

My Bibliography

Created: December 13, 2010; Revised: June 28, 2021.

My Bibliography is a reference tool that helps you save your citations from PubMed or, if not found there, to manually upload a citations file, or to enter citation information using My Bibliography templates. My Bibliography provides a centralized place for your publications where citations are easily accessed, exported as a file, and made public to share with others.

When linked to an eRA account, My Bibliography includes more features which allow eRA Commons users to see whether their publications comply with the NIH Public Access Policy, to start the compliance process for their publications, and to associate their publications to awards. In addition, [HRA](#) grantees can associate their publications to their HRA awards in My Bibliography.

NCBI started the transition to use only federated account credentials for NCBI account login on June 1st, 2021. The deadline for transitioning all NCBI accounts to 3rd-party only login is June 2022. Please read the below FAQs and write to info@ncbi.nlm.nih.gov if you have any questions.

<https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs>

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Creating a Bibliography

There are four options to populate a My Bibliography collection with author-specific citations: directly from PubMed, using a search tool in My Bibliography to add PubMed citations, uploading citations from a file, or using a template for publications not found in PubMed. Citations to articles published by other authors can be stored in a [My NCBI collection](#).

- Adding Citations directly from PubMed
- Adding PubMed Citations in My Bibliography
- Adding Citations from a File
- Adding Citations Manually

Adding Citations Directly from PubMed

1. Sign in to My NCBI.
2. Run an author search.
3. Select the citations you want to add to My Bibliography, and then click the “Send to” button to expand the drop-down menu
4. Select “My Bibliography”

PubMed.gov search results for 'trevor r smith'. The 'Send to' button is highlighted, and a dropdown menu is open with 'My Bibliography' selected and circled in orange. The page shows 22 results, with the first two results visible. The first result is 'Oral nutritional supplements in a randomised trial are more effective than dietary...'. The second result is 'Cost-effectiveness of oral nutritional supplements in older malnourished care home residents.'

5. In the “Add to My Bibliography” page, click Add to save the selected citations to your My Bibliography collection.

Add to My Bibliography

Selection: Selection (2)

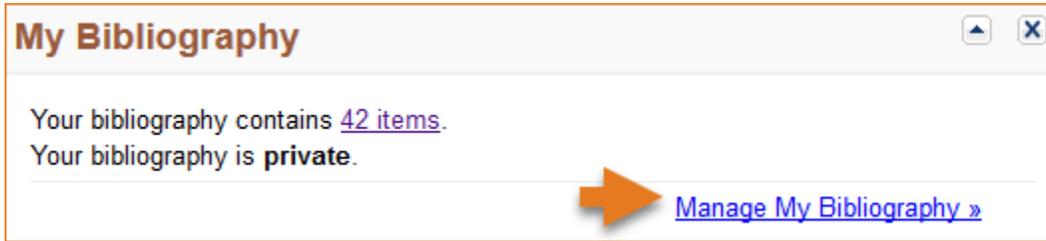
My Bibliography

Add Cancel

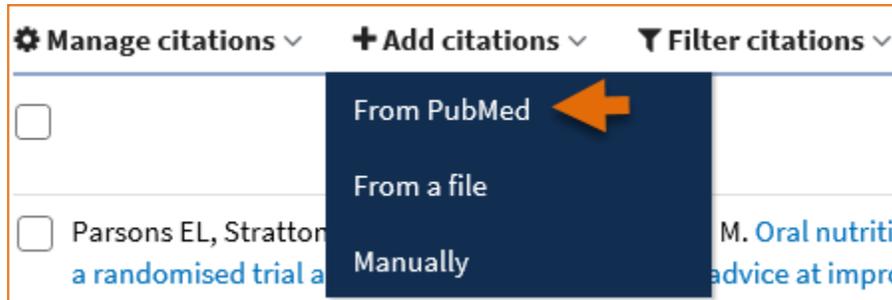
Adding PubMed Citations in My Bibliography

Use the **My Bibliography search tool** to add PubMed citations:

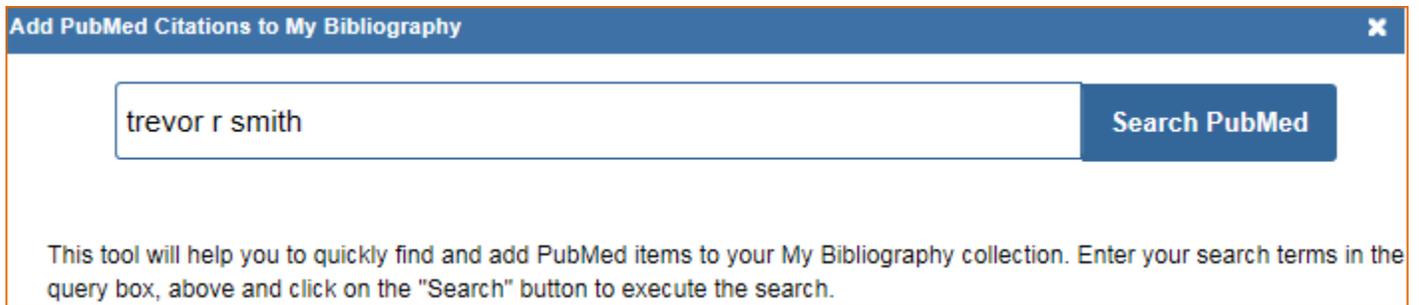
- 1 Sign in to My NCBI and go to My Bibliography. Click “Manage My Bibliography.”



2. Click on '+Add citations' and select 'From PubMed'



3. Enter an author full name, or last name and initials in the search box, and click "Search PubMed."



4. Select the citations you wish to add to your My Bibliography collection and click "Add to My Bibliography." Close the window and the newly added citations will immediately display in My Bibliography.

Add PubMed Citations to My Bibliography

Search Results 21 items

- [DMAb inoculation of synthetic cross reactive antibodies protects against lethal influenza A and B infections.](#)
Elliott STC, et al. NPJ Vaccines. 2017
- [An engineered bispecific DNA-encoded IgG antibody protects against Pseudomonas aeruginosa in a pneumonia challenge model.](#)
Patel A, et al. Nat Commun. 2017
- [Nucleic acid-based vaccines targeting respiratory syncytial virus: Delivering the goods.](#)
Smith TRF, et al. Hum Vaccin Immunother. 2017
- [Development of an intradermal DNA vaccine delivery strategy to achieve single-dose immunity against respiratory syncytial virus.](#)
Smith TRF, et al. Vaccine. 2017
- [Cost-effectiveness of oral nutritional supplements in older malnourished care home residents.](#)
Elia M, et al. Clin Nutr. 2018
- [Characterization of guinea pig T cell responses elicited after EP-assisted delivery of DNA vaccines to the skin.](#)
Schultheis K, et al. Vaccine. 2017

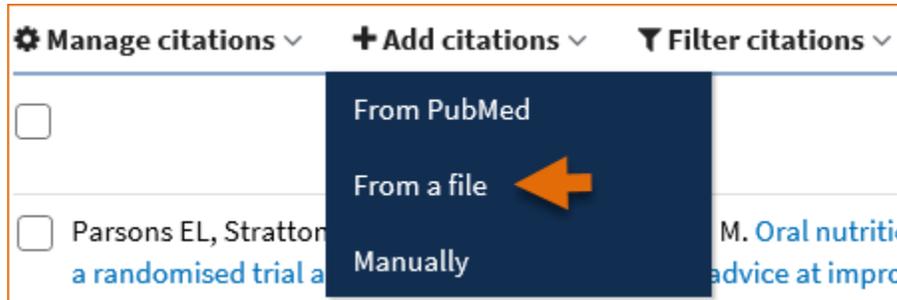
2 item(s) selected

Adding Citations from a File

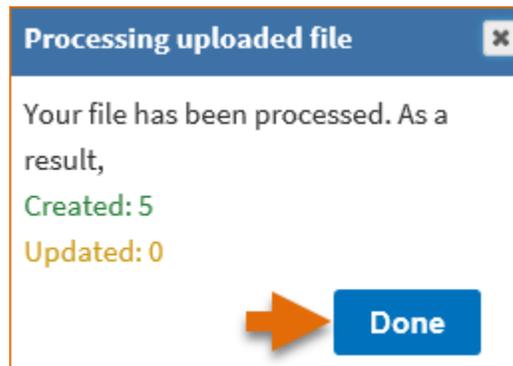
Use a file that has your article citations in either the MEDLINE or RIS format to add citations to your My Bibliography collection.

