



PubMed Central inclusion checklist

*Looking to add one or more journals to PubMed Central (PMC), but not sure where to start? This checklist covers PMC's main application requirements, as well as some pro-tips from Scholastica from our experience helping journals apply. This checklist is meant to serve as a helpful reference — it is not a replacement for PMC's guidelines. **Be sure to thoroughly review PMC's application instructions [here!](#)***

Pre-application requirements

To be eligible for inclusion in PMC journals must:

- Publish peer-reviewed research within PMC's scope (e.g., original research, reviews, clinical case reports): *only journals in the biomedical and life sciences should apply*
- Have an International Standard Serial Number (ISSN) from the ISSN International Centre
- Reflect PMC's scientific and editorial quality assessment standards (see details)
- Follow publishing best practices, including ICMJE, WAME, and COPE guidelines
- Demonstrate adherence to a consistent publication schedule (e.g., quarterly)
- Be able to provide PMC immediate access to the full-text of all published content
- Have published a minimum of 25 peer-reviewed articles
- Publish the majority of journal content in English (PMC can't review non-English titles)
- Be published by an organization with a 2+ year history of scholarly publishing in the life sciences (or managed by individuals with equivalent prior publishing experience)
- Be able to provide PMC with full-text machine-readable article files in an XML format that conforms to an acceptable journal article Document Type Definition (preferably the JATS standard) and meets PMCs Minimum Data Criteria

Files required by PMC (for technical evaluation + final deposits)

Note: During the technical evaluation process, you'll be required to submit a set of sample files for **approximately 25 articles that are representative of all article types/styles in your journal*

- ❑ Individual XML file for the full text of each article
- ❑ The original high-resolution digital image files for all figures in each article
- ❑ A PDF, if one exists, in addition to the XML version of each article
- ❑ Supplementary material files (See PMC's [Supplementary Material policy](#))

Scholastica's PMC Indexing Pro-Tops

- Validate your XML: Validate with the [PMC style checker](#), and use the [PMC article previewer](#) *before* starting the application.
- Look out for communication from NLM throughout the application process and be responsive (also don't be afraid to ask questions!).
- PMC has a rolling application process, so you can apply at any time. Decisions on applications are usually made within 12 weeks of applying.
- Publishers adding journals to PMC for the first time must get one journal accepted into PMC, and that journal must meet PMC's [Production Data Requirements](#) for at least six months *before they can submit additional titles*.
- If you want to add your journal to PubMed: good news! PMC is your fastest route, because PMC has a lower minimum article requirement than MEDLINE. *Remember, PubMed is a superset of PMC and MEDLINE, not a separate index - [learn more here](#).*