

Requests for Manuscript Clearance

Process

Requests for manuscript clearance are submitted to [Jen Pirrone](#) via email. Jen will review the [manuscript clearance form](#) to ensure lab/branch chief signature, log the manuscript and submit to [Ron Neumann](#) for review and approval. Signed manuscript clearance forms will be returned to the individual who submitted the request with a “cc” to the Clinical Center communications office.

Abstracts do not require clearance.

Required Documents

Requests for manuscript clearance need to include:

1. The manuscript clearance form (must be signed by lab/branch chief) found in the IRP Sourcebook
https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/submitting_publications/form-manuscript_clearance.pdf.
2. A copy of the manuscript
3. Any supporting documentation that will appear in the journal (charts, photos, etc.)

Timeline

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

Delegation of Authority

As the Scientific Director for the Clinical Center, John I. Gallin, M.D., has delegated signature authority of manuscript clearances to Ronald D. Neumann, M.D., Deputy Scientific Director for the Clinical Center.