1. Sign in to My NCBI and go to My Bibliography. Click “Manage My Bibliography.”

2. Click on '+Add citations' and select 'From a file.'



3. Upload a file with citations in either MEDLINE or RIS format. A confirmation message indicates the number of citations added to your My Bibliography collection.

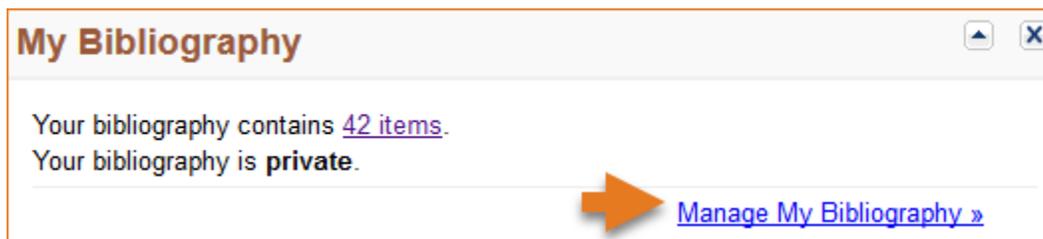


4. In the cases where a file has citations in a format other than MEDLINE or RIS, a message will indicate that the format is not supported.

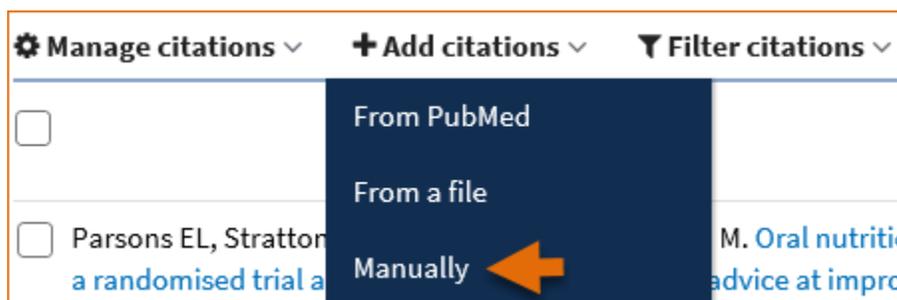
Adding Citations Manually

Use **My Bibliography templates** to create citations for publications not found in PubMed:

- 1 Sign in to My NCBI and go to My Bibliography. Click "Manage My Bibliography."



2. Click on '+Add citations' and select 'Manually.'



3. Select the type of publication to be entered manually: journal articles, books/chapters, meeting abstracts, presentations, patents, dataset/database, software, preprint articles and non-standard citations. Enter the publication information in the fields provided. All required fields are denoted with a red asterisk.

Add citation manually

Choose the type of citation to create:

- Journal article that does not appear in PubMed
- Books and chapters
- Meeting abstracts
- Presentations
- Patents
- Dataset or database
- Software
- Preprint
- Other(non - standard citation)

* Required field

Author: First Name, MI, Last Name

[Add Another Author](#)

Journal *

Publication Date: DD YYYY *

Forthcoming

Volume Issue Page

URL

Unique ID Type: PMID

[Add Citation](#) [Cancel](#)

My Bibliography has multiple templates with fields pertinent to each type of publication (see list in the image above). For example, to enter information for preprint articles:

1. Click on '+Add citations' and select 'Manually.'
2. Select the option "Preprint." All required fields are denoted with a red asterisk.
3. Enter the research manuscript title and author(s) name(s).
4. Enter the manuscript posted date. Enter revision date (if available).
5. Enter the preprint server or repository name where the manuscript is stored.
6. Enter the work assigned DOI. Note that NIH preference is to include DOI information. For further information on requirements, see the NIH Grants [FAQ for Interim Research Products](#).

Add citation manually

Choose the type of citation to create:

Preprint

* Required field [Clear all fields](#)

Title of work *

Author *

[Add Another Author](#)

Posted Date *

Revision/Update Date

Repository *

Unique ID Type

URL

Archive ID

Version

Extent



Viewing Citations and Making Citations Private

Sign in to My NCBI. To view all citations available in your bibliography, click “Manage My Bibliography” or the items number link.

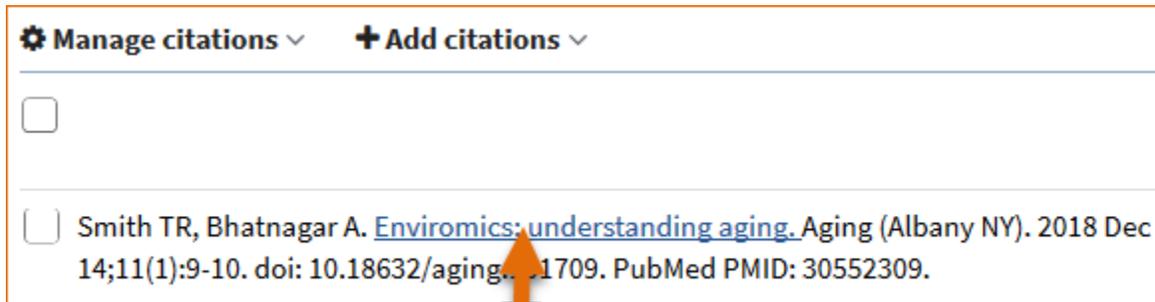
My Bibliography

Your bibliography contains [42 items](#).

Your bibliography is **private**.

 [Manage My Bibliography »](#)

My Bibliography displays citations that are included in PubMed, not published in PubMed and uploaded using a file, or created manually using My Bibliography templates. **Citations included in PubMed have hyperlinked article titles.** Click on each article title to view all information related to a citation that is found in the corresponding PubMed record.

