

MY NCBI/MY BIBLIOGRAPHY

Updated March 17, 2017

Background

My Bibliography is a reference tool that helps researchers save their citations directly from PubMed or, if not found there, to manually enter citations using My Bibliography templates. In addition, eRA Commons users can use My Bibliography to track compliance with the [NIH Public Access Policy](#) and report papers to NIH.

NIH BioSketch Format – Section C. Contributions to Science

Researchers may include a full list of their published work as found in a publicly available digital database. The NIH requires a .gov website. Applicants use [MyBibliography](#) or [SciENcv](#) to create the URL to this list.

The following information provides step-by-step instructions on how to create the URL to a researcher's full list of citations created in MyBibliography for inclusion in Section C. (Contributions to Science) of the new NIH BioSketch

Accessing My Bibliography

My Bibliography is accessed through My NCBI: <https://www.ncbi.nlm.nih.gov/account/>

Use the “**Sign in with eRA Commons link**”. An account is already established for all researchers with an eRA Commons ID and password.

Do **NOT** create a new NCBI account, or log in using any other method. Doing so may create a second account.

If a researcher has more than one account, please see pages 9-10 of this chapter, “Linking to an NCBI Account that was Previously Established”.

Sign in to NCBI

Sign in with

Google NIH Login **eRA Commons**

[See more 3rd party sign in options](#)

OR

Sign in directly to NCBI

NCBI Username

Password

Keep me signed in

Sign In

[Forgot NCBI username or password?](#)

[Register for an NCBI account](#)

My NCBI retains user information and database preferences to provide customized services for many NCBI databases.

You Tube [My NCBI Overview](#)

My NCBI features include:

- Save searches & automatic e-mail alerts
- Display format preferences
- Filter options
- My Bibliography & NIH public access policy compliance
- SciENcv: a researcher biosketch profile service
- Highlighting search terms
- Recent activity searches & records for 6 months
- LinkOut, document delivery service & outside tool selections

NIH funded investigator?

Extramural NIH-funded investigators looking for NIH Public Access Compliance tools can sign in with either "eRA Commons" or "NIH Login". Use your eRA Commons credentials on the subsequent sign in page. Once signed in, navigate to the My Bibliography section.

Documentation for using these features is located in the [Managing Compliance to the NIH Public Access Policy](#) section of the NCBI Help Manual.

Information about the NIH Public Access Policy is located at <http://publicaccess.nih.gov>

Account Troubleshooting FAQ

[Expired email confirmation link message](#)

[Multiple My NCBI accounts](#)

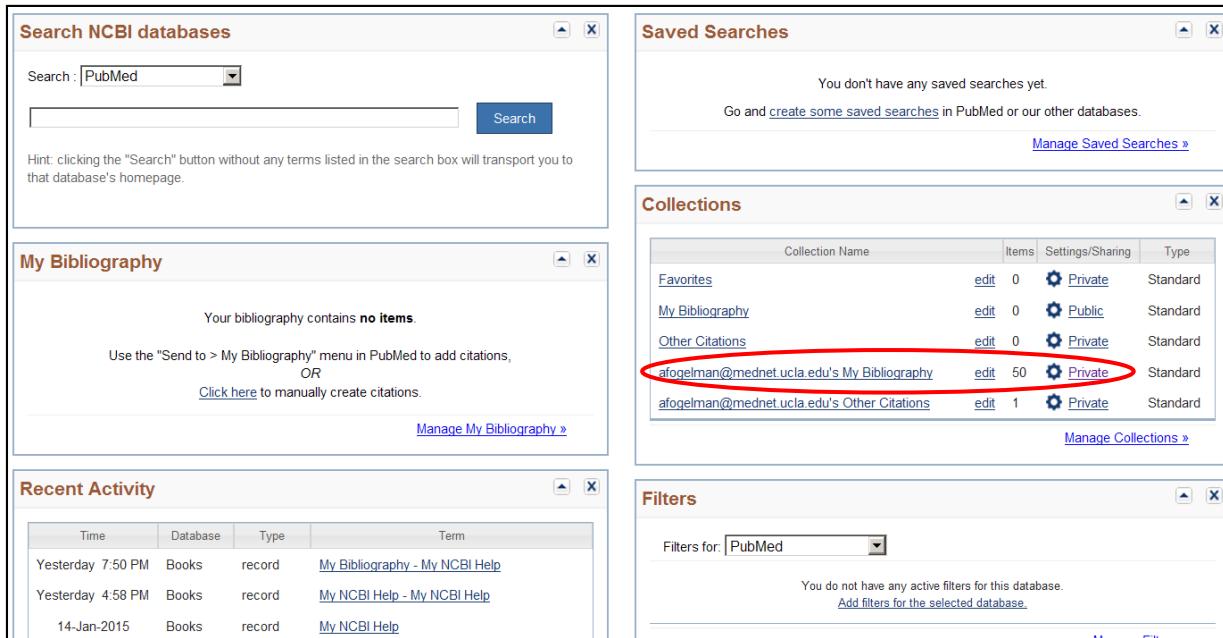
[Link eRA Commons, University, or other account to your NCBI account](#)

