**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
1. Enter your Username and Password.

2. Click on Login
Manuscript List

1. Click on Submit New Manuscript.
Manuscript Submission Overview

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.
Manuscript Summary

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

1. Click on the PDF Receipt to open the PDF of your manuscript submission to review it.
Review and Approve Submission

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

1. Click OK.

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.

Review delay

Release to PubMed Central after publication in the journal.
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 **Release delay** using the drop down menu.

3. Click on **Approve**.
1. Read the PMC Canada Submission Statement and Privacy Notice Statement.
2. Click on Agree to indicate you agree with the statements.
Submission Complete

You have now completed the process.

You can choose to Log Off at the top right hand side of the page.

Or you can Go to Manuscript List to see all of the manuscripts you have submitted.