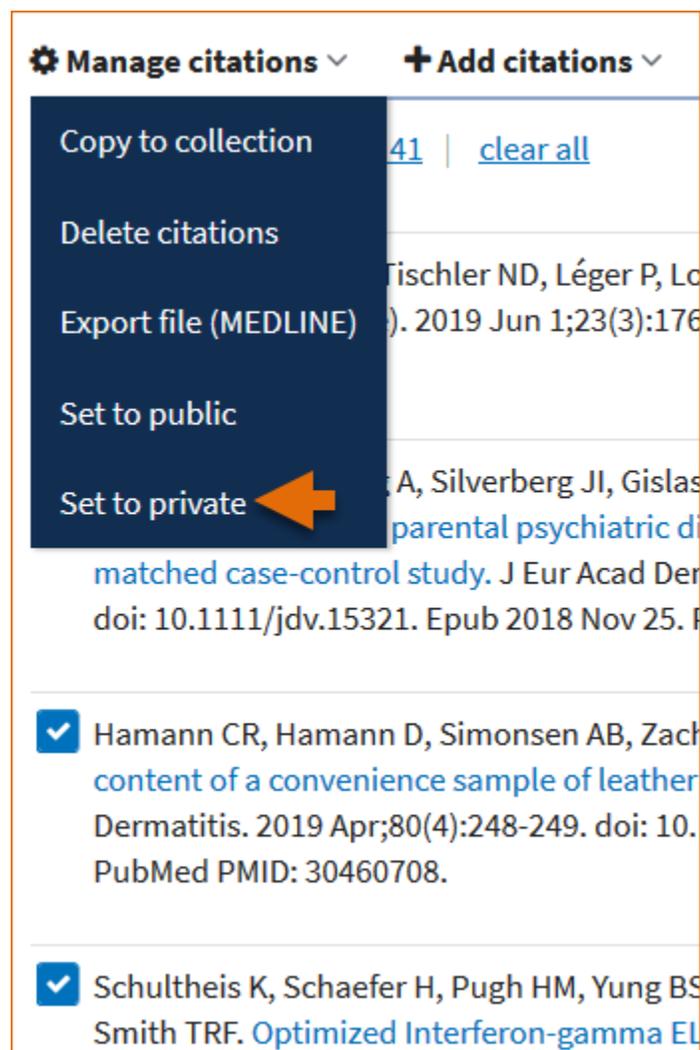


⚙️ Manage citations ▾ + Add citations ▾

Smith TR, Bhatnagar A. [Enviromics: understanding aging](#). Aging (Albany NY). 2018 Dec 14;11(1):9-10. doi: 10.18632/aging.11709. PubMed PMID: 30552309.

When a My Bibliography collection is set as public to [share with others](#), a URL is provided to a public view of your bibliography. The public view page displays all the citations stored in your My Bibliography collection. Using the **Set to private** option in Manage citations you can select citations to label as private which will not be displayed in My Bibliography's public view page.

To **label citations as private**, select the citations to omit from your bibliography public view page and click the option **Set to private** under Manage citations.



⚙️ Manage citations ▾ + Add citations ▾

Copy to collection 41 | [clear all](#)

Delete citations

Export file (MEDLINE)

Set to public

Set to private ←

Hamann CR, Hamann D, Simonsen AB, Zach [content of a convenience sample of leather](#) Dermatitis. 2019 Apr;80(4):248-249. doi: 10. PubMed PMID: 30460708.

Schultheis K, Schaefer H, Pugh HM, Yung BS Smith TRF. [Optimized Interferon-gamma EL](#)

In your My Bibliography collection page the selected citations will be labeled “private,” as shown below. These citations will not display in your bibliography public page.



Two citations are shown, each with a checked checkbox and a 'Private' label below it:

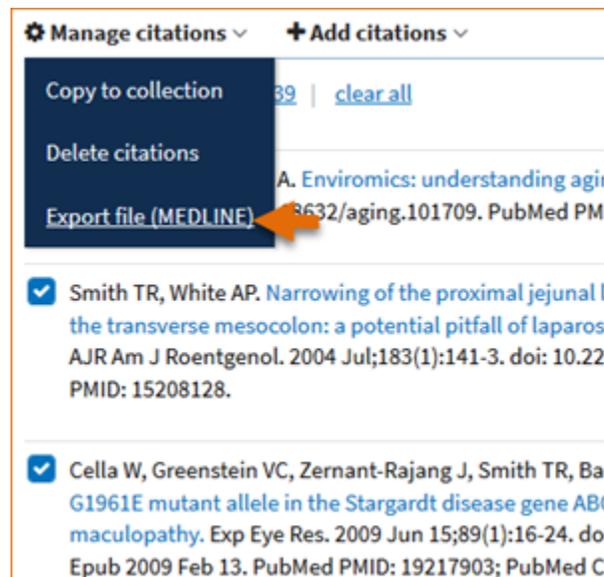
- Hamann CR, Hamann D, Simonsen AB, Z...
content of a convenience sample of leath...
Dermatitis. 2019 Apr;80(4):248-249. doi: ...
PubMed PMID: 30460708.
- Schultheis K, Schaefer H, Pugh HM, Yung...
Smith TRF. Optimized Interferon-gamma...
in the Guinea Pig Model after Vaccination...
10.3791/58595. PubMed PMID: 30735179

Note:

- When adding citations manually to My Bibliography, there will be no hyperlink for the citation title unless the citation exists in PubMed. Manually entered citations display a pencil icon Manually-entered Edit citation which allows for further editing at any time

Downloading Citations and Copying Citations to Collections

Citations stored in My Bibliography can be downloaded in MEDLINE (text) format by checking the boxes next to the citations that you wish to include in an export file and selecting the option “Export file (MEDLINE)” in **Manage citations**.



The screenshot shows the 'Manage citations' dropdown menu with the following options:

- Copy to collection 39 | clear all
- Delete citations
- Export file (MEDLINE) ← (highlighted with an orange arrow)

Below the menu, two citations are visible, both with checked checkboxes:

- Smith TR, White AP. Narrowing of the proximal jejunal l...
the transverse mesocolon: a potential pitfall of laparos...
AJR Am J Roentgenol. 2004 Jul;183(1):141-3. doi: 10.22...
PMID: 15208128.
- Cella W, Greenstein VC, Zernant-Rajang J, Smith TR, Ba...
G1961E mutant allele in the Stargardt disease gene ABC...
maculopathy. Exp Eye Res. 2009 Jun 15;89(1):16-24. do...
Epub 2009 Feb 13. PubMed PMID: 19217903; PubMed C...

Manage citations also includes an option to **copy citations** to a new collection, or to an existing collection, by checking the boxes next to the citations to be copied and selecting the option “Copy to collection.” This option can be used to copy citations labeled “Other Citations” to an existing collection or a new collection. The **Other**

Citations collection is no longer supported in My Bibliography 3.0 and these citations do not display in users' My Bibliography public page.

Note:

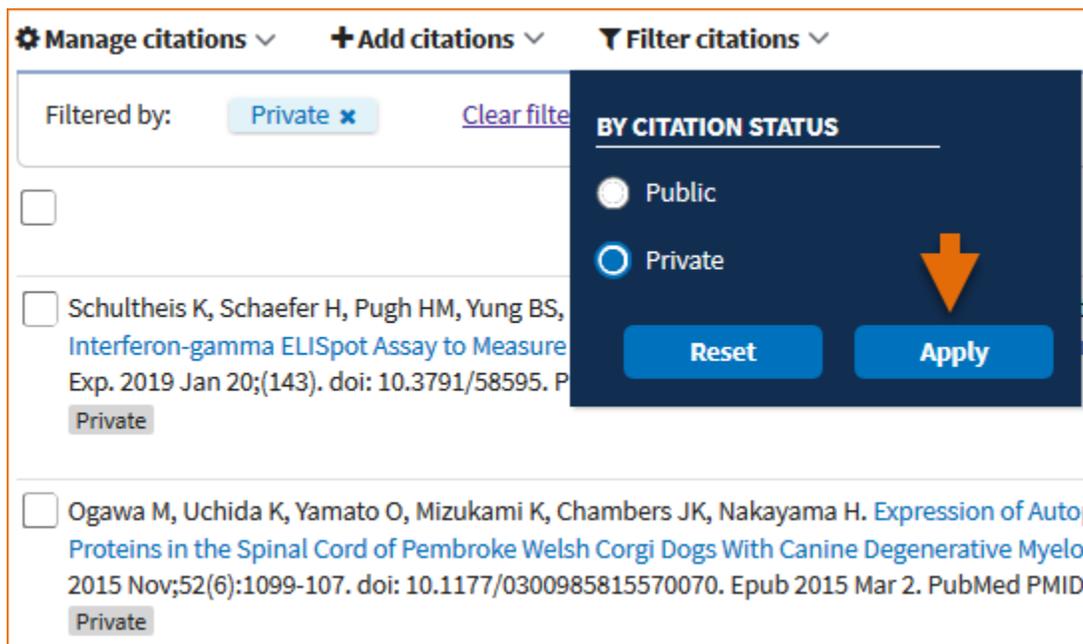
- The Manage citations feature includes two options for eRA Commons users: Manage awards and Compliance report PDF. These options are explained in detail in Managing Compliance with the NIH Public Access Policy

Sorting, Filtering, and Searching Citations

In My Bibliography citations can be sorted by author name (either in ascending or descending order), by publication date (newest to oldest or oldest to newest), or by recently updated citations.