Please Note: The view/instructions will differ slightly depending on if the researcher is logging into MyNCBI directly (i.e. using his/her own login), versus an administrator logging in as a Delegate for the researcher.

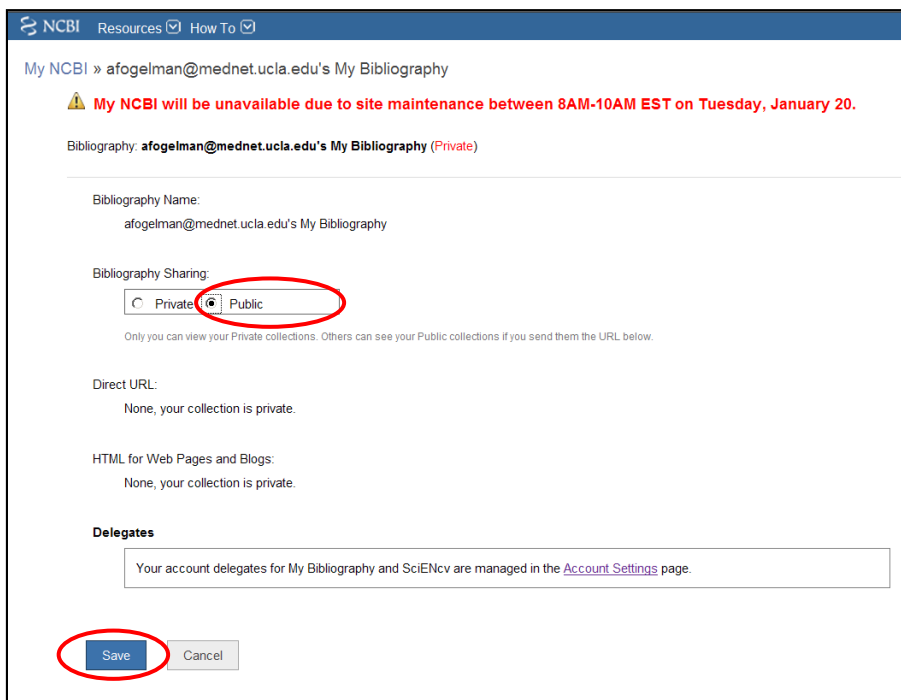
Making Citations Publicly Available in order to Create the URL to Include in the NIH BioSketch Step 1:

Delegate Login: Under Collections, find the researcher's name (e.g., afogelman@mednet.ucla.edu's [My Bibliography](#)) and click on the **“Private”** link.

Researcher Login: Under Collections, find My Bibliography, and click on the **“Private”** link.



Step 2: Under “Bibliography Sharing,” select **public** and click **save**.



Step 3: After clicking save, you will be redirected to the screen below and the **public URL** will be listed.

The screenshot shows the My NCBI My Bibliography page. At the top, it says "Bibliography permission update successful." Below that, the public URL is displayed: <http://www.ncbi.nlm.nih.gov/sites/myncbi/whitneyhacker1/bibliography/47366579/public/?sort=date&direction=ascending>. This URL is circled in red. Below the URL, there are two links: "This bibliography is public ([make it private](#))" and "This bibliography is private ([make it public](#))". The "make it private" link is circled in green. There are also buttons for "Edit settings for My Bibliography" and "save my bibliography to a text file (MEDLINE format)".

