

My NCBI Help

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National Center for Biotechnology Information (US), Bethesda (MD)

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This book contains information on how to use My NCBI, a tool developed by the National Center for Biotechnology Information (NCBI).

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My NCBI Help

Created: December 13, 2010; Revised: September 27, 2018.

My NCBI saves searches and results from multiple NCBI databases and features an option to automatically update and e-mail search results from your saved searches. My NCBI includes other features that help you save PubMed citations to your articles and manage peer review article compliance with the NIH Public Access Policy ([My Bibliography](#)), create an online professional profile ([SciENcv](#)), highlight search terms, and set up LinkOut, Outside Tool and Document Delivery preferences for PubMed.

What Is My NCBI?

My NCBI is a tool that retains user information and database preferences to provide customized services for many NCBI databases. It allows you to save searches, select display formats, filtering options, and set up automatic searches that are sent by e-mail. My NCBI includes other features that help you save your citations and manage peer reviewed article compliance with the NIH Public Access Policy ([My Bibliography](#)), create an online professional profile ([SciENcv](#)), highlight search terms, and set up [LinkOut](#), [Outside Tool](#) and [Document Delivery](#) preferences for PubMed.

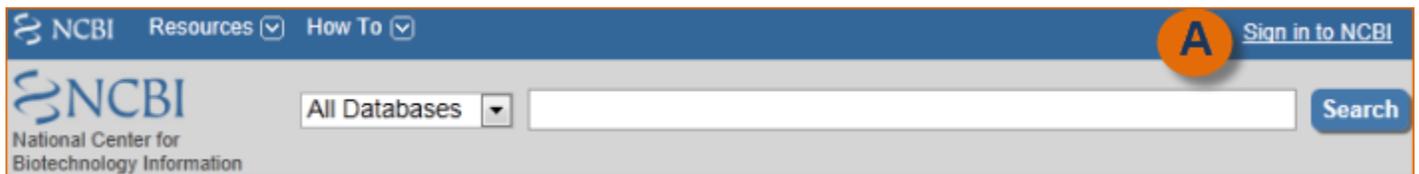
To use My NCBI, your Web browser must accept cookies and allow pop-ups from NCBI Web pages.

Section Contents

- [Accessing My NCBI](#)
- [Registering with My NCBI](#)
- [Signing in to My NCBI](#)
- [Adding a Partner Sign in option to an Existing My NCBI account](#)
- [If You Forget Your My NCBI Username or Password](#)
- [Changing Your My NCBI Password](#)

Accessing My NCBI

Use the NCBI link to sign in to [My NCBI](#). This link can be accessed from any NCBI database and it appears at the top right of the screen (A). The URL to the login page is <https://www.ncbi.nlm.nih.gov/account/>



Registering with My NCBI

1. Click on the **Sign in to NCBI** link in the upper right-hand corner of the page.
2. Enter an alphanumeric username (3 or more letters or numbers) and a password (8 or more characters). Passwords are case-sensitive.
3. Enter your e-mail address.
4. Choose a security question and answer. This information will be used to reset your password.
5. Below the Security Question, you will see an image with 5 characters. This step is to help us prevent automated programs from registering accounts.
6. You will receive a confirmation e-mail from NCBI; confirm your registration by clicking the link provided. After confirming your e-mail address, you can start setting up automatic e-mails for search alerts.

Note:

- Only one e-mail address can be associated with each account
- Record your username, password, and answer to the security question in a safe place for future reference
- Accounts that do not have any activity in two years will be deleted

Signing in to My NCBI

There are two ways to sign in to a My NCBI account: using a direct My NCBI username and password or using a username and password associated with a partner organization. Partner organizations include research organizations and commercial Web sites using either an InCommon or OpenID standard to authenticate users. Note that eRA Commons users would sign in by clicking the NIH Login icon. HRA users would sign in by clicking the Google icon. To see a list of all participating partner organizations, click “See more 3rd party sign in options.”

- Signing in using a My NCBI username and password
- Signing in using a partner organization username and password

NCBI Resources How To [Sign in to NCBI](#)

Sign in to NCBI

Sign in with

Google NIH Login

eRA Commons users should sign in via the NIH Login

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

OR

Sign in directly to NCBI

NCBI Username:

Password:

[Forgot NCBI username or password?](#)

[Register for an NCBI account](#)

Keep me signed in unless I sign out
(Leave unchecked on public computers)

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

[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
- 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 should sign in using the "NIH Login" button. 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>.

Signing in using a My NCBI username and password

Start at the NCBI login page <https://www.ncbi.nlm.nih.gov/account/>

1. Enter your username and password.
2. Check the **Keep me signed in** box to automatically activate My NCBI each time you use any NCBI database. You should not check the box when using a public computer, because your account will remain active for anyone who later uses the same computer. You can sign out at any time by clicking on **Sign Out** on the upper right corner of the page.

Note:

- A checked **Keep me signed in** box saves your My NCBI preferences on your computer in a persistent cookie file. It will also retain your password so that you do not need to sign in again. When using a public computer do not check this option
- If the **Keep me signed in** box is not checked, you will be automatically signed out when you close your Web browser
- Using NCBI databases without signing in to My NCBI means that after eight (8) hours of inactivity, all history and preferences will be lost

Signing in using a partner organization username and password

Start at the NCBI login page <https://www.ncbi.nlm.nih.gov/account/>

1. Select an organization (3rd party option). My NCBI will link to the partner organization login page.
2. Enter the username and password registered with the partner organization.
3. Link to your existing My NCBI account or create a new My NCBI account.

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account, and you will be able to download data to create a [SciENcv](#) profile.

To **remove** a linked account, click on your username on the NCBI header to access the [Account Settings](#) page. Click the Change button under “Linked Accounts,” and then click the  next to the account that you wish to remove.

NCBI Resources How To

Linked Accounts

If you are signed in to an account from one of these organizations, you can link it to your My NCBI account. You can sign in to My NCBI without entering your username and password as long as you are signed in to any of these organizations' web sites. You can also share your bibliography and other data with the linked account.

Your Linked Accounts

- eRA Commons (JLCampbel195@harvard.edu)
- Google (hrauser@gmail.com)

Return to your [Account Settings](#) page

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its link. If necessary, you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.

Search for account name:

Adding a Partner Organization as Sign in option to an Existing My NCBI account

1. Start at the NCBI login page. Enter your My NCBI username and password.
2. Click on your username on the NCBI header to access the [Account Settings](#) page.

NCBI Resources How To theorsmith My NCBI Sign Out

PubMed.gov PubMed Search

3. Click the Change button under “Linked Accounts.”

Linked accounts *You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.*

None [Change](#)

4. Under “All available partner accounts,” search for the partner organization you wish to link to your NCBI account.
5. Click on the partner organization link presented to you. NCBI will link to the partner organization login page.
6. Enter the username and password registered with the partner organization. Accept the **NIH login request for permission**.

7. You will be redirected to My NCBI where the added partner organization will appear under “Your Linked Accounts.”

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account. Your NCBI account can be linked to multiple partner organizations (see example in image above). To **remove** a linked account, click the  next to the account that you wish to delete.

Note:

- If your institution is not included in the partner organization list, ask your identity system administrators contact nihfederationrequest@mail.nih.gov.
- If you have multiple NCBI accounts and you wish to merge all your data in to one account, write to info@ncbi.nlm.nih.gov and provide the following information: NCBI usernames, eRA Commons username, and the e-mail addresses associated with the accounts.

If You Forget Your My NCBI Username or Password

In case you forget your username or password:

1. Click **Forgot username or password** on the [NCBI Sign In](#) page.
2. Enter your e-mail address or username.
3. Click **Password**.
4. An e-mail will be sent to the e-mail address you provided with your username information and a link to reset your password.

Changing Your My NCBI Password

1. Make sure you are signed in to [My NCBI](#).
2. Click on your **username** on the NCBI header to access the **Account Settings** page.
3. Click the Change button next to **Password**.
4. Enter your old and new passwords.
5. Click **Save**.

Saving and Managing Searches

Created: December 13, 2010; Revised: September 16, 2019.

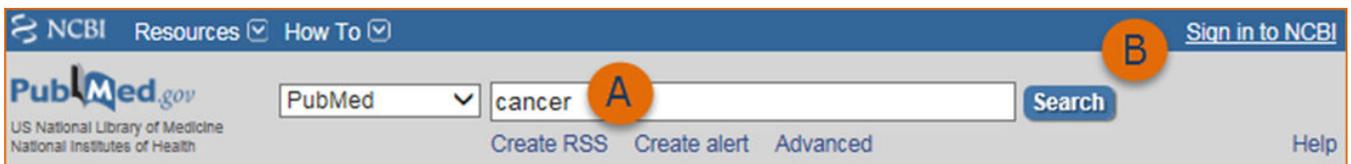
The Saved Searches feature facilitates saving search queries for NCBI databases, and provides automatic e-mail updates for saved searches, which can be set up on a daily, weekly, or monthly basis.

Section Contents

- Saving a Search in My NCBI 
- Setting Up Automatic E-mail Updates
- Changing the E-mail Schedule of Your Updates
- Running Saved Searches and Checking for New Results
- Sorting Searches
- Modifying a Search Query
- Deleting a Search

Saving a Search in My NCBI

1. On any database page, run a search—make sure you are signed in to NCBI (B in image below).
2. In PubMed, click on **Create alert**, located below the search box. (A). If you are using other NCBI databases, click **Save search**.



3. You will be guided to your My NCBI Saved searches page where you may edit the name of the search; up to 100 characters are allowed. The name of the saved search will be included in the Subject line of the automatic e-mail update messages.
4. If the database you searched supports e-mail updates, you will be prompted to set up automated e-mail preferences at this time. Or, if you prefer, this can be set up at a later time. Click **Save**. (C in image below.)

My NCBI » Saved Searches

Your PubMed search

Name of saved search:

Search terms:

[Test search terms](#)

Would you like e-mail updates of new search results?

No, thanks.

Yes, please.

E-mail: ([change](#))

Schedule:

Frequency:

Which day?

Formats:

Report format:

Number of items:

Send at most: Send even when there aren't any new results

Any text you want to be added at the top of your e-mail (optional):



Note:

- For PubMed, you may use [History](#) numbers in your search, however, PubMed processes from left to right so order your search statement numbers with this in mind, or use parentheses for nesting
- Your saved searches will be listed in the “Saved Searches” section of My NCBI. Searches are grouped per database and listed by the date they were saved for the first time
- You can save searches through the Recent Activity feature in My NCBI
- Dates and date ranges are not advisable for saved searches
- Links to Related Citations cannot be saved in My NCBI
- Accounts that do not have any activity in two years will be deleted

Setting up Automatic E-mail Updates

In most NCBI databases*, when you click on **Create alert** you are asked if you would like to receive e-mail updates of new search results automatically. Automatic e-mail updates of search results are then sent according to the frequency you selected when saving your search in My NCBI (none, once a month, once a week, or daily). You can also choose a format (Summary, Abstract, Summary-plain text, Abstract-plain text, MEDLINE),

optional text (up to 200 characters), and change the number of items to be sent (1, 5, 10, 20, 50, 100 or 200 items).

The text, which appears in the body of your e-mail updates, can be used to create a title for your search or any specific information you want. You may enter up to 100 characters for the search title. The name of the saved alert will be included in the Subject of your automated e-mail update messages. If you have trouble remembering your original search word or phrase(s), hover over the search name with your mouse in My NCBI - Saved Searches. It will display the original search word or phrase(s).

Automatic e-mail updates can only be sent to e-mail addresses that have been confirmed.

In the rare case of technical problems, updates may miss some citations. Users receiving automatic updates should use the option to link to view complete results to minimize the risk.

*NCBI databases that support e-mail updates are:

CDD, GEO DataSets, Genome, NLM Catalog, Nucleotide, PopSet, PubChem BioAssay, PubChem Compound, PubChem Substance, PubMed, PubMed Central, Protein, SNP, SRA, Structure, Taxonomy.

Note:

- If an e-mail update cannot be delivered three times, the e-mail address will be changed to invalid
- Each My NCBI account can only have one e-mail address
- In the event an update is not sent out on schedule or is incomplete, the next scheduled update will include the omitted items, if any
- E-mail updates may be affected by e-mail filtering SPAM software. Consider adding nih.gov domain to your e-mail “safe list.” If your settings do not allow you to add e-mail addresses to a safe list, consult the help section of your e-mail program, or contact your e-mail/Internet provider's customer support to research your configuration options.

Changing the E-mail Schedule of Your Updates

To change or create a schedule for a saved alert, go to the **Saved Searches** portlet, click the gear icon  next to the search you wish to edit, it will lead you to the same page where you initially saved a search and set up an e-mail schedule. You can then change the e-mail schedule or any other settings you would like.

To see the e-mail schedule for all your saved searches at once, click “Manage Saved Searches.”

Search Name		What's New	Last Searched
Genome Searches			
cancer		0	5 days ago
Nucleotide Searches			
bird flu		0	5 days ago
OMIA Searches			
welsh corgi		N/A	5 days ago
Protein Searches			
soy		6	5 days ago
oncogenes		209	5 days ago
PubMed Searches			
swimmers ear		0	5 days ago
lyme disease AND dogs		0	5 days ago
lyme disease		17	10 days ago
dogs AND allergies		227	3 years ago

 [Manage Saved Searches »](#)

If you have set up an e-mail schedule to receive search updates, this information is displayed in the **Schedule** column. For searches that you have not set up a schedule or which were run in databases that do not offer this feature, you will see **none** displayed in the **Schedule** column.

My NCBI — Saved Searches

Select: [All](#), [None](#) 0 items selected [Delete selected item\(s\)](#) [What's new](#)

<input type="checkbox"/>	Name		Database	Last Searched	Schedule
<input type="checkbox"/>	cancer		Genome	5 days ago	none
<input type="checkbox"/>	swimmers ear		PubMed	5 days ago	daily
<input type="checkbox"/>	welsh corgi		OMIA	5 days ago	none
<input type="checkbox"/>	soy		Protein	5 days ago	none
<input type="checkbox"/>	oncogenes		Protein	5 days ago	none
<input type="checkbox"/>	bird flu		Nucleotide	5 days ago	monthly
<input type="checkbox"/>	lyme disease AND dogs		PubMed	5 days ago	weekly
<input type="checkbox"/>	lyme disease		PubMed	10 days ago	monthly
<input type="checkbox"/>	dogs AND allergies		PubMed	3 years ago	none

Running Saved Searches and Checking for New Results

Sign in to My NCBI. Go to the **Saved Searches** portlet, where all searches are listed by database. Click on the search name to run the saved search in its respective database. This will not change the date displayed in the Last Searched column (A in the image below). To see the exact date when a search was last run on a database, place your mouse over the date shown under “Last Searched.”

To check for new results, click on the hyperlinked number next to your saved search and under the **What's New** column (B). The hyperlinked number indicates how many new items were found since the last time the search was run. This action will change the date in the **Last Searched** column.

Saved Searches

Search Name		What's New	Last Searched
Protein Searches			
soy		10	10 days ago
oncogenes		292	10 days ago
PubMed Searches			
swimmers ear		0	10 days ago
lyme disease AND dogs		0	10 days ago
lyme disease		22	15 days ago
dogs AND allergies		227	3 years ago

Not all NCBI databases support automatic updates. In those cases, the option **What's New** will not be available.

My NCBI search strategy for PubMed to find new citations

The below strategy is applied to searches with untagged terms and searches that do not use filters.

```
(search AND T1:T2[MHDA]) NOT (search[TIAB] AND 0001:T1[EDAT])
```

Where:
 Search=saved search
 T1= the date & time the search was last updated
 T2=today's date & time
 0001= the date that will include all citations
 [MHDA]= the search tag for the MeSH date. This field reflects the date MeSH terms were added to the citation. Note: until MeSH terms are added, the MHDA value is the same as the EDAT)
 [EDAT]= the search tag for the date the citation was added to PubMed
 [TIAB]= the search tag for words in the Title & Abstract fields

Example: The saved search is heart attack. The search was last updated on January 7, 2008 at 11:00 a.m. and today's update date and time is January 13, 2008 at 9:59 a.m.

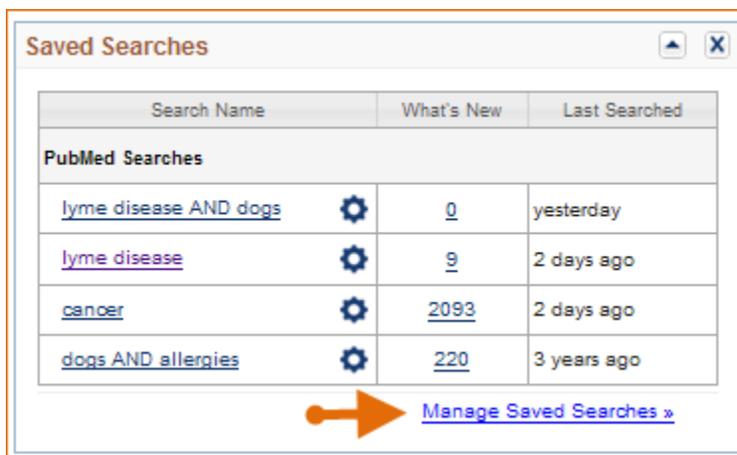
```
("myocardial infarction"[MeSH Terms] OR ("myocardial"[All Fields] AND "infarction"[All Fields]) OR "myocardial infarction"[All Fields] OR ("heart"[All Fields] AND "attack"[All Fields]) OR "heart attack"[All Fields]) AND "2008/01/07 11.00"[MHDA]: "2008/01/13 09:59"[MHDA]) NOT (heart attack[TIAB] OR ("myocardial"[TIAB] AND "infarction"[TIAB]) OR "myocardial infarction"[TIAB] OR ("heart[TIAB] AND "attack"[TIAB]) AND "0001"[EDAT]: "2008/01/07 11:00"[EDAT])
```

Note (for PubMed):

- My NCBI "remembers" the date and time you last retrieved new items from your Saved Searches. For strategies without search tags, it also considers whether citations that were in-process (not yet indexed) the last time you updated have since had MeSH terms applied, and are now retrieved by your strategy
- My NCBI saved searches that include search field tags or selections from the filters sidebar use an abbreviated "What's New" search to ensure that all citations are retrieved
- Searches that include the PubMed search field tags FAU, IR, 1AU, LASTAU, CN, AU, PS, IP, TA, LA, PG, TI, TIAB, LID, JID, TT or VI use the strategy: Search AND T1 : T2 [EDAT]
- Searches that include search field tags other than the ones listed above, use the strategy: Search AND T1 : T2 [MHDA]
- The My NCBI "What's New" feature will not retrieve citations for articles that were available in PubMed more than one year ago
- To retrieve all new citations regardless of publication date, do not use either the "e-mail updates" or "What's New" options for My NCBI Saved Searches. Rather, run the saved search and combine it with a Create Date range. Use the format yyyy/mm/dd: yyyy/mm/dd [crdt]. For example: "lyme disease"[MeSH Terms] 2009/11/24:2010/02/24[crdt]. For further information on searching by date see [Searching by Date](#)

Sorting Searches

To sort Saved Searches, click the "Manage Saved Searches" link.



The screenshot shows a window titled "Saved Searches" with a table of search results. The table has three columns: "Search Name", "What's New", and "Last Searched". Under the heading "PubMed Searches", there are four rows of search results. Each row includes a search name, a gear icon for editing, a count of results, and the date last searched. Below the table is a link "Manage Saved Searches »" with an orange arrow pointing to it.

Search Name	What's New	Last Searched
PubMed Searches		
lyme disease AND dogs ⚙	<u>0</u>	yesterday
lyme disease ⚙	<u>9</u>	2 days ago
cancer ⚙	<u>2093</u>	2 days ago
dogs AND allergies ⚙	<u>220</u>	3 years ago

[Manage Saved Searches »](#)

Click on a column name, and then on the small black arrow to change the ascending or descending order. Searches can be sorted:

- alphabetically by name
- by database
- by date last searched
- by schedule

Modifying a Search Query

To modify a saved search query:

1. Sign in to My NCBI.
2. In the Saved Searches module; click the gear icon ⚙ next to the search you wish to edit; it will lead you to the same page where you initially saved a search.

My NCBI » Saved Search Settings

Your PubMed search

Name of saved search: swimmer's shoulder

Search terms: swimmer's shoulder

[Test search terms](#)

Would you like e-mail updates of new search results?

No, thanks.

Yes, please.

E-mail: researcher@nih.gov [\(change\)](#)

Schedule:

Frequency: Monthly

Which day? the first Tuesday

Formats:

Report format: Summary

Number of items:

Send at most: 5 items Send even when there aren't any new results

Any text you want to be added at the top of your e-mail (optional):

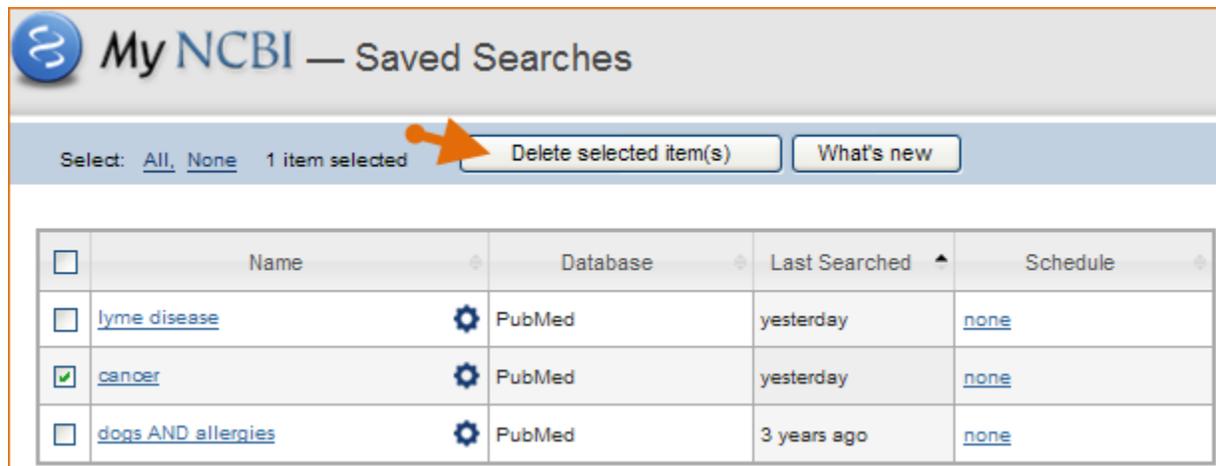
[Save](#) [Cancel](#) [Delete](#)

3. You can then edit the search terms or any other settings available in this page.

4. Be sure to click **Save** to keep the amended search query.

Deleting a Search

1. Go to the Saved Searches page, click the “Manage Saved Searches” link.
2. Check the box next to the name of the search you want to delete.
3. Click the button **Delete selected item(s)**. A confirmation window will appear, click OK.



The screenshot shows the MyNCBI Saved Searches interface. At the top, there is a header with the MyNCBI logo and the text "MyNCBI — Saved Searches". Below the header, there is a control bar with the text "Select: [All](#), [None](#) 1 item selected" and two buttons: "Delete selected item(s)" and "What's new". An orange arrow points to the "Delete selected item(s)" button. Below the control bar is a table with the following columns: Name, Database, Last Searched, and Schedule. The table contains three rows of saved searches.

<input type="checkbox"/>	Name	Database	Last Searched	Schedule
<input type="checkbox"/>	lyme disease	 PubMed	yesterday	none
<input checked="" type="checkbox"/>	cancer	 PubMed	yesterday	none
<input type="checkbox"/>	dogs AND allergies	 PubMed	3 years ago	none

Collections

Created: December 13, 2010; Revised: June 21, 2019.

Search results from many NCBI databases can be saved in My NCBI using the **Collections** feature. Citations to articles published by other authors can be stored in a collection. There is no limit to the number of collections you may store in My NCBI. In addition, collections can be made public to share with others.

Section Contents

- Creating Collections and Adding to an existing collection
- Adding Records to Favorites
- Viewing and Sorting Collections
- Editing Collections
- Merging Collections
- Sharing Collections
- Deleting Collections

Creating Collections and Adding to an Existing Collection

To save search results to a new collection:

1. Sign in to My NCBI. Run a search.
2. From the search results page, click the check box next to **items you want to save**. If you do not select any items all results up to 1,000 items will be sent to collections.
3. After selecting the items you wish to save, select **Collections** from the **Send to** pull-down menu (as shown in the image below). Click **Add to Collections**.

The screenshot shows a search results page with two items selected. The 'Send to' dropdown menu is open, showing options: File, Collections (selected), Order, Citation manager, Clipboard, E-mail, and My Bibliography. An orange arrow points to the 'Add to Collections' button. The search results list includes:

- 1. [Association Between Topical Corticosteroid U](#)
[European Population-Based Adult Cohorts.](#)
Andersen YMF, Egeberg A, Ban L, Gran S, Wil
Gislason GH, Skov L, Thyssen JP.
Diabetes Care. 2019 Apr 1. pii: dc182158. doi: 10.2337
PMID: 30936111
[Similar articles](#)
- 2. [Association between parental autoimmune disease and atopic dermatitis in](#)
[their offspring: a matched case-control study.](#)
Hamann CR, Egeberg A, Silverberg JI, Gislason G, Skov L, Thyssen JP.
J Eur Acad Dermatol Venereol. 2019 Feb 18. doi: 10.1111/jdv.15413. [Epub ahead of print]
PMID: 30779234
[Similar articles](#)

At the bottom right, there is a 'Find related data' button and a 'Database: Select' dropdown menu.

4. The **My NCBI- Collections** page will display. Select **Create new collection** (A in the image below).

5. My NCBI will create a default collection name using the number of items you are saving in a collection (**B**). Rename your collection using a short, yet meaningful, title. Identical names for different **Collections** are allowed and may cause confusion. Collection names have a limit of 100 alphanumeric characters. Click Save to finish.

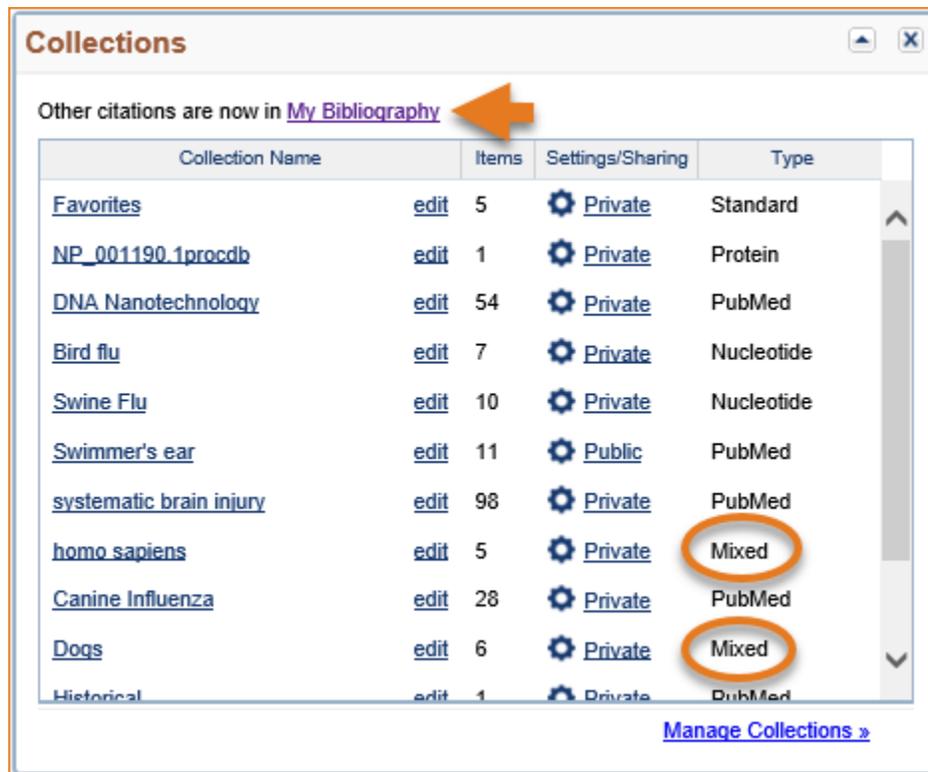
The screenshot shows the 'My NCBI » Collections' page. At the top, it says '2 items from PubMed'. Below this, the question 'What would you like to do?' is followed by two radio button options: 'Create new collection' (which is selected and highlighted with a red box and labeled 'A') and 'Append to an existing collection'. Below the options is a text input field labeled 'Enter a name for your collection:' with the text '2 items' inside it, highlighted with a red box and labeled 'B'. At the bottom, there is a 'Save' button and a link that says 'Or cancel and return to [your selections](#)'.

As you continue to build data collections, you may want to add new items to an existing collection. To add search results to an existing collection:

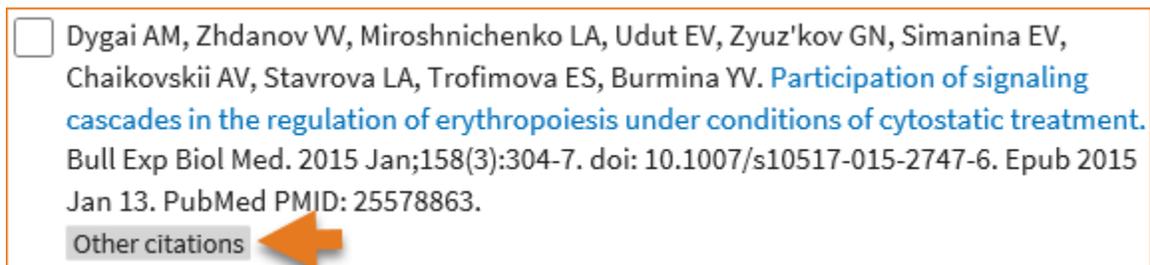
1. Follow steps 1 – 3 under Creating Collections
2. The **My NCBI- Collections** page will display. **Append to an existing collection** will be selected by default (**A** in the image below).
3. Choose the collection into which you want to save your new items (**B**). Click Save to finish.

