Requests for Manuscript Clearance

Process

Requests for manuscript clearance are submitted to the CSO's Executive Assistant via email. The Executive Assistant will review the manuscript clearance form to ensure lab/branch chief signature, log the manuscript, and submit to the CC's Deputy SD for review and approval. Signed manuscript clearance forms will be returned to the individual who submitted the request with a "cc" to the Clinical Center communications office.

Abstracts do not require clearance.

Required Documents

Requests for manuscript clearance need to include:

- 1. The manuscript clearance form (must be signed by lab/branch chief) found in the IRP Sourcebook
- 2. A copy of the manuscript
- 3. Any supporting documentation that will appear in the journal (charts, photos, etc.)
- 4. A completed iThenticate Plagiarism Check Report (see page 2 for instructions)

Timeline

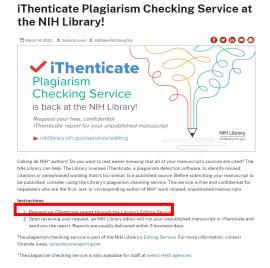
Requests for manuscript clearance are processed by the CSO office within one week of receipt.

Delegation of Authority

The Acting Scientific Director for the Clinical Center has delegated signature authority of manuscript clearances to the Deputy Scientific Director for the Clinical Center.

iThenticate How-To

1. Access this link, which will take you here:



- 2. Select link highlighted in red box, above, to request a report.
- 3. Complete this form, which will load:



In the description you can indicate that you're requesting an iThenticate report for a manuscript, etc.

4. Wait for an email from the library, <u>Yolanda Jones</u>, which will ask you to email a copy of your manuscript. She'll use this to generate and send you the report.