Delegate Login: Once you exit from this page, the link will disappear. In order to reinstate the link, click the "This bibliography is public ([make it private](#))" link (see green circle in figure above), and then click on the "This bibliography is private ([make it public](#))" link. The Public URL will reappear. Unfortunately, you will need to do this EVERY time you want to create the link.

Researcher Login: Once My Bibliography is made public, the public URL will also be available to the researcher on his/her My NCBI home page:

The screenshot shows the My NCBI home page. The "My Bibliography" section is highlighted with a red circle. It contains the following text: "Your bibliography contains 135 items." Below that, it says "Share your bibliography with this URL:" followed by the public URL: <http://www.ncbi.nlm.nih.gov/sites/myncbi/1LcA6lF3pbAb/bibliography/41515642/public/?sort=date&direction=ascending>. Below the URL, there is a warning: "1 of your citation in 'My Bibliography' is not compliant with NIH-PA." Below the warning, there are two citations: "Demer LL, Boström KI. Conflicting forces of warfarin and matrix gla protein in the artery wall. Arterioscler Thromb Vasc Biol. 2015 Jan;35(1):9-10. doi: 10.1161/ATVBAHA.114.304793. PubMed PMID: 25520520; PubMed Central PMCID: PMC4274625." and "Demer LL, Tintut Y. The leading edge of vascular calcification. Trends Cardiovasc Med. 2014 Dec 3. pii: S1050-1738(14)00232-1. doi: 10.1016/j.tcm.2014.11.010. [Epub ahead of print] PubMed PMID: 25572012." Below the citations, there is a link: "Manage My Bibliography".

Do **NOT** use the link found in the web browser. Once you exit out of My NCBI, the link from the web browser will no longer be live, and will not be functional within the NIH BioSketch.

Step 4: Copy and paste the public URL into the NIH BioSketch, end of Section C. Contributions to Science. All articles contained in the researcher's My Bibliography will be available to the reviewers upon clicking the public URL.

The screen shot below shows an example of what the reviewer will see after clicking on the public URL in the NIH BioSketch.

My NCBI PubMed Search Results

Display Settings: Summary, 10 per page, Sorted by Date (old to new)

Results: 1 to 10 of 50

- Causes of dysregulation of lipid metabolism in chronic renal failure. My Bibliography [journal].
- [Okl38 is an oxidative stress response gene stimulated by oxidized phospholipids.](#) Li R, Chen W, Yanes R, Lee S, Berliner JA. J Lipid Res. 2007 Mar;48(3):709-15. Epub 2006 Dec 27. PubMed [citation] PMID: 17192422
- [Peptide Mimetics of Apolipoproteins Improve HDL Function.](#) Navab M, Anantharamaiah GM, Reddy ST, Van Lenten BJ, Buga GM, Fogelman AM. J Clin Lipidol. 2007 May;1(2):142-7. doi: 10.1016/j.jacl.2007.03.002. PubMed [citation] PMID: 18449337 PMCID: PMC2130772
- [A novel anti-atherogenic role for COX-2--potential mechanism for the cardiovascular side effects of COX-2 inhibitors.](#) Narasimha A, Watanabe J, Lin JA, Hama S, Langenbach R, Navab M, Fogelman AM, Reddy ST. Prostaglandins Other Lipid Mediat. 2007 Aug;84(1-2):24-33. Epub 2007 Mar 14. PubMed [citation] PMID: 17643885 PMCID: PMC2701232
- [The effect of apolipoprotein mimetic peptides in inflammatory disorders other than atherosclerosis.](#) Navab M, Anantharamaiah GM, Fogelman AM. Trends Cardiovasc Med. 2008 Feb;18(2):61-6. doi: 10.1016/j.tcm.2007.12.006. Review. PubMed [citation] PMID: 18308197
- [Multiple indications for anti-inflammatory apolipoprotein mimetic peptides.](#) Van Lenten BJ, Navab M, Anantharamaiah GM, Buga GM, Reddy ST, Fogelman AM. Curr Opin Investig Drugs. 2008 Nov;9(11):1157-62. Review. PubMed [citation] PMID: 18951294 PMCID: PMC2856620
- [Apolipoprotein A-I mimetic peptides.](#) Van Lenten BJ, Wagner AC, Anantharamaiah GM, Navab M, Reddy ST, Buga GM, Fogelman AM. Curr Atheroscler Rep. 2009 Jan;11(1):52-7. Review. PubMed [citation] PMID: 19080728 PMCID: PMC2856617
- [Ox-PAPC activation of PMET system increases expression of heme oxygenase-1 in human aortic endothelial cell.](#) Lee S, Li R, Kim B, Pakvolgyi R, Ho T, Yang QZ, Xu J, Szeto WL, Honda H, Berliner JA. J Lipid Res. 2009 Feb;50(2):265-74. doi: 10.1194/jlr.M800317-JLR200. Epub 2008 Aug 29. PubMed [citation] PMID: 18757839 PMCID: PMC2636922
- [The roles of PON1 and PON2 in cardiovascular disease and innate immunity.](#) Shih DM, Lusis AJ. Curr Opin Lipidol. 2009 Aug;20(4):288-92. doi: 10.1097/MOL.0b013e32832ca1ee. Review. PubMed [citation] PMID: 19474728 PMCID: PMC3869943