The screenshot shows the 'My NCBI » Collections' page. At the top, it says '2 items from PubMed'. Below this, the question 'What would you like to do?' is followed by two radio button options: 'Create new collection' and 'Append to an existing collection' (which is selected and highlighted with a red circle and labeled 'A'). Below the options is a dropdown menu labeled 'Choose a collection:' with a list of collection names: 'Collections', 'Bird flu', 'Canine Influenza' (highlighted in blue and labeled 'B'), 'Corgitest', 'DNA Nanotechnology', 'Dogs', 'Favorites', 'Historical', and 'Language evolution'. At the bottom, there is a 'Save' button and a link that says 'Or cancel and return to'.

In addition, you may add data items from multiple NCBI databases to an existing collection. This type of collection is called “Mixed” because it has data items from multiple NCBI databases.



In the above image note that “Other Citations” is no longer included in Collections. The “Other Citations” collection is now included in My Bibliography and records that are included in this collection display the label “Other Citations.” The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users My Bibliography public page.



Adding Records to Favorites

The Favorites collection is a feature of My NCBI which helps you keep a list of your preferred NCBI database records. This feature is active only while signed in to My NCBI and is currently available with the PubMed database.

1. Log in to My NCBI. Run a search
2. From the search results page, click on the citation you want to **save in Favorites**. In the **single Abstract** display you will see the **Favorite button** Favorite
3. Click on the Favorite button and the star next to it will turn blue. A blue star signals that the record has been saved in My NCBI **Favorites**

The screenshot shows the PubMed interface for an article titled "A randomized trial of nicotine-replacement therapy patches in pregnancy." The article is from NEJM, published in 2012. The abstract is visible, detailing the study's background, methods, and results. On the right side of the page, there is a "Save items" button with a star icon and a dropdown arrow, which is circled in orange. Below it, there is a "Related citations" section with several links to other articles.

The **Favorite** button also includes a drop-down menu, which displays a list of all the collections available in your My NCBI account. Clicking the star next to a collection name will automatically add the citation to the collection. You may also choose to create a new collection from the drop-down menu.

This screenshot shows the same PubMed article page as above, but with the "Save items" dropdown menu open. The menu displays a list of collections: "Favorites", "cystic fibrosis", "MS treatment", "asthma", "cerebral folate deficiency syndrome", and "myelofibrosis". At the bottom of the menu, there are options to "Create collection..." and "Manage collections...". The article text and related citations are visible in the background.

To remove a record, click the Favorite button or the star next to a collection name a second time, as the star turns gray, the record will be removed from your Favorites or other collections. In addition, records in My NCBI **Favorites** can be deleted in the same manner as records in any other collection - see Deleting Collections.

Viewing and Sorting Collections

Sign in to My NCBI and go to **Collections**. The **Collections** window lists all your saved collections, the number of items stored per collection, the collection privacy status and the collection database record type. Click "Manage Collections" to sort your collections, view collections details, merge collections or delete collections.

Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 5	Private	Standard
NP_001190.1proddb	edit 1	Private	Protein
DNA Nanotechnology	edit 54	Private	PubMed
Bird flu	edit 7	Private	Nucleotide
Swine Flu	edit 10	Private	Nucleotide
Swimmer's ear	edit 11	Public	PubMed
systematic brain injury	edit 98	Private	PubMed
homo sapiens	edit 5	Private	Mixed
Canine Influenza	edit 28	Private	PubMed
Dogs	edit 6	Private	Mixed
Historical	edit 1	Private	PubMed

[Manage Collections »](#)

To view items stored in a collection:

1. Click the “Edit” link next to the Collection Name you would like to view. The resulting page displays all the items found in that collection.
2. To view the items in their source database, click the checkbox next to items you want to view and click the “View” button. Alternatively, to select all records to view use the link “All.”

My NCBI » Collections > Bird flu [See all collections](#)

This collection is private ([make it public](#)) | [Edit settings](#) for this collection | Save collection to a [text file](#) | Save collection to a [csv file](#)

Display Settings: Sort by Date

Select: [All](#) [None](#) 2 items selected [Delete](#) [View](#)

Page 1 of 1

- 1: [Influenza A virus \(A/chicken/Burhanpur/Madhaypradesh/India/13746/2006\(H5N1\)\) nucleoprotein \(NP\) gene, complete cds](#)
1,497 bp linear cRNA
[GenBank](#) [FASTA](#) [Graphics](#)
Nucleotide [sequence] GI: 157841135 Accession: EU170436.1
- 2: [Influenza A virus \(A/chicken/Jalgaon/India/9386/2006\(H5N1\)\) non-structural protein 1 \(NS1\) gene, complete cds](#)
678 bp linear cRNA
[GenBank](#) [FASTA](#) [Graphics](#)
Nucleotide [sequence] GI: 158347591 Accession: EU180216.1

In the example above, collection items are sorted by Date, however, they can also be sorted by Author or Title using the “Display Settings” drop-down menu.

My NCBI » Collections > Bird flu

This collection is private ([make it public](#)) | [Edit settings](#) for this collection

Display Settings: Sort by Date

Sort by

Date (new to old)

Author (A to Z)

Title (A to Z)

Reverse



[Delete](#)

[hanpur/Madhaypradesh/India/1](#)

35 Accession: EU170436.1

2: [Influenza A virus \(A/chicken/Jalgaon/India/9386/2006\(H5N1\)\) n](#)

678 bp linear cRNA

[GenBank](#) [FASTA](#) [Graphics](#)

Nucleotide [sequence] GI: 158347591 Accession: EU180216.1

To sort **Collections** in your My NCBI account, click the link “Manage Collections” and then click the descending or ascending arrow next to the column headings. A black arrow indicates the currently selected sort option.

My NCBI » Collections [Collections help](#)

Select: [All](#), [None](#) 0 items selected

Other citations are now in [My Bibliography](#)

<input type="checkbox"/>	Name	edit	Items	Settings/Sharing	Last Modified	Type
<input type="checkbox"/>	systematic brain injury	edit	98	Private	8 years ago	PubMed
<input type="checkbox"/>	DNA Nanotechnology	edit	54	Private	8 years ago	PubMed
<input type="checkbox"/>	Canine Influenza	edit	28	Private	7 years ago	PubMed
<input type="checkbox"/>	Swimmer's ear	edit	11	Public	7 years ago	PubMed
<input type="checkbox"/>	Swine Flu	edit	10	Private	today	Nucleotide
<input type="checkbox"/>	Bird flu	edit	7	Private	today	Nucleotide
<input type="checkbox"/>	Dogs	edit	6	Private	7 years ago	Mixed
<input checked="" type="checkbox"/>	Favorites	edit	5	Private	yesterday	Standard
<input type="checkbox"/>	homo sapiens	edit	5	Private	5 years ago	Mixed
<input type="checkbox"/>	Language evolution	edit	3	Private	3 years ago	PubMed

Collections can be sorted:

- alphabetically by name
- by number of items in the collection
- by privacy status
- by date last modified
- by database

Editing Collections

Collections can be renamed, made public to share with others, saved to a plain text or CSV file (to download to MS Excel or other programs), and individual items in a collection can be deleted. To delete entire collections, see Deleting Collections.

To change the name of a collection and/or to make a collection public:

1. Sign in to My NCBI and go to **Collections**. Click the gear icon next to the Collection Name you would like to rename.
2. On the resulting screen, you may also click on the link “Edit Settings for this collection” (A in the image below). The option to save a collection to a text file (C) or CSV (D) file is also available on this page.

My NCBI » Collections » Bird flu [See all collections](#)

This collection is private ([make it public](#)) | [Edit settings](#) for this collection | Save collection to a [text file](#) | Save collection to a [csv file](#)

Display Settings: Sort by Author

Select: [All](#), [None](#) 0 items selected Page 1 of 1

1: [Influenza A virus \(A/chicken/Utchhal/Gujrat/India/8292/2006\(H5N1\)\) nonstructural protein 1 \(NS1\) gene, complete cds](#)
 878 bp linear cRNA
[GenBank](#) [FASTA](#) [Graphics](#)
 Nucleotide [sequence] GI: 158427129 Accession: EU185058.1

3. Enter a new name for the collection in the Collection Name text box. You may also change the collection status from private to public in this page and obtain a URL to send to others or HTML to create a link to the collection in a Web page or blog.

My NCBI » Collections

Collections: Bird flu (Private)

Collection Name:

Collection Sharing:
 Private Public

Only you can view your Private collections. Others can see your Public collections if you send them the URL below.

Direct URL:
 None, your collection is private.

HTML for Web Pages and Blogs:
 None, your collection is private.

To delete items from a collection:

1. Sign in to My NCBI and go to **Collections**. Click the “Edit” link next to the Collection Name you wish to modify.
2. Click the checkbox next to items you wish to delete and click the Delete button. A pop-up message will ask you to confirm your action.

The screenshot shows the My NCBI Collections interface. At the top, there are options for 'Display Settings' (set to 'Sort by Date') and 'Select: All, None 2 items selected'. Below this, there are 'Delete' and 'View' buttons. An orange arrow points to the 'Delete' button. A blue dialog box titled 'Message from webpage' is overlaid on the page, containing a question mark icon and the text 'Are you sure you want to delete the 2 selected item(s) ?'. Below the text are 'OK' and 'Cancel' buttons. The background shows a list of two items, both 'Influenza A virus (A/chicken/...)' with links for 'GenBank', 'FASTA', and 'Graphics'.

Merging Collections

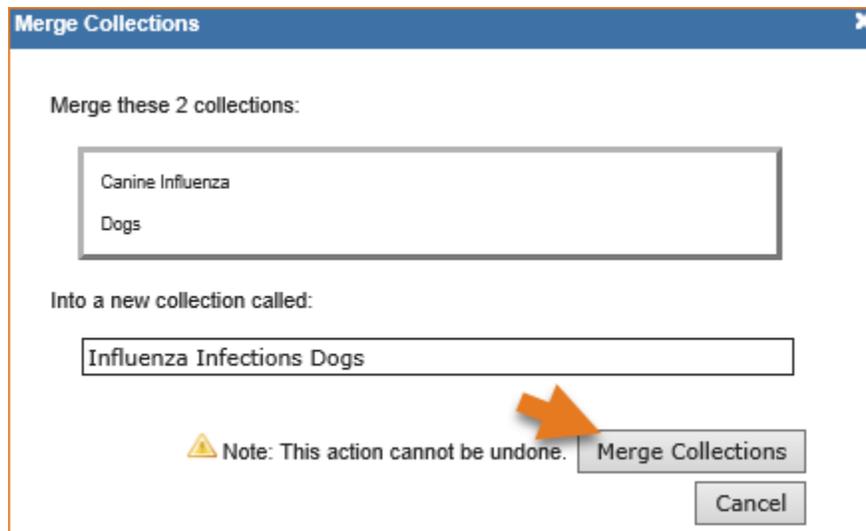
In the **Collections** portlet, click the link “Manage Collections.”

- 1 Select the collections you wish to merge into a new collection and click “Merge.”

The screenshot shows the My NCBI Collections interface. At the top, there are options for 'Select: All, None 2 items selected' and 'Merge' and 'Delete' buttons. An orange arrow points to the 'Merge' button. Below this, there is a link 'Other citations are now in My Bibliography'. A table lists several collections with checkboxes, names, item counts, settings/sharing options, last modified dates, and types.

<input type="checkbox"/>	Name	Items	Settings/Sharing	Last Modified	Type
<input type="checkbox"/>	systematic brain injury	edit 98	Private	8 years ago	PubMed
<input type="checkbox"/>	DNA Nanotechnology	edit 54	Private	8 years ago	PubMed
<input checked="" type="checkbox"/>	Canine Influenza	edit 28	Private	7 years ago	PubMed
<input type="checkbox"/>	Swimmer's ear	edit 11	Public	7 years ago	PubMed
<input type="checkbox"/>	Swine Flu	edit 10	Private	today	Nucleotide
<input type="checkbox"/>	Bird flu	edit 7	Private	today	Nucleotide
<input checked="" type="checkbox"/>	Dogs	edit 6	Private	7 years ago	Mixed

2. A confirmation message notifies you of the collections to be merged and requires you to provide a name for the merged collection. Click “Merge Collections.”

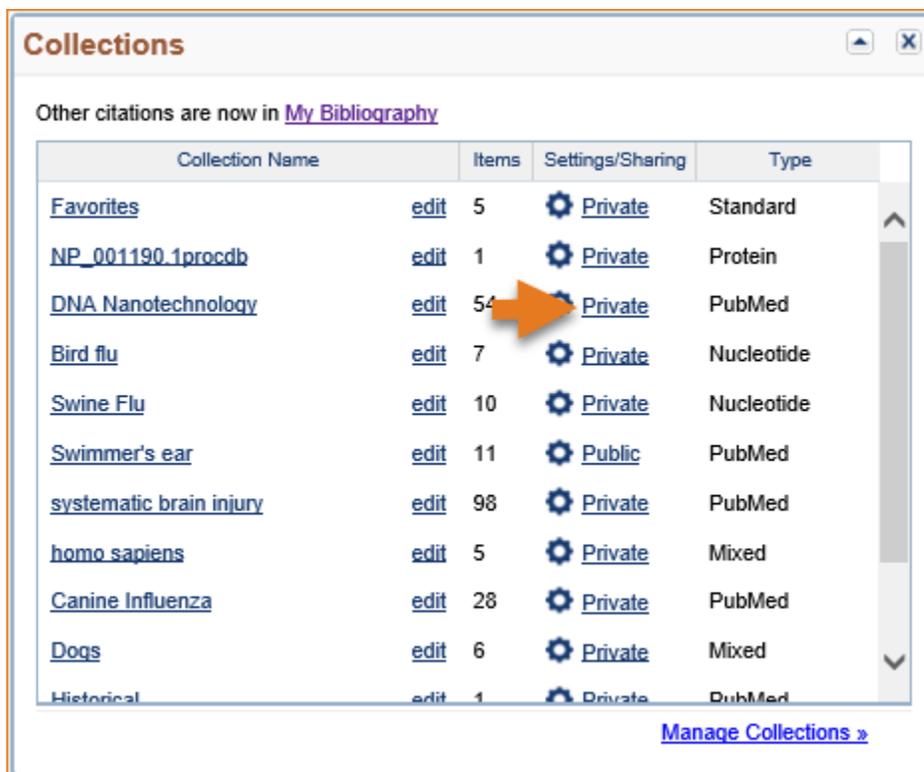


3. Back to Collections, you will notice that only the merged collection is listed.

Sharing Collections

My NCBI collections are set as Private by default. However, a collection can be set as Public to be shared with others. To change a collection from Private to Public:

1. Sign In to My NCBI and go to **Collections**.
2. Under the "Settings/Sharing" column, click the Private link for the collection you wish to share.



3. Click the radio button for Public. A URL and HTML code will be provided. You can use the URL to share with others and the HTML code to post onto a web page. Click Save.

My NCBI » Collections

Collections: Bird flu (Private)

Collection Name:

Collection Sharing:
 Private Public

Only you can view your Private collections. Others can see your Public collections if you send them the URL below.

Direct URL:
 None, your collection is private.

HTML for Web Pages and Blogs:
 None, your collection is private.

Note:

- Any time someone uses the public collection URL/HTML to see a collection; the retrieval will include all the items currently included in the collection. Adding or deleting items in the collection does not require an update to the public URL or HTML
- If a collection is changed back to Private, the collection URL/HTML will no longer work

Deleting Collections

To delete a collection, start by clicking the “Manage Collections” link. To delete specific items within a collection, see “Editing Collections.”

- 1 Use the check boxes to select collections to delete and then click Delete.

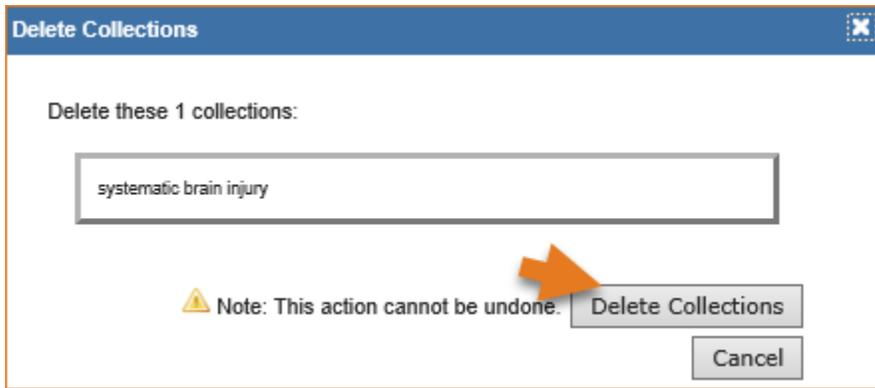
My NCBI » Collections [Collections help](#)

Select: [All](#), [None](#) 1 item selected 

Other citations are now in [My Bibliography](#)

<input type="checkbox"/>	Name	Items	Settings/Sharing	Last Modified	Type
<input checked="" type="checkbox"/>	systematic brain injury edit	98	Private	8 years ago	PubMed
<input type="checkbox"/>	DNA Nanotechnology edit	54	Private	8 years ago	PubMed

2. A pop-up message will confirm the collections to be deleted. Click “Delete Collections.” Once a collection is deleted, this action cannot be undone.



My Bibliography

Created: December 13, 2010; Revised: September 30, 2019.

My Bibliography is a reference tool that helps you save your citations from PubMed or, if not found there, to manually upload a citations file, or to enter citation information using My Bibliography templates. My Bibliography provides a centralized place for your publications where citations are easily accessed, exported as a file, and made public to share with others.

When linked to an eRA account, My Bibliography includes more features which allow eRA Commons users to see whether their publications comply with the NIH Public Access Policy, to start the compliance process for their publications, and to associate their publications to awards. In addition, [HRA](#) grantees can associate their publications to their HRA awards in My Bibliography.

Section Contents

- Creating a Bibliography
- Viewing Citations and Making Citations Private
- Downloading Citations and Copying Citations to Collections
- Sorting and Searching Citations
- Deleting Citations
- Managing Compliance with the NIH Public Access Policy
- Sharing My Bibliography
- Adding Delegates in My Bibliography
- Confirming a My Bibliography Connection for Delegates

Creating a Bibliography

There are four options to populate a My Bibliography collection with author-specific citations: directly from PubMed, using a search tool in My Bibliography to add PubMed citations, uploading citations from a file, or using a template for publications not found in PubMed. Citations to articles published by other authors can be stored in a [My NCBI collection](#).

- Adding Citations directly from PubMed
- Adding PubMed Citations in My Bibliography
- Adding Citations from a File
- Adding Citations Manually

Adding Citations Directly from PubMed

1. Sign in to My NCBI.
2. Run an author search.
3. Select the citations you want to add to My Bibliography, and then click the “Send to” link to expand the drop-down menu. If, instead, you would like to send the entire search results to My Bibliography, proceed to click the “Send to” link to expand the drop-down menu.
4. Select the destination “My Bibliography” (a message indicates the number of citations selected to be copied to your bibliography) and click “Add to My Bibliography.”

NCBI Resources How To

PubMed.gov
US National Library of Medicine
National Institutes of Health

PubMed Search

Create RSS Create alert Advanced

Article types: Summary 20 per page Sort by Most Recent

Send to: Filters: Manage Filters

Search results
Items: 15 Selected: 3

Choose Destination

File Clipboard
 Collections E-mail
 Order My Bibliography
 Citation manager

Add 3 items.
Add to My Bibliography

Text availability
Abstract
Free full text
Full text

PubMed Commons
Reader comments
Trending articles

Publication dates
5 years
10 years
Custom range...

Species
Humans
Other Animals

[Clear all](#)
[Show additional filters](#)

1. [Oral nutritional supplements in a randomised trial are more effective than quality of life in malnourished care home residents.](#)
Parsons EL, Stratton RJ, Cawood AL, Smith TR, Elia M.
Clin Nutr. 2016 Jan 11. pii: S0261-5614(16)00003-0. doi: 10.1016/j.clnu.2016.01.001. PMID: 26847947
[Similar articles](#)

2. [Ammonium Acetate Enhances the Attractiveness of a Variety of Protein-Based Baits to Female Ceratitis capitata \(Diptera: Tephritidae\).](#)
Piñero JC, Souder SK, Smith TR, Fox AJ, Vargas RI.
J Econ Entomol. 2015 Apr;108(2):694-700. doi: 10.1093/jee/fov046. Epub 2015 Mar 18. PMID: 26470180
[Similar articles](#)

3. [Skin Transfection Patterns and Expression Kinetics of Electroporation-Enhanced Plasmid Delivery Using the CELLECTRA-3P, a Portable Next-Generation Dermal Electroporation Device.](#)
Amante DH, Smith TR, Mendoza JM, Schultheis K, McCoy JR, Khan AS, Sardesai NY, Broderick KE.

Search details
Smith, Trevor
Name]

5. A message indicates that new citations were added to My Bibliography.

Format: Abstract

New items were added to your bibliography. [Edit your bibliography.](#)

Adding PubMed Citations in My Bibliography

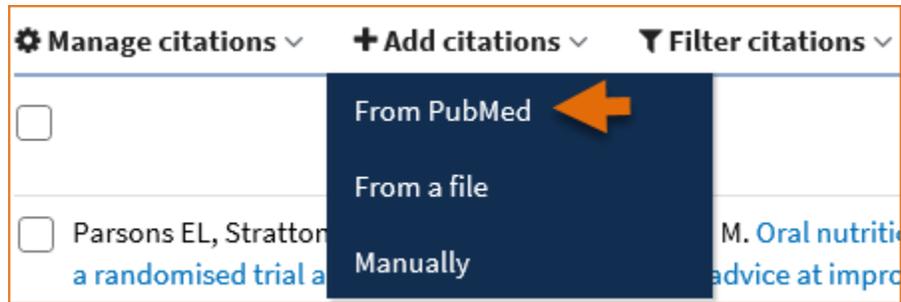
Use the **My Bibliography search tool** to add PubMed citations:

- 1 Sign in to My NCBI and go to My Bibliography. Click “Manage My Bibliography.”

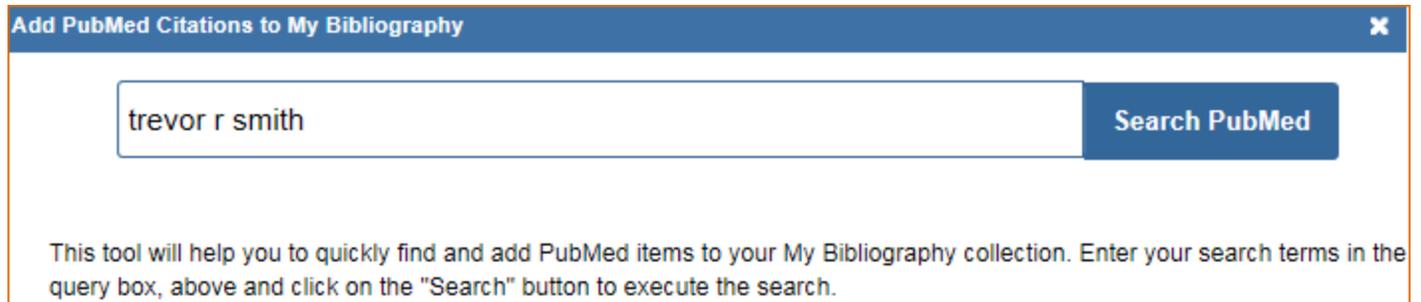
My Bibliography

Your bibliography contains [42 items](#).
Your bibliography is **private**.

2. Click on ‘+Add citations’ and select ‘From PubMed.’



3. Enter an author full name, or last name and initials in the search box, and click “Search PubMed.”



4. Select the citations you wish to add to your My Bibliography collection and click “Add to My Bibliography.” Close the window and the newly added citations will immediately display in My Bibliography.

Add PubMed Citations to My Bibliography

Search Results 21 items

- [DMAb inoculation of synthetic cross reactive antibodies protects against lethal influenza A and B infections.](#)
Elliott STC, et al. NPJ Vaccines. 2017
- [An engineered bispecific DNA-encoded IgG antibody protects against Pseudomonas aeruginosa in a pneumonia challenge model.](#)
Patel A, et al. Nat Commun. 2017
- [Nucleic acid-based vaccines targeting respiratory syncytial virus: Delivering the goods.](#)
Smith TRF, et al. Hum Vaccin Immunother. 2017
- [Development of an intradermal DNA vaccine delivery strategy to achieve single-dose immunity against respiratory syncytial virus.](#)
Smith TRF, et al. Vaccine. 2017
- [Cost-effectiveness of oral nutritional supplements in older malnourished care home residents.](#)
Elia M, et al. Clin Nutr. 2018
- [Characterization of guinea pig T cell responses elicited after EP-assisted delivery of DNA vaccines to the skin.](#)
Schultheis K, et al. Vaccine. 2017

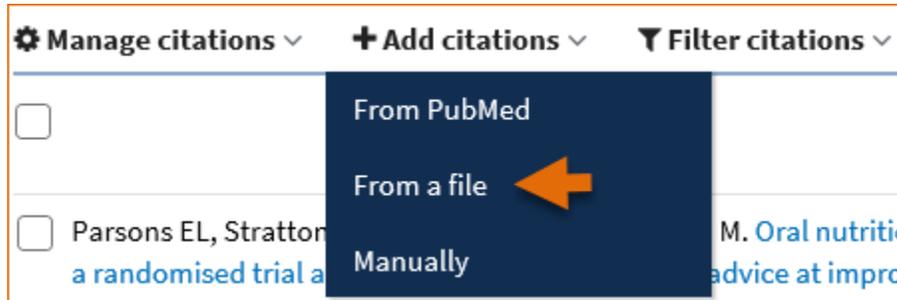
2 item(s) selected

Adding Citations from a File

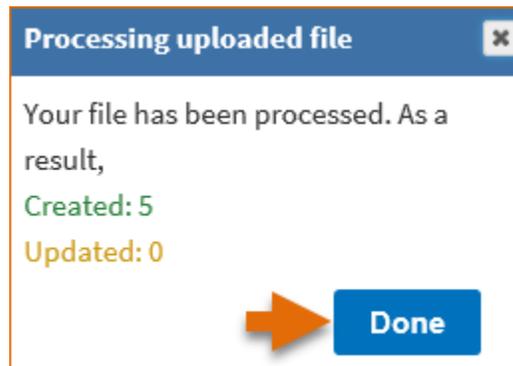
Use a file that has your article citations in either the MEDLINE or RIS format to add citations to your My Bibliography collection.

1. Sign in to My NCBI and go to My Bibliography. Click “Manage My Bibliography.”

2. Click on '+Add citations' and select 'From a file.'



3. Upload a file with citations in either MEDLINE or RIS format. A confirmation message indicates the number of citations added to your My Bibliography collection.

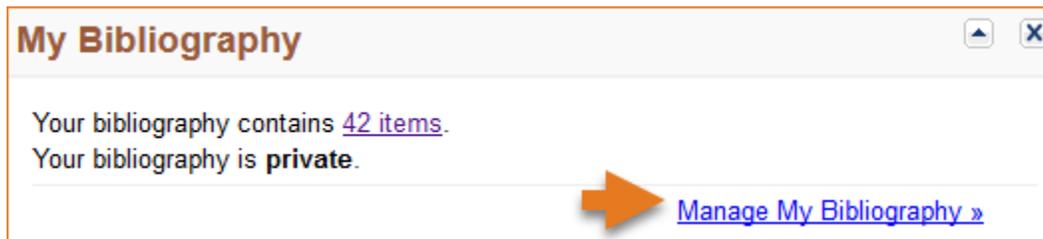


4. In the cases where a file has citations in a format other than MEDLINE or RIS, a message will indicate that the format is not supported.

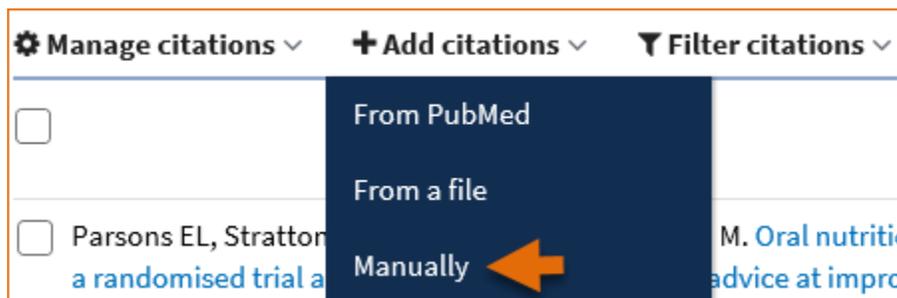
Adding Citations Manually

Use **My Bibliography templates** to create citations for publications not found in PubMed:

- 1 Sign in to My NCBI and go to My Bibliography. Click "Manage My Bibliography."



2. Click on '+Add citations' and select 'Manually.'



3. Select the type of publication to be entered manually: journal articles, books/chapters, meeting abstracts, presentations, patents, dataset/database, software, interim products and non-standard citations. Enter the publication information in the fields provided. All required fields are denoted with a red asterisk.

Add citation manually

Choose the type of citation to create:

- Journal article that does not appear in PubMed
- Books and chapters
- Meeting abstracts
- Presentations
- Patents
- Dataset or database
- Software
- Interim products
- Other(non - standard citation)

* Required field

Author First Name MI Last Name *

[Add Another Author](#)

Journal *

Publication Date DD YYYY *

Forthcoming

Volume Issue Page

URL

Unique ID Type DOI

[Clear all fields](#)

Add Citation **Cancel**

My Bibliography has multiple templates with fields pertinent to each type of publication (see list in the image above). For example, to enter information for articles that are being published ahead of print, also called preprint articles:

1. Click on '+Add citations' and select 'Manually.'
2. Select the option "Interim products." All required fields are denoted with a red asterisk.
3. Enter the research manuscript title and author(s) name(s).
4. Select "Preprint" from the Interim Product Type drop-down menu.
5. Enter the manuscript posted date. Enter revision date (if available).

6. Enter the institutional repository name where the manuscript is stored.
7. Enter the work assigned DOI. Note that NIH preference is to include DOI information. For further information on requirements, see the NIH Grants [FAQ for Interim Research Products](#).

