

MyNCBI

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The current version of the NIH Biographical Sketch (biosketch) requires that a link to full list of publications must be on a .gov extension, not a .edu or .com. The two allowable methods are PubMed Central and My NCBI.

PubMed Central makes sense for those whose work is always or almost always submitted there and if your name is not a particularly common one so that the doppelganger's publications are not included. If so, go to <https://www.ncbi.nlm.nih.gov/pubmed/> and in the search field, add your name, lastname firstname (NO COMMAS!) and search. Save the resulting URL if you can ascertain that all the publications are yours. For example, the first article appearing in the search I just did for "Lee Ronald" was "Differences in cisplatin distribution in sensitive and resistant ovarian cancer cells: a TEM/NanoSIMS study" and if you know our Ron Lee, that's not his work. So if that happens, well, then it gets more complicated.

MyNCBI is the way to go. This means uploading all of your publications to your own publications database, which can be done if the publication has the right kind of format. If you have a few, you can just add them manually one by one. But if you are a senior researcher with many dozens, there is another way. Here's how it works.

1. This is particularly easy if you've already set up a google scholar library for your publications, in case just skip to Step 3. [Note that only the owner of the library can do the export in Step 3 by logging in to the google scholar account; but anyone can do the download if not.]
2. Go to scholar.google.com. Search for your name, but exclude citations and patents. Check all that are in fact your articles and click on the star for that article. Then click on MyLibrary. You can also tag these articles into labels if you want to separate publications, say, by type of publication or by co-author.
3. Then you export your publications into RefMan (with a .ris extension as this is recognized by MyNCBI). Save them in a folder on your computer. It may require more than one export.
4. Now log on to your MyNCBI account. On the left you will see buttons to add publications from PubMed Central, manually, or upload a file. Click on Upload a file and upload the .ris files, one by one.
5. Then go and edit the entries. Theoretically the ref format will do that correctly but mistakes happen, so you may need to complete entries, denote if they are books or articles, etc. There may also be duplicates.
6. Then check the NIH funding. You want all publications to be in compliance, either by listing the associated grant funding, or noting that they had no NIH funding, in whole or part.

While this may seem like a lot, it took me about 20 minutes to do an emeritus professor's bibliography, so it's not a big deal. An undergraduate research assistant could do this.

Helpful links:

https://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Creating_a_Bibliography

https://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Adding_Citations_from_a_F

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