Citations in My Bibliography

When another author associates a citation with a PI's grant award, the citation will automatically appear in the PI's My Bibliography, regardless of whether the PI was an author on the citation or not. A notification will appear in the PI's My Bibliography any time a new citation is added in this way.

My NCBI – New Features for My Bibliography for eRA Commons Users
Hutcherson L, Trawick BW. My NCBI – New Features for My Bibliography for eRA Commons Users. NLM Tech Bull. 2012 Jul-Aug;(387):e2.

2012 July 12 [posted]

The My Bibliography Award View display, a tool developed by NCBI to assist eRA Commons users to comply with the NIH Public Access policy and associate their publications to NIH awards, will be enhanced in the following three ways: eRA Commons account holders will be able to associate any grant with citations in their My Bibliography collection, and they will be able to search for awards with the assistance of auto-complete; eRA users' My Bibliography collection will be automatically updated to include citations that have been associated to the grants awarded to them; and new filter options will be added for paper-grant associations.

Assign Awards is a My Bibliography Award View display feature that is used to associate or disassociate grants to citations and it is activated by clicking the link "Add award" or "Add or delete award" (see [Figure 1](#)).

Kumar S, Stanley D, Burke NG, Mullett H. [Tennis elbow](#). Ann R Coll Surg Engl. 2011 Sep;93(6):432-6. PubMed PMID: 21929911.

Public Access Compliance: PMC Journal – In Process [\[Edit Status\]](#)

NIH Funding: No funding has been associated with this citation.

[Add award](#)

Figure 1: Add award link in citation.

The Other Citations Collection

Since the public URL is a link to My Bibliography, it should contain only citations authored by the researcher. To move unauthored citations, select them and click the Move button to automatically send them to the Other Citations collection.

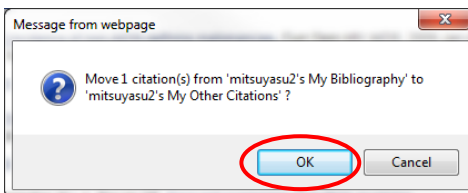
The Other Citations collection has the same reporting and compliance monitoring functions (NIH Public Access Policy) as My Bibliography. In other words, the PI must have a PMCID # for all applicable citations located in My Bibliography AND Other Citations.

Step 1: Click the box next to the journal articles you want to move to the Other Citations collection.

Step 2: Click **Move**.