Add citation manually ✕

Choose the type of citation to create:

Interim products ▼

*** Required field** [Clear all fields](#)

Title of work *

Author *

*

[Add Another Author](#)

Interim Product Type ▼

Posted Date ▼ *

Revision/Update Date ▼

Repository *

Unique ID Type ▼

URL

Archive ID

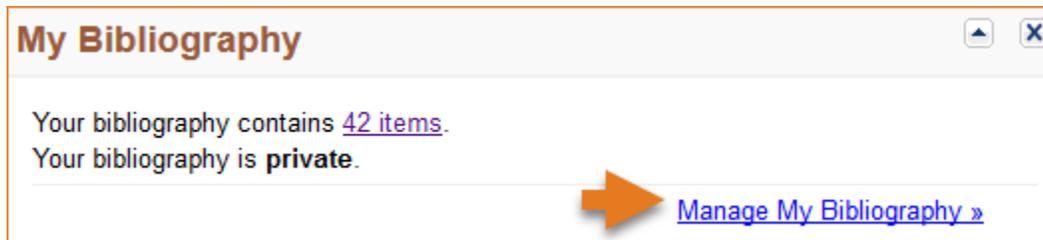
Version

Extent

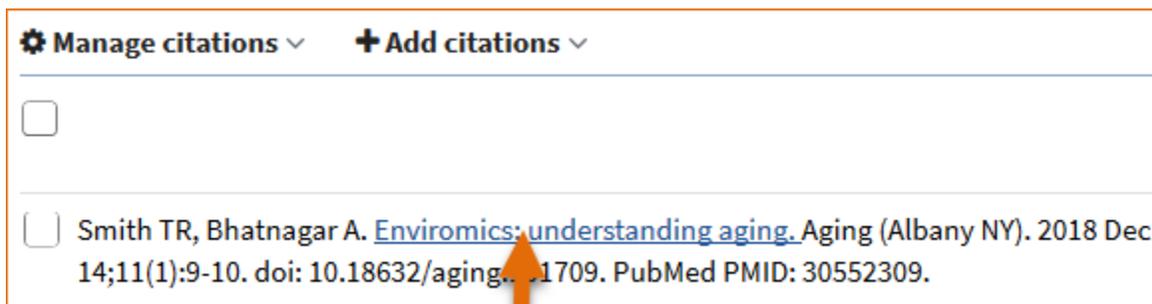


Viewing Citations and Making Citations Private

Sign in to My NCBI. To view all citations available in your bibliography, click “Manage My Bibliography” or the items number link.



My Bibliography displays citations that are included in PubMed, not published in PubMed and uploaded using a file, or created manually using My Bibliography templates. **Citations included in PubMed have hyperlinked article titles**. Click on each article title to view all information related to a citation that is found in the corresponding PubMed record.



When a My Bibliography collection is set as public to [share with others](#), a URL is provided to a public view of your bibliography. The public view page displays all the citations stored in your My Bibliography collection. Using the **Set to private** option in Manage citations you can select citations to label as private which will not be displayed in My Bibliography’s public view page. To label citations as private, select the citations to omit from your bibliography public view page and click the option **Set to private** under Manage citations.

Manage citations ▾ **+ Add citations** ▾

Copy to collection [41](#) | [clear all](#)

Delete citations

Export file (MEDLINE)

Set to public

Set to private 

[Tischler ND, Léger P, Lo](#)
). 2019 Jun 1;23(3):176

[A, Silverberg JI, Gislam](#)
parental psychiatric di
matched case-control study. J Eur Acad Der
doi: 10.1111/jdv.15321. Epub 2018 Nov 25. P

Hamann CR, Hamann D, Simonsen AB, Zach
[content of a convenience sample of leather](#)
Dermatitis. 2019 Apr;80(4):248-249. doi: 10.
PubMed PMID: 30460708.

Schultheis K, Schaefer H, Pugh HM, Yung BS
Smith TRF. [Optimized Interferon-gamma EL](#)

In your My Bibliography collection the selected citations will be labeled “private,” as shown below.

Hamann CR, Hamann D, Simonsen AB, Z
[content of a convenience sample of leath](#)
Dermatitis. 2019 Apr;80(4):248-249. doi: .
PubMed PMID: 30460708.
Private

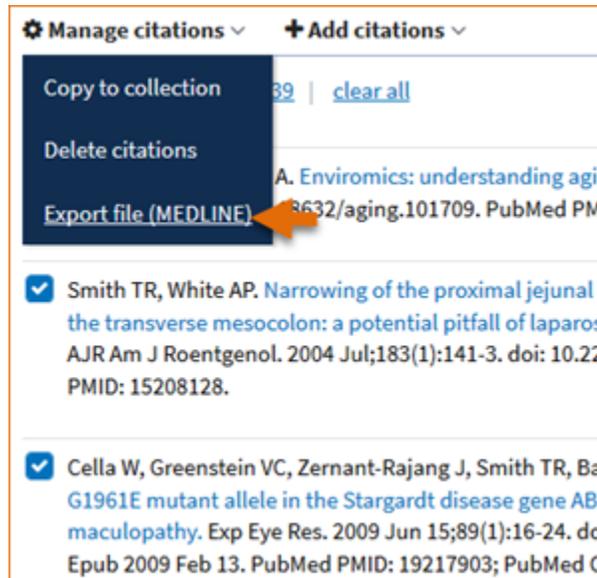
Schultheis K, Schaefer H, Pugh HM, Yung
Smith TRF. [Optimized Interferon-gamma](#)
[in the Guinea Pig Model after Vaccination](#)
10.3791/58595. PubMed PMID: 30735179
Private

Note:

- When adding citations manually to My Bibliography, there will be no hyperlink for the citation title unless the citation exists in PubMed. Manually entered citations display a pencil icon Manually-entered [Edit citation](#) which allows for further editing at any time

Downloading Citations and Copying Citations to Collections

Citations stored in My Bibliography can be downloaded in MEDLINE (text) format by checking the boxes next to the citations that you wish to include in an export file and selecting the option “Export file (MEDLINE)” in **Manage citations**.



Manage citations also includes an option to **copy citations** to a new collection, or to an existing collection, by checking the boxes next to the citations to be copied and selecting the option “Copy to collection.” This option can be used to copy citations labeled “Other Citations” to an [existing collection](#) or a [new collection](#). The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users’ My Bibliography public page.

Note:

- The Manage citations feature includes two options for eRA Commons users: Manage awards and Compliance report PDF. These options are explained in detail in [Managing Compliance with the NIH Public Access Policy](#)

Sorting and Searching Citations

In My Bibliography citations can be sorted by author name (either in ascending or descending order), by publication date (newest to oldest or oldest to newest), or by recently updated citations.



Locating citations in My Bibliography can be accomplished with ease by entering in the search box: article PMID, citation PMID, article title words, author name, DOI, or journal title.

 A screenshot of the My Bibliography search interface. The search box contains 'G1961E mutant allele' and the search button is highlighted. Below the search box, the results are filtered by 'G1961E mutant allele'. A single citation is displayed with a checkbox for selection.

Manage citations ▾ + Add citations ▾

Filtered by: **G1961E mutant allele** ✕ [Clear filters](#)

1 citations, Sort by recently updated ▾

Cella W, Greenstein VC, Zernant-Rajang J, Smith TR, Barile G, Allikmets R, Tsang SH. [G1961E mutant allele in the Stargardt disease gene ABCA4 causes bull's eye maculopathy](#). *Exp Eye Res.* 2009 Jun 15;89(1):16-24. doi: 10.1016/j.exer.2009.02.001. Epub 2009 Feb 13. PubMed PMID: 19217903; PubMed Central PMCID: PMC2742677.

Note:

- The default setting for the Sort option is to group citations by newest to oldest. Citations are sorted by the date an article was published and not the Entrez date
- When sorting by author name, citations are sorted by the first listed authors in alphabetical order
- Meeting abstracts have two different dates: conference date and publication date. The publication date will be used to determine the sort date
- When a publication has both a print date and an Epub date, the print date will be used to sort citations

Deleting Citations

To delete citations, use the check boxes to select citations to delete, and in the **Manage citations** drop-down menu select “Delete citations.” A pop-up message will ask to confirm your action.

Manage citations ▾ + Add citations ▾ Filter citations ▾

Manage awards | [clear all](#)

Copy to collection

Delete citations ←

Export file (MEDLINE)

Compliance report (PDF)

← M, Alali A, Mamdani M, Tu J, Saposnik G, Salata K, Nathens A, de Mestral C, Bhatt D, Verma S, Al-Omran M. Risk of intracranial hemorrhage after carotid artery stenting versus. J Neurosurg. 2018 December; 129(6):1522-1529. doi: 10.3171/2017.8.JNS171142.

Note:

- Deleted citations can only be re-stated by loading citations from PubMed, uploading citations from a file, or entering citations manually using My Bibliography templates.

Managing Compliance to the NIH Public Access Policy

In **My Bibliography** eRA Commons users, who have awarded grants in their portfolio, are able to see whether their publications are compliant with the [NIH Public Access Policy](#), to start the compliance process, and to associate their publications to NIH extramural awards.

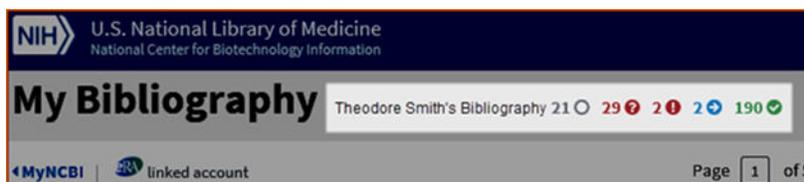
- Checking your Publications Compliance Status
- Initiating the Compliance Process
- Associating Funding to your Publications
- Filtering your Publications by Awards and by Citation Status
- Viewing New Citations Linked to your Awards
- Creating a Compliance Report PDF for your Bibliography

Checking your Publications Compliance Status

Select the “eRA Commons” signing option in the [NCBI login page](#), log in using your eRA Commons credentials, and proceed to link your eRA account to an existing NCBI account, or register for a new NCBI account.

In the NCBI homepage, go the **My Bibliography** widget and click “Manage My Bibliography.” The icon  verifies that an eRA account has been linked to an NCBI account.

In the My Bibliography banner, check the **citation compliance status bar** for immediate feedback on the number of your publications that are non-compliant, not defined, in process, or complete. In the example below, Theodore Smith has two articles which are non-compliant, 29 not defined, two in process, and 190 articles compliant to the NIH Public Access Policy.



The **publication compliance status bar** has filtering functionality as well. It can help you quickly find the article citations associated to each compliance group. For example, clicking on the second icon in the status bar **20** would result in My Bibliography displaying only the two non-compliant citations found in Theodore's bibliography.

The **color coding** in the publication compliance status bar corresponds to the color coding in the article citations list. Article citations that are compliant with the NIH Public Access Policy have the Public Access Compliance information color coded in **green** and they have a PubMed Central article ID (PMCID) associated with the article citation. In the example below, six awards are found to be associated to the article.

<input type="checkbox"/> Reiberger T, Chen Y, Ramjiawan RR, Hato T, Fan C, Samuel R, Roberge S, Huang P, Lauwers GY, Zhu AX, Bardeesy N, Jain RK, Duda DG. An orthotopic mouse model of hepatocellular carcinoma with underlying liver cirrhosis . Nat Protoc. 2015 Aug;10(8):1264-74. doi: 10.1038/nprot.2015.080. Epub 2015 Jul 23. PubMed PMID: 26203823; PubMed Central PMCID: PMC4800979.	<div style="background-color: #e8f5e9; padding: 5px;"> Public Access Compliance ✓ Complete. PMCID: PMC4800979 </div> <div style="background-color: #fff; padding: 5px; border-top: 1px solid #ccc;"> 6 Awards </div>
--	---

Citations that have the Public Access Compliance information color coded in **red** are either non-compliant or not defined. Non-compliant article citations have awards associated to them but the research article manuscripts have not been submitted to the NIH Manuscript Submission (NIHMS) system. Non-compliant article citations do not display a PMCID. The compliance process can be started by clicking "Edit Status."

<input type="checkbox"/> Samaha H, Pignata A, Fousek K, Ren J, Lam FW, Stossi F, Dubrulle J, Salsman VS, Krishnan S, Hong SH, Baker ML, Shree A, Gad AZ, Shum T, Fukumura D, Byrd TT, Mukherjee M, Marrelli SP, Orange JS, Joseph SK, Sorensen PH, Taylor MD, Hegde M, Mamonkin M, Jain RK, El-Naggar S, Ahmed N. A homing system targets therapeutic T cells to brain cancer . Nature. 2018 Sep;561(7723):331-337. doi: 10.1038/s41586-018-0499-y. Epub 2018 Sep 5. PubMed PMID: 30185905;	<div style="background-color: #ffe0e0; padding: 5px;"> Public Access Compliance ! Non-compliant. Citation not in NIHMS or PMC. [Edit Status] </div> <div style="background-color: #fff; padding: 5px; border-top: 1px solid #ccc;"> 44 Awards </div>
---	--

Not defined citations do not have awards associated to them and they do not display a PMCID. Citations that are not defined need to be identified as publications supported by NIH grants; click "Edit Status" to confirm that an article was partly or wholly supported by NIH grants. NIH funding information can be added to not defined citations by clicking the "Add award" button.

<input type="checkbox"/> Piñero JC, Souder SK, Smith TR, Fox AJ, Vargas RI. Ammonium Acetate Enhances the Attractiveness of a Variety of Protein-Based Baits to Female Ceratitis capitata (Diptera: Tephritidae) . J Econ Entomol. 2015 Apr;108(2):694-700. doi: 10.1093/jee/tov046. Epub 2015 Mar 18. PubMed PMID: 26470180.	Public Access Compliance Not defined [Edit Status] + Add Award
---	---

Publications or products newly submitted to the NIHMS are considered in process and display the Public Access Compliance information color coded in **blue**. Note that the citation below has been assigned an NIHMS article ID number.

<input type="checkbox"/> Nia HT, Munn LL, Jain RK. Mapping Physical Tumor Microenvironment and Drug Delivery . Clin Cancer Res. 2019 Jan 10;. doi: 10.1158/1078-0432.CCR-18-3724. [Epub ahead of print] PubMed PMID: 30630829; NIHMSID:NIHMS1518172.	Public Access Compliance In process at NIHMS. NIHMS ID: NIHMS1518172 [Edit Status] 49 Awards
--	---

Publications or products that are not funded by NIH grants, or were accepted for publication prior to April 7, 2008 (not covered by the NIH Public Access Policy), are marked as “Not Applicable-Exempted.”

<input type="checkbox"/> Samdani A, Jallo GI. Intraoperative MRI: technology, systems, and application to pediatric brain tumors . Surg Technol Int. 2007;16:236-43. Review. PubMed PMID: 17429795.	Public Access Compliance Not applicable-Exempted. [Edit Status] + Add Award
---	--

The **Sort by** filter has an option to help you organize your citations by **Public Access Compliance**.

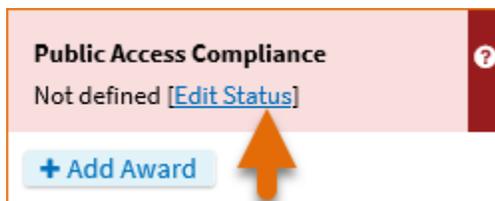
242 citations, Sort by newest to oldest ▾

- recently updated
- oldest to newest
- author ↓_A
- author ↓_Z
- Public Access Compliance**

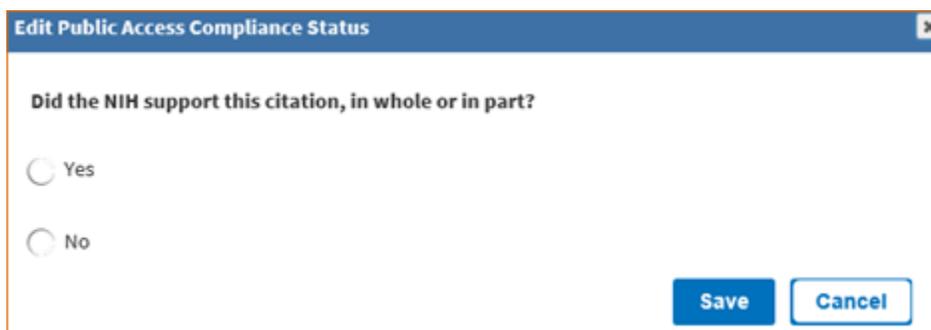
When selecting to **sort** article citations by **public access compliance**, the group of not defined citations will move to the top, followed by non-compliant citations, compliance in process, compliance complete, and last, not applicable-exempted article citations.

Initiating Public Access Compliance

Initiate the compliance process in My Bibliography, for not defined or non-compliant citations, by clicking “Edit Status” to activate the pop-up wizard.



Citations that are not defined (citations that do not have grant associations) need to be identified as publications of research activities supported by NIH grants.

A screenshot of a dialog box titled 'Edit Public Access Compliance Status'. The dialog box contains the question 'Did the NIH support this citation, in whole or in part?'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom right of the dialog box are two buttons: 'Save' and 'Cancel'.

Citations that are non-compliant (citations that have NIH grant associations) will be directed to a compliance status pop-up form where you will be able to begin an article submission to the NIH Manuscript Submission program (NIHMS), provide the NIHMS ID for your publication to change article compliance status to in process, confirm that other arrangements have been made with journal publishers or PubMed Central, or determine if your articles are exempt from the NIH Public Access policy.

Edit Public Access Compliance Status

At least one NIH grant is associated with this citation.

Access Policy requires scientists to submit final, peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central upon acceptance for publication. (See [Determine Applicability](#) for full details.) Please submit the final manuscript sent to your publisher or indicate that this publication is exempt from the policy.

We do not have a record of this citation in NIH Manuscript Submission system (NIHMS). Please choose from the following:

Begin submission in the NIHMS.

This citation has been submitted. NIHMS ID:

Arrangements have been made for a [publisher on this list](#) to send the final published article directly to PubMed Central. ([Method B](#))

This citation does not need to be submitted under NIH Public Access because:

- Publication was not peer reviewed.
- Publication was accepted for publication before April 7, 2008.
- Publication was written in a script other than Latin (e.g., Russian, Japanese).
- Publication was not [directly supported by](#) NIH funds active in FY08 or beyond.



Associating Funding to your Publications

Assign Awards is a My Bibliography feature that is used to associate NIH or HRA ([Health Research Alliance](#)) awards to article citations and to search for awards using a grant number, award title, or grantee name. To associate multiple article citations with awards at once, select the citations you wish to associate to awards, click  Manage citations and select “Manage awards.”

Manage citations ▾ + Add citations ▾

Manage awards | clear all

Copy to collection

Delete citations

Export file (MEDLINE)

Compliance report (PDF)

at P. The Associat
ts With Rheumato
: 10.1097/HNP.000
PMC6375100.

a J, Dowling S, Pin
oxidative stress as an assessment of the re
Med. 2019 Feb 13;. doi: 10.1111/jvim.15443
30758875.

BE, Soedjatmiko S, Rengganis I, Gu
Hadinegoro SR, Yang JS, Excler JL, Sahastr
NS. Six-month follow up of a randomized c
adults and children: Safety and immunoge
diphtheria toxoid (Vi-DT) conjugate vaccin
10.1371/journal.pone.0211784. eCollection

Munn LL, Jain RK. Mapping Physica
Delivery. Clin Cancer Res. 2019 Jan 10;. doi
ahead of print] PubMed PMID: 30630829; N

Select the appropriate funding institution tab and choose the pertinent award ID(s) from the award list presented to you in either “**My awards**” or “**Other awards.**” Your selections will be saved automatically. To remove awards from your citations, uncheck the checkbox next to an award. Your citations will be updated immediately.

Assign Awards

Use the checkboxes to assign awards to the selected citations:

NIH Awards | HRA Awards | Search/Add other awards

My awards:

- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse
- R01 CA115767 - Role of BMDCs in Solid Tumor Growth and Relapse

Other awards:

- R01 HL070866 - F102 and Blood Vessel Formation in Adult Lung
- K01 EB010078 - Fast in vivo CLICK chemistries for PET imaging
- K05 AA014906 - AMINO ACID NEUROTRANSMITTER DYSREGULATION IN ALCOHOLISM
- K08 CA114176 - Imaging Lung Cancer in Mice To Improve Radiation Therapy
- K12 CA000354 - Training Program in Nervous System Tumors

Close

The **“My awards”** section displays a list of awards associated with your personal profile. The **“Other awards”** section displays awards that are not associated directly with your personal profile but have been linked to citations found in your My Bibliography collection. In some cases, it is not possible to deselect awards in the Assign Awards tool. For example, if a grant association was created in the NIHMS system or if a grant was linked to one of your citations by the grant owner, in both cases the award checkboxes will be locked, shown by a padlock icon . Mouse over the padlock icon to check whether to contact the NIH Public Access office or the [NIHMS help desk](#) for assistance in removing locked award associations for your citations.

It is also possible to **associate individual citations to awards** by clicking the [+ Add Award](#) button and selecting the pertinent award ID(s) in “My awards” or “Other awards” lists. Your selections will be saved automatically.

Parsons EL, Stratton RJ, Cawood AL, Smith TR, Elia M. [Oral nutritional supplements in a randomised trial are more effective than dietary advice at improving quality of life in malnourished care home residents](#). Clin Nutr. 2017 Feb;36(1):134-142. doi: 10.1016/j.clnu.2016.01.002. Epub 2016 Jan 11. PubMed PMID: 26847947.

Public Access Compliance

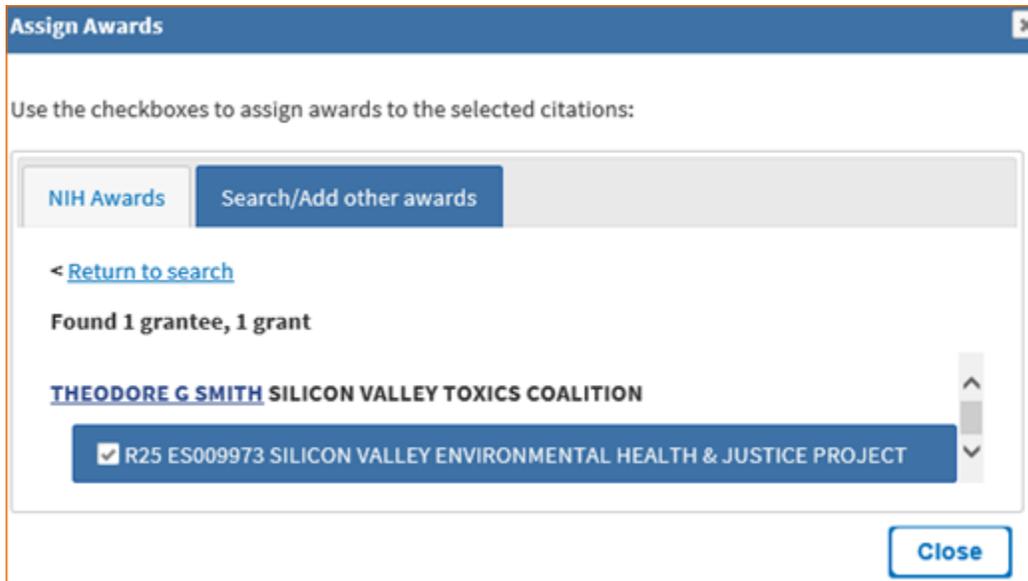
Not defined [\[Edit Status\]](#)

[+ Add Award](#)

In the “**Search/Add other awards**” tab, you can search for awards using a grant number, award title, or grantee name. The search box includes an auto-complete feature, which provides a list of possible grant number or grantee name matches.

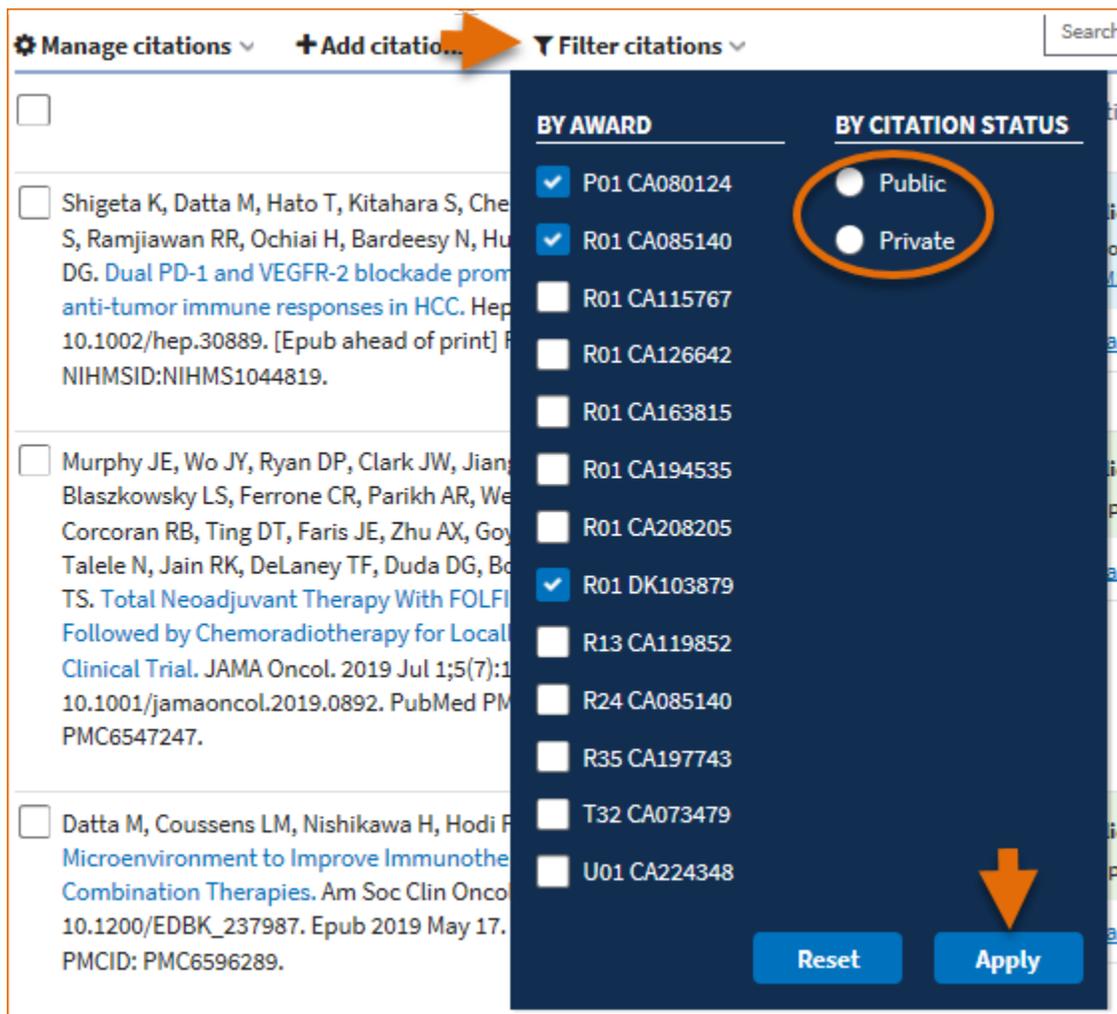
The screenshot shows a window titled "Assign Awards" with a close button in the top right corner. Below the title bar, the text reads "Use the checkboxes to assign awards to the selected citations:". There are two tabs: "NIH Awards" and "Search/Add other awards", with the latter being active. Below the tabs is a search box labeled "Grant Number" containing the text "R01 HL". A dropdown menu is open below the search box, displaying a list of suggestions: "R01 HL0... (7250)", "R01 HL10... (671)", "R01 HL11... (912)", "R01 HL12... (955)", "R01 HL13... (1308)", and "R01 HL14... (491)". Below the search box are two buttons: "Search" and "Clear". At the bottom right of the window is a "Close" button.

A list of grantee names affiliated with the selected grant number will be provided. Check the award(s) you wish to associate to a citation in your bibliography and the selected award(s) will be automatically saved in the “Other Awards” section. Afterwards you will be able to associate the newly selected awards to other citations in your bibliography.



Filtering your Publications by Awards and by Citation Status

Filter citations is a feature of My Bibliography that helps you limit citation results by awards associated to your publications. Filter citations lists all the grants associated with your citations that are stored in My Bibliography. Click “Filter citations” and select one or more awards by which to limit your citation results.



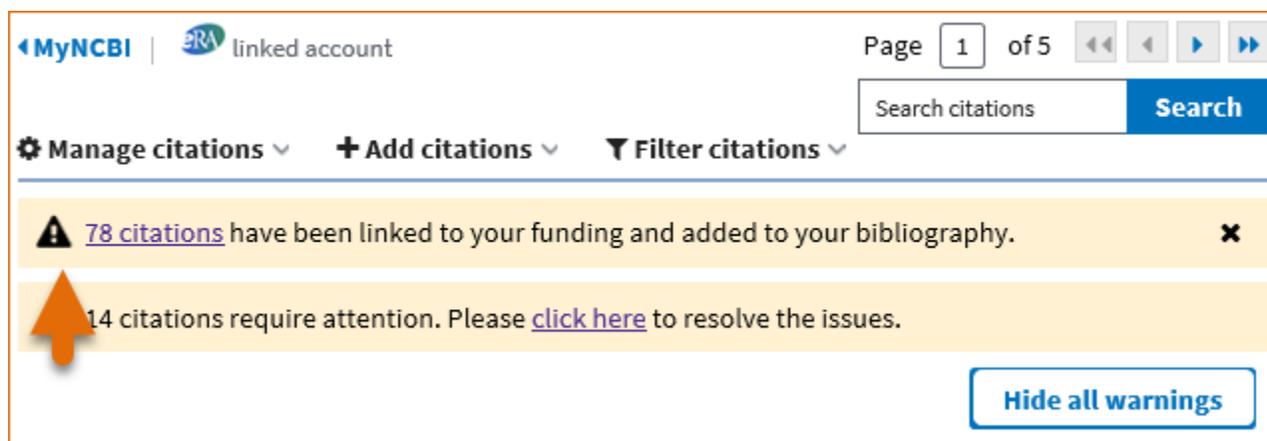
Use **filter citations** to limit results by citation status either public or private. Citations labeled “private” do not display in your My Bibliography public view page.