Use **filter citations** to limit results by citation status either public or private. Citations labeled “private” do not display in your My Bibliography public view page.



Locating citations in My Bibliography can be accomplished with ease by entering in the search box: article PMID, citation PMID, article title words, author name, DOI, or journal title.



Manage citations ▾ **+ Add citations** ▾ **Search**

Filtered by: **G1961E mutant allele** ✕ [Clear filters](#)

1 citations, Sort by **recently updated** ▾

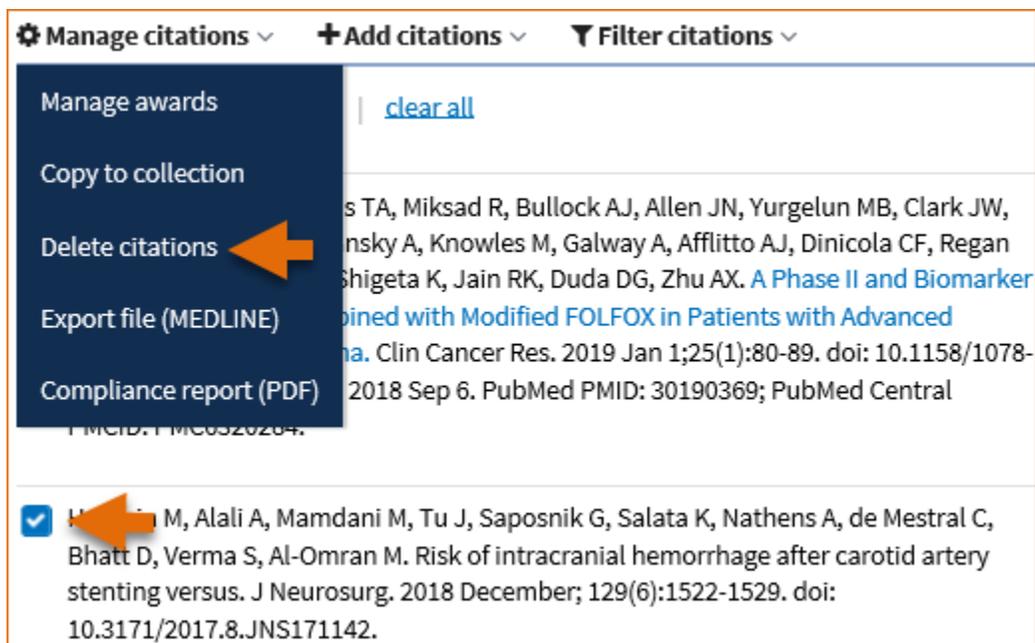
Cella W, Greenstein VC, Zernant-Rajang J, Smith TR, Barile G, Allikmets R, Tsang SH. [G1961E mutant allele in the Stargardt disease gene ABCA4 causes bull's eye maculopathy](#). Exp Eye Res. 2009 Jun 15;89(1):16-24. doi: 10.1016/j.exer.2009.02.001. Epub 2009 Feb 13. PubMed PMID: 19217903; PubMed Central PMCID: PMC2742677.

Note:

- The default setting for the Sort option is to group citations by newest to oldest. Citations are sorted by the date an article was published and not the Entrez date
- When sorting by author name, citations are sorted by the first listed authors in alphabetical order
- Meeting abstracts have two different dates: conference date and publication date. The publication date will be used to determine the sort date
- When a publication has both a print date and an Epub date, the print date will be used to sort citations

Deleting Citations

To delete citations, use the check boxes to select citations to delete, and in the **Manage citations** drop-down menu select “Delete citations.” A pop-up message will ask to confirm your action.



Manage citations ▾ **+ Add citations** ▾ **Filter citations** ▾

Manage awards | [clear all](#)

Copy to collection

Delete citations

Export file (MEDLINE)

Compliance report (PDF)

M... M, Alali A, Mamdani M, Tu J, Saposnik G, Salata K, Nathens A, de Mestral C, Bhatt D, Verma S, Al-Omran M. Risk of intracranial hemorrhage after carotid artery stenting versus. J Neurosurg. 2018 December; 129(6):1522-1529. doi: 10.3171/2017.8.JNS171142.

Note:

- Deleted citations can only be re-stated by loading citations from PubMed, uploading citations from a file, or entering citations manually using My Bibliography templates.

Managing Compliance to the NIH Public Access Policy

In **My Bibliography** eRA Commons users, who have awarded grants in their portfolio, are able to see whether their publications are compliant with the [NIH Public Access Policy](#), to start the compliance process, and to associate their publications to NIH extramural awards.

- Checking your Publications Compliance Status
- Initiating the Compliance Process
- Associating Funding to your Publications
- Filtering your Publications by Awards and by Citation Status
- Viewing New Citations Linked to your Awards
- Creating a Compliance Report PDF for your Bibliography

Checking your Publications Compliance Status

Select the “eRA Commons” signing option in the [NCBI login page](#), log in using your eRA Commons credentials, and proceed to link your eRA account to an existing NCBI account, or register for a new NCBI account.

In the NCBI homepage go to the **My Bibliography** widget and click “Manage My Bibliography.” The icon

 verifies that an eRA account has been linked to an NCBI account.

In the My Bibliography banner, check the **citation compliance status bar** for immediate feedback on the number of your publications that are non-compliant, not defined, in process, or complete. In the example below, Theodore Smith has two articles which are non-compliant, 29 not defined, two in process, and 190 articles compliant to the NIH Public Access Policy.



The **publication compliance status bar** has filtering functionality as well. It can help you quickly find the article citations associated to each compliance group. For example, clicking on the second icon in the status bar  would result in My Bibliography displaying only the two non-compliant citations found in Theodore’s bibliography.