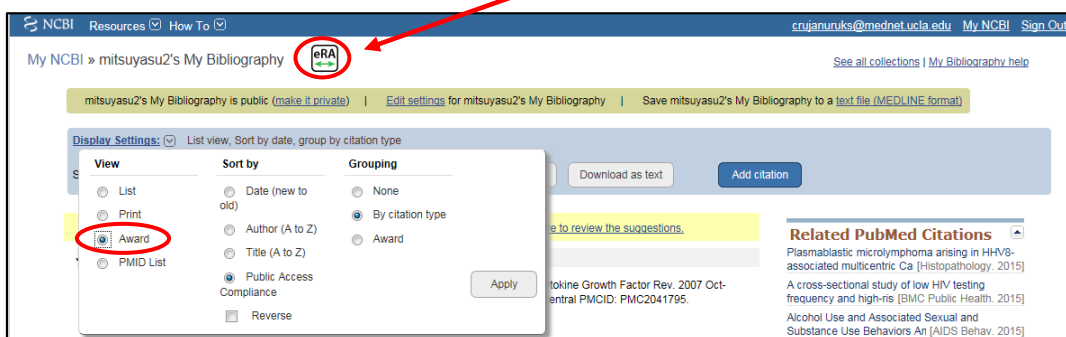
Step 3: A box will appear confirming you want to move the citation to the Other Citations collection. Click **OK**.




Removing Duplicate Citations


Collapsing two citations into one is usually easier than deleting one of the duplicate citations. To collapse duplicates, check to see if one of the duplicates has a PubMed ID (PMID).

Step 1: Access your My Bibliography and use the **Award** display setting. **Award display setting is only available when My Bibliography is linked to an eRA Commons account.**





Step 2: Locate the PubMed citation and copy its PMID number.

5:  Buga GM, Navab M, Imaizumi S, Reddy ST, Yekta B, Hough G, Chanslor S, Anantharamaiah GM, Fogelman AM. [L-4F alters hyperlipidemic \(but not healthy\) mouse plasma to reduce platelet aggregation](#). *Arterioscler Thromb Vasc Biol.* 2010 Feb;30(2):283-9. doi: 10.1161/ATVBAHA.109.200162. Epub 2009 Dec 3. Erratum in: *Arterioscler Thromb Vasc Biol.* 2010 Sep;30(9):e174. Dosage error in article text. PubMed PMID: 19965777; PubMed Central PMCID: PMC2818809.

 NIH Public Access Compliance: Complete. PMCID: [PMC2818809](#)


NIH Funding:


P01 HL030568 - Lipid and Lipoprotein Metabolism in Atherosclerosis; AN IN VITRO APPROACH TO ARTERY WALL METABOLISM; Accounting and Administrative Services; Accounting and Administrative Services Core; An In-Vitro and In-Vivo Approach to Artery Wall Inflammation; IN VITRO APPROACH TO ARTERY WALL METABOLISM; In Vitro /In Vivo Approach to Artery Wall Inflammation; In Vitro and In Vivo Approach to Artery Wall Inflammation 

MD1 RR000865 - LIPID AND LIPOPROTEIN METABOLISM IN ATHEROSCLEROSIS (CORE A); In Vitro Approach to Arterial Wall Metabolism; LIPID AND LIPOPROTEIN METABOLISM IN ATHEROSCLEROSIS 


[Add or delete award](#)

Step 3: Locate the corresponding manually-entered citation, recognizable by the pencil icon next to its title. Click on the pencil icon to enable editing.

44:  [Edit citation](#)

 NIH Public Access Compliance: In process at NIHMS. [\[Edit Status\]](#) NIHMS ID: [NIHMS199781](#)

NIH Funding:

P01 HL030568 - Lipid and Lipoprotein Metabolism in Atherosclerosis; AN IN VITRO APPROACH TO ARTERY WALL METABOLISM; Accounting and Administrative Services; Accounting and Administrative Services Core; An In-Vitro and In-Vivo Approach to Artery Wall Inflammation; IN VITRO APPROACH TO ARTERY WALL METABOLISM; In Vitro /In Vivo Approach to Artery Wall Inflammation; In Vitro and In Vivo Approach to Artery Wall Inflammation 

[Add or delete award](#)

Step 4: In the resulting form, enter the PMID number in the available PMID field. You can ignore the rest of the fields. Based on the PMID number, the system will be able to match and remove the duplicate and also transfer all of the grant associations from the manual citation.