Viewing New Citations Linked to your Awards

My Bibliography will notify award owners when citations have been associated to their awards and added to their My Bibliography collection. Once a citation is associated to a grant in My Bibliography or the association is made via the NIH Manuscript Submission system, the article-grant association will be included in the PubMed citation for that research article, and it will be linked to the grant in the NIH [research activities database](#) as well.

My Bibliography will automatically add citations to your bibliography based on new associations made to grants awarded to you. A message will be displayed, which will provide a link to review the new citations. Note that grant owners can remove article-grant associations made by other users. In the case of citations created manually in My Bibliography, only grant owners can associate their grants to these citations.

The alert message will remain until it is dismissed by clicking on the X to the right.



The screenshot shows the MyNCBI interface. At the top left, it says "MyNCBI" and "eRA linked account". On the right, it shows "Page 1 of 5" with navigation arrows. Below this is a search bar with the text "Search citations" and a blue "Search" button. Underneath the search bar are three menu items: "Manage citations" with a gear icon, "Add citations" with a plus icon, and "Filter citations" with a downward arrow icon. A yellow warning banner is displayed, starting with a warning triangle icon and the text "78 citations have been linked to your funding and added to your bibliography." followed by a close button (X). Below the banner, a message says "14 citations require attention. Please [click here](#) to resolve the issues." An orange arrow points to this message. At the bottom right of the banner area is a blue button labeled "Hide all warnings".

Creating an Award Compliance Report PDF for your Bibliography

Citations stored in My Bibliography can be selected and compiled into a report in PDF format. Select the citations you wish to include in your report and choose the option “Compliance report (PDF)” in **Manage citations**.

MyNCBI | ERA linked account

Manage citations ▾ + Add citations ▾ Filter citations ▾

- Manage awards | [clear all](#)
- Copy to collection
- Delete citations
- Export file (MEDLINE)
- Compliance report (PDF) ←

← [Jain RK, Batista A. A Physical View of Cancer.](#) Trends Cancer. 2018 Apr;4(4):258-259. doi: 10.1016/j.trecan.2018.03.001. Epub 2018 Mar 16. PubMed PMID: 29611111; PubMed Central PMCID: PMC6296379.

← [Sotiropoulos T, Munn LL, Jain RK. Reengineering the Tumor Vasculature for Improved Drug Delivery and Efficacy.](#) Trends Cancer. 2018 Apr;4(4):258-259. doi: 10.1016/j.trecan.2018.02.010. Epub 2018 Mar 17. Review. PubMed PMID: 29611111; PubMed Central PMCID: PMC6161778.

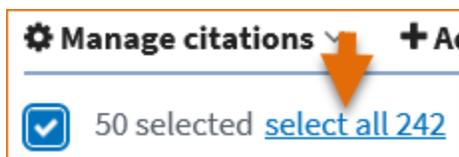
It is possible to sort citations by public access compliance before selecting citations to include a compliance report, select the option “Public Access Compliance” in the Sort by drop-down list.

242 citations, Sort by recently updated ▾

- newest to oldest
- oldest to newest
- author ↓_z
- author ↓_A
- Public Access Compliance ←

Public Access Compliance

To select all citations included in your My Bibliography collection, check the box immediately below **Manage citations** and click the “Select all xxxx” link.



In the Export - PDF report pop-up, enter the First, Middle, and Last name to appear in the report and a starting page number. Do not enter a page number if you prefer to enter the page numbers directly on the report pages.

Export - PDF report
✕

PI's First Name:

PI's Middle Name:

PI's Last Name:

Starting Page Number:

[Note: Please leave the page number empty if you want to fill them out manually.]

Download PDF

The resulting PDF will have the information entered in the First, Middle and Last Name fields on the upper right corner of all the pages included in the report. The compliance status will be shown in the first column and the corresponding citations will be listed in the second column. Pagination will be displayed at the bottom of the page.

Sharing My Bibliography

Citations stored in My Bibliography can be shared with others using the personal public URL found in your My Bibliography collection. The My Bibliography public page displays all the citations currently stored in your My Bibliography collection that are not labeled as private. Citations in this public page can be sorted by: recently updated, newest to oldest, oldest to newest, author name in descending or ascending order.



Note:

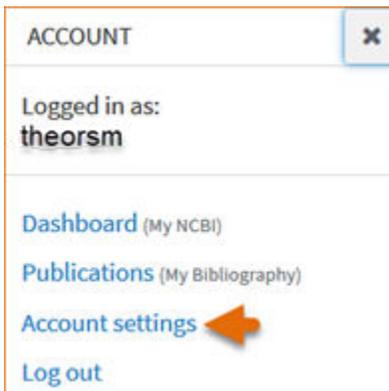
- Any time someone uses the My Bibliography public URL to see a My Bibliography collection; retrieval will include all the citations currently stored in My Bibliography except for citations labeled “private” or labeled “Other citations.” The **Other Citations** collection is no longer supported in My Bibliography 3.0 and these citations do not display in users My Bibliography public page.
- Adding or deleting citations does not require an update to the My Bibliography public URL.

Adding Delegates in My Bibliography

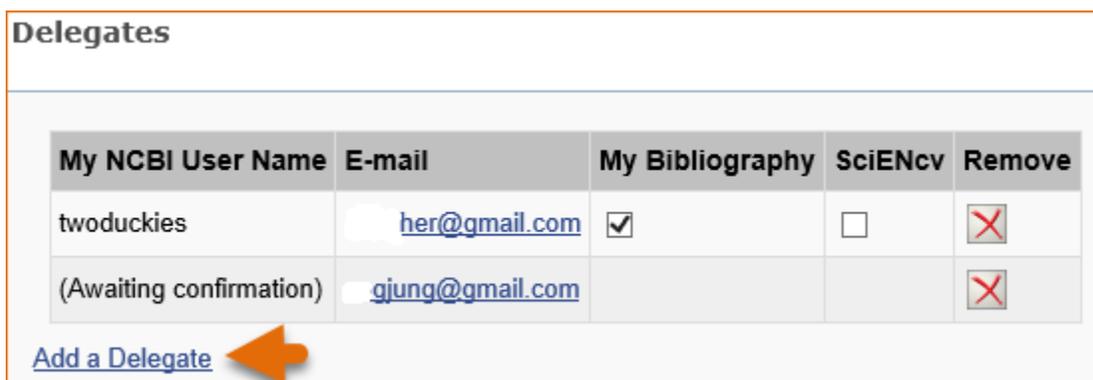
My Bibliography users can grant access to other persons (delegates) to view and manage their My Bibliography collection. The delegates will then be able to add or to remove citations in a collection and they will be able to associate citations to grants as well. Delegate invitations are initiated by NCBI account owners.

The option to **add a delegate** is available in the My NCBI account settings page. To add a delegate to manage your My Bibliography collection:

- 1 Log in to your NCBI account and click on your username (top right corner of page) to access the Account Settings page. The Account Settings page can also be accessed in My Bibliography by clicking on your username (top right corner) and selecting “Account Settings.”



2. Go to the “Delegates” section and click “Add a Delegate.”



3. Enter the delegate’s e-mail address and click OK.

4. Your delegate will receive an e-mail with a URL that leads to an access confirmation page. After a delegate confirms the connection to your account, access to the account will be enabled.

Note:

- The Delegates section of the Account Settings page displays a list of all the delegates granted access to your My Bibliography collection.

- In the Delegates section you may add or remove delegates as well as **modify the access** granted.

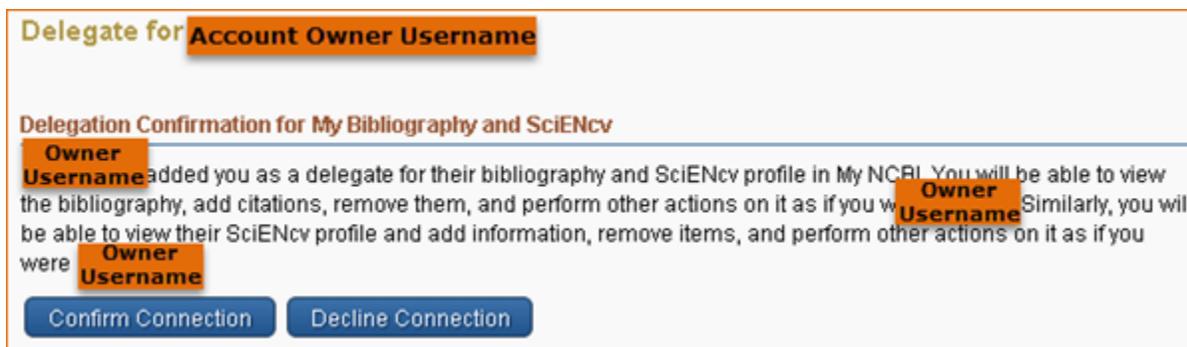
Confirming a My Bibliography Connection for Delegates

Delegates are persons who are granted access by My Bibliography collection owners to view and manage their bibliographies. Delegates can add and remove citations in My Bibliography, and check whether a publication is compliant with the NIH Public Access policy.

Delegate invitations are initiated by My Bibliography collection owners. The collection owners log in to their My NCBI accounts and select to add a delegate. A confirmation e-mail will be sent to the delegate(s) added to the NCBI account.

To confirm the connection:

1. Delegates must sign into their personal NCBI account **before** replying to the confirmation e-mail. To register for a NCBI account, go to <https://www.ncbi.nlm.nih.gov/account/>
2. Respond to the confirmation e-mail from NCBI by clicking on the URL provided.
3. Click on the "Confirm Connection" button. Under Collections you should see a link for the bibliography for which you are a delegate along with a link to your personal bibliography. Note that these are separate bibliographies.



SciENcv

Created: August 12, 2013; Updated: June 26, 2019.

SciENcv is an application in My NCBI that helps you create online professional profiles that can be made public to share with others. In SciENcv you can document your education, employment, research activities, publications, honors, research grants, and other professional contributions. My NCBI users can create multiple SciENcv profiles in official biographical sketch formats, for the [National Institutes of Health \(NIH\)](#), the [National Science Foundation \(NSF\)](#), and the [Institute of Education Sciences \(IES\)](#), which can be used for grant submissions. In addition, SciENcv profiles include, when registered with [ORCID](#), your [ORCID iD](#).

NIH [eRA Commons](#), NSF [FastLane](#), and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv profiles with the information stored in their eRA, FastLane, or ORCID accounts. The information transferred to SciENcv can be changed, hidden, augmented or deleted. SciENcv users control the content displayed in their SciENcv profiles.

For details on the mission and guiding principles of the Science Experts Network Curriculum Vitae project, go to [SciENcv project](#). Institutions interested in obtaining a copy of the current data schema can download it from [about SciENcv](#).

Section Contents

- [Accessing SciENcv](#)
- [Creating SciENcv Biosketches](#)
- [Using the NIH Biographical Sketch](#)
- [Using the NIH Fellowship Sketch](#)
- [Using the NSF Biographical Sketch](#)
- [Using the IES Biographical Sketch](#)
- [Editing and Deleting SciENcv Biosketches](#)
- [Sharing SciENcv](#)
- [Downloading SciENcv](#)
- [Adding Delegates to SciENcv](#)

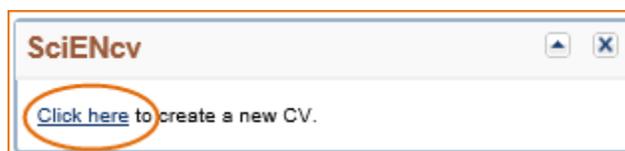
Accessing SciENcv

After signing in to [NCBI](#), SciENcv can be accessed from the SciENcv portlet which is located in the My NCBI main page, or from [about SciENcv](#).

The SciENcv portlet provides information at glance on all the existing SciENcv biosketches for a My NCBI account as well as their current sharing status. If no biosketches have been created, the SciENcv portlet provides a link to create a biosketch.

Creating SciENcv Biosketches

Sign in to [NCBI](#). Go to the SciENCV portlet and click the hyperlink **“Click here.”**



There are three ways to create a professional profile in SciENcv:

- Through manually entering your information into a SciENcv template

- Through making a duplicate of an existing biosketch
- Through an automated data feed from an external source

Through manually entering your information into a SciENCv template

Create a New Biosketch

Biosketch name **A**
Enter a name to help you to identify this biosketch

Format **B**
 NIH Biosketch
 NIH Fellowship Biosketch
 NSF Biosketch
 IES Biosketch
Select a format for this biosketch

Choose data source **C**
 Start with a blank document
 Existing Biosketch:
 External source:
*You must [link to an ORCID account](#) to use this option.
Documentation on how to link an external account is available [here](#).*

Sharing **D**
 Private
 Public
You can change the shared settings at any time.

1. Enter a name for your new profile (see **A** above).
2. Select a biosketch format (**B**).
3. Select “Start with a blank document” (**C**).
4. Choose to make your profile public or private (**D**), and click **Create**. You may change the sharing status for this profile at any time.

To start the process, enter your information in the personal information window. If you have publications stored in [My Bibliography](#), those will be automatically uploaded to your **SciENCv** biosketch.

Edit Personal Information [X]

Required Information

* required field

First Name: *

Last Name: *

Optional Information

[+ add another address line](#)

City:

State:

Country:

Postal/zip code:

Email:

eRA COMMONS ID: [Click here to link eRA Commons account](#)

ORCID iD: [Add your ORCID iD to this profile?](#)

[Cancel](#)

Under optional information, the link next to “eRA COMMONS ID” allows eRA users to link their SciENcv account to their eRA account. Once the accounts are linked, you will be able to populate SciENcv biosketches with your eRA information. Click “Add your ORCID iD to this profile?” to link to [ORCID](#) and add your [ORCID iD](#) to your **SciENcv** biosketch. At this point, your ORCID account will be linked to your NCBI account, and consequently, you will be able to use the biographical data in your ORCID record to populate SciENcv profiles ([Integrating with ORCID video](#)). If you do not have an ORCID iD, you may register with ORCID and your new ORCID iD will be added to your SciENcv profile.

Through making a duplicate of an existing biosketch

The screenshot shows a web form titled "Create a New Biosketch" with four main sections: "Biosketch name", "Format", "Choose data source", and "Sharing".

- Biosketch name:** A text input field containing "Theo's NIH biosketch 2", marked with a red circle 'A'. Below it is the instruction: "Enter a name to help you to identify this biosketch".
- Format:** A section with radio buttons for "NIH Biosketch" (selected), "NIH Fellowship Biosketch", "NSF Biosketch", and "IES Biosketch", marked with a red circle 'B'. Below it is the instruction: "Select a format for this biosketch".
- Choose data source:** A section with radio buttons for "Start with a blank document" and "Existing Biosketch:" (selected). The "Existing Biosketch:" option has a dropdown menu open, marked with a red circle 'C'. The dropdown list includes: "Biosketch2", "BioSketch", "biosketch3", "Biosketch4", "Theo's NIH biosketch 1" (highlighted), "JuneCV", "June2CV", "June3CV", "June4CV", "June5CV", "Theo's IES biosketch 1", and "Theo's CV NSF 2". Below the radio buttons is the instruction: "You must link to an ORCID iD. See [Documentation on how to link to an ORCID iD](#)".
- Sharing:** A section with radio buttons for "Private" (selected) and "Public", marked with a red circle 'D'. Below it is the instruction: "You can change the sharing status for this profile at any time".

At the bottom right of the form are two buttons: "Create" (blue) and "Cancel" (grey).

1. Enter a name for your new profile (see **A** above).
2. Select a biosketch format (**B**).
3. Select a previously created profile from the "Existing Biosketch" drop-down menu(**C**).
4. Choose to make your profile public or private (**D**). You may change the sharing status for this profile at any time.
5. Click **Create**. SciENcv will generate a duplicate of the selected existing profile.

Through an automated data feed from an external source

Create a New Biosketch

Biosketch name **A**
Enter a name to help you to identify this biosketch

Format **B**

NIH Biosketch
 NIH Fellowship Biosketch
 NSF Biosketch
 IES Biosketch
Select a format for this biosketch

Choose data source

Start with a blank document
 Existing Biosketch: **C**
 External source: **C**
 You must [link to a NSF account](#) to use this option.
 Documentation on how to link an external account is available [here](#).

Sharing **D**

Private
 Public
You can change the shared settings at any time.

1. Enter a name for your new profile (see **A** above).
2. Select a biosketch format (**B**).
3. Select a data provider from the External Source drop-down menu(**C**). Note that your SciENcv account has to be [linked to the external data](#) source account. In the image above, after the National Science Foundation is selected as external data source, the comment “You must link to a NSF account” indicates that SciENcv is not linked to the user’s NSF account. Click “link to a NSF account” to go to the Linked Accounts page.
4. Choose to make your profile public or private (**D**). You may change the sharing status for this profile at any time.
5. Click **Create**. SciENcv will automatically populate the new profile with the information stored in your selected external data source.

Using the NIH Biographical Sketch

NIH eRA Commons, NSF FastLane, and ORCID account holders who have linked their accounts to NCBI can populate their SciENcv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in [Using a Partner Organization](#) username and password.

The NIH biographical sketch consists of the following sections:

- Education and Training
- Personal Statement
- Work Experience, Professional Memberships, and Honors
- Contribution to Science
- Research Support/Scholastic Performance

Education and Training

Under the section titled **Education/Training**, click the link “add one.” Add your academic degree(s) and training, from oldest to most recently acquired.

- 1 Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”
3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

EDUCATION/TRAINING [[Done](#)]

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

Show in this profile	INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY	
<input checked="" type="checkbox"/>	University of California, Berkeley, CA, USA	BACHELOR OF SCIENCE	05 / 1993	Physiology	Delete edit
<input checked="" type="checkbox"/>	University of California, Davis, CA, USA	DOCTOR OF VETERINARY MEDICINE	06 / 1997	Large animals - equine	Delete edit
<input checked="" type="checkbox"/>	University of California, Davis, CA, USA	Resident	12 / 2000	Equine surgery emphasis	Delete edit

[+ add another degree/training](#)

4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Personal Statement

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click “Edit Statement.”

A. Personal Statement [[Edit statement](#)]

You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)]

You have not listed any citations.

Enter your personal statement and click  to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the  icon

A. Personal Statement

I have a background in physiology and veterinary medicine with clinical training and expertise in equine surgery and equine sports medicine.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)]

You have not listed any citations.

Citations stored in [My Bibliography](#) can be uploaded initially by clicking the link “Select citations.” Select up to four citations to be displayed in this section.

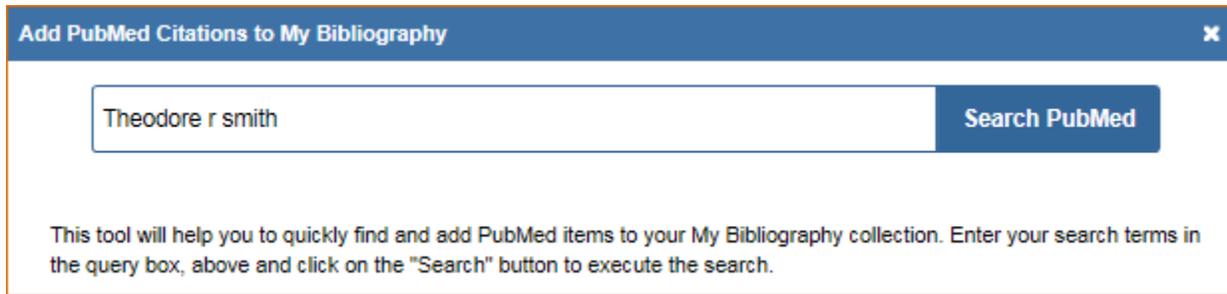
In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record (A).

My Bibliography [Click here to connect to your ORCID account](#) **A**

Sort by: **Date** | Select: [None](#) | 0 item(s) selected | [Add citations](#) **B** | [Go to My Bibliography](#) **C** | unchecked entries are hidden from display

- Shelton GC, O'Brien DP, Katz ML, Pesayco JP, ... BJ, Mizisin AP, Coates JR. Degenerative myelopathy associated with a missense mutation in the superoxide dismutase 1 (SOD1) gene progresses to peripheral neuropathy in Pembroke Welsh corgis and boxers. J Neurol Sci. 2012 Jul 15;318(1-2):55-64. PubMed PMID: 22542607.
- Alvarez CE, Akey JM. Copy number variation in the domestic dog. Mamm Genome. 2012 Feb;23(1-2):144-63. PubMed PMID: 22138850.
- Singh U, Levin L, Grinshpun SA, Schaffer C, Adhikari A, Reponen T. Influence of home characteristics on airborne and dustborne endotoxin and β-D-glucan. J Environ Monit. 2011 Nov;13(11):3246-53. PubMed PMID: 22012201.

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see **B** above) and enter an author full name, or last name and initials in the search box.



Add PubMed Citations to My Bibliography ✕

Theodore r smith **Search PubMed**

This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to [add citations using a file](#), or to [add citations manually](#) using My Bibliography templates, click “Go to My Bibliography” (see C above).

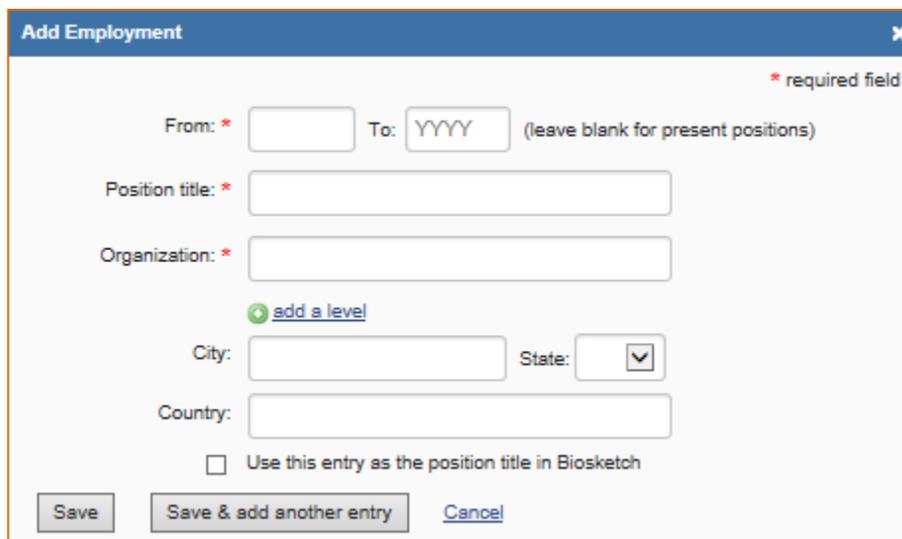
Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See [Deleting Citations](#)
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Work Experience, Professional Memberships and Honors

The section titled **Positions and Honors** consists of three parts: employment, other experience and professional memberships, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

- 1 Under the subtitle Positions and Employment, click “add one.” Enter your past and present employment. For multiple entries, click “Save & add another entry.”



Add Employment ✕

* required field

From: * To: (leave blank for present positions)

Position title: *

Organization: *

[add a level](#)

City: State:

Country:

Use this entry as the position title in Biosketch

[Cancel](#)

2. Under the subtitle Other Experience and Professional Memberships, click “add one.” Enter other work experience and professional memberships.

Add other experience and professional membership ✕

* required field

Organization: *

Position title:

From: To: (leave blank for present positions)

[Cancel](#)

3. Under the subtitle Honors, click “add one.” Enter honor society memberships, honorary titles and other honorary awards.

Add honors ✕

* required field

Honor: *

By Organization: *

Year: * To: (optional, for date ranges)

[Cancel](#)

4. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected work experience, professional membership, or honor entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

B. Positions and Honors

Positions and Employment [\[Done \]](#) ←

Select: [All](#) [None](#) 3 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2001 - 2006	Veterinarian, University of California, Large Animal Clinic, Davis, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2007	Veterinary and Equine surgery specialist, University of California, Large Animal Clinic, Davis, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2007	Associate Professor, University of California, School of Veterinary Medicine, Davis, CA, USA	Delete edit

[+ add another entry](#)

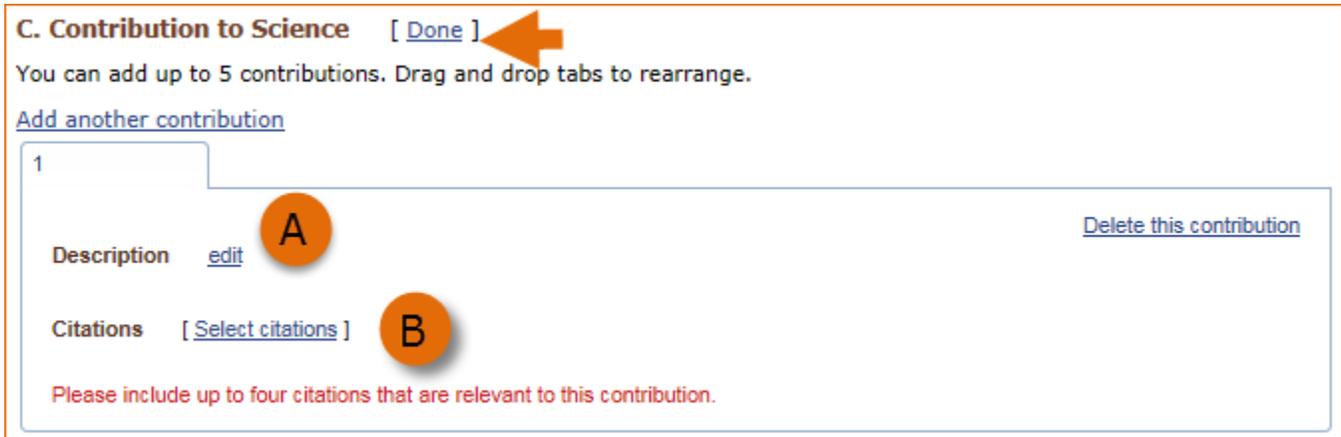
5. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Contribution to Science

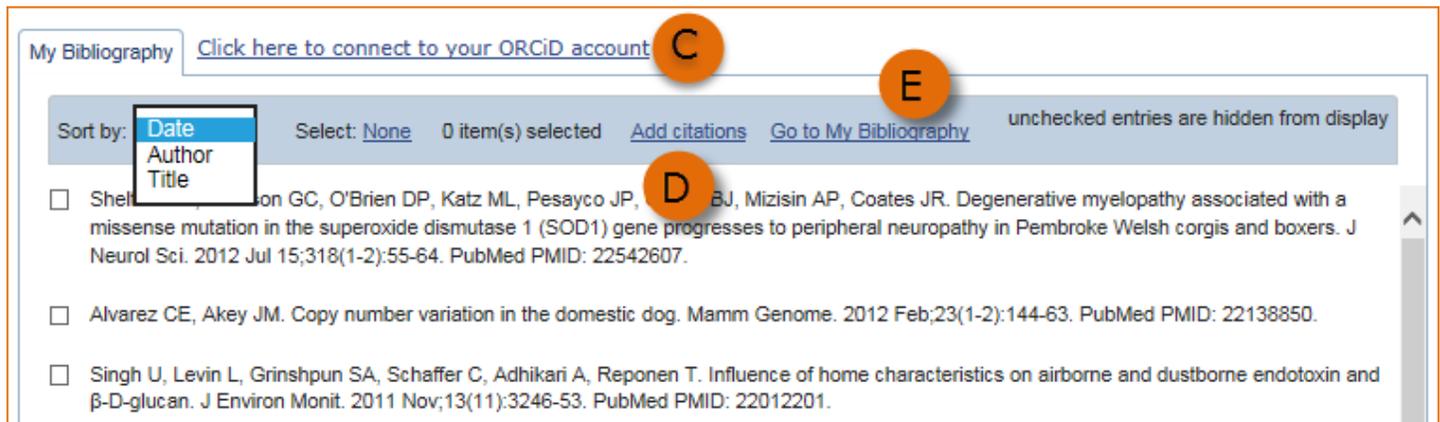
The **Contribution to Science** section aims to give researchers a place where they can describe five of their most significant contributions to science. Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click “edit” (A). According to NIH guidelines, each description should include: the historical background that frames the scientific problem; the central findings; the influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

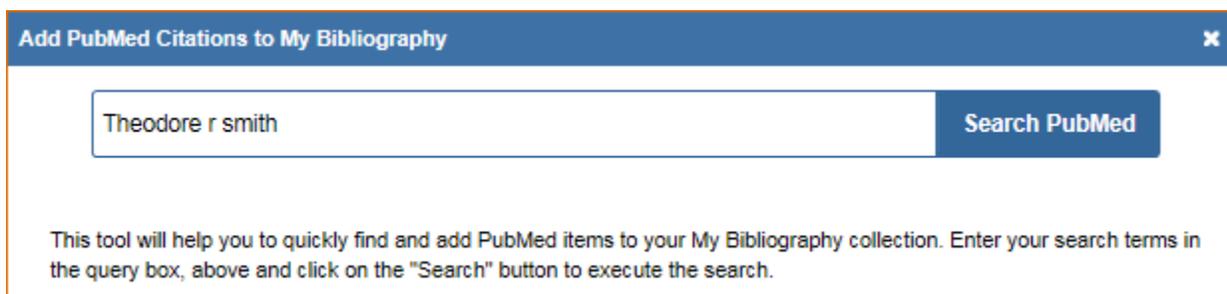
To add relevant citations from [My Bibliography](#) for each contribution, click “Select citations” (B). Select up to four citations to be displayed.



The default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record (C).



If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see D above) and enter an author full name, or last name and initials in the search box.



Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to [add citations using a file](#), or to [add citations manually using My Bibliography templates](#), click “Go to My Bibliography” (see E above).

You can create up to five tabs by clicking “Add another contribution” (F), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking “Delete this contribution.” To save edits, click “Done.”



There is also an option to include a URL to your [My Bibliography](#) collection of published research (G). Selecting this option would make your My Bibliography collection [public](#).

