supports CIHR's [Policy on Access to Research Outputs](#), under which grant recipients are required to ensure that their peer reviewed publications are freely accessible online within six months of publication. Manuscripts submitted to PMC Canada shall also appear in PubMed Central 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 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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If you require clarification about this Statement, contact the NRC-CISTI Privacy Coordinator at [1.613.949.7684](tel:16139497684) for more information on privacy issues and the Privacy Act in general, consult the Privacy Commissioner at [1.800.282.1376](tel:18002821376). For more details on PMC Canada visit <http://pubmedcentralcanada.ca>.

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.

Change Release Date

**2. Click on **Agree** to indicate you agree with the statements.**

Disagree Agree

# Submission Complete

You have now completed the process.

PubMed CENTRAL CANADA Français Jane Doe Log off

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Public health policy today  
Journal: [J Public Health Policy](#) CAPMCID # 179

**Manuscript accepted for CAPMC processing**

Review Status

Role	Submitter	Approval	Date
Submitting PI	Jane Doe	Yes	2009-12-04 10:51:55

grant Information

Principal Investigator	Grant #	Grant Title
Jane Doe	6868688	Public Health Policy

[What's next?](#)

The PDF Receipt has received final approval from the Corresponding PI.  
At this time, **you are done.**

- CAPMC will now send the manuscript to be converted into its web version.
- You will be notified by e-mail when the Web Proof is ready for you to review.
- Once you have approved your manuscript's Web Proof, it will be loaded into PubMed Central following the specified delay period (if any).

Log Off

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