The **color coding** in the publication compliance status bar corresponds to the color coding in the article citations list. Article citations that are compliant with the NIH Public Access Policy have the Public Access Compliance information color coded in **green** and they have a PubMed Central article ID (PMCID) associated with the article citation. In the example below, four awards are found to be associated to the article. Additionally, users have the option to enter link information for their research datasets by clicking the  button and entering dataset identifiers such as repository ID, for example Dryad ID, or dataset DOI. Dataset links are included in PMC in the corresponding article full text page.

| | |
|--|---|
| <input type="checkbox"/> Shigeta K, Datta M, Hato T, Kitahara S, Chen IX, Matsui A, Kikuchi H, Mamessier E, Aoki S, Ramjiawan RR, Ochiai H, Bardeesy N, Huang P, Cobbold M, Zhu AX, Jain RK, Duda DG. Dual Programmed Death Receptor-1 and Vascular Endothelial Growth Factor Receptor-2 Blockade Promotes Vascular Normalization and Enhances Antitumor Immune Responses in Hepatocellular Carcinoma . <i>Hepatology</i> . 2020 Apr;71(4):1247-1261. doi: 10.1002/hep.30889. Epub 2019 Oct 14. PubMed PMID: 31378984; PubMed Central PMCID: PMC7000304. | <div style="background-color: #e8f5e9; padding: 5px;"> Public Access Compliance ✓ Complete. PMCID: PMC7000304 </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> 4 Awards Link dataset </div> |
|--|---|

Citations that have the Public Access Compliance information color coded in **red** are either non-compliant or not defined. Non-compliant article citations have awards associated to them, but the research article manuscripts have not been submitted to the NIH Manuscript Submission (NIHMS) system. Non-compliant article citations do not display a PMCID. The compliance process can be started by clicking “Edit Status.”

| | |
|---|---|
| <input type="checkbox"/> Samaha H, Pignata A, Fousek K, Ren J, Lam FW, Stossi F, Dubrulle J, Salsman VS, Krishnan S, Hong SH, Baker ML, Shree A, Gad AZ, Shum T, Fukumura D, Byrd TT, Mukherjee M, Marrelli SP, Orange JS, Joseph SK, Sorensen PH, Taylor MD, Hegde M, Mamonkin M, Jain RK, El-Naggar S, Ahmed N. A homing system targets therapeutic T cells to brain cancer . <i>Nature</i> . 2018 Sep;561(7723):331-337. doi: 10.1038/s41586-018-0499-y. Epub 2018 Sep 5. PubMed PMID: 30185905; | <div style="background-color: #ffe0b2; padding: 5px;"> Public Access Compliance ! Non-compliant. Citation not in NIHMS or PMC. [Edit Status] </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> 44 Awards </div> |
|---|---|

Not defined citations do not have awards associated to them and they do not display a PMCID. Citations that are not defined need to be identified as publications supported by NIH grants; click “Edit Status” to confirm that an article was partly or wholly supported by NIH grants. NIH funding information can be added to not defined citations by clicking the “Add award” button.

| | |
|---|--|
| <input type="checkbox"/> Piñero JC, Souder SK, Smith TR, Fox AJ, Vargas RI. Ammonium Acetate Enhances the Attractiveness of a Variety of Protein-Based Baits to Female Ceratitis capitata (Diptera: Tephritidae) . <i>J Econ Entomol</i> . 2015 Apr;108(2):694-700. doi: 10.1093/jee/tov046. Epub 2015 Mar 18. PubMed PMID: 26470180. | <div style="background-color: #ffe0b2; padding: 5px;"> Public Access Compliance ? Not defined [Edit Status] </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> + Add Award </div> |
|---|--|

Publications or products newly submitted to the NIHMS are considered in process and display the Public Access Compliance information color coded in **blue**. Note that the citation below has been assigned an NIHMS article ID number.

| | |
|--|--|
| <input type="checkbox"/> Nia HT, Munn LL, Jain RK. Mapping Physical Tumor Microenvironment and Drug Delivery . <i>Clin Cancer Res</i> . 2019 Jan 10;. doi: 10.1158/1078-0432.CCR-18-3724. [Epub ahead of print] PubMed PMID: 30630829; NIHMSID:NIHMS1518172. | <div style="background-color: #e1f5fe; padding: 5px;"> Public Access Compliance + In process at NIHMS. NIHMS ID: NIHMS1518172 [Edit Status] </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> 49 Awards </div> |
|--|--|

Publications or products that are not funded by NIH grants, or were accepted for publication prior to April 7, 2008 (not covered by the NIH Public Access Policy), are marked as “Not Applicable-Exempted.”

| | |
|---|---|
| <input type="checkbox"/> Samdani A, Jallo GI. Intraoperative MRI: technology, systems, and application to pediatric brain tumors . <i>Surg Technol Int</i> . 2007;16:236-43. Review. PubMed PMID: 17429795. | <div style="background-color: #f0f0f0; padding: 5px;"> Public Access Compliance Not applicable-Exempted. [Edit Status] </div> <div style="text-align: right; padding: 5px;"> + Add Award </div> |
|---|---|

The **Sort by** filter has an option to help you organize your citations by **Public Access Compliance**.

242 citations, Sort by newest to oldest ▾

recently updated
 oldest to newest
 author ↓^A_Z
 author ↓^Z_A
Public Access Compliance

When selecting to **sort** article citations by **public access compliance**, the group of not defined citations will move to the top, followed by non-compliant citations, compliance in process, compliance complete, and last, not applicable-exempted article citations.

Initiating Public Access Compliance

Initiate the compliance process in My Bibliography, for not defined or non-compliant citations, by clicking “Edit Status” to activate the pop-up wizard.

Public Access Compliance ?

Not defined [\[Edit Status\]](#)

[+ Add Award](#)

Citations that are not defined (citations that do not have grant associations) need to be identified as publications of research activities supported by NIH grants.

Edit Public Access Compliance Status ✕

Did the NIH support this citation, in whole or in part?

Yes

No

Save

Cancel

Citations that are non-compliant (citations that have NIH grant associations) will be directed to a compliance status pop-up form where you will be able to begin an article submission to the NIH Manuscript Submission

program (NIHMS), provide the NIHMS ID for your publication to change article compliance status to in process, confirm that other arrangements have been made with journal publishers or PubMed Central, or determine if your articles are exempt from the NIH Public Access policy.

Edit Public Access Compliance Status

At least one NIH grant is associated with this citation.

Access Policy requires scientists to submit final, peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. (See [Determine Applicability](#) for full details.) Please submit the final manuscript sent to your publisher or indicate that this publication is exempt from the policy.

We do not have a record of this citation in NIH Manuscript Submission system (NIHMS). Please choose from the following:

Begin submission in the NIHMS.

This citation has been submitted. NIHMS ID:

Arrangements have been made for a [publisher on this list](#) to send the final published article directly to PubMed Central. ([Method B](#))

This citation does not need to be submitted under NIH Public Access because:

- Publication was not peer reviewed.
- Publication was accepted for publication before April 7, 2008.
- Publication was written in a script other than Latin (e.g., Russian, Japanese).
- Publication was not [directly supported by](#) NIH funds active in FY08 or beyond.



Associating Funding to your Publications

Assign Awards is a My Bibliography feature that is used to associate NIH or HRA ([Health Research Alliance](#)) awards to article citations and to search for awards using a grant number, award title, or grantee name. To associate multiple article citations with awards at once, select the citations you wish to associate to awards, click

⚙️ Manage citations and select “Manage awards.”

Manage citations ▾ + Add citations ▾

Manage awards | [clear all](#)

Copy to collection

Delete citations

Export file (MEDLINE)

Compliance report (PDF)

at P. The Associat
ts With Rheumato
: 10.1097/HNP.000
PMC6375100.

a J, Dowling S, Pin
oxidative stress as an assessment of the re
Med. 2019 Feb 13;. doi: 10.1111/jvim.15443
30758875.

BE, Soedjatmiko S, Rengganis I, Gu
Hadinegoro SR, Yang JS, Excler JL, Sahastr
NS. Six-month follow up of a randomized c
adults and children: Safety and immunoge
diphtheria toxoid (Vi-DT) conjugate vaccin
10.1371/journal.pone.0211784. eCollection

Munn LL, Jain RK. Mapping Physica
Delivery. Clin Cancer Res. 2019 Jan 10;. doi
ahead of print] PubMed PMID: 30630829; N

Select the appropriate funding institution tab and choose the pertinent award ID(s) from the award list presented to you in either “**My awards**” or “**Other awards.**” Your selections will be saved automatically. To remove awards from your citations, uncheck the checkbox next to an award. Your citations will be updated immediately.