Note:

- This section uses [My Bibliography](#) to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.
- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See [Deleting Citations](#)
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Research Support/Scholastic Performance

The **Research Support/Scholastic Performance** section displays a list of your ongoing and completed research awards. **NIH and HRA** grantees who have linked their [eRA/HRA](#) accounts to My NCBI will have their SciENcv profile automatically populated with their research awards. If you linked your ORCID account to My NCBI, your SciENcv profiles will have the research awards included in your ORCID record. The research awards information retrieved from ORCID appear under the ORCID tab.

D. Additional Information: Research Support and/or Scholastic Performance [Done]

*Please check/uncheck to show/hide automatically imported grants.
You can modify or delete only those grants in the User tab.*

eRA ORCID **User**

Select: [All](#) [None](#) 2 item(s) selected unchecked entries are hidden from display

2015/04/01-2020/03/31
R01 CA1 -01, National Cancer Institute (NCI)
 (PI)
 Improving treatment of brain metastases
 Role: PI
[Edit description](#)

Additionally, you have the option to add awards manually if your research awards were issued by other agencies or institutions:

1. Click “Edit awards.”
2. Select the “User” tab.
3. Click “Add another award.” Enter your ongoing and completed research awards. Be sure to select the appropriate category in the “Your Role” drop-down menu.

Add award ✕

* required information

Funding source: *

Note: Do not use this feature to add NIH grants. [Link your eRA Commons account](#) to access your NIH funding.

Grant ID: *

From: *

To: *

Project title: *

Project description:

Your role: *

PI last name: *

4. For multiple entries, click “Save & add another entry.”

In SciENcv, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide awards:

1. Click “**Edit Awards**.” Research awards are organized in four tabs: **eRA**, **HRA**, **ORCID** and **User**. The HRA and ORCID tabs appear only when award data is transferred from HRA, or ORCID. The User tab stores manually added research award information.
2. Locate the awards you want to hide
3. Uncheck the awards you want to hide, and click “Done.”

D. Additional Information: Research Support and/or Scholastic Performance [Done] 

Please check/uncheck to show/hide automatically imported grants.
You can modify or delete only those grants in the User tab.

eRA User

Note: Do not use this tab to add NIH grants. [Link your eRA Commons account](#) to access your NIH funding.

Select: [All](#) [None](#) 1 item(s) selected unchecked entries are hidden from display

UCDVET126789, UC Davis School of Veterinary Medicine 2010-09-01 to 2015-08-31
Smith, Theodore R. (PI)
Equine Veterinary Research Database
The goal of this project is to create an integrated database of equine veterinary research across the state.
Role: PI
[Edit](#) [Delete](#)

AVMA3453987, American Veterinary Medical Association 2007-01-01 to 2007-12-31
Smith, Theodore R. (PI)
Practitioner Research Award
Role: Post-Doctoral Scholar
[Edit](#) [Delete](#)

 [add another award](#)

4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCv biosketch is shared through a URL or printed.

Note:

- Only research awards in the User tab can be modified or deleted in SciENCv
- Go to [My Bibliography](#) to review the NIH or HRA awards associated to your publications. For an explanation, see [Associating Funding to your Publications](#)
- Awards under the 'ORCID' tab can only be edited/deleted in your ORCID record

Using the NIH Fellowship Biographical Sketch

NIH [eRA Commons](#), NSF [FastLane](#), and ORCID account holders who have linked their accounts to NCBI can populate their SciENCv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in [Using a Partner Organization](#) username and password.

The NIH Fellowship biographical sketch consists of the following sections:

- Education and Training
- Personal Statement
- Work Experience, Professional Memberships, and Honors
- Contribution to Science
- Research Support/Scholastic Performance

Education and Training

Under the section titled **Education/Training**, click the link “add one.” Add your academic degree(s) and training, from oldest to most recently acquired.

- 1 Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”
3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

EDUCATION/TRAINING [[Done](#)]

(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

Show in this profile	INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY	
<input checked="" type="checkbox"/>	University of California, Davis, CA, USA	DOCTOR OF PHILOSOPHY	05 / 2016	Microbiology & Molecular Genetics	Delete edit
<input checked="" type="checkbox"/>	University of California, Berkeley, CA, USA	BACHELOR OF SCIENCE	05 / 2013	Microbiology	Delete edit

[+ add another degree/training](#)

4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Personal Statement

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click “Edit Statement.”

A. Personal Statement [[Edit statement](#)]

You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)]

You have not listed any citations.

Enter your personal statement and click  to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the  icon

A. Personal Statement

You have not yet provided a personal statement.

My research interests are Infectious Diseases: Microbial epidemiology, Microbial pathogenesis, and Microbial biochemistry.



Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)] 

You have not listed any citations.

Citations stored in [My Bibliography](#) can be uploaded initially by clicking the link “Select citations.” Select up to [four citations](#) to be displayed in this section.

In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record (A).

My Bibliography [Click here to connect to your ORCID account](#) (A)

Sort by: **Date** (dropdown menu) | Select: [None](#) | 0 item(s) selected | [Add citations](#) (B) | [Go to My Bibliography](#) (C) | unchecked entries are hidden from display

- Shelton GC, O'Brien DP, Katz ML, Pesayco JP, ... BJ, Mizisin AP, Coates JR. Degenerative myelopathy associated with a missense mutation in the superoxide dismutase 1 (SOD1) gene progresses to peripheral neuropathy in Pembroke Welsh corgis and boxers. *J Neurol Sci.* 2012 Jul 15;318(1-2):55-64. PubMed PMID: 22542607.
- Alvarez CE, Akey JM. Copy number variation in the domestic dog. *Mamm Genome.* 2012 Feb;23(1-2):144-63. PubMed PMID: 22138850.
- Singh U, Levin L, Grinshpun SA, Schaffer C, Adhikari A, Reponen T. Influence of home characteristics on airborne and dustborne endotoxin and β-D-glucan. *J Environ Monit.* 2011 Nov;13(11):3246-53. PubMed PMID: 22012201.

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see B above) and enter an author full name, or last name and initials in the search box.

Add PubMed Citations to My Bibliography [X]

Pauline t smith

This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not

included in PubMed, use the options to [add citations using a file](#), or to [add citations manually](#) using My Bibliography templates, click “Go to My Bibliography” (see C above).

Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See [Deleting Citations](#)
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Work Experience, Professional Memberships and Honors

The section titled **Positions and Honors** consists of three parts: employment, other experience and professional memberships, and honors. If you linked your eRA Commons, NSF, or ORCID account to My NCBI, the work experience section of SciENcv will be automatically populated for you.

- 1 Under the subtitle Positions and Employment, click “add one.” Enter your past and present employment. For multiple entries, click “Save & add another entry.”

Add Employment ✕

* required field

From: * To: (leave blank for present positions)

Position title: *

Organization: *

[+ add a level](#)

City: State:

Country:

Use this entry as the position title in Biosketch

[Cancel](#)

2. Under the subtitle Other Experience and Professional Memberships, click “add one.” Enter other work experience and professional memberships.

Add other experience and professional membership ✕

* required field

Organization: *

Position title:

From: To: (leave blank for present positions)

Use this entry as the position title in Biosketch

[Cancel](#)

3. Under the subtitle Honors, click “add one.” Enter honor society memberships, honorary titles and other honorary awards.

4. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected work experience, professional membership, or honor entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

B. Positions and Honors

Positions and Employment [[Done](#)]

Select: [All](#) [None](#) 4 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2009 - 2010	Lab intern, SPUR program, University of California , Berkeley, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2010 - 2011	Research assistant, Nutritional Science & Toxicology Department, Berkeley, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2012 - 2014	Teacher Assistant, UC Davis Microbiology Department, Davis, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2013 - 2016	Research Assistant, UC Davis Center for Comparative Medicine, Davis, CA, USA	Delete edit

[+ add another entry](#)

5. In **SciENCv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Contribution to Science

The **Contribution to Science** section aims to give researchers a place where they can describe five of their most significant contributions to science. While all applicants may describe up to five contributions, graduate students and post doctorates may wish to consider highlighting two or three they consider most significant.

Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click “edit” (A). According to NIH guidelines, each description should include: the historical background that frames the scientific problem; the central findings; the influence of the findings on the progress of science or the application of those findings to health or technology; and your specific role.

To add relevant citations from [My Bibliography](#) for each contribution, click “Select citations” (B). Select up to four citations to be displayed.

C. Contribution to Science [[Done](#)] 

You can add up to 5 contributions. Drag and drop tabs to rearrange.

[Add another contribution](#)

1

Description [edit](#) **A** [Delete this contribution](#)

Citations [[Select citations](#)] **B**

Please include up to four citations that are relevant to this contribution.

The default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record (C).

My Bibliography [Click here to connect to your ORCID account](#) **C**

Sort by: Date Author Title **E** Select: [None](#) 0 item(s) selected [Add citations](#) **D** [Go to My Bibliography](#) unchecked entries are hidden from display

- Shelton GC, O'Brien DP, Katz ML, Pesayco JP, ... BJ, Mizisin AP, Coates JR. Degenerative myelopathy associated with a missense mutation in the superoxide dismutase 1 (SOD1) gene progresses to peripheral neuropathy in Pembroke Welsh corgis and boxers. *J Neurol Sci.* 2012 Jul 15;318(1-2):55-64. PubMed PMID: 22542607.
- Alvarez CE, Akey JM. Copy number variation in the domestic dog. *Mamm Genome.* 2012 Feb;23(1-2):144-63. PubMed PMID: 22138850.
- Singh U, Levin L, Grinshpun SA, Schaffer C, Adhikari A, Reponen T. Influence of home characteristics on airborne and dustborne endotoxin and β -D-glucan. *J Environ Monit.* 2011 Nov;13(11):3246-53. PubMed PMID: 22012201.

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see D above) and enter an author full name, or last name and initials in the search box.

Add PubMed Citations to My Bibliography ✕

Pauline t smith

Search PubMed

This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to [add citations using a file](#), or to [add citations manually using My Bibliography templates](#), click “Go to My Bibliography” (see E above).

You can create up to five tabs by clicking “Add another contribution” (F), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking “Delete this contribution.” To save edits, click “Done.”



There is also an option to include a URL to your [My Bibliography](#) collection of published research (G). Selecting this option would make your My Bibliography collection [public](#).

Note:

- This section uses [My Bibliography](#) to manage citation data in SciENCv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENCv profile.
- If you linked your ORCID account to My NCBI, your SciENCv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See [Deleting Citations](#)
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

Research Support/Scholastic Performance

Applicants to predoctoral or postdoctoral NIH fellowships must complete the “Scholastic Performance” section and may skip the “Awards” section, unless they have been awarded research support, in which case they may complete both sections.

In the **Scholastic Performance** section list all the undergraduate and graduate courses completed and the corresponding year and grade for each course. Postdoctoral applicants may also include professional courses relevant to the training sought at NIH. To add courses to your biosketch:

1. Click “Add courses” (A).
2. In the Add/Edit Grades window, enter the year, course title, and grade received (B).
3. For multiple entries, click “Save & add another entry” (C).
4. To delete or edit entries use the links provided next to each course (D)

D. Additional Information: Research Support and/or Scholastic Performance

Scholastic Performance
University of California Davis PHD Microbiology & Molecular Genetics

YEAR	COURSE	GRADE	
2012	Statistics for the Life Sciences	P	Delete edit
2013	Seminar i		
2013	Principles		
2014	Seminar i		
2014	Advanced		

Add/Edit Grades

Year	Course	Grade
<input type="text" value="2015"/>	<input type="text" value="Advance Concepts in DNA Metabolism"/>	<input type="text" value="P"/>

[+ Add courses](#)

Use the section “Notes about the grades” to explain an institution’s grading system that differs from a scale (1-100 points, 0-4.0, or A, B, C, D, F).

1. Click “Edit Notes”
2. Enter a brief explanation regarding the levels required for a passing grade and click to save your narrative.

Notes about the grades

UC Davis graduate courses are graded P (pass) or NP (not pass). Passing is B or better.

✓ ✗ ?

In the **Awards** section enter your awarded research support. Note that this section is optional for predoctoral or postdoctoral applicants.

1. Click “Edit awards.”
2. Select the “User” tab.
3. Click “Add another award.” Enter your ongoing and completed research awards. Be sure to select the appropriate category in the “Your Role” drop-down menu.

Add award ✕

* required information

Funding source:*

Note: Do not use this feature to add NIH grants. [Link your eRA Commons account](#) to access your NIH funding.

Grant ID:*

From: *

To: *

Project title:*

Project description:

Your role:*

PI last name:*

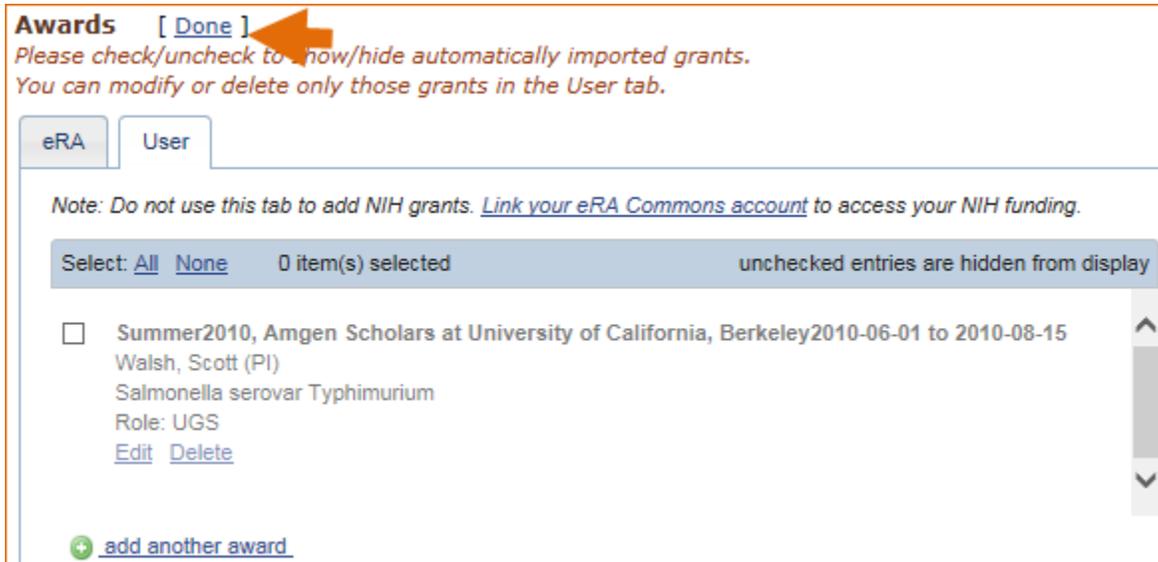
[Cancel](#)

4. For multiple entries, click “Save & add another entry.”

In SciENcy, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide awards:

1. Click “**Edit Awards**.”
2. Locate the awards you want to hide

3. Uncheck the awards you want to hide, and click “Done.”



4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCv biosketch is shared through a URL or printed.

Note:

- Only research awards in the User tab can be modified or deleted in SciENCv
- Awards uploaded from an ORCID record can only be edited/deleted in your ORCID record

Using the NSF Biographical Sketch

The National Science Foundation (NSF) biographical sketch format is the official format used for grant submissions to the NSF. NSF [FastLane](#), NIH [eRA Commons](#), and ORCID account holders who have linked their accounts to My NCBI can populate their SciENCv biosketches with the information stored in their eRA, FastLane, or ORCID accounts. Information on linking accounts to NCBI can be found in [Using a Partner Organization Username and Password](#).

The NSF biographical sketch consists of five sections:

- Professional Preparation
- Appointments
- Products
- Synergistic Activities
- Collaborators and Other Affiliations

Professional Preparation

Under **Professional Preparation** enter your academic degrees and training in chronological order.

- 1 Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

The image shows two side-by-side form windows. The left window is titled "Add new degree" and the right is "Add new training". Both forms have a "required field" indicator. The "Add new degree" form includes fields for "School", "City", "State/Province", "Country", "Degree" (a dropdown menu with "BACHELOR OF SCIENCE (BS)" selected), "Field of Study", and "From" and "To" date pickers. The "Add new training" form includes fields for "Organization", "City", "State/Province", "Country", "Training" (a dropdown menu with "Resident" selected), "Description", and "From" and "To" date pickers. Both forms have "Save", "Save & add another entry", and "Cancel" buttons at the bottom.

2. Click "Save." For multiple entries, click "Save & add another entry."

3. To edit or delete an entry, click "Edit entries" and click either "delete" or "edit" next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click "Done" to save your updates.

A. PROFESSIONAL PREPARATION [[Done](#)] 

List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

Show in this profile	INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR	
<input type="checkbox"/>	University of California	Berkeley, CA, USA	Physiology	BACHELOR OF SCIENCE	1993	Delete edit
<input checked="" type="checkbox"/>	University of California	Davis, CA, USA	Veterinary Medicine - Large animals	DOCTOR OF VETERINARY MEDICINE	1997	Delete edit
<input checked="" type="checkbox"/>	University of California	Davis, CA, USA	Equine surgery emphasis	Resident	2000	Delete edit 

[+ add another degree/training](#)

4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click "Done."

Appointments

In the **Appointments** section, list your academic and professional appointments in *reverse* chronological order.

- 1 Enter your present and past employment. For multiple entries, click "Save & add another entry." To indicate your principal professional appointment for the NSF biographical sketch, be sure to check the box next to "Use this entry as the position title in Biosketch."

3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

B. APPOINTMENTS [Done]

List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.

Select: [All](#) [None](#) 3 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2007	Veterinarian and Equine Surgery Specialist, University of California, Large Animal Clinic, Davis, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2007	Associate Professor, University of California, School of Veterinary Medicine, Davis, MD, USA	Delete edit
<input checked="" type="checkbox"/>	2001 - 2006	Veterinarian, University of California Davis, Large Animal Clinic, Davis, CA, USA	Delete edit

+ [add another entry](#)

4. In SciENcv there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Products

The **Products** section of the NSF biographical sketch displays citable and accessible publications, data sets, software, patents and copyrights. This section uses [My Bibliography](#) to manage product information, and it consists of two parts:

1. Products most closely related to the proposed project (**A**), where you may add up five products that are most closely related to the proposed project.
2. Other significant products (**B**), where you may add up five products that are significant, whether or not related to the proposed project.

C. PRODUCTS

Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [[Select citations](#)]

OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT [[Select citations](#)]

Click “Select citations” to add products from your My Bibliography collection, or if not found there, to add citations for your products (see [Creating a bibliography](#)). In My Bibliography the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record (C).

The screenshot shows the 'My Bibliography' interface. At the top, there is a link to connect to an ORCID account (C). Below this is a toolbar with a 'Sort by' dropdown menu (E) currently set to 'Date', and buttons for 'Add citations' (D) and 'Go to My Bibliography'. A list of citations is displayed below, each with a checkbox for selection. The first citation is by Shelton GC, O'Brien DP, Katz ML, Pesayco JP, et al. (D).

If you find that your My Bibliography collection is not up to date and new PubMed citations need to be added, click “Add citations” (see D above) and enter an author full name, or last name and initials in the search box.

The screenshot shows a search box titled 'Add PubMed Citations to My Bibliography'. The search box contains the text 'Theodore r smith' and a 'Search PubMed' button. Below the search box, there is a note: 'This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.'

Select the citations you wish to add from the list of retrieved citations, and click “Add to My Bibliography.” The newly added citations will immediately display in the My Bibliography tab. For publications that are not included in PubMed, use the options to [add citations using a file](#), or to [add citations manually using My Bibliography templates](#), click “Go to My Bibliography” (see E above).

Note:

- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See [Deleting Citations](#)

- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

Synergistic Activities

In the **Synergistic Activities** section of the NSF biographical sketch list up to five examples that illustrate the impact of your professional or scholarly activities and their focus on the integration and transfer of knowledge.

- 1 Enter each activity in the “Add/Edit Synergistic activity” window.

2. To reorganize the order of your listed synergistic activities, or to delete or edit an entry, hover your mouse next to the selected entry and click 'Move up', 'Move down', 'Delete', or 'Edit'.

D. SYNERGISTIC ACTIVITIES

List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

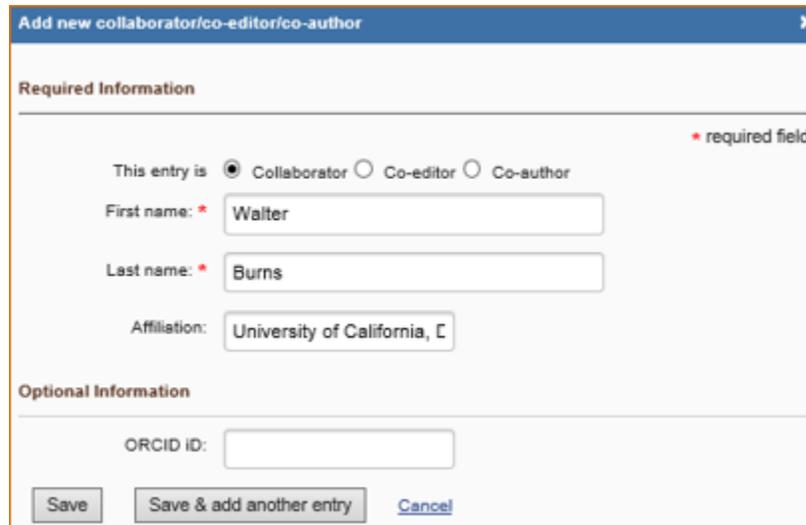
1. I have a background in veterinary medicine with clinical training and expertise in equine surgery and equine sports medicine. I have advised many veterinary students who chose to focus on equine physiology and surgery, developed research projects with them as well as co-authored many publications. ➔ Move up / [down](#) | [delete](#) | [edit](#)
2. I have collaborated with veterinary surgeons across the country in developing best practices for handling native breed equine populations with the aim of preserving the biodiversity of non-domestic animals.

[+ add another entry](#)

Collaborators and Other Affiliations

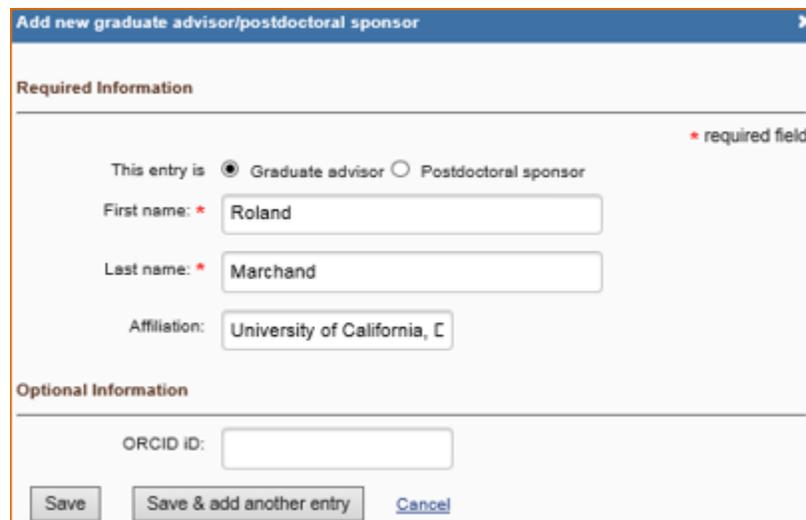
The **Collaborators & Other Affiliations** section of the NSF biographical sketch consists of three parts:

- 1 Collaborators and Co-Editors, displays a list of persons, with their institutional affiliations, who have collaborated or co-authored on projects or publications with you during the 48 months preceding the submission of a proposal. Include also other persons who have co-edited a journal, a compendium or conference proceedings with you during the 24 months preceding the submission of a proposal. Select a radio button for either Collaborator, Co-editor or Co-author; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.



The screenshot shows a web form titled "Add new collaborator/co-editor/co-author". It is divided into two sections: "Required Information" and "Optional Information". In the "Required Information" section, there are three radio buttons for "This entry is": "Collaborator" (selected), "Co-editor", and "Co-author". Below these are three text input fields: "First name" with the value "Walter", "Last name" with the value "Burns", and "Affiliation" with the value "University of California, C". A red asterisk and the text "* required field" are positioned to the right of the form. The "Optional Information" section contains an "ORCID ID" text input field. At the bottom of the form are three buttons: "Save", "Save & add another entry", and "Cancel".

2. Graduate Advisors and Postdoctoral Sponsors, where you list your graduate advisors as well as principal postdoctoral sponsors, and their current institutional affiliations. Select a radio button for either Graduate Advisor or Postdoctoral Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.



The screenshot shows a web form titled "Add new graduate advisor/postdoctoral sponsor". It is divided into two sections: "Required Information" and "Optional Information". In the "Required Information" section, there are two radio buttons for "This entry is": "Graduate advisor" (selected) and "Postdoctoral sponsor". Below these are three text input fields: "First name" with the value "Roland", "Last name" with the value "Marchand", and "Affiliation" with the value "University of California, C". A red asterisk and the text "* required field" are positioned to the right of the form. The "Optional Information" section contains an "ORCID ID" text input field. At the bottom of the form are three buttons: "Save", "Save & add another entry", and "Cancel".

3. Thesis Advisors and Postgraduate-Scholar Sponsors displays a list of persons, with their institutional affiliations, to whom you have been a thesis advisor, or a postgraduate-scholar sponsor within the last five years. Select a radio button for either Thesis Advisor or Postgraduate-Scholar Sponsor; enter First name, Last name, and Affiliation. An ORCID iD can be provided as a reference under Optional Information.

To edit or delete an entry in either of the three parts, click “Edit entries” and select either “delete” or “edit” next to the entry you wish to amend or delete. To hide an entry, uncheck the checkbox next to the selected entry, and click “Done.”

Using the IES Biographical Sketch

The [Institute of Education Sciences \(IES\)](#), biographical sketch format is the official format used for grant submissions to the IES. Researchers who have their publications indexed in the IES [ERIC](#) database can export their ERIC citations to My Bibliography, and use the citations stored in My Bibliography to populate SciENCv biosketches. ORCID account holders who have linked their accounts to My NCBI can populate their SciENCv biosketches with the information stored in their ORCID accounts. Information on linking accounts to NCBI can be found in [Using a Partner Organization Username and Password](#).

The IES biographical sketch consists of five sections:

- Education and Training
- Personal Statement
 - Exporting Citations from ERIC to My Bibliography
- Work Experience, Professional Memberships, and Honors
- Contribution to Education Research
- Research Support/Scholastic Performance

Education and Training

Under the section titled **Education/Training**, click the link “add one.” Add your academic degree(s) and training, from oldest to most recently acquired.

- 1 Select a radio button for either an academic degree or a training entry. Each selection provides a different set of choices.

2. Click “Save.” For multiple entries, click “Save & add another entry.”
3. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected degree or training entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

Show in this profile	INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY	
<input checked="" type="checkbox"/>	University of California, Berkeley, CA, USA	BACHELOR OF SCIENCE	05 / 2002	Mathematics	Delete edit
<input checked="" type="checkbox"/>	University of California, Berkeley, CA, USA	DOCTOR OF PHILOSOPHY	05 / 2008	Mathematics	Delete edit

[+ add another degree/training](#)

4. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Personal Statement

In the **Personal Statement** section, enter a brief personal statement and up to four publications that highlight your work experience and qualifications. To start, click “Edit Statement.”

A. Personal Statement [[Edit statement](#)]

You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)]

You have not listed any citations.

Enter your personal statement and click  to save your narrative. SciENcv uses markdown syntax which allows you to add simple formatting to your personal statement – for formatting help click the  icon.

A. Personal Statement

This is my personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)]

You have not listed any citations.

Citations stored in [My Bibliography](#) can be uploaded initially by clicking the link “Select citations.” Select up to [four citations](#) to be displayed in this section. In My Bibliography, the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record.

My Bibliography [[Click here to connect to your ORCID account](#)]

Sort by: **Date** | Select: [None](#) | 3 item(s) selected | [Add citations](#) | [Go to My Bibliography](#) | unchecked entries are hidden from display

Jack [redacted] enberg E. Linear grammar as a possible stepping-stone in the evolution of language. Psychon Bull Rev. 2016 Jul 1;PubMed PMID: 27368633.

Chomsky N. The language capacity: architecture and evolution. Psychon Bull Rev. 2016 Jul 1;PubMed PMID: 27368638.

If your publications are included in the Institute of Education Studies [ERIC](#) database, you can populate SciENcv biosketches with those citations, but first they would need to be added to My Bibliography, which can be accomplished either using an exported file from ERIC, or added [manually](#) using My Bibliography templates.

Exporting Citations from ERIC to My Bibliography

Go to [ERIC](#) and enter an author full name, or last name and initials in the search box. For example, “Smith, Theodore R.” Or use the ERIC author field in your query **author:** Theodore R. Smith, and click search. To limit your retrieval, select the appropriate author name in the Author limiter on the left side of the screen. For further information on searching the ERIC database, see this [IES video](#).

AUTHOR	
Dixon, Theodore R.	2
Smith, Roger C.	2
Smith, Theodore R., Ed.	2
Cross, Theodore	1
Jones, Lisa M.	1
Judy, Theodore M.	1

Click “Export,” select the number of records to include, and click “Create file”

The screenshot shows the ERIC search interface. The search term is 'author:theodore r. smith'. The results list includes 'Handbook for Planning an Effective Writing Program: Ki...' and 'A Sampler of Mathematics Assessment...'. An orange arrow points to the 'Export' link in the top right. A dialog box is open, allowing the user to export the results. The dialog box contains the following text: 'Create a file for use with citation management software, in a MEDLINE/PubMed-style (.nbib) format.' Below this, there are two input fields: 'Start from result #' with the value '1' and 'Results to include' with a dropdown menu set to '10'. At the bottom of the dialog box, there are two buttons: 'Create file' and 'Close'. An orange arrow points to the 'Create file' button.

Save the generated file. Sign in to NCBI and click “Manage My Bibliography.” In My Bibliography, click “Upload a file”.

