

## 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:

### iThenticate Plagiarism Checking Service at the NIH Library!



Calling all NIH\* authors! Do you want to rest easier knowing that all of your manuscript's sources are cited? The NIH Library can help. The Library licenses iThenticate, a plagiarism detection software, to identify missed citations or paraphrased wording that is too similar to a published source. Before submitting your manuscript to be published, consider using the Library's plagiarism checking service. This service is free and confidential for requesters who are the first, last, or corresponding author of NIH\* work-related, unpublished manuscripts.

#### Instructions

1. Request an iThenticate report through the Library's Editing Service.
2. Upon receiving your request, an NIH Library editor will run your unpublished manuscript in iThenticate and send you the report. Reports are usually delivered within 3 business days.

The plagiarism checking service is part of the NIH Library's Editing Service. For more information, contact Yolanda Jones, [yolanda.jones@nih.gov](mailto:yolanda.jones@nih.gov).

\*The plagiarism checking service is also available for staff at select HHS agencies.

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

#### EDITING

TYPE OF REQUEST \*

CUSTOMER DIVISION \*

NIH  HHS  Public

FIRST NAME \*

LAST NAME \*

EMAIL \*

Provide your government (nih.gov or hhs.gov) or IHS tribal email address

CONFIRM EMAIL

PHONE \*

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PLEASE BRIEFLY DESCRIBE THE SERVICE YOU ARE REQUESTING. \*



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ENTER THE CODE FROM THE IMAGE

**SUBMIT**

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, [Yolanda Jones](#), which will ask you to email a copy of your manuscript. She'll use this to generate and send you the report.