Assign Awards

Use the checkboxes to assign awards to the selected citations:

NIH Awards | HRA Awards | Search/Add other awards

My awards:

- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse

Other awards:

- R01 HL070866 - F102 and Blood Vessel Formation in Adult Lung
- K01 EB010078 - Fast in vivo CLICK chemistries for PET imaging
- K05 AA014906 - AMINO ACID NEUROTRANSMITTER DYSREGULATION IN ALCOHOLISM
- K08 CA114176 - Imaging Lung Cancer in Mice To Improve Radiation Therapy
- K12 CA000354 - Training Program in Nervous System Tumors

Close

The **“My awards”** section displays a list of awards associated with your personal profile. The **“Other awards”** section displays awards that are not associated directly with your personal profile but have been linked to citations found in your My Bibliography collection. In some cases, it is not possible to deselect awards in the Assign Awards tool. For example, if a grant association was created in the NIHMS system or if a grant was linked to one of your citations by the grant owner, in both cases the award checkboxes will be locked, shown by a padlock icon . Mouse over the padlock icon to check whether to contact the NIH Public Access office or the [NIHMS help desk](#) for assistance in removing locked award associations for your citations.

It is also possible to **associate individual citations to awards** by clicking the [+ Add Award](#) button and selecting the pertinent award ID(s) in “My awards” or “Other awards” lists. Your selections will be saved automatically.

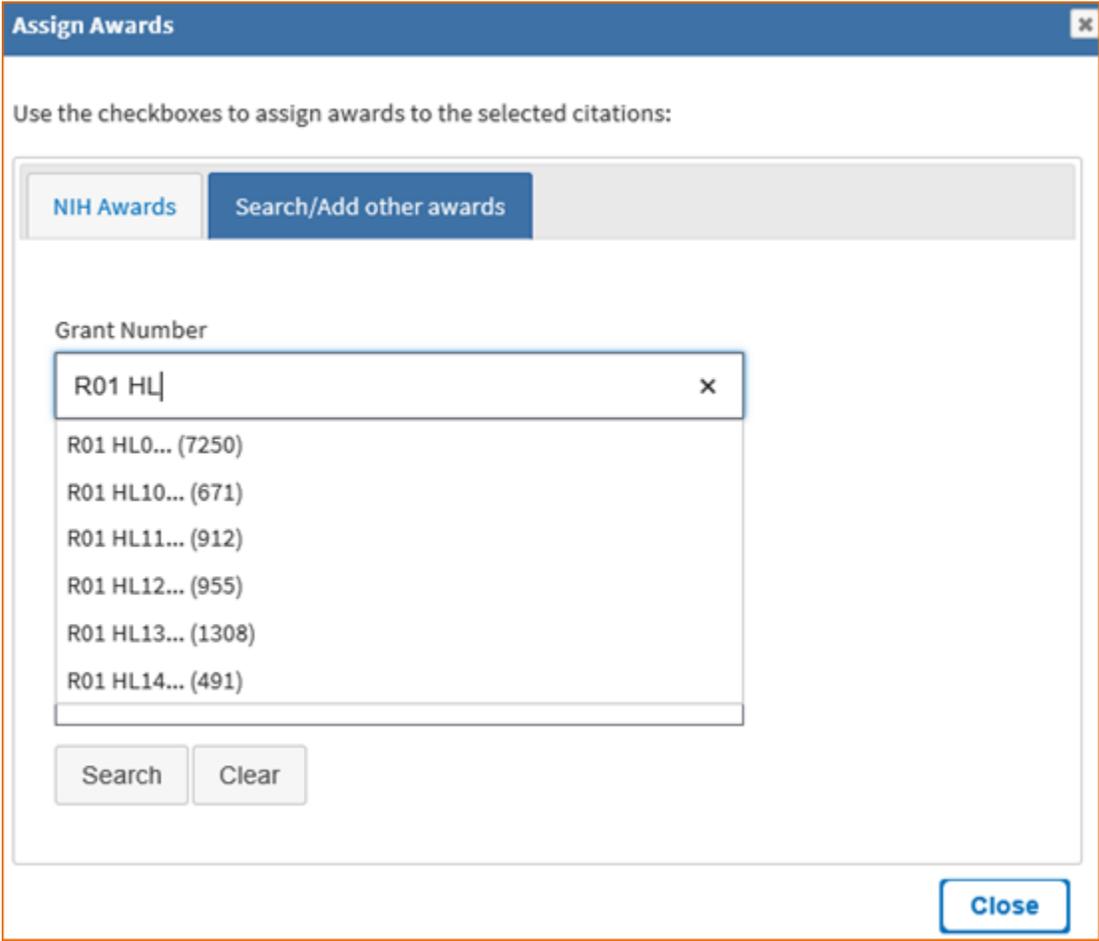
Parsons EL, Stratton RJ, Cawood AL, Smith TR, Elia M. [Oral nutritional supplements in a randomised trial are more effective than dietary advice at improving quality of life in malnourished care home residents](#). Clin Nutr. 2017 Feb;36(1):134-142. doi: 10.1016/j.clnu.2016.01.002. Epub 2016 Jan 11. PubMed PMID: 26847947.

Public Access Compliance

Not defined [\[Edit Status\]](#)

[+ Add Award](#)

In the “**Search/Add other awards**” tab, you can search for awards using a grant number, award title, or grantee name. The search box includes an auto-complete feature, which provides a list of possible grant number or grantee name matches.



Assign Awards

Use the checkboxes to assign awards to the selected citations:

NIH Awards | **Search/Add other awards**

Grant Number

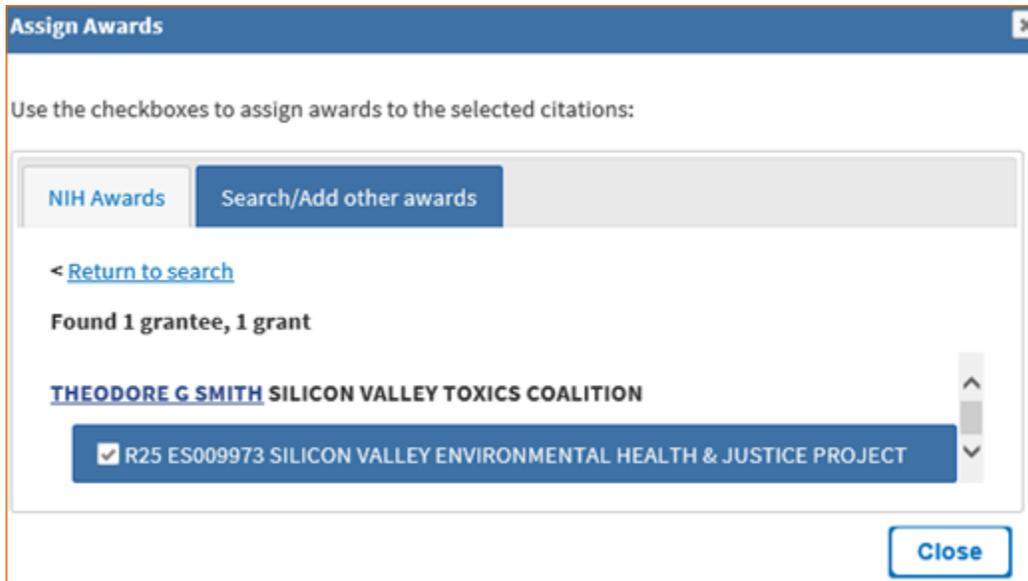
R01 HL| x

- R01 HL0... (7250)
- R01 HL10... (671)
- R01 HL11... (912)
- R01 HL12... (955)
- R01 HL13... (1308)
- R01 HL14... (491)