The screenshot shows the NCBI My Bibliography page. The page title is 'My NCBI » My Bibliography'. There are links for 'Go to SciENcv', 'See all collections', and 'My Bibliography help'. Below the title, there is a green bar with the text: 'This bibliography is public (make it private) | Edit settings for My Bibliography | Save My Bibliography to a text file (MEDLINE format)'. Below this, there is a blue bar with 'Display Settings: [v] List view, Sort by date, group by citation type'. Below the blue bar, there is a grey bar with 'Select: All, None 0 items selected' and buttons for 'Move', 'Delete', 'Copy', 'View', 'Suggest', and 'Download as text'. Below the grey bar, there is a white box with the title 'Journal Articles' and a list of two articles. The first article is 'Chomsky N. The language capacity: architecture and evolution. Psychon Bull Rev. 2016 Jul 1. [Epub ahead of print] PubMed PMID: 27368638. Related citations'. The second article is 'Jackendoff R, Wittenberg E. Linear grammar as a possible stepping-stone in the evolution of language. Psychon Bull Rev. 2016 Jul 1. [Epub ahead of print] PubMed PMID: 27368633. Related citations'. To the right of the list, there is a sidebar with the title 'Add citation' and three buttons: 'Add from PubMed', 'Add manually', and 'Upload a file'. An orange arrow points to the 'Upload a file' button.

Upload the ERIC citations file you saved. The citations will display in My Bibliography with a pencil icon, and you will be able to further edit these citations.

My NCBI » My Bibliography

This bibliography is public ([make it private](#)) | [Edit settings](#) for My Bibliography

Display Settings: [v] List view, Sort by date, do not group citations

Select: [All](#), [None](#) 0 items selected [Move](#) [Delete](#) [Copy](#) [View](#)

1: Smith T. Handbook for Planning an Effective Writing Program: Kindergarten through Grade Twelve. 1982; [Edit citation](#)

2: Pandey T, Smith T. A Sampler of Mathematics Assessment. 1991; [Edit citation](#)

The exported ERIC citations will be immediately listed in My Bibliography and ready to be selected in SciENcv. See below an example of newly added citations from ERIC to SciENcv via My Bibliography.

A. Personal Statement [[Edit statement](#)]

This is my statement

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.

[[Select citations](#)]

1. Smith T. Handbook for Planning an Effective Writing Program: Kindergarten through Grade Twelve. 1982;  ERIC Number: [ED215350](#)

2. Pandey T, Smith T. A Sampler of Mathematics Assessment. 1991; ERIC Number: [ED341553](#) 

Note:

- If you linked your eRA Commons, NSF, or ORCID account to My NCBI, your SciENcv biosketches will have the biographical information available in those accounts.
- If you linked your ORCID account to My NCBI, your SciENcv biosketches will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the 'My Bibliography' tab can only be deleted in My Bibliography. See [Deleting Citations](#)
- Citations under the 'ORCID' tab can only be deleted if they are deleted in your ORCID record

Work Experience, Professional Memberships and Honors

The section titled **Positions and Honors** consists of three parts: employment, other experience and professional memberships, and honors.

- 1 Under the subtitle Positions and Employment, click "add one." Enter your past and present employment. For multiple entries, click "Save & add another entry."

Add Employment ✕

* required field

From: * To: (leave blank for present positions)

Position title: *

Organization: *

[+ add a level](#)

City: State:

Country:

Use this entry as the position title in Biosketch

[Cancel](#)

2. Under the subtitle Other Experience and Professional Memberships, click “add one.” Enter other work experience and professional memberships.

Add other experience and professional membership ✕

* required field

Organization: *

Position title:

From: To: (leave blank for present positions)

[Cancel](#)

3. Under the subtitle Honors, click “add one.” Enter honor society memberships, honorary titles and other honorary awards.

Add honors ✕

* required field

Honor: *

By Organization: *

Year: * To: (optional, for date ranges)

[Cancel](#)

4. To edit or delete an entry, click “Edit entries” and click either “delete” or “edit” next to the selected work experience, professional membership, or honor entry. Once you have finished editing, adding, or deleting information, click “Done” to save your updates.

B. Positions and Honors

Positions and Employment [Done] 

Select: [All](#) [None](#) 4 item(s) selected unchecked entries are hidden from display

<input checked="" type="checkbox"/>	2003 - 2004	Math teacher, San Francisco Waldorf High, San Francisco, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2004 - 2008	Research and Teaching Assistant, University of California, Berkeley, CA, USA	Delete edit
<input checked="" type="checkbox"/>	2010 - 2013	Clay Research Fellow, Clay Mathematics Institute, Providence, RI, USA	Delete edit
<input checked="" type="checkbox"/>	2014	Associate Professor , University of California Davis - School of Education, Davis, CA, USA	Delete edit

 [add another entry](#)

5. In **SciENcv** there is an option to hide entries. If you want to print or share your profile, but only want selective content to be displayed, uncheck the checkbox next to the entry you would like to hide, and click “Done.”

Contribution to Education Research

The **Contribution to Education Research** section aims to give researchers a place where they can describe five of their most significant contributions to educational research. Each contribution entry has two parts: a description and relevant references of up to four peer-reviewed publications.

To enter a description, click “edit” (A), and to add relevant citations from **My Bibliography** for each contribution, click “Select citations” (B). Select up to four citations to be displayed for each contribution.

C. Contribution to Education Research [Done] 

You can add up to 5 contributions. Drag and drop tabs to rearrange.

[Add another contribution](#)

1

Description [edit](#) **A** [Delete this contribution](#)

Citations [[Select citations](#)] **B**

Please include up to four citations that are relevant to this contribution.

Include link to complete list of published work in [My Bibliography](#).
(Selecting this option will make the list public.)

In **My Bibliography**, the default setting for the Sort by drop-down menu is to list citations by date (newest to oldest). Citations can also be sorted by author (first listed authors in alphabetical order), or article title (alphabetically). A link to connect to ORCID is available, which you can use to retrieve citations stored in your ORCID record.

If your publications are included in the Institute of Education Studies [ERIC](#) database, you can populate SciENcv biosketches with those citations, but first they would need to be added to My Bibliography, which can be accomplished either using an exported file from ERIC, or added [manually](#) using My Bibliography templates.

You can create up to five tabs by clicking “Add another contribution” (C), and the display order can be changed by dragging and dropping each tab. Contribution tabs can be removed by clicking “Delete this contribution.” To save edits, click “Done.”

There is also an option to include a URL to your [My Bibliography](#) collection of published research (D). Selecting this option would make your My Bibliography collection [public](#).

Note:

- This section uses [My Bibliography](#) to manage citation data in SciENcv. Therefore, if you have publications stored in My Bibliography, those will be automatically uploaded to your SciENcv profile.
- If you linked your ORCID account to My NCBI, your SciENcv profiles will have the publications listed in your ORCID record under the ORCID tab.
- Citations under the ‘My Bibliography’ tab can only be deleted in My Bibliography. See [Deleting Citations](#)
- Citations under the ‘ORCID’ tab can only be deleted if they are deleted in your ORCID record

Research Support/Scholastic Performance

The **Research Support/Scholastic Performance** section displays a list of your ongoing and completed research awards information. If you linked your ORCID account to My NCBI, your SciENcv profiles will have the research awards included in your ORCID record. The research awards information retrieved from ORCID appear under the ORCID tab.

D. Additional Information: Research Support and/or Scholastic Performance [\[Done \]](#)

*Please check/uncheck to show/hide automatically imported grants.
You can modify or delete only those grants in the User tab.*

[eRA](#) [ORCID](#) [User](#)

Note: Do not use this tab to add NIH grants. Please use the eRA tab to add your NIH funding.

Select: [All](#) [None](#) 1 item(s) selected unchecked entries are hidden from display

- R105A158064, Institute of Education Sciences 2014-08-01 to 2017-07-31**
Smith, Theodore R. (PI)
Digital Music Web Application - an Environment for Math Learning
The purpose of this project is to develop and test a music game based, virtual environment and curriculum, designed to support student learning in the topic of trigonometric functions.
Role: PI
[Edit](#) [Delete](#)

 [add another award](#)

Additionally, you have the option to add awards manually if your research awards were issued by other agencies or institutions:

1. Click “Edit awards.”
2. Select the “User” tab.
3. Click “Add another award.” Enter your ongoing and completed research awards. Be sure to select the appropriate category in the “Your Role” drop-down menu.

Add award

* required information

Funding source: *

For grant applications still under review, enter "Pending Award" in the Grant ID field.

Grant ID: *

From: *

To: *

Project title: *

Project description:

Your role: *

PI last name: *

4. For multiple entries, click "Save & add another entry"

In SciENcv, you can selectively hide the research awards that you wish to omit from displaying in your profile. To hide citations:

1. Click "**Edit Awards**." Research awards are organized in four tabs: **eRA**, **HRA**, **ORCID** and **User**. The HRA and ORCID tabs appear only when award data is transferred from HRA, or ORCID. The User tab stores manually added research award information.
2. Locate the awards you want to hide
3. Uncheck the awards you want to hide, and click "Done."

D. Additional Information: Research Support and/or Scholastic Performance [\[Done \]](#)

Please check/uncheck to show/hide automatically imported grants.
You can modify or delete only those grants in the User tab.

eRA ORCID **User**

Note: Do not use this tab to add NIH grants. Please use the eRA tab to add your NIH funding.

Select: [All](#) [None](#) 1 item(s) selected unchecked entries are hidden from display

R105A158064, Institute of Education Sciences 2014-08-01 to 2017-07-31
Smith, Theodore R. (PI)
Digital Music Web Application - an Environment for Math Learning
The purpose of this project is to develop and test a music game based, virtual environment and curriculum, designed to support student learning in the topic of trigonometric functions.
Role: PI
[Edit](#) [Delete](#)

AMS1234567, American Mathematical Society 2010-08-01 to 2013-07-31
Smith, Theodore R. (PI)
Clay Research Fellowship
Fellowship at the Clay Mathematics Institute.
Role: FEL
[Edit](#) [Delete](#)

[+ add another award](#)

4. The research award shown in gray above is hidden and consequently it will not be displayed when a SciENCv biosketch is shared through a URL or printed.

Note:

- Only research awards in the User tab can be modified or deleted in SciENCv
- Awards under the 'ORCID' tab can only be edited/deleted in your ORCID record

Editing and Deleting SciENCv Biosketches

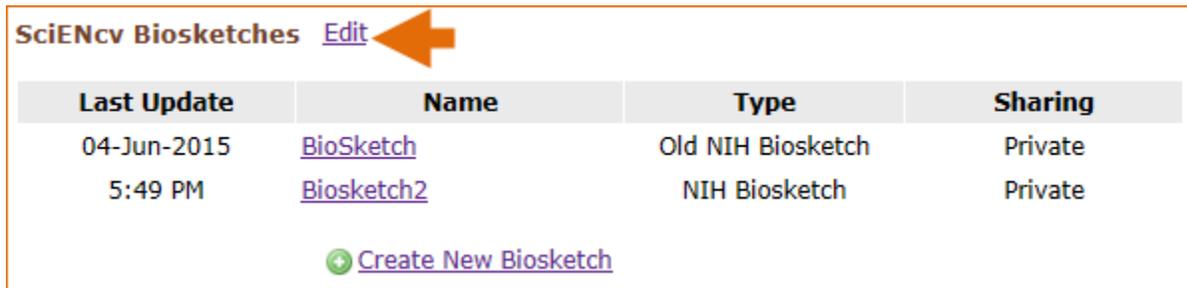
Once you have created a few biosketches in **SciENCv**, the SciENCv portlet will display all the existing biosketches in your My NCBI account. To return to any of those biosketches to edit their content, select the biosketch that you wish to amend directly in the SciENCv portlet.

SciENCv ▲ ✕

Name	Last Update	Sharing	Type
BioSketch	04-Jun-2015	Private	Old NIH Biosketch
Biosketch2	5:49 PM	Private	NIH Biosketch

[Manage SciENCv »](#)

To **delete** a SciENcv biosketch, click “**Manage SciENcv**” in the SciENcv portlet. The resulting page is the SciENcv main page. Next to the heading SciENcv BioSketches, click **Edit**, and the delete and edit links will display.

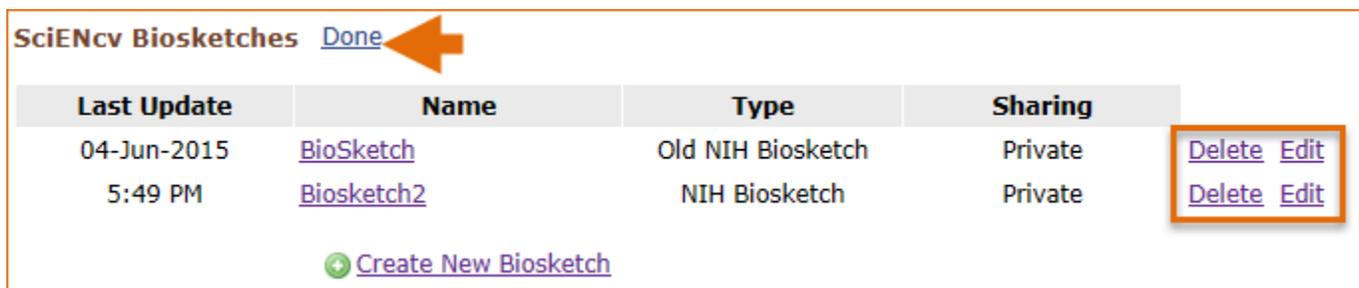


SciENcv Biosketches [Edit](#)

Last Update	Name	Type	Sharing
04-Jun-2015	BioSketch	Old NIH Biosketch	Private
5:49 PM	Biosketch2	NIH Biosketch	Private

[+ Create New Biosketch](#)

Select the delete link next to the biosketch that you wish to delete. To close the Delete/Edit view, click **Done**.



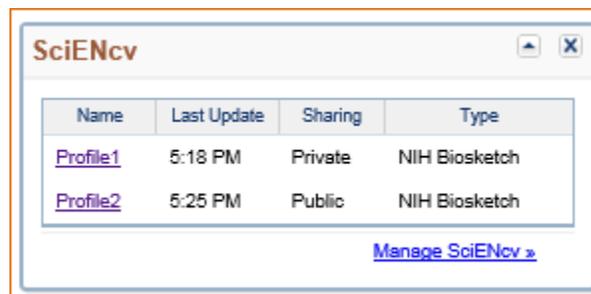
SciENcv Biosketches [Done](#)

Last Update	Name	Type	Sharing	
04-Jun-2015	BioSketch	Old NIH Biosketch	Private	Delete Edit
5:49 PM	Biosketch2	NIH Biosketch	Private	Delete Edit

[+ Create New Biosketch](#)

Sharing SciENcv

SciENcv biosketches are set as private by default. However, they can be shared with others through a public URL. Each biosketch can be independently set up as private or public, and their current status can be viewed immediately on the SciENcv portlet.



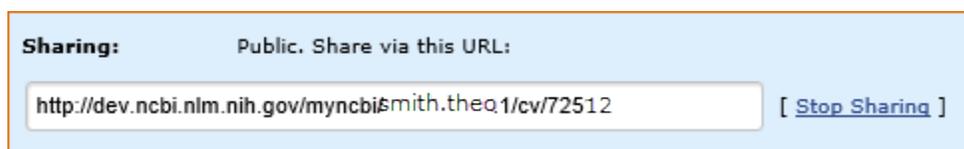
SciENcv

Name	Last Update	Sharing	Type
Profile1	5:18 PM	Private	NIH Biosketch
Profile2	5:25 PM	Public	NIH Biosketch

[Manage SciENcv »](#)

To change a SciENcv biosketch from **private to public**:

1. Sign in to My NCBI. Go to the SciENcv portlet and select the biosketch that you wish to change to public.
2. Next to ‘Sharing,’ click **Change**. A URL will be provided, which you can use to share your SciENcv biosketch with others.



Sharing: Public. Share via this URL:

[[Stop Sharing](#)]

3. To change your SciENcv biosketch **back to private**, click “**Stop Sharing**.”

Note:

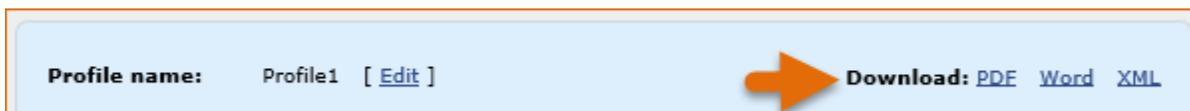
- Any time someone uses a public SciENcv URL to see your biosketches; the retrieval will include all the items currently displayed in your SciENcv biosketches. Hidden items will not be displayed.
- Adding, hiding or deleting items in a SciENcv biosketch does not require an update to your public URL.
- If a SciENcv biosketch is changed back to private, the public URL will no longer function.

Downloading SciENcv

SciENcv biosketches can be downloaded in three formats: PDF, MS Word, and XML.

To download a SciENcv biosketch:

- 1 Sign in to My NCBI. Go to the **SciENcv** portlet and select the biosketch that you wish to download.
- 3 Click the hyperlink of the format you wish to download.



Adding Delegates to SciENcv

My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

The option to **Add a delegate** is available through the [Accounts Settings](#) page. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENcv, or both. In the Delegates section you may add or remove delegates as well as **modify the access** granted, see '[Adding and Removing Delegates](#).'

Working with Filters

Created: December 13, 2010; Revised: February 12, 2018.

NCBI databases search results can be narrowed down to smaller groups of data using filters. In My NCBI, you can select your preferred filters to be active every time you run a search.

For example, in the PubMed database, filters can be used to group results into reviews, clinical trials, or citations with free full text links, among other choices. Users may also create their own custom filters.

There is a limit of five filters (including custom filters) that can be selected for all NCBI databases, except for PubMed, where the maximum number of filters allowed is 15.

Section Contents

- The Filter Display
- Setting Up Filters
- Creating Custom Filters

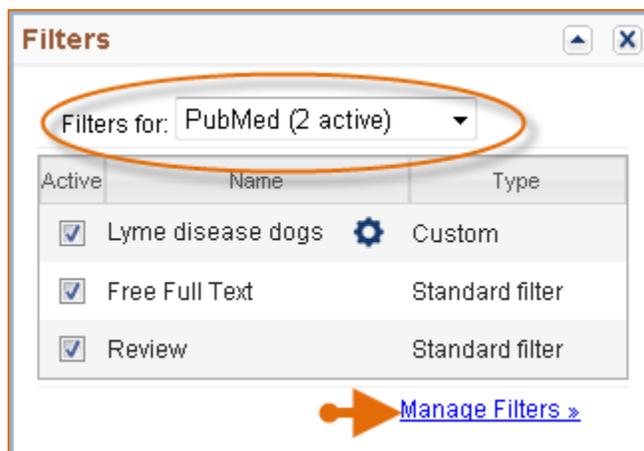
The Filter Display

In the figure below, a search in PubMed with the term *human genetic deficiencies* generated 2,337 citations. Two filters have been activated: **Review** and **Free Full Text**. Filtered results with their respective counts are displayed as links: [Review \(945 citations\)](#) and [Free Full Text \(566 citations\)](#).

The screenshot shows the PubMed search results page for the query "human genetic deficiencies". The search bar at the top contains the query and the "Search" button. The results are displayed in a list format, with the first result highlighted. The "Filter your results:" section on the right shows the current filter settings: "All (2337)", "Review (945)", and "Free Full Text (566)". The "Manage Filters" link is also visible. The first search result is titled "Human genetic deficiencies reveal the roles of complement in the inflammatory network: Lessons from nature." and includes the authors, journal information, and a link to the full article.

Setting Up Filters

To set up filters, go to the Filters portlet, select the database for which you want to establish filter preferences, and click the link **Manage Filters**.

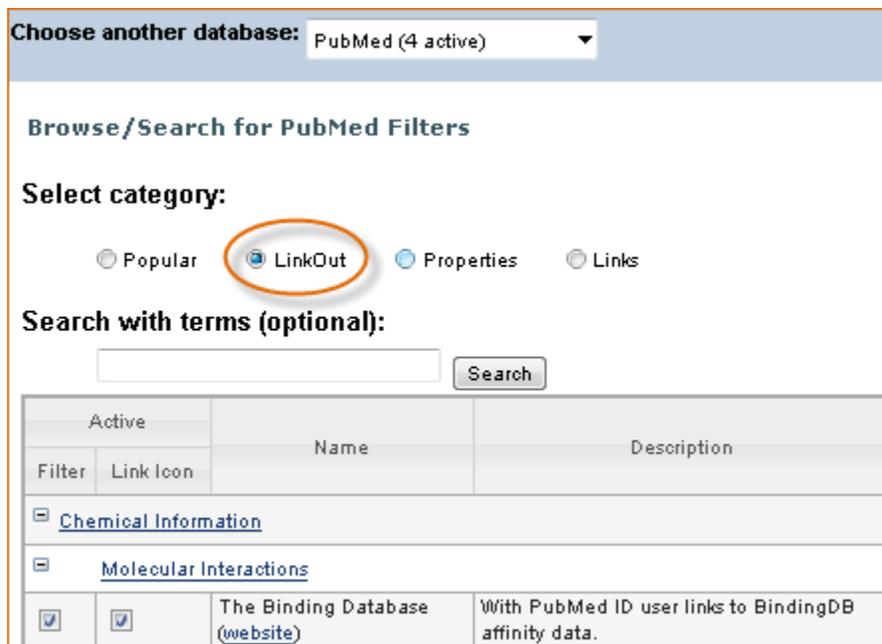


In the Filters page, users can browse a list of filters that is divided in four categories: **Popular**, **LinkOut**, **Properties** and **Links**. To select and activate a filter, click the checkbox next to the filter name.



The "**Popular**" category lists the most commonly requested filters according to each NCBI database. For example, the filters Bacteria and genomic DNA/RNA are requested for Nucleotide.

The "**LinkOut**" category groups records that have links to resources provided by outside organizations, such as full-text publications, biological databases, consumer health information, library holdings and research tools. These links provide supplemental information related to records in NCBI databases. For example, users looking for affinity data can select the Binding database as a filter in PubMed.



The "**Properties**" category groups records according to specific criteria for each database, such as languages, gender, age groups, publication type for PubMed; biosource, molecule type, RefSeq for Nucleotide among many others.

The "**Links**" category groups records that have links to other NCBI databases. For example, you can select "Links to OMIM" to create a result link that groups all records retrieved in a search that have links to OMIM. The result link is active every time you search any NCBI database (see image below).

PubMed.gov
U.S. National Library of Medicine
National Institutes of Health

Search: PubMed
RSS Save search Advanced search Help
cancer Search Clear

Display Settings: Summary, 20 per page, Sorted by Recently Added Send to:

Results: 1 to 20 of 2301536 << First < Prev Page 1 Next > Last >>

[The impact of CD34\(+\) cell dose on platelet engraftment in pediatric patients following unmanipulated haploidentical blood and marrow transplantation.](#)
Chang YJ, Xu LP, Liu DH, Liu KY, Han W, Chen YH, Wang Y, Chen H, Wang JZ, Zhang XH, Zhao XY, Huang XJ.
Pediatr Blood Cancer. 2009 Jul 17;53(6):1100-1106. [Epub ahead of print]
PMID: 19743519 [PubMed - as supplied by publisher]
[Related articles](#)

[Family, demographic and illness-related determinants of HRQL in children with brain tumours in the first year after diagnosis.](#)
Penn A, Lewis SP, Stevens MC, Hunt LP, Shortman RI, McCarter RJ, Paulsson B, Gupta M, Chantler DM

Filter your results:
All (2301536)
[Research Materials \(3986\)](#)
[Review \(264385\)](#)
[English \(1785063\)](#)
[Free Full Text \(357355\)](#)
[Links to OMM \(14172\)](#)
[Manage Filters](#)

Also try:
▶ breast cancer

Libraries using LinkOut to display their holdings in PubMed can set up a filter for their holdings in My NCBI. In the Filters portlet click on the link “Manage Filters.” Select the radio button for LinkOut. Enter the library name in the filter search box. Check the box under the “Filter” column. In addition, to display the library icon, check the box under the “Link Icon” column.

Browse/Search for PubMed Filters

Select category:

Popular LinkOut Properties Links

Search with terms (optional):

National Library of Medicine Search

Active		Name	Description
Filter	Link Icon		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	National Library of Medicine (website)	

Note:

- To deactivate filters, uncheck the box next to the filter name
- To see your active filters and icon settings, check the Filter list for each database

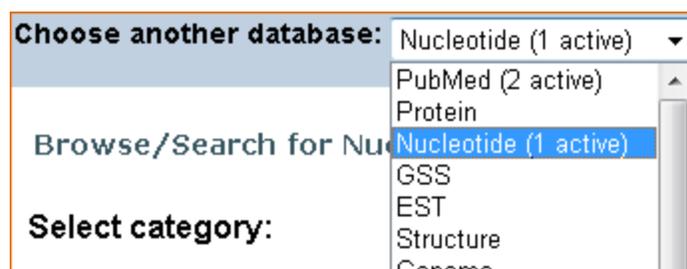
LinkOut and **Properties** are divided into subcategories that may include additional subcategories. You may choose to have either a single filter added to your search results or an entire category or subcategory

- If you know the name of a filter you are interested in, you can search for filter names and descriptions using the Search **with Terms** search box
- Some databases have a default set of result filters that are active whether you have a My NCBI account or not. Default filters are replaced by your filter preferences, which can also be accessed and changed from all databases results pages. When on a results page, look for “Filter your results” and click the link “Manage Filters” to access your filter preferences list

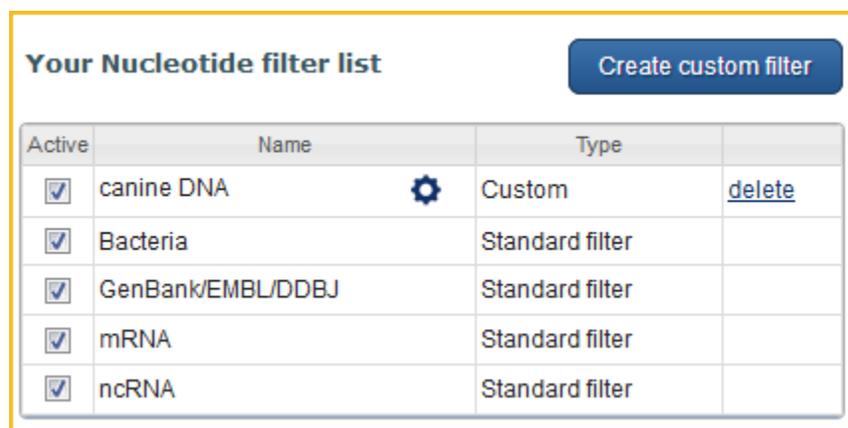
Creating Custom Filters

It is possible to customize your own filters for any NCBI database. To create a custom filter:

1. Sign into My NCBI and go to Filters, click the link **Manage Filters**
2. Choose the database for which you want to create a custom filter from the drop-down list.



3. Click the button 
4. On the pop-up window, enter the Name for this custom filter and the Search terms that you wish to use for this filter. Note that queries should not be longer than 4,000 characters and should not include terms with truncation (asterisk).
5. You can then click “Run Filter” to see the number of items retrieved by the custom filter search.
6. If you are satisfied with the custom filter, click “Save Filter.” Your new custom filter will be automatically activated and displayed in the database filter list.



7. To modify a custom filter, click the gear icon  and then amend the filter Name and Search terms.
8. To deactivate filters, uncheck the box next to the filter name.

Examples of custom filters for PubMed:

Filter type	Filter search
Address of first author	mayo [ad] AND clinic [ad]
Library holdings or anything available free	"loprovnmlib"[Filter] OR free full text [sb]
Articles identified by a funding agency	"loprovnmlib"[Filter] OR free full text [sb]
Items from particular journals	Birth Defects Res A Clin Mol Teratol [ta] OR Birth Defects Res B Dev Reprod Toxicol [ta] OR Birth Defects Res C Embryo Today [ta] OR Clin Dysmorphol [ta] OR Congenit Anom Kyoto [ta]
Any term	delivery of health care [mh]
Any combination of terms	clinical trial [pt] AND aged [mh]

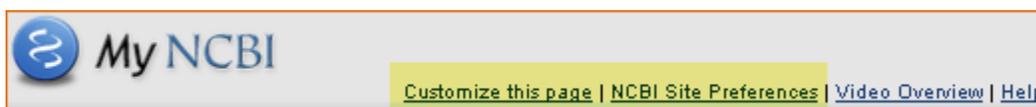
Table continued from previous page.

Free text searching	health disparities
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Using Preferences

Created: December 13, 2010; Revised: May 23, 2018.

My NCBI preferences and customization links can be found at the top right corner of the My NCBI homepage.



Users can customize the appearance of the My NCBI homepage display and select their preferences for: displaying the links menu, activating search term highlighting, saving shared settings, setting up and activating filters, customizing search results display and turning off the Auto Suggest feature and Search Details ad for PubMed.

Section Contents

- Customizing the My NCBI homepage
- Account Settings
 - Changing your E-mail Address
 - Changing your Password
 - Changing your Security Question
 - Linked Accounts
 - Adding or Removing Delegates
 - Creating an API Key
- Common Preferences
 - Changing the Links Menu Display
 - Highlighting Search Terms
 - Turning Off Auto Suggest
 - Shared Settings
- PubMed Preferences
 - Changing the Abstract Supplemental Data Display
 - Document Delivery
 - Setting up PubMed Filters and Icons
 - Outside Tool
 - Author Information Display
 - Customizing the Search Results Display
- Gene Preferences
 - Setting up Gene Filters
 - Changing the Record Display Format
 - Customizing the Search Results Display
- GTR Preferences
 - Selecting Preferred Labs
- Nucleotide Preferences
 - Changing the Record Display Format
 - Customizing the Search Results Display
- Protein Preferences
 - Changing the Record Display Format
 - Customizing the Search Results Display
- GSS Preferences
 - Changing the Record Display Format
 - Customizing the Search Results Display

- EST Preferences
 - Changing the Record Display Format
 - Customizing the Search Results Display

Customizing the My NCBI Homepage

The homepage display can be customized by dragging and dropping each function window to the top or bottom of the page. Each function window can also be minimized or removed from the homepage display. To see a video tutorial of the display customizer click [YouTube](#)

Users may select or deselect any of the function windows from appearing in the My NCBI homepage. To deselect any function window, click on the “Customize this page” link and uncheck any of the functions that you do not want to see in your My NCBI homepage.

