**BMT CTN Author Preparation Checklist**

Congratulations – you have your BMT CTN dataset! Please use this checklist as you prepare your abstract and/or manuscript. If you have any questions throughout the process, please contact the DCC publications team: BMTCTNpublications@NMDP.ORG. Please navigate to this [site](https://www.bmtctn.net/author-resources) for all resources.

**Dataset receipt date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Step** | **Completion Date or N/A** | **Notes** |
| **Abstracts** |
| Review BMT CTN Administrative MOP Publications Chapter 8 |  |  |
| Draft abstract and circulate for co-author review |  |  |
| Submit abstract for contributor review |  | See study-specific Publications Instructions if applicable |
| Submit abstract to BMT CTN Publications Committee with completed BMT CTN Lead (First) Author Review Checklist and Author Contributions Table |  | Allow 5 business days for review |
| BMT CTN Publications Committee approval date |  |  |
| Submit abstract to meeting |  | Responsibility of first/last author |
| Provide abstract approval details to co-authors and DCC team  |  |  |
| Draft slides or poster  |  | Use BMT CTN templates |
| Present results to BMT CTN Steering Committee  |  |  |
| Present abstract at meeting |  |  |
| **Manuscripts** |
| Draft manuscript and circulate for co-author review |  | To be done within 3 months of dataset receipt |
| Submit manuscript for contributor review |  | See study-specific Publications Instructions if applicable |
| Submit manuscript to BMT CTN Publications Committee with completed BMT CTN Lead (First) Author Review Checklist and Author Contributions Table |  | Allow 10 business days for review |
| BMT CTN Publications Committee approval date |  |  |
| Submit manuscript to journal |  | To be done within 6 months of completing draft; responsibility of first/last author. See next page for Submission Guidelines to obtain PMCID#. |
| Distribute submitted manuscript to all site PIs |  |  |
| Inform co-authors and DCC team of journal determination  |  | If re-submission to another journal needed, inform DCC team of submission date |
| Complete NIHMS verification steps needed for PMCID# assignment |  | See next page for details |
| Inform DCC of publication date |  | BMTCTNpublications@NMDP.ORG |
| Tweet link to publication |  | Tag @BMTCTN |
| Congratulations! |

**BMT CTN Manuscript**

**SUBMISSION GUIDELINES**

The BMT CTN, as a NIH funded organization, is required to attain a PubMed identification number (PMCID #). This number is required for all accepted, peer-reviewed papers using data supported by the NHLBI/NCI.

NOTE: the **Corresponding Author is responsible for the required interactions** with NIHMS (NIH Manuscript Submission system) after paper acceptance.

Please inform BMTCTNpublications@NMDP.ORG that the paper has been submitted on the behalf of the network, and to follow the outlined guidelines below:

**When submitting the manuscript**:

When the journal asks if the paper/data is/are NIH funded, respond “yes”

* Support for this study was provide by grant #U10HL069294 to the Blood and Marrow Transplant Clinical Trials Network from the National Heart, Lung and Blood Institute and the National Cancer Institute. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.

**Once the manuscript has been accepted:**

Most but not all journals will then submit the paper to NIHMS; you must check the relevant Journal “publishing agreement”

* In case that the relevant Journal does not provide this service, the Corresponding Author or the BMT CTN DCC must submit the paper to NIHMS. PMC Submission instructions can be found here: <http://publicaccess.nih.gov/submit_process.htm>

**Once NIHMS receives an accepted manuscript:**

NIHMS # is assigned and the following two steps occur:

* 1. A PDF version is mailed back to the Corresponding Author asking for verification that this is the correct paper
		+ - The NIHMS e-mail subject line is “*Approve PDF Receipt*” (email displays NIHMS #)
			- Once approved by the Corresponding Author, NIHMS reformats the paper to XML for web display
	2. A second mailing is sent to the Corresponding Author asking to “*Approve Web Version*” **\***

**NOTE: \*The PMCID# assignment is contingent on final approval of this web version by the Corresponding Author. Please do so in timely fashion.** Contact the DCC Publications team if you have any questions: BMTCTNpublications@NMDP.ORG