Search Clear

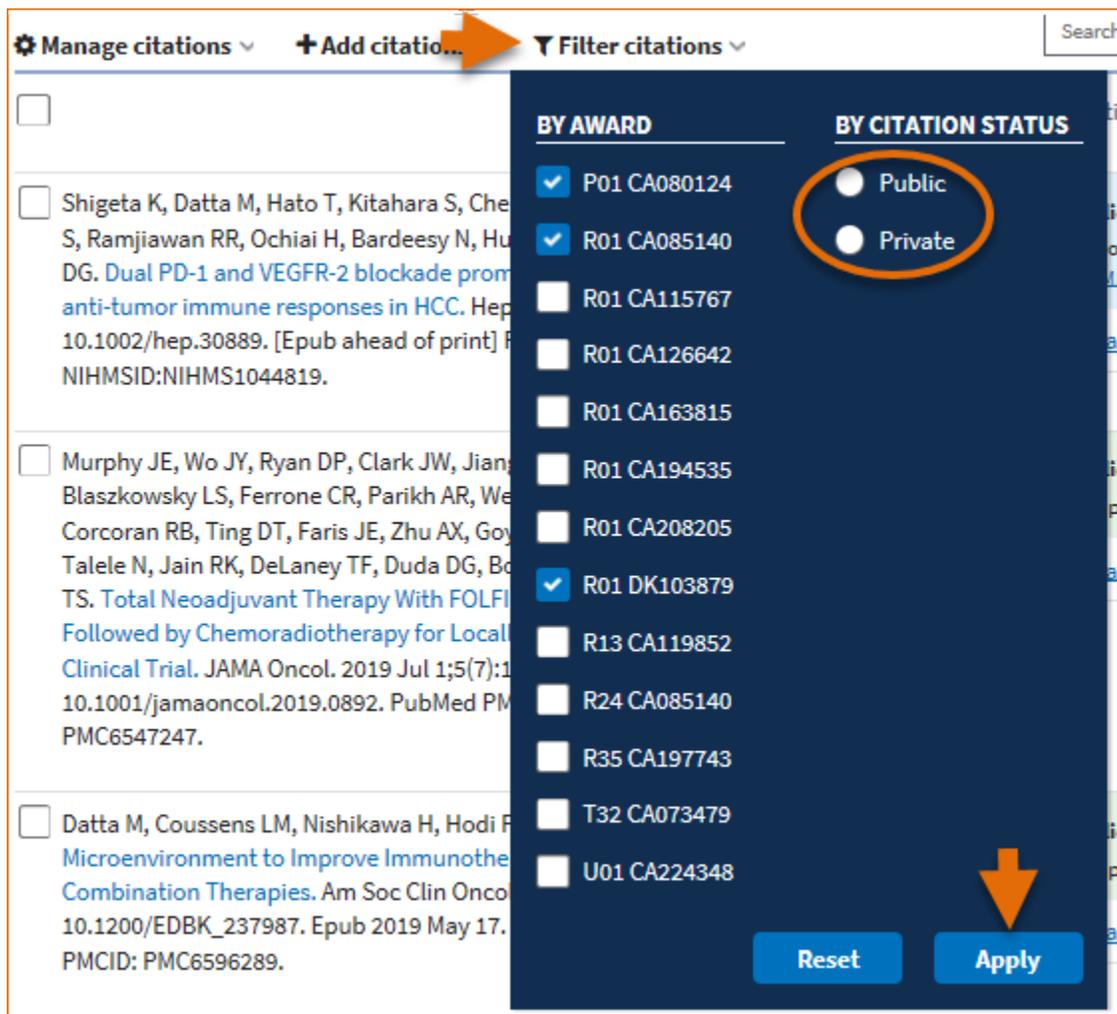
Close

A list of grantee names affiliated with the selected grant number will be provided. Check the award(s) you wish to associate to a citation in your bibliography and the selected award(s) will be automatically saved in the “Other Awards” section. Afterwards you will be able to associate the newly selected awards to other citations in your bibliography.



Filtering your Publications by Awards and by Citation Status

Filter citations is a feature of My Bibliography that helps you limit citation results by awards associated to your publications. Filter citations lists all the grants associated with your citations that are stored in My Bibliography. Click “Filter citations” and select one or more awards by which to limit your citation results.

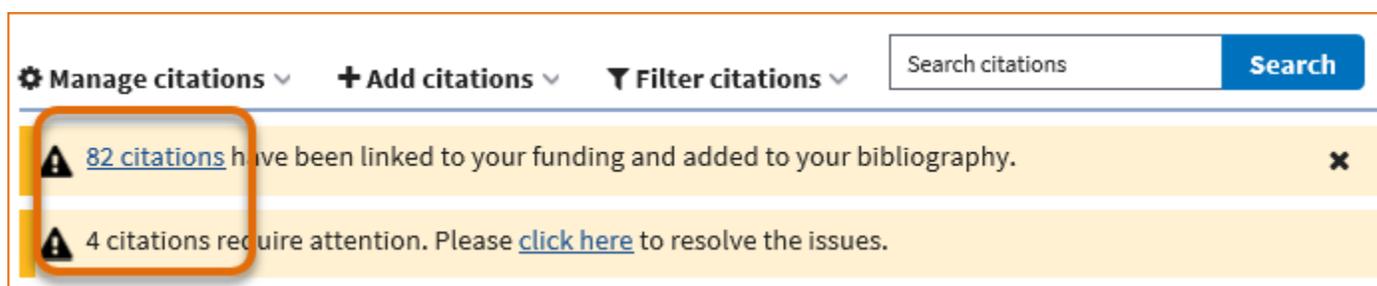


Use **filter citations** to limit results by citation status either public or private. Citations labeled “private” do not display in your My Bibliography public view page. See, [Making Citations Private](#).

Viewing New Citations Linked to your Awards

My Bibliography will notify award owners when citations have been associated to their awards and added to their My Bibliography collection. Once a citation is associated to a grant in My Bibliography or the association is made via the NIH Manuscript Submission system, the article-grant association will be included in the corresponding PubMed citation, and it will be linked to the grant in the NIH [research activities database](#) as well.

My Bibliography will automatically add PubMed citations to your bibliography based on new associations made to grants awarded to you. A message will be displayed, which will provide a link to review the newly linked citations. In the image below, 82 article citation-award associations were found. The alert message will remain until it is dismissed by clicking the X on the right.



For citations created manually, My Bibliography will look for citations newly added to PubMed and it will alert you to the matches it found. In the image above, the second alert lists 4 citation matches found. A link is provided to view the citation matches and to either confirm or reject them. In the cases where manually created citations differ significantly from the article citation provided by the journal publisher to PubMed, it is possible that a match would not be found. In those cases, [delete](#) the manually created citations and use “+Add citations” to [add citations directly from PubMed](#).

Note:

- Grant owners can remove article-grant associations made by other users.
- In the case of citations created manually in My Bibliography, only grant owners can associate their grants to these citations.

Creating an Award Compliance Report PDF for your Bibliography

Citations stored in My Bibliography can be selected and compiled into a report in PDF format. Select the citations you wish to include in your report and choose the option “Compliance report (PDF)” in [Manage citations](#).

MyNCBI | ERA linked account

Manage citations ▾ + Add citations ▾ Filter citations ▾

- Manage awards | [clear all](#)
- Copy to collection
- Delete citations
- Export file (MEDLINE)
- Compliance report (PDF) ←

← Batista A. [A Physical View of Cancer](#). Trends Cancer. 2018 Apr;4(4):258-259. doi: 10.1016/j.trecan.2018.03.001. Epub 2018 Mar 16. PubMed PMID: 29611111; PubMed Central PMCID: PMC6296379.