Choose the type of citation to create:

Manual citation (for articles that do not appear in PubMed) Clear All Fields

Title * Causes of dysregulation of lipid metabolism in chronic renal

Author * Last Name

First Name MI

Journal * nephrology, transplantation, dialysis

Publication Date Month Day Year Forthcoming

Volume

Issue

Page

DOI [What is DOI?](#)

PMID

Use this citation:

Buga GM, Navab M, Imaizumi S, Reddy ST, Yekta B, Hough G, Chanslor S, Anantharamaiah GM, Fogelman AM. L-4F alters hyperlipidemic (but not healthy) mouse plasma to reduce platelet aggregation. *Arterioscler Thromb Vasc Biol.* 2010 Feb;30(2):283-9. doi: 10.1161/ATVBAHA.109.200162. Epub 2009 Dec 3. *Arterioscler Thromb Vasc Biol.* 2010 Sep;30(9):e174. Dosage error in article text. PubMed PMID: 19965777; PubMed Central PMCID: PMC2818809.

To collapse manually entered duplicates (where you have no PMID) edit all fields in the editing form so that they are identical between the duplicate citations and the system will be able to recognize and collapse the duplicates.

If you have two PMIDs for two citations, and you are sure that the two citations are the same, click "Write to the Help Desk" near the bottom of My Bibliography.

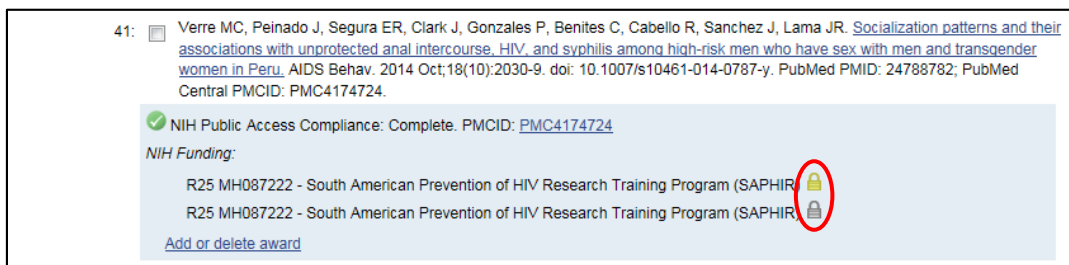
If you have duplicates where each member has a different NIHMS number, contact the NIHMS help desk through their web form accessible at <http://www.nihms.nih.gov/> to have one of the submitted manuscripts removed.

Deleting Unwanted Citations

Step 1: Follow the general guidelines in the My NCBI help guide on [deleting citations](#).

Step 2: If following the general guidelines does not work, the citation may have locked award(s). View the citation in the award display setting and check for locks. Scroll over the lock for an explanation:

- **Silver lock** indicates that award was officially reported on a progress report via eRA Commons.
- **Gold lock** indicates that the award was associated with the publication through NIHMS.



Silver Lock

To delete a citation with a silver lock, you have to effectively revise the progress report that listed the paper. Please contact your NIH program officer to let them know you wish to revise the report and have the papers removed. They can explain what documentation they will need from your institution to make the revision. Your program officer can then contact our help desk (PublicAccess@nih.gov) to confirm that the association can be deleted. eRA Commons will notify you when the association is removed so you can delete the citation.

Gold Lock

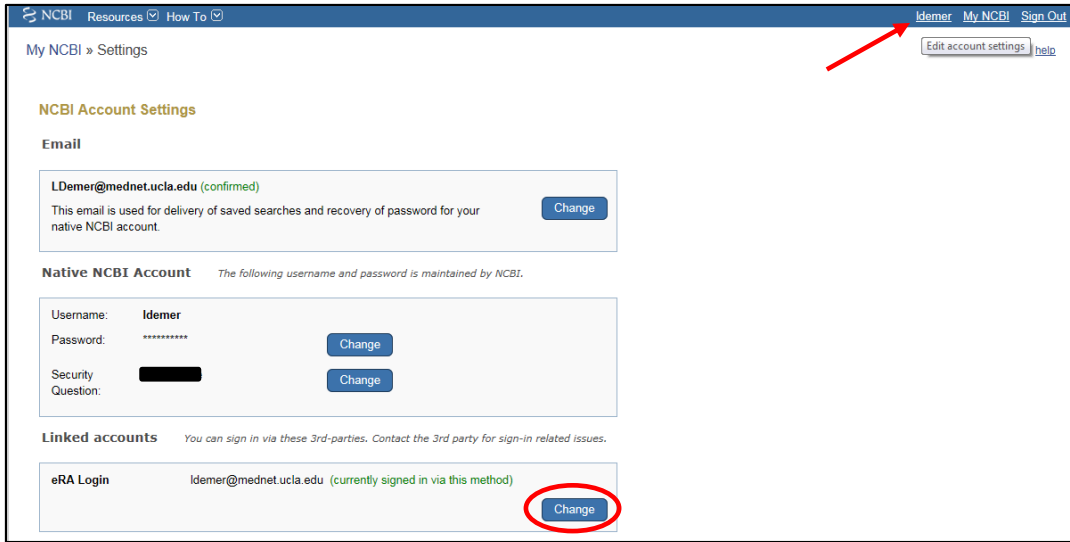
To delete a citation with a gold lock, contact the NIHMS help desk through their web form accessible at <http://www.nihms.nih.gov/>.