 **My NCBI** — Customize homepage

Checked items will appear on your My NCBI homepage.
Unchecked items will not appear on your My NCBI homepage.

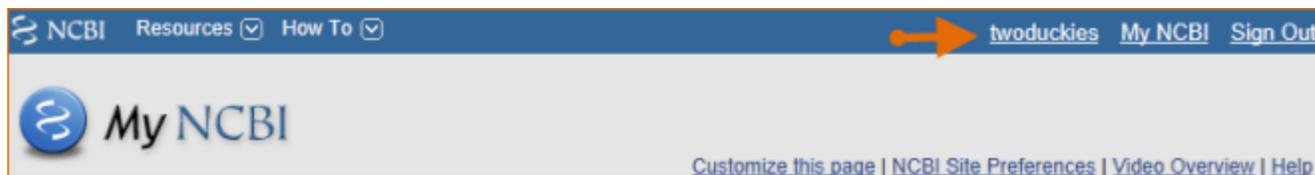
Active

<input checked="" type="checkbox"/> My Bibliography	A special collection of your publications, papers, and citations. You can: <ul style="list-style-type: none">○ Set up and manage your bibliography○ Create a second bibliography of other citations○ Use the bibliography for grant reporting
<input checked="" type="checkbox"/> Recent Activity	A record of your searches and record views within NCBI databases while you are signed into My NCBI. You can: <ul style="list-style-type: none">○ Find and rerun searches○ Find and go to records you've looked at before○ Turn Recent Activity on or off
<input checked="" type="checkbox"/> Collections	Use Collections to save search results indefinitely. You can: <ul style="list-style-type: none">○ Save records from different searches in one collection○ Create multiple collections based on your interests○ Share your collections with others
<input checked="" type="checkbox"/> Saved Searches	A record of your search strategy and results within the NCBI databases while you are signed into My NCBI. You can: <ul style="list-style-type: none">○ Set up automatic updates and receive results via e-mail○ Manually update results in My NCBI○ Save searches from your Recent Activity
<input checked="" type="checkbox"/> Filters	Use filters to group your NCBI database search results into subsets. You can: <ul style="list-style-type: none">○ Add additional filters specific to your areas of interest○ Browse the library of filters or create custom filters○ Use filters to easily identify citations with full text available through your institution
<input checked="" type="checkbox"/> NCBI Search	Use the NCBI Search tool to run a search within the selected database. Clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage. It's a handy way to get to where you want to go!
<input checked="" type="checkbox"/> BLAST History	Use BLAST History tool to access your most recent BLAST searches.



Account Settings

After signing in to your My NCBI account, click on your username on the NCBI header to access the Account Settings page.



Changing your E-mail Address

To change your e-mail address:

1. Click on your **Username** to access the Account Settings page
2. Click the “Change” button next to the current e-mail address
3. Enter your account password
4. Enter an e-mail address
5. Click **Save**.

Note:

- A confirmation e-mail message will be sent to the new e-mail address to activate automatic e-mail updates
- For the Send to E-mail option, you may enter a different address.

Changing your Password

To change your password:

1. Click on your **Username** to access the Account Settings page
2. Click the “Change” button
3. Enter your current account password
4. Enter your new account password and repeat the new account password
5. Click **Save**.

Changing your Security Question

To change your security question:

1. Click on your **Username** to access the Account Settings page
2. Click the “Change” button next to the security question
3. Enter your account password
4. Enter a security question and answer
5. Click **Save**.

Linked Accounts

Go to “Linked Accounts” to view or remove partner organization accounts that are currently linked to your My NCBI account. You may also search for a different partner account to link to your My NCBI account.

To view or delete linked accounts:

1. Click on your **Username** to access the Account Settings page
2. Click the “Change” button next to Linked Accounts

3. To remove a linked account, click on the red X.
4. Click **Save**.

To **link** your My NCBI account to a partner account: repeat steps 1 and 2 and search for a partner account. If available, click on the partner organization link displayed. Then, log in at the partner organization page with your partner organization credentials.

NCBI Resources How To

Linked Accounts

If you are signed into an account from one of these organizations, you can link it to your My NCBI account. You can sign into My NCBI without entering your username and password as long as you are signed into any of these organizations' web sites. You can also share your bibliography and other data with the linked account.

Your Linked Accounts

- eRA Commons 

Return to your [Account Settings](#) page

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its link. If necessary, you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.

Search for account name:

Adding and Removing Delegates

Delegates are persons who are granted access by NCBI account owners to view and manage their [My Bibliography](#) collection and/or their [SciENcv](#) profile. Delegate invitations are initiated by NCBI account owners.

To **add a delegate** to manage your My Bibliography and/or SciENcv data:

1. Log in to your NCBI account, and click on your username (top right corner of page) to access the Account Settings page
2. Go to the **“Delegates”** section and click “Add a Delegate” link
3. Enter the delegate’s e-mail address, and click **OK**
4. Your delegate will receive an e-mail with a URL that leads to an access confirmation page. For further information, see [confirming a My Bibliography connection](#) for delegates.

The **Delegates** section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENCV professional profile, or both. In the Delegates section you may add or remove delegates as well as **modify the access** granted by checking or unchecking the boxes under the My Bibliography or SciENcv columns. Additionally, delegates can be **removed** by clicking on the **red X**.

Delegates				
My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
twoduckies	her@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(Awaiting confirmation)	gjung@gmail.com			

[Add a Delegate](#)

Creating an API Key

Web services developers and other users of NCBI E-Utilities can create an API key in Account Settings. An API key is required for Web service requests set up to make more than three requests per second to E-Utilities.

API Key Management

Create an API Key

←

E-utils users are allowed 3 requests/second without an API key. Create an API key to increase your e-utils limit to 10 requests/second. Contact our [help department](#) if you need higher throughput. Only one API Key per user. Replacing or deleting will inactivate the current key. Use this key by passing it with `api_key=API_KEY` parameter. Refer to [documentation](#) for more.

Use the API key generated for your account in your request URLs with the `api_key` parameter and you will be able to make up to ten requests per second. For example: `esummary.fcgi?db=pubmed&id=28933509&api_key=21abcd97ef62XXXXXXXXXXXX`

Users who need to make more than ten requests per second should contact eutilities@ncbi.nlm.nih.gov.

To create an API key using your NCBI account:

1. Click on your **Username** to access the Account Settings page
2. Go to the “API Key Management” section and click the button “Create an API key”
3. An API Key will be generated for you.
4. Click the “Replace” button to generate a new API key. Note that the previously issued API key will be inactivated.

Common Preferences

Changing the Links Menu Display

Users can change the display of the **Links** menu on any results page. To change the display format of the **Links** menu, click on **Links Display** located in the NCBI Site Preferences section of My NCBI. The available formats are:

- Pop-up Window: Opens a separate small window with link selections(uses JavaScript)
- Plain Links: Displays links as separate selections

My NCBI — Links Display Preferences

Choose how you would like links to be displayed (not available in PubMed).

Popup Menu (javascript)

Items 1 - 2 of 2

1: [LOC100302640](#)
 hypothetical LOC100302640 [*Homo sapiens*]
 Chromosome: 3; Location: 3q13.12
 GeneID: 100302640

2: [LOC100302640](#)
 hypothetical LOC100302640 [*Homo sapiens*]
 Chromosome: 3; Location: 3q13.12
 GeneID: 100302640

Links
 ▸ EST
 ▸ Nucleotide
 ▸ PubMed
 ▸ Taxonomy
 ▸ UniGene

Plain Links

Items 1 - 2 of 2

1: [LOC100302640](#) EST, Nucleotide, PubMed, Taxonomy, UniGene
 hypothetical LOC100302640 [*Homo sapiens*]
 Chromosome: 3; Location: 3q13.12
 GeneID: 100302640

2: [LOC100302640](#) EST, Nucleotide, PubMed, Taxonomy, UniGene
 hypothetical LOC100302640 [*Homo sapiens*]
 Chromosome: 3; Location: 3q13.12
 GeneID: 100302640

Save

Highlighting Search Terms

You can choose to have your search terms highlighted in retrieved database records. By default this option is off, but you can pick one of the ten colors available in the Highlighting section of the NCBI Site Preferences to have your search terms highlighted. Highlighting is only active when you are signed into My NCBI.

Terms other than the one(s) you have used in your query are also highlighted at times. For example, if you search PubMed using the term ‘cancer’, you will also find citations with the term ‘neoplasm’ highlighted. That is because the NCBI search engine has a dictionary of synonymous terms, such as ‘cancer’ and ‘neoplasm’ that are equally considered when you search a database using one of them.

In some cases, you will retrieve PubMed citations that have no highlighting in its abstract, which means that neither the search term nor a synonymous word was found in the abstract of the article. However, terms that appear as MeSH (Medical Subject Headings) terms or Substances on a record will be highlighted in the supplemental information section of the citation. For example, a search in PubMed with the term ABCD4 retrieves, among others, the following record that does not have the term ABCD4 (or any synonymous term) in its abstract: [The four murine peroxisomal ABC-transporter genes differ in constitutive, inducible and developmental expression.](#)

Just scroll to the bottom of the page and expand the **Publication Types, MeSH Terms** list (see image below), and you will see that the term ABCD4 (full term “ABCD4 protein, mouse”) appears in the record.

Eur J Biochem. 1999 Oct;265(2):719-27.

The four murine peroxisomal ABC-transporter genes differ in constitutive, inducible and developmental expression.

Berger J, Albet S, Bentejac M, Netik A, Holzinger A, Roscher AA, Bugaut M, Forss-Petter S.

Brain Research Institute, University of Vienna, Austria. johannes.berger@univie.ac.at

Four ATP-binding cassette (ABC) half-transporters have been identified in mammalian peroxisomes: adrenoleukodystrophy protein (ALDP), adrenoleukodystrophy-related protein (ALDRP), 70-kDa peroxisomal membrane protein (PMP70) and PMP70-related protein (P70R). Inherited defects in ALDP cause the neurodegenerative disorder X-linked adrenoleukodystrophy (X-ALD). By comparative Northern blot analyses we found each of the four murine peroxisomal ABC transporter mRNA species at maximum abundance only in a few tissues, which differed for each family member. The four genes were also regulated differentially during mouse brain development: ALDP mRNA was most abundant in embryonic brain and gradually decreased during maturation; ALDRP and P70R mRNA accumulated in the early postnatal period; and the amount of PMP70 transcript increased slightly during the second and third postnatal week. The different expression patterns could explain why beta-oxidation is defective in X-ALD, although ALDRP and PMP70 can replace ALDP functionally in fibroblasts. Dietary fenofibrate had no effect on the ALD and P70R genes, but strongly increased expression of the ALDR and PMP70 genes in mouse liver. However, in P-glycoprotein Mdr1a-deficient mice fenofibrate treatment increased ALDR gene expression also in the brain, suggesting that the multidrug-transporter P-glycoprotein restricts entry of fenofibrate to the brain at the blood-brain barrier. Analysis of the promoter sequences revealed a cryptic nuclear hormone receptor response element of the DR+4 type in the ALDR promoter and a novel 18-bp sequence motif present only in the 5' flanking DNA of the ALDR and PMP70 genes. The mouse ALDR gene uses a single transcription start site but alternative polyadenylation sites. These data are of importance for the use of ALDP-deficient mice as a model in pharmacological gene therapy studies.

PMID: 10504404 [PubMed - indexed for MEDLINE]

 Publication Types, MeSH Terms, Substances

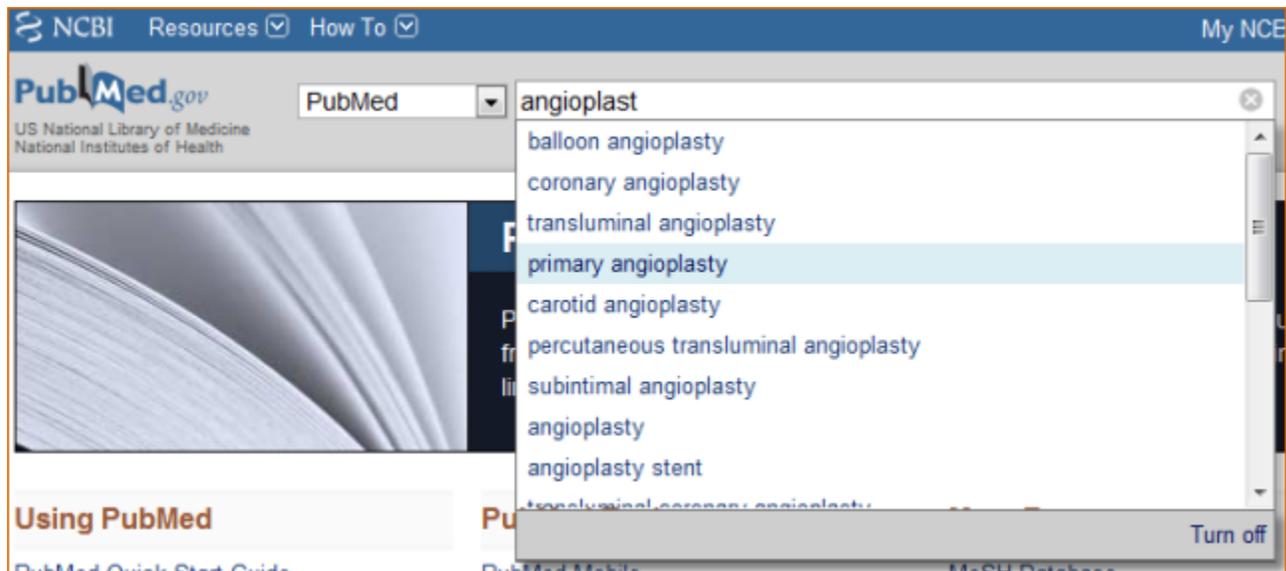


Note:

- MeSH is the National Library of Medicine's controlled vocabulary thesaurus. It consists of sets of terms naming descriptors in a hierarchical structure that permits searching at various levels of specificity. [Click here](#) for more information on how to search the MeSH database

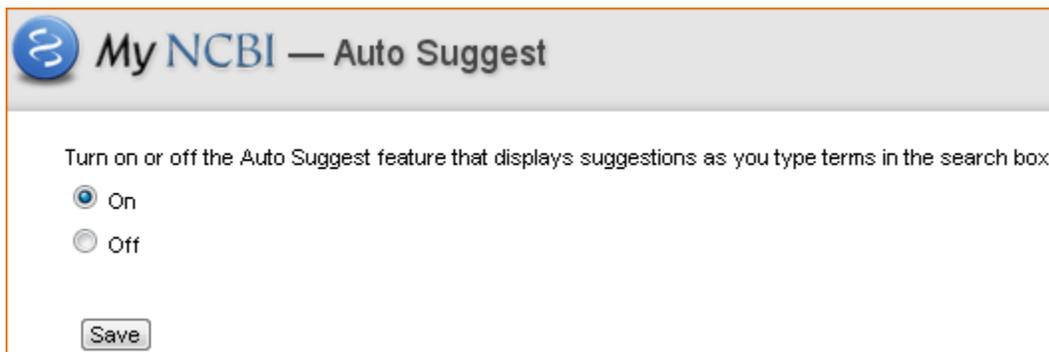
Turning Off Auto Suggest

The Auto Suggest feature is defaulted to be on whenever users start typing in search terms. When users start typing letters into the PubMed search box, Auto Suggest will suggest some of the most popular PubMed searches. You can click on any of the suggested terms.



To turn off the Auto Suggest feature scroll to the bottom of the Auto Suggest menu when you start to type in a term. There is a **Turn Off** option.

To turn the Auto Suggest feature back on, go to your My NCBI page. Click the **NCBI Site Preferences** link, click the “Auto Suggest” link and then click the radio button for **On**.



Note: The Auto Suggest feature will be turned back on after eight hours of inactivity.

Shared Settings

This is an option that institutions can utilize in order to have all of their users access NCBI databases with the same settings. The Shared Settings option allows users to set Document Delivery settings, Filter settings, Highlight settings, and Outside Tool settings all at once instead of having to set these options separately.

To create shared settings:

1. Click the **Shared Settings** link.
2. Select which settings to share by clicking the appropriate box.
3. Save.
4. You can then create a URL, <http://www.ncbi.nlm.nih.gov/pubmed?myncbishare=username>, where the **username** is the shared My NCBI account name. This URL can be used to create a link or button for PubMed on a library's Web site.

Note:

- Settings activated using a My NCBI shared account URL will timeout after eight hours of inactivity

- A user accessing PubMed using shared settings is not signed in to My NCBI so My NCBI will not display a username
- If a user signs in to My NCBI, the settings for their personal account will take precedent over the shared account settings

PubMed Preferences

Changing the Abstract Supplemental Data Display

The Abstract Supplemental Data display lists MeSH terms, Publication Types and other supplemental information when clicking on the plus button (+).



Eur J Biochem. 1999 Oct;265(2):719-27.

The four murine peroxisomal ABC-transporter genes differ in constitutive, inducible and developmental expression.

Berger J, Albet S, Bentejac M, Netik A, Holzinger A, Roscher AA, Bugaut M, Forss-Petter S.
Brain Research Institute, University of Vienna, Austria. johannes.berger@univie.ac.at

Four ATP-binding cassette (ABC) half-transporters have been identified in mammalian peroxisomes: adrenoleukodystrophy protein (ALDP), adrenoleukodystrophy-related protein (ALDRP), 70-kDa peroxisomal membrane protein (PMP70) and PMP70-related protein (P70R). Inherited defects in ALDP cause the neurodegenerative disorder X-linked adrenoleukodystrophy (X-ALD). By comparative Northern blot analyses we found each of the four murine peroxisomal ABC transporter mRNA species at maximum abundance only in a few tissues, which differed for each family member. The four genes were also regulated differentially during mouse brain development: ALDP mRNA was most abundant in embryonic brain and gradually decreased during maturation; ALDRP and P70R mRNA accumulated in the early postnatal period; and the amount of PMP70 transcript increased slightly during the second and third postnatal week. The different expression patterns could explain why beta-oxidation is defective in X-ALD, although ALDRP and PMP70 can replace ALDP functionally in fibroblasts. Dietary fenofibrate had no effect on the ALD and P70R genes, but strongly increased expression of the ALDR and PMP70 genes in mouse liver. However, in P-glycoprotein Mdr1a-deficient mice fenofibrate treatment increased ALDR gene expression also in the brain, suggesting that the multidrug-transporter P-glycoprotein restricts entry of fenofibrate to the brain at the blood-brain barrier. Analysis of the promoter sequences revealed a cryptic nuclear hormone receptor response element of the DR+4 type in the ALDR promoter and a novel 18-bp sequence motif present only in the 5' flanking DNA of the ALDR and PMP70 genes. The mouse ALDR gene uses a single transcription start site but alternative polyadenylation sites. These data are of importance for the use of ALDP-deficient mice as a model in pharmacological gene therapy studies.

PMID: 10504404 [PubMed - indexed for MEDLINE]

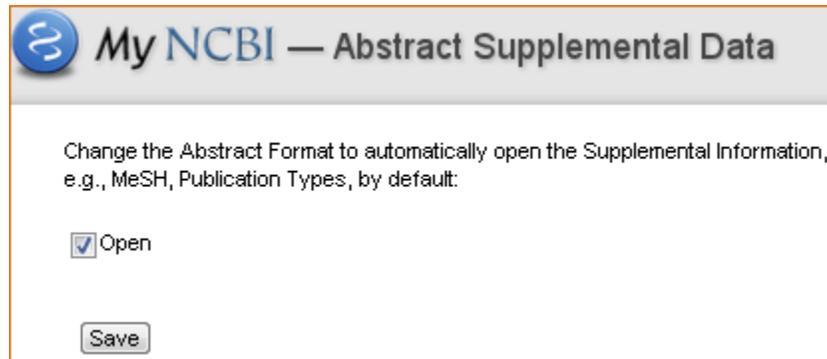
 Publication Types, MeSH Terms, Substances



To change the Abstract format to display the supplemental information:

1. Click Abstract supplemental data
2. Check Open

Save



Document Delivery

Document Delivery is a feature of PubMed that allows you to order articles described in PubMed citations from an institution of your choice. By default, orders are sent to [Loansome Doc](#), the document delivery service of the National Library of Medicine. To change the DDS for your orders, go to NCBI Site Preferences, click the **Document Delivery** link under PubMed Preferences, and then choose a service from the list of institutions found there. After you have made your selection, your orders will be sent to the selected institution.

Please note that Document Delivery Service providers may restrict the service to affiliated users or may charge for document delivery.

To order documents, click the checkbox next to the article(s) you want to order. When you are ready to order, select **Order** from the **Send to** pull-down menu, as shown below. You will be directed to the Document Delivery Service form.



You can mark several citations to be included in a single order. Alternatively, before ordering all your selections, you can save them temporarily in the **Clipboard**. To send your selections to the **Clipboard**, proceed as usual but select **Clipboard** from the **Send to** pull-down menu, instead of **Order**. When you have decided what articles you want to order, click the **Clipboard** link. To remove unwanted articles from the **Clipboard**, click the **Remove**

from Clipboard link next to the citation. When you are ready to order, select **Order** from the **Send to** pull-down menu. You will be directed to the Document Delivery Service form. Complete the requested information.

Your DDS selection is active only while signed into My NCBI. When you sign out, the DDS default (Loansome Doc) choice is restored. Document delivery services sponsored by some institutions might be available only to users of that institution. Some institutions may also charge a fee for their services.

Setting Up PubMed Filters and Icons

NCBI databases search results can be narrowed down to smaller groups of data using filters. You can select your preferred PubMed filters to be active every time you run a search. For example, filters can be used to group results into reviews, clinical trials, or citations with free full text links, among other choices. You may also create your own custom filters. There is a limit of 15 filters for the PubMed database. For a detailed explanation on how to set up filters, see Working with Filters.

Libraries using LinkOut to display their holdings in PubMed can set up a filter for their holdings through My NCBI. Click on the link “PubMed Filters and Icons” under PubMed Preferences. Select the radio button for LinkOut. Enter your library name in the filter search box. Check the box under the “Filter” column. In addition, to display the library icon, check the box under the “Link Icon” column.

Browse/Search for PubMed Filters

Select category:

Popular LinkOut Properties Links

Search with terms (optional):

Active		Name	Description
Filter	Link Icon		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	National Library of Medicine (website)	

For full documentation on LinkOut, see [LinkOut Help](#).

Outside Tool

Outside Tool allows libraries to add a link from PubMed citations to a link resolver available at their institution. These links are displayed as icons in the PubMed Abstract display (see image below).

Display Settings: Abstract Send to:

Science. 2005 Jun 10;308(5728):1589-92.

Uterine fibroids: the elephant in the room.

Walker CL, Stewart EA.

Department of Carcinogenesis, University of Texas and MD Anderson Cancer Center, Park Road 1C, Smithville, TX 78957, USA.

Uterine fibroids (leiomyomas) have historically been viewed as important chiefly as the major indication for hysterectomy. As new therapies are developed, the heterogeneity of this disease becomes therapeutically relevant. An awareness of the role of genetics, the extracellular matrix, and hormones in tumor etiology is key to understanding this disease.

PMID: 15947177 [PubMed - indexed for MEDLINE]

[+](#) Publication Types, [MeSH Terms](#), [Substances](#), [Grant Support](#)

[+](#) LinkOut

Science MAMA **Find it @ UIC**

Related articles

- ▶ **Review** Pathophysiology of uterine leiomyomas. [Biochem Cell Biol. 1992]
- ▶ **Review** Growth factors and cytokines in uterine leiomyomas. [Semin Reprod Endocrinol. 1996]
- ▶ **Review** Role of hormonal and reproductive factors in the etiology and tre [Recent Prog Horm Res. 2002]
- ▶ **Review** Etiology and pathogenesis of uterine leiomyomas: a review [Environ Health Perspect. 2003]
- ▶ **Review** [Uterine leiomyomas--risk factors] [Ginekol Pol. 2003]

» See reviews... | » See all..

Cited by 7 PubMed Central articles

When you click on the icon, you are directed to the available services for that citation offered by the sponsoring library. These services might include access to electronic full text or information on local print holdings.

To turn on an Outside Tool, click the **Outside Tool** link. Select an institution from the available list and click Save; the selected icon will display in the Abstract format. Keep in mind that most Outside Tools are fully accessible only to individuals affiliated with the sponsoring institution.

You can also choose to have Outside Tool icons included in your PubMed automatic e-mail search updates (see Setting up Automatic E-mail Updates). To do this, select **Abstract** as the display format for your e-mails when setting up your search alert. The Outside Tool icon that you have selected in My NCBI will be included in your e-mail alerts, together with your PubMed search updates. To view a brief animated tutorial, see [Selecting Your Outside Tool Preference](#).

For more information on Outside Tool, see http://www.ncbi.nlm.nih.gov/books/NBK3803/#related.Outside_Tool

Author Information Display

The author information appears in the PubMed abstract display below the author names, and it is normally closed by default:

Display Settings: Abstract Send to:

Can Vet J. 2014 May;55(5):435-41.

Intra- and inter-observer reliability of combined segmental measurement techniques for predicting immediate post-deployment intraluminal tracheal stent length in dogs.

Monaco TA, Taylor JA, Langenbach A, Gordon S, Vance E.

[+](#) Author information

Abstract in English, [French](#)

This study evaluated segmental measurement techniques for predicting immediate post-deployment intraluminal tracheal stent length in dogs with naturally occurring tracheal collapse. Radiographs of 12 client-owned dogs that underwent intraluminal tracheal stent placement were retrospectively reviewed. Tracheal lengths were divided into

To change the default to make the author information available in the abstract display:

1. Click the link Author Information under PubMed preferences
2. Check Open

Save

Author Information Display Preference

Change the Abstract Format to automatically open the Author information by default:

Open

Save Cancel

The author information will be available when signed in to My NCBI.

Display Settings: Abstract Send to:

Can Vet J. 2014 May;55(5):435-41.

Intra- and inter-observer reliability of combined segmental measurement techniques for predicting immediate post-deployment intraluminal tracheal stent length in dogs.

Monaco TA, Taylor JA, Langenbach A, Gordon S, Vance E.

Author information

Veterinary Surgical Centers, Leesburg & Vienna, Virginia, USA (Monaco, Taylor, Langenbach, Gordon); Department of Statistics, Virginia Tech, Blacksburg, Virginia, USA (Vance).

Abstract in English, French

This study evaluated segmental measurement techniques for predicting immediate post-deployment intraluminal tracheal stent length in dogs with naturally occurring tracheal collapse. Radiographs of 12 client-owned dogs that underwent intraluminal tracheal stent placement were retrospectively reviewed. Tracheal

Customizing the Search Results Display

The PubMed default settings for displaying search results are: Summary display format, 20 citations per page, and sorted by recently added citations listed first. To customize your search results display, log into My NCBI and click “**NCBI Site Preferences**” and then “Result Display Settings” under PubMed Preferences. In the resulting page select, either the Abstract or the Summary format, the number of citations to be displayed per page and a sort option among the following: Recently Added, Pub Date (Publication Date), First Author, Last Author, Journal, Title or Relevance.

Result display preferences [X]

Result Display Settings for PubMed

Set the default values for display format, number of items to be displayed per page and sorting order.

Default format:

- Summary
- Abstract

Default items per page:

- 5
- 10
- 20
- 50
- 100
- 200

Default sort by:

- Recently Added
- Pub Date
- First Author
- Last Author
- Journal
- Title
- Relevance

Save [Cancel](#)

After your results display selections are saved in My NCBI and while logged into My NCBI, go to PubMed to see your display selections applied to your search results. In the image below the customized display selections appear next to the “Display Settings” drop-down menu.

Display Settings: Abstract, 50 per page, Sorted by Pub Date Send to:

Results: 1 to 50 of 8877 << First < Prev Page 1 Next > Last >>

[Curr Opin Infect Dis. 2010 Apr;23\(2\):132-8.](#)

1. **Tick bites and skin rashes.**
 Elston DM.
 Department of Dermatology, Geisinger Medical Center, 100 North Academy Ave, Danville, Pennsylvania, USA.

PURPOSE OF REVIEW: Fever and a rash following a tick bite can signify a true medical emergency. Ticks are important vectors of disease worldwide, including Rocky Mountain spotted fever, Lyme disease, and Congo-Crimean hemorrhagic fever. This paper will review the major ticks of medical importance and the diseases they transmit, including important emerging pathogens. RECENT FINDINGS: Rocky Mountain spotted fever continues to be the most lethal tick-borne illness in the United States and is emerging as an important disease in South America. Other important emerging diseases include human anaplasmosis, southern tick associated rash illness, human monocytic ehrlichiosis, and a variety of rickettsial fevers including those caused by *Rickettsia parkeri* and *Rickettsia amblyommii*. SUMMARY: Most tick-borne illnesses respond readily to doxycycline therapy. In the case of Rocky Mountain spotted fever, therapy should be started when the disease is suspected and should never be delayed for confirmatory tests. Accurate identification of tick vectors can help establish a diagnosis and can help guide preventive measures to reduce the burden of disease.

PMID: 20071986 [PubMed - in process]

[Related articles](#)

[J Infect Dis. 2010 Apr 1;201\(7\):1084-95.](#)

2. **BBA52 Facilitates Borrelia burgdorferi Transmission from Feeding Ticks to Murine Hosts.**
 Kumar M, Yang X, Coleman AS, Pal U.
 Department of Veterinary Medicine, University of Maryland, and Virginia-Maryland Regional College of Veterinary Medicine, College Park, Maryland.

Borrelia burgdorferi, the pathogen of Lyme borreliosis, persists in nature through a tick-rodent transmission cycle. A selective assessment of the microbial transcriptome, limited to gene-encoding putative membrane proteins, reveals that *bba52*

Note:

- You must be signed into My NCBI for your display selections to be applied to your PubMed search results

Gene Preferences

Setting up Gene Filters

NCBI databases search results can be narrowed down to smaller groups of data using filters. You can select your preferred Gene filters to be active every time you run a search. You may also create your own custom filters.

There is a limit of 5 filters for the Gene database. For a detailed explanation on how to set up filters in My NCBI, see Working with Filters. To see an explanation of the different types of filters available for the Gene database see [Gene Help-filters](#).