← Papanicolaou T, Munn LL, Jain RK. [Reengineering the Tumor Vasculature for Improved Drug Delivery and Efficacy](#). Trends Cancer. 2018 Apr;4(4):258-259. doi: 10.1016/j.trecan.2018.02.010. Epub 2018 Mar 17. Review. PubMed PMID: 29611111; PubMed Central PMCID: PMC6161778.

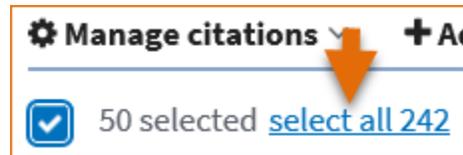
It is possible to sort citations by public access compliance before selecting citations to include a compliance report, select the option “Public Access Compliance” in the Sort by drop-down list.

242 citations, Sort by recently updated ▾

- newest to oldest
- oldest to newest
- author ↓_z
- author ↓_A
- Public Access Compliance ←

Public Access Compliance

To select all citations included in your My Bibliography collection, check the box immediately below **Manage citations** and click the “Select all xxxx” link.



In the Export - PDF report pop-up, enter the First, Middle, and Last name to appear in the report and a starting page number. Do not enter a page number if you prefer to enter the page numbers directly on the report pages.

Export - PDF report
✕

PI's First Name:

PI's Middle Name:

PI's Last Name:

Starting Page Number:

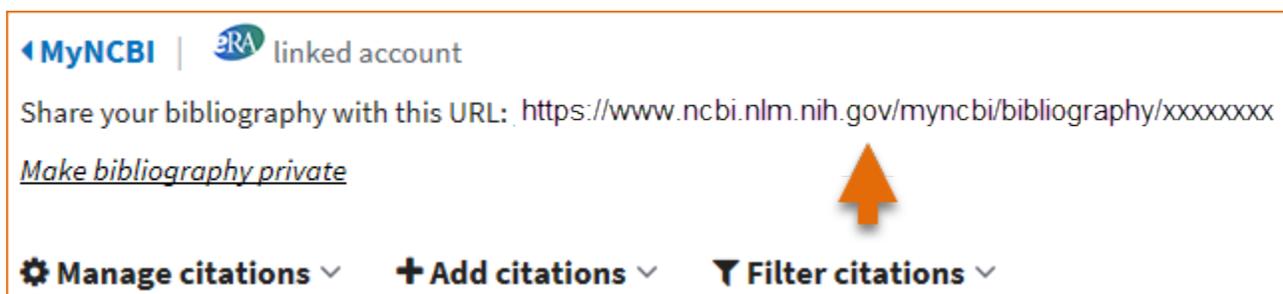
[Note: Please leave the page number empty if you want to fill them out manually.]

Download PDF

The resulting PDF will have the information entered in the First, Middle and Last Name fields on the upper right corner of all the pages included in the report. The compliance status will be shown in the first column and the corresponding citations will be listed in the second column. Pagination will be displayed at the bottom of the page.

Sharing My Bibliography

Citations stored in My Bibliography can be shared with others using the personal public URL found in your My Bibliography collection. The My Bibliography public page displays all the citations currently stored in your My Bibliography collection that are not labeled as private (see [Making Citations Private](#)). Citations in this public page can be sorted by recently updated, newest to oldest, oldest to newest, author name in descending or ascending order.



Note:

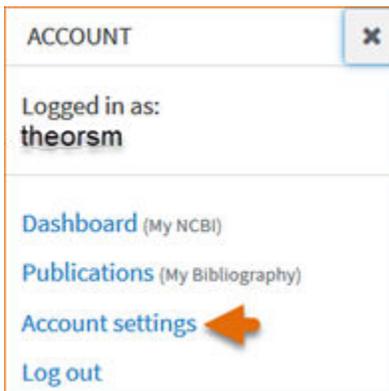
- Any time someone uses the My Bibliography public URL to see a My Bibliography collection; retrieval will include all the citations currently stored in My Bibliography except for citations labeled “private” or labeled “Other citations.” The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users My Bibliography public page.
- Adding or deleting citations does not require an update to the My Bibliography public URL.

Adding Delegates in My Bibliography

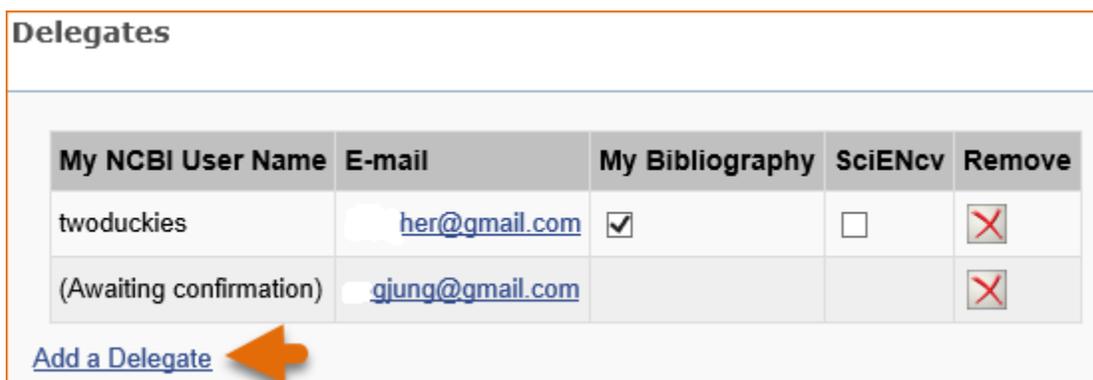
My Bibliography users can grant access to other persons (delegates) to view and manage their My Bibliography collection. The delegates will then be able to add or to remove citations in a collection and they will be able to associate citations to grants as well. Delegate invitations are initiated by NCBI account owners.

The option to **add a delegate** is available in the My NCBI account settings page. To add a delegate to manage your My Bibliography collection:

- 1 Log in to your NCBI account and click on your username (top right corner of page) to access the Account Settings page. The Account Settings page can also be accessed in My Bibliography by clicking on your username (top right corner) and selecting “Account Settings.”



2. Go to the “Delegates” section and click “Add a Delegate.”



3. Enter the delegate’s e-mail address and click OK.

4. Your delegate will receive an e-mail with a URL that leads to an access confirmation page. After a delegate confirms the connection to your account, access to the account will be enabled.

Note:

- The Delegates section of the Account Settings page displays a list of all the delegates granted access to your My Bibliography collection.

- In the Delegates section you may add or remove delegates as well as **modify the access** granted.

Confirming a My Bibliography Connection for Delegates

Delegates are persons who are granted access by My Bibliography collection owners to view and manage their bibliographies. Delegates can add and remove citations in My Bibliography and check whether a publication is compliant with the NIH Public Access policy.

Delegate invitations are initiated by My Bibliography collection owners. The collection owners log in to their My NCBI accounts and select to add a delegate. A confirmation e-mail will be sent to the delegate(s) added to the NCBI account.

To confirm the connection:

1. Delegates must sign into their personal NCBI account **before** replying to the confirmation e-mail. To register for a NCBI account, go to <https://www.ncbi.nlm.nih.gov/account/>
2. Respond to the confirmation e-mail from NCBI by clicking on the URL provided.
3. Click on the "Confirm Connection" button. Under Collections you should see a link for the bibliography for which you are a delegate along with a link to your personal bibliography. Note that these are separate bibliographies.