Linking to an NCBI Account that was Previously Established

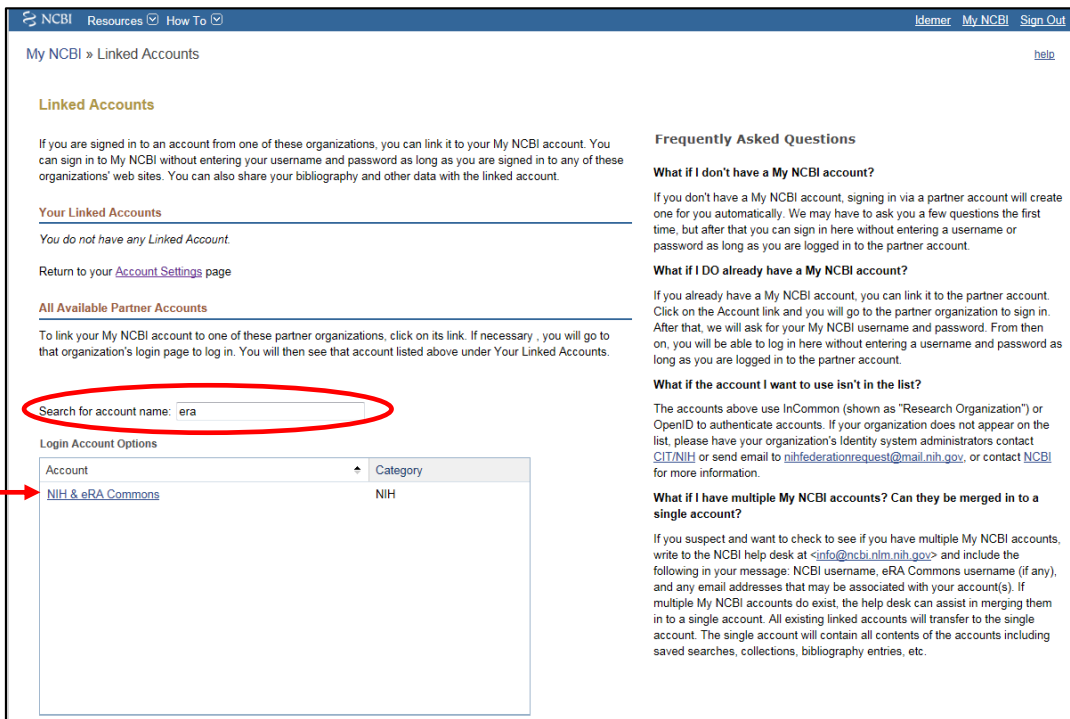
If an NCBI account was previously set up, it can be linked to an eRA Commons account.

Step 1: Click on the User Name in the upper right-hand corner to "Edit account settings".

