




How to Include Content in Bookshelf

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This page describes the process for including content in Bookshelf as well as the pre-application requirements. Any content provider that submits an application that meets all the pre-application requirements undergoes an evaluation process. As part of the evaluation process, the National Library of Medicine (NLM) considers the scope of the content as well as its scientific and editorial quality. Content selected for inclusion in Bookshelf is also evaluated on technical quality. Content providers are encouraged to read through all steps and review Bookshelf's [information for authors and publishers](#).

Pre-Application Requirements

For Content

	The content must be peer reviewed
	The content provider must be able to provide NLM with a PDF or Word document of the content or immediate access to it at a publisher or third-part site
	The full text of the content must be available in English

For Content Providers








NLM looks for ongoing content provider conformance with published guidelines and best practices, including [OAPEN Guides for OA monographs](#), [IOM Committee on Standards for Developing Trustworthy Clinical Practice Guidelines](#), [OER Authoring Resources](#), [PRISMA guidelines](#), [CARE case report guidelines](#), [CONSORT](#), and [ARRIVE](#).

Evaluation and Setup Process

Submit Application → Screening → Scientific Quality Review → Technical Evaluation → Preview → Live Release

Submit Application





Information you'll need to submit when applying

	Title of proposed content
	URL, PDF, or Word document of full text of proposed content
	Publisher name and information about its management, qualifications, and publishing policies
	Abstract or description of content
	Copyright holder
	Information about the authors and editors, including links to bios or CVs
	For more information and a link to the Bookshelf application, see our information for authors and publishers or contact bookshelf@ncbi.nlm.nih.gov

Initial Application Screening

Once received, NLM will check that the application is complete and meets the pre-application requirements. NLM will communicate any inconsistencies about the application back to the applicant. If the application is complete, NLM will determine if the content is appropriate for Bookshelf. Content providers who do not pass the initial application screening are eligible to reapply in 24 months.

Factors that determine if content is in scope for Bookshelf

	Peer-reviewed with a clearly stated peer-review policy
	Generally, falls within the biomedical and life sciences
	Web content and clinical resources are regularly reviewed and updated
	The affiliations of the editors and authors should reflect the scope of the content and demonstrate editorial independence and diversity

The following content types are in scope:

- Monographs;
- Biographical Works;
- Collected Works;
- Government Publications;
- Handbooks and Manuals;
- Reference works, e.g., Dictionaries and Encyclopedias;
- Standards and Guidelines;
- Statistical Works;
- Technical Reports;
- Textbooks;
- Web Content;
- and other types of Grey Literature.

In very exceptional cases, Bookshelf will consider self-published or independently sponsored works.



For more information,
see our [Scope Details](#)

Scientific Quality Review

After a thorough review of the content provider and its content, Bookshelf will inform the content provider whether the content meets Bookshelf's scientific quality standard.

Content that does not meet this standard is eligible for reapplication in 24 months.



For more information,
see [Content Selection for Bookshelf](#)

Technical Evaluation

First, Bookshelf asks the content provider to fill out a Technical Evaluation Checklist, which must be returned to Bookshelf before starting any work on the evaluation.

For Collections and Updated Web Content




Next, if the content is a collection of documents or regularly updated content, the content provider submits a set of at least 3-5 sample documents that is representative of the collection's content types and styles. The set of samples must meet [Bookshelf's File Submission Specifications](#). In addition, Bookshelf will request a cover image for the collection or website, as well as a brief description of the collection to appear on its landing page in Bookshelf.

For Books

If the content is a single book or other type of document, the content provider submits it to Bookshelf according to [Bookshelf's File Submission Specifications](#).


What does Bookshelf evaluate?

Bookshelf evaluates the content to ensure that:

	The XML Coding meets Bookshelf's specifications, including explicit markup of all structural and textual elements of a source and enough metadata to build an accurate citation
	The deposit adheres to Bookshelf's File Submission Specifications
	The presentation of the content, as generated from the XML and associated files, is an accurate, error-free representation of the version of record




If necessary, the content provider must correct reported errors and submit a revised package for a subsequent round of evaluation.

If a deposit fails to meet Bookshelf's file submission specifications at any stage of the application process, the application may be rejected.

	For more information, see File Submission Specifications
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Preview

Once the content passes Bookshelf's technical evaluation phase and is set up in Bookshelf's systems, Bookshelf will request the following from the content provider:

	Approval of a preview of the content as generated from the XML and associated files
	A formal NLM LitArch Participant Agreement
	A complete set of document files belonging to an accepted collection or website according to the terms of the participant agreement

Live Release

NLM countersigns the content provider's LitArch Participation Agreement and releases the content to the Bookshelf public site with the content provider's approval.

Ongoing participation in Bookshelf requires a content provider to continue to meet NLM's quality standards for Bookshelf and the NLM collection. The process for reevaluating accepted content is described in Bookshelf's [Reevaluation](#) section.