Changing the Record Display Format

The Gene database default format for displaying search results is Full report. The full report display includes the following sections: Summary, Genomic regions/transcripts/products, Genomic Context, Bibliography, Phenotypes, HIV-1 protein interactions, Interactions, Alleles, General Gene Information, General Protein Information, NCBI Reference Sequences (RefSeq), Related Sequences, and Additional Links.

To customize your records display format, log into My NCBI and click “**NCBI Site Preferences**” and then click “Record Display Format” under Gene Preferences. In the resulting page select either the Full report, Gene Table, or Gene RIF format. You can specify the sections you want included in the Full report by checking the box next to the section name. For information on the different types of display formats available for the Gene database see [Gene Help-display/settings](#).

My NCBI — Record Display Format

Default record format:
Set the default values for displaying record in Gene.

Full Report
 Gene Table
 GeneRIF

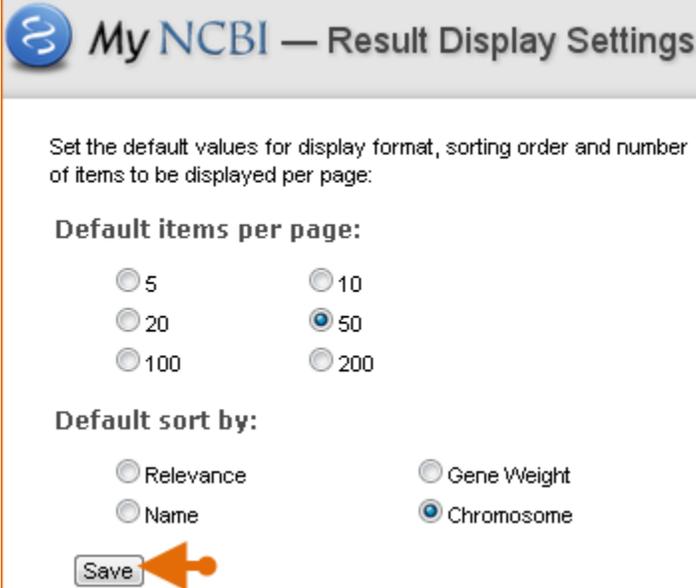
Sections in full report
Uncheck to have the section minimized by default.

Summary
 Genomic regions, transcripts, and products
 Genomic Context
 Bibliography
 Phenotypes
 HIV-1 protein interactions
 Interactions
 Alleles
 General Gene Information
 General Protein Information
 NCBI Reference Sequences (RefSeq)
 Related Sequences
 Additional Links

Save

Customizing the Search Results Display

The Gene database default settings for displaying search results are: 20 records per page, and sorted by Relevance. To customize your search results display, log into My NCBI and click “**NCBI Site Preferences**” and then click “Result Display Settings” under Gene Preferences. In the resulting page, select the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Relevance, Name, Gene Weight or Chromosome).



The screenshot shows the 'My NCBI — Result Display Settings' page. At the top, there is a header with the My NCBI logo and the title. Below the header, a text box instructs the user to 'Set the default values for display format, sorting order and number of items to be displayed per page:'. Underneath, there are two sections: 'Default items per page:' and 'Default sort by:'. The 'Default items per page:' section has five radio button options: 5, 10, 20, 50, and 100. The '50' option is selected. The 'Default sort by:' section has four radio button options: Relevance, Name, Gene Weight, and Chromosome. The 'Chromosome' option is selected. At the bottom left, there is a 'Save' button with a red arrow pointing to it.

For information on Display Settings in the Gene Database, see [Gene Help](#).

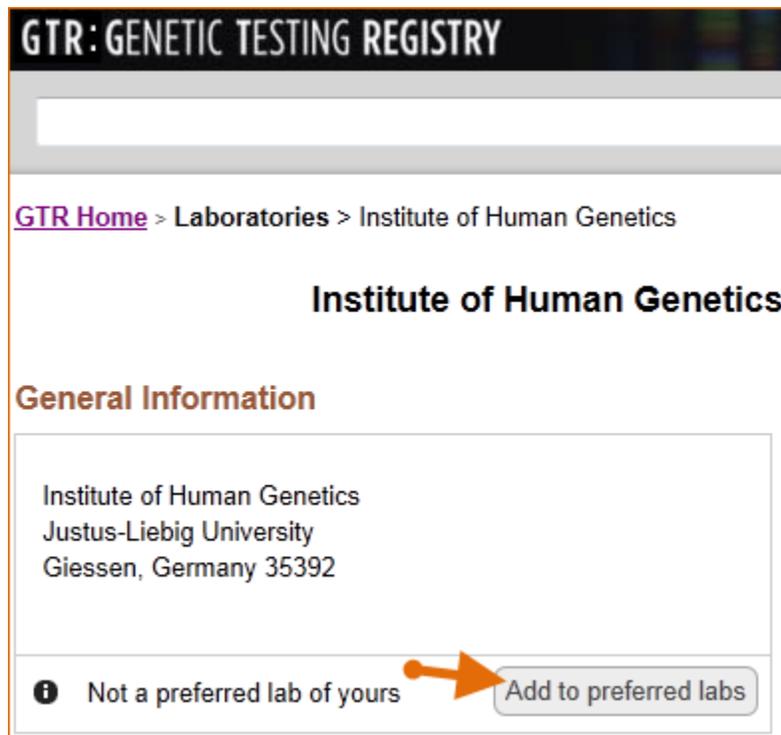
GTR Preferences

Selecting Preferred Labs

You can select your preferred Laboratories for the Genetic Testing Registry (GTR) database using My NCBI, which will help limit your search results to the tests offered by the laboratories selected.

In NCBI Site Preferences:

1. Click the link “Preferred Labs” under GTR preferences.
2. Click “GTR Website.” Enter a lab name in the search box.
3. Click the button “Add to preferred labs”



Nucleotide Preferences

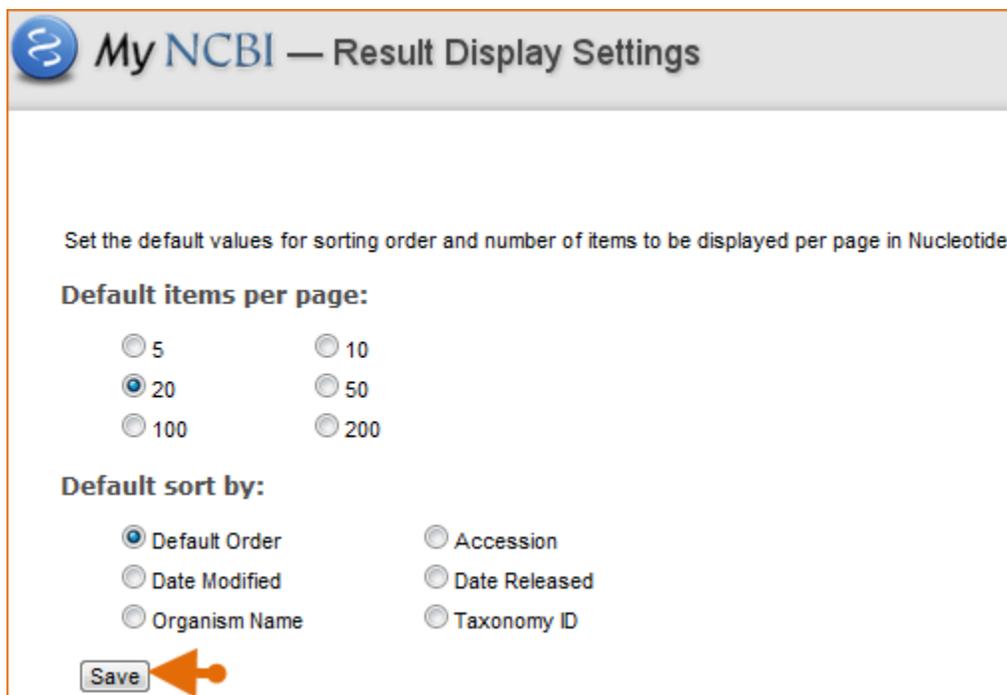
Changing the Record Display Format

The Nucleotide database default format for displaying search results is GenBank. To customize your records display format, log into My NCBI and click "**NCBI Site Preferences**" and then click "Record Display Format" under Nucleotide Preferences. In the resulting page select either the GenBank, FASTA, or Graphics format. For information on the different types of display formats available for the Nucleotide database see [Nucleotide FAQ](#)



Customizing the Search Results Display

The Nucleotide database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click "**NCBI Site Preferences**" and then click "Result Display Settings" under Nucleotide Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).



My NCBI — Result Display Settings

Set the default values for sorting order and number of items to be displayed per page in Nucleotide:

Default items per page:

5 10
 20 50
 100 200

Default sort by:

Default Order Accession
 Date Modified Date Released
 Organism Name Taxonomy ID

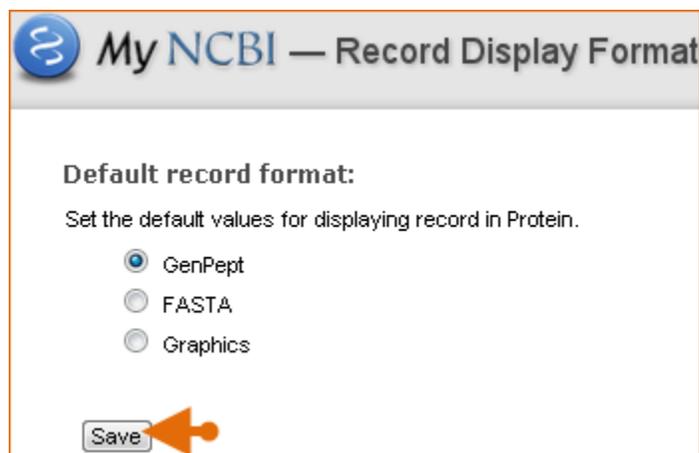


For information on Display Settings in the Nucleotide Database, see [Nucleotide FAQ](#).

Protein Preferences

Changing the Record Display Format

The Protein database default format for displaying search results is GenBank. To customize your records display format, log into My NCBI and click “**NCBI Site Preferences**” and then click “Record Display Format” under Protein Preferences. In the resulting page select either the GenBank, FASTA, or Graphics format. For information on the different types of display formats available for the Protein database see [Protein FAQ](#).



My NCBI — Record Display Format

Default record format:

Set the default values for displaying record in Protein.

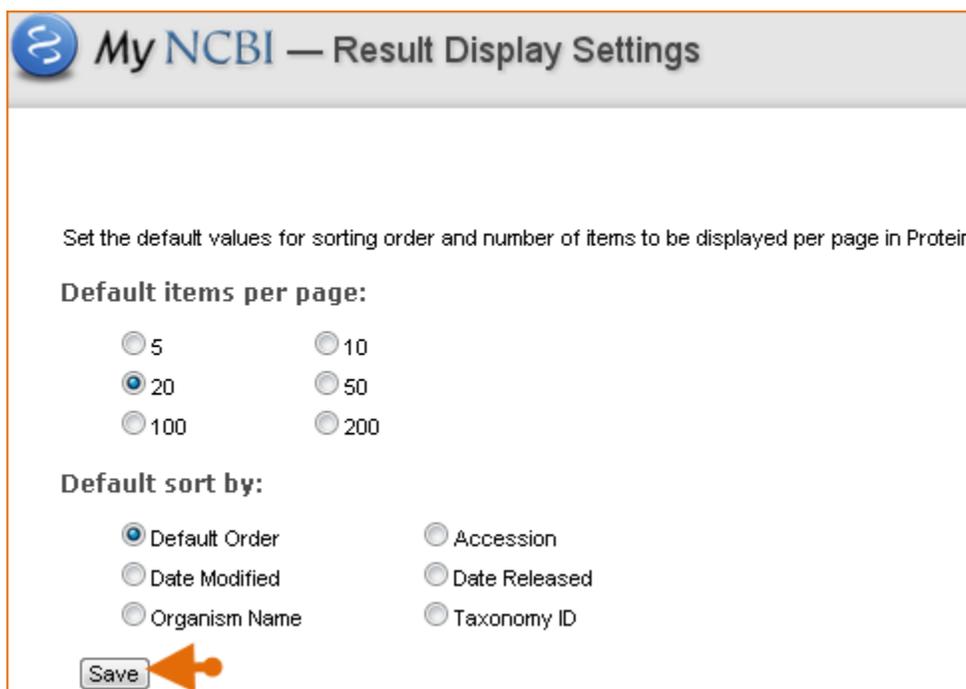
GenPept
 FASTA
 Graphics



Customizing the Search Results Display

The Protein database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To customize your search results display, log into My NCBI and click “**NCBI Site Preferences**” and then click “Result Display Settings” under Protein Preferences. In the resulting page select, the number of records to be

displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).



My NCBI — Result Display Settings

Set the default values for sorting order and number of items to be displayed per page in Protein:

Default items per page:

5 10
 20 50
 100 200

Default sort by:

Default Order Accession
 Date Modified Date Released
 Organism Name Taxonomy ID

Save 

For information on Display Settings in the Protein Database, see [Protein FAQ](#)..

GSS Preferences

Changing the Record Display Format

The GSS (Genome Survey Sequence) database default format for displaying search results is GSS. To customize your records display format, log into My NCBI and click “**NCBI Site Preferences**” and then click “Record Display Format” under GSS Preferences. In the resulting page select, either GSS, GenBank or FASTA format. For information on the GSS database see [Entrez Sequences Help](#).



My NCBI — Record Display Format

Default record format:

Set the default values for displaying record in GSS.

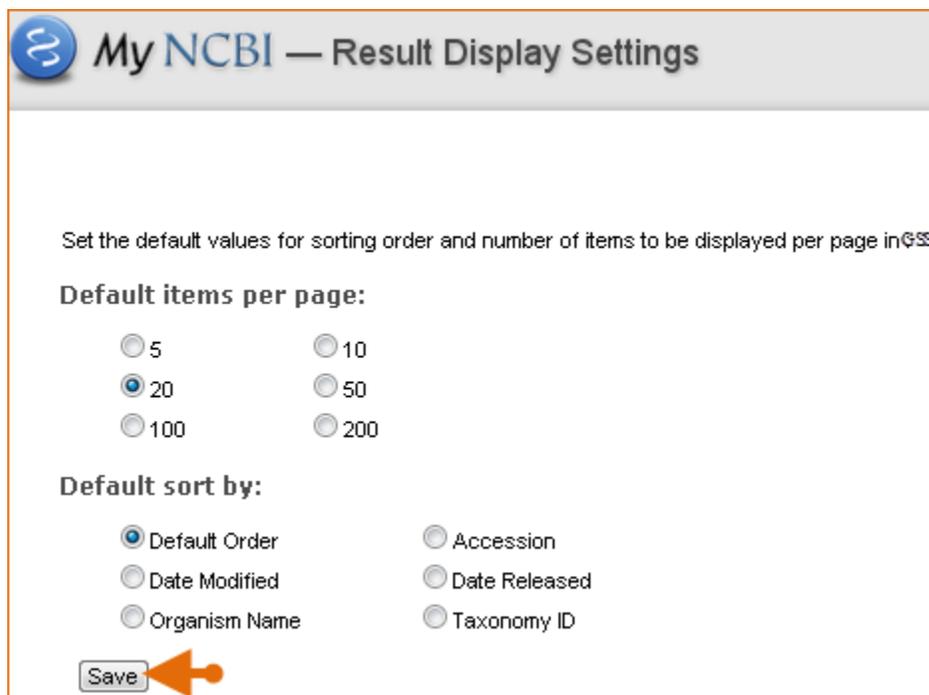
GSS
 GenBank
 FASTA

Save 

Customizing the Search Results Display

The GSS database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To

customize your search results display, log into My NCBI and click “**NCBI Site Preferences**” and then click “**Result Display Settings**” under GSS Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).



The screenshot shows the "My NCBI — Result Display Settings" page. At the top, there is a header with the My NCBI logo and the title. Below the header, there is a sub-header: "Set the default values for sorting order and number of items to be displayed per page in GSS:". Underneath, there are two sections: "Default items per page:" and "Default sort by:". The "Default items per page:" section has six radio button options: 5, 10, 20 (selected), 50, 100, and 200. The "Default sort by:" section has six radio button options: Default Order (selected), Accession, Date Modified, Date Released, Organism Name, and Taxonomy ID. At the bottom left, there is a "Save" button with an orange arrow pointing to it.

EST Preferences

Changing the Record Display Format

The EST (Expressed Sequence Tag) database default format for displaying search results is EST. To customize your records display format, log into My NCBI and click “**NCBI Site Preferences**” and then click “**Record Display Format**” under EST Preferences. In the resulting page select, either EST, GenBank or FASTA format. For information on the EST database see [Entrez Sequences Help](#).

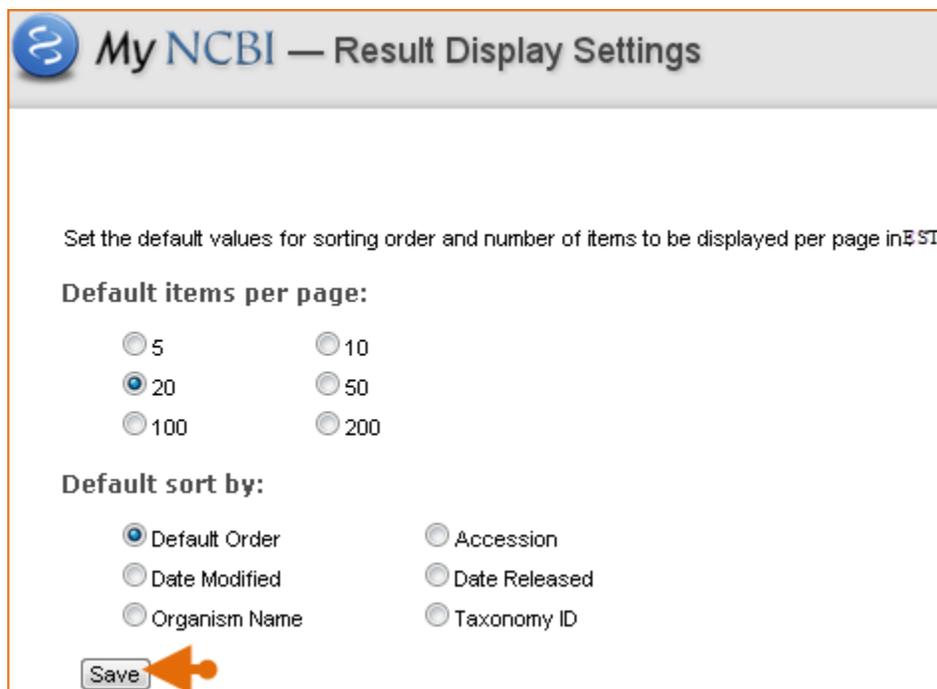


The screenshot shows the "My NCBI — Record Display Format" page. At the top, there is a header with the My NCBI logo and the title. Below the header, there is a sub-header: "Default record format:". Underneath, there is a text instruction: "Set the default values for displaying record in EST.". Below this, there are three radio button options: EST (selected), GenBank, and FASTA. At the bottom left, there is a "Save" button with an orange arrow pointing to it.

Customizing the Search Results Display

The EST database default settings for displaying search results are: 20 records per page, and sorted by Default Order. Default order follows the same display order as GenBank: last into the database first displayed. To

customize your search results display, log into My NCBI and click “**NCBI Site Preferences**” and then click “**Result Display Settings**” under EST Preferences. In the resulting page select, the number of records to be displayed per page (5, 10, 20, 50, 100, or 200) and the sort order (Default Order, Accession, Date Modified, Date Released, Organism Name or Taxonomy ID Name).



My NCBI — Result Display Settings

Set the default values for sorting order and number of items to be displayed per page in EST:

Default items per page:

5 10
 20 50
 100 200

Default sort by:

Default Order Accession
 Date Modified Date Released
 Organism Name Taxonomy ID



Recent Activity

Created: December 13, 2010; Revised: March 7, 2011.

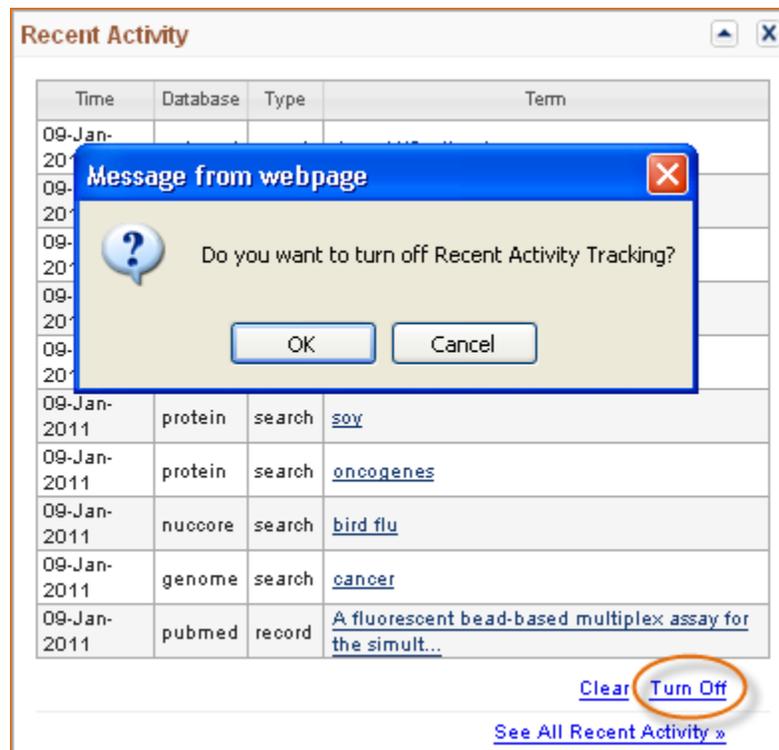
Recent Activity provides users a history of their searches and records in NCBI databases for the last 6 months. All searches and records in Recent Activity are hyperlinked so that users can easily view them again or keep a record of all past queries. Recent Activity will only save results for registered My NCBI users when they are signed in.

Section Contents

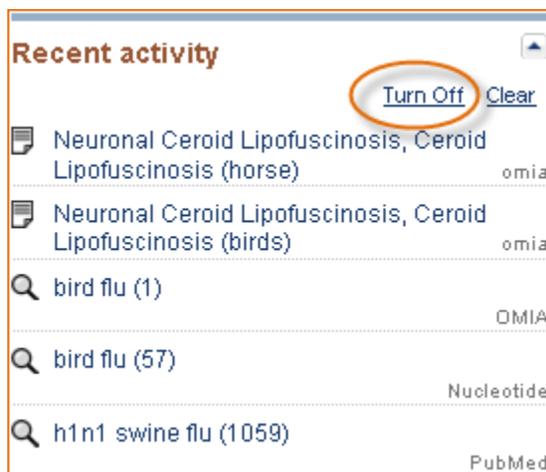
- Turning Off Recent Activity
- Clearing Recent Activity
- Sorting Recent Activity
- Deleting Items in Recent Activity
- Creating Saved Searches in Recent Activity
- Moving Recent Activity Records to Collections

Turning Off Recent Activity

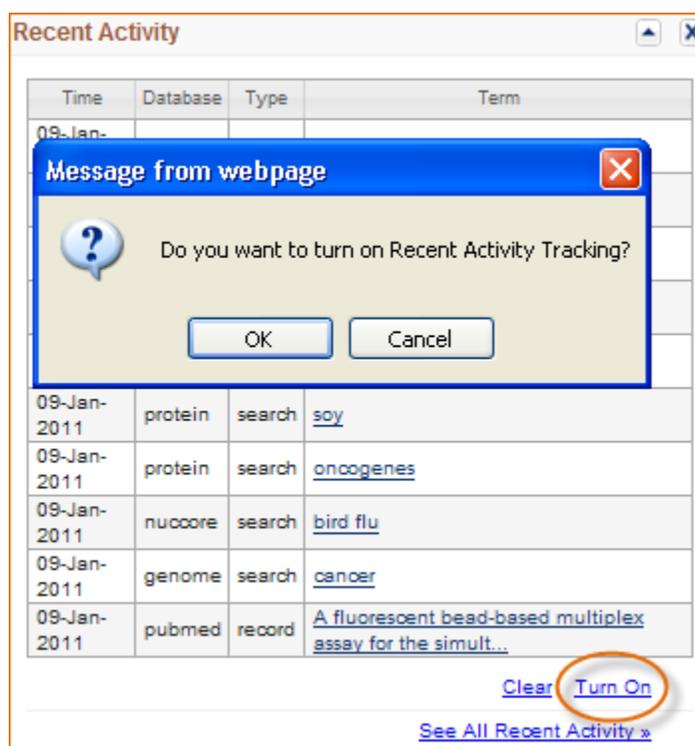
Recent Activity is automatically defaulted to be turned On. Users can select instead not to have searches and records recorded by clicking “Turn Off” and confirming the selection when prompted.



You can also turn off Recent Activity directly from any NCBI database. You will notice that in any NCBI database, a Recent Activity box is present to the right of the screen. Click **Turn Off**.



If at a later time you would like to turn on Recent Activity, click on the link "Turn On" in My NCBI- Recent Activity.



Or you can also activate Recent Activity directly from any NCBI database by clicking "Turn On" as shown below.



Clearing Recent Activity

To clear all Recent Activity items, click the "Clear" hyperlink, which is available through My NCBI –Recent Activity. Once you agree to Clear Recent Activity, the action *cannot* be undone. A popup message will confirm if you want to clear all items for Recent Activity.

The screenshot shows a window titled "Recent Activity" with a table of activity items. A dialog box titled "Message from webpage" is overlaid on the table, asking for confirmation to clear all items. The dialog box has "OK" and "Cancel" buttons. The table has columns for Time, Database, Type, and Term. Below the table, there are links for "Clear", "Turn Off", and "See All Recent Activity »".

Time	Database	Type	Term
09-Jan-2011	genome	search	cancer
09-Jan-2011	pubmed	search	swimmers ear
09-Jan-2011	omia	record	Tail, short (dog)
09-Jan-2011	omia	search	welsh corgi
09-Jan-2011	protein	search	soy

You can also clear Recent Activity from any NCBI database by clicking **Clear** in the Recent Activity box. Click Clear Recent Activity if you are sure you want to erase all items.

The screenshot shows a "Recent activity" box with a search bar containing "bird flu (57)". Below the search bar, the word "Nucleotide" is visible. To the right of the search bar, there are two buttons: "Turn Off" and "Clear". The "Clear" button is circled in red.

Sorting Recent Activity

There are two ways to Sort items: by date and by resource. To sort Recent Activity, start by clicking "See All Recent Activity"

Time	Database	Type	Term
21-Jan-2011	nucore	search	bird flu
21-Jan-2011	omim	search	bird flu
21-Jan-2011	omia	search	dogs
21-Jan-2011	pubmed	search	dogs
09-Jan-2011	pubmed	search	dogs AND allergies
09-Jan-2011	genome	search	cancer
09-Jan-2011	pubmed	search	swimmers ear
09-Jan-2011	omia	record	Tail, short (dog)
09-Jan-2011	omia	search	welsh corgi
09-Jan-2011	protein	search	soy

[Clear](#) [Turn Off](#)
[See All Recent Activity »](#)

Click the “Display Settings” drop down menu, select to sort by date or by resource.

Display Settings: View all items, Sort by date

View	Sort by
<input checked="" type="radio"/> All items	<input checked="" type="radio"/> Date
<input type="radio"/> Searches	<input type="radio"/> Resource
<input type="radio"/> Records	

Time	Database	Type
<input type="checkbox"/> 21-Jan-2011	OMIA	search
<input type="checkbox"/> 21-Jan-2011	PubMed	search

When selecting to sort by date, the most recent searches will be listed first.

When selecting to sort by resource, the databases are arranged in alphabetical order.

Deleting Items in Recent Activity

In addition to deleting all items by clearing all records in Recent Activity, you may select individual items to be deleted from your Recent Activity.

To delete items from Recent Activity, start by clicking “See All Recent Activity.” Select the items you wish to remove and click the “Delete selected item(s)” button. Note that this action *cannot* be undone.

Display Settings: View all items, Sort by date

Select: [All](#), [None](#) 2 items selected 

Date	Resource	Type	Title
<input type="checkbox"/> Last Week			
<input checked="" type="checkbox"/> 21-Jan-2011	Nucleotide	search	bird flu
<input type="checkbox"/> 21-Jan-2011	OMIM	search	bird flu
<input checked="" type="checkbox"/> 21-Jan-2011	OMIA	search	dogs

A message will notify you of the number of items removed from your Recent Activity.

Creating Saved Searches in Recent Activity

If you want to save a search from a past query, you can locate your query in Recent Activity and add it to your Saved Searches collection. This feature helps you save time as there is no need to reformulate a search and to re-run it again in a database.

Go to Recent Activity and click the link “See All Recent Activity.” Select the items you would like to save, and click on the “Save Search” button.

Display Settings: View all items, Sort by date

Select: [All](#), [None](#) 1 item selected 

Date	Resource	Type	Title
<input checked="" type="checkbox"/> Today			
<input checked="" type="checkbox"/> 2:09 PM	Gene	search	mice

Enter a name for your new saved search. The message “Search saved successfully” indicates that the search was added to your Saved Searches. A link is provided “Edit the saved search options,” in case you would like to receive email updates for your new search.

Moving Recent Activity Records to Collections

Only Records may be moved to a Collection in My NCBI. Click the link “See All Recent Activity.” Select the records you wish to incorporate into one of your Collections and click on the “Copy to Collection” button.

Display Settings: View all items, Sort by date

Select: [All](#), [None](#) 1 item selected 

Date	Resource	Type	Title
<input type="checkbox"/> Today			
<input checked="" type="checkbox"/> 2:23 PM	PubMed	record	A fluorescent bead-based multiplex assa
<input type="checkbox"/> 2:09 PM	Gene	search	mice

In the “Save Records” pop up window, select the Collection where you wish to move the item. Click **Save**.



A message “[number] entries moved to [collection name]” indicates the number of records moved to a collection and the collection name. The collection name is hyperlink in case you would like to edit your collections at that point.