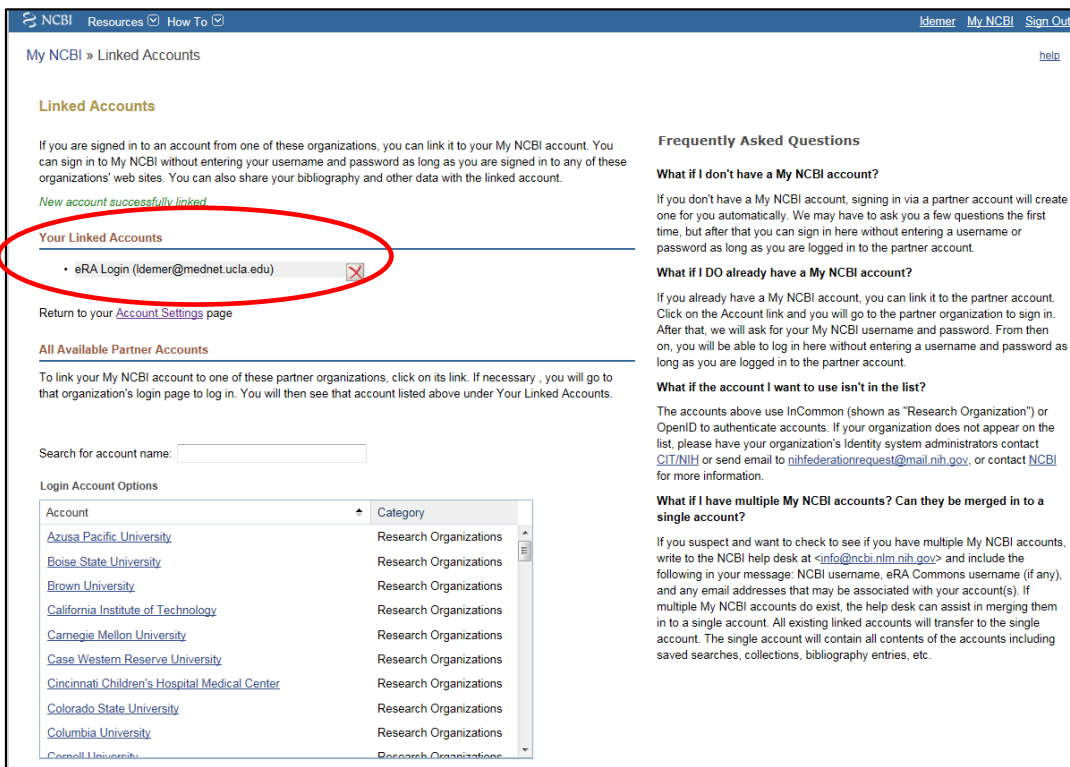
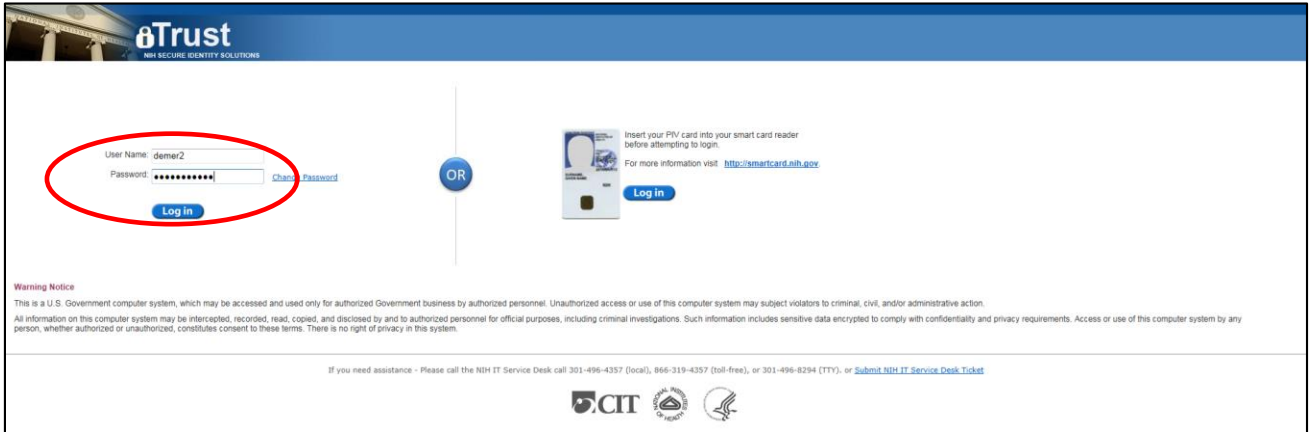
Step 2: Click **Change** under "Linked accounts".



Step 3: Search for account name “NIH” or “eRA” & click to select.



Step 4: Log in using eRA User Name and password.



****The eRA logo will appear when/if an account is linked to the eRA Commons.****

