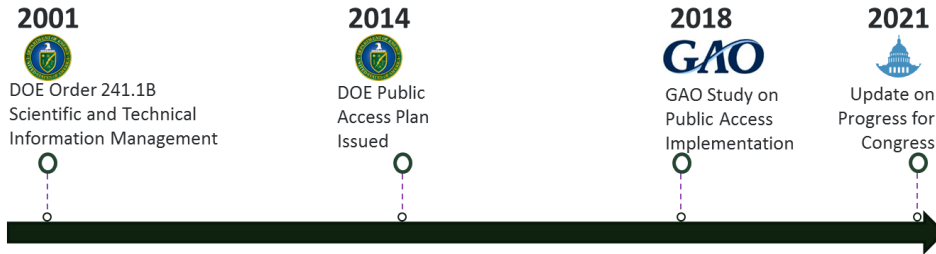


Description and Requirements

An Accepted Manuscript (AM) is the version of an article that has been peer-reviewed and accepted for publication in a journal. An AM includes the same content as the published article but will not have the final publishing information (final journal volume and issue, pagination). It is **NOT** the published version of the article; the publisher’s version of the article should not be submitted to E-Link due to copyright restrictions. An AM is not subject to the same copyright restrictions and will be made publicly available at no cost through [OSTI.GOV](https://www.osti.gov) one year after the journal publication date. If identified in the FARC, AMs are required to be submitted through [E-Link](#) per [DOE Order 241.1B](#) and the [DOE Public Access Plan](#).

For detailed information, please see the [Accepted Manuscript Desk Reference](#).



Our appropriators are also interested in how effectively EERE makes research results readily and easily available to the public. This is called public access. The timeline shown here gives you a brief history of public access and EERE.

Why Accepted Manuscripts Matter



Journal articles allow for knowledge transfer among the research community and increase the impact of EERE-funded research.



Journal articles are used as a measurement of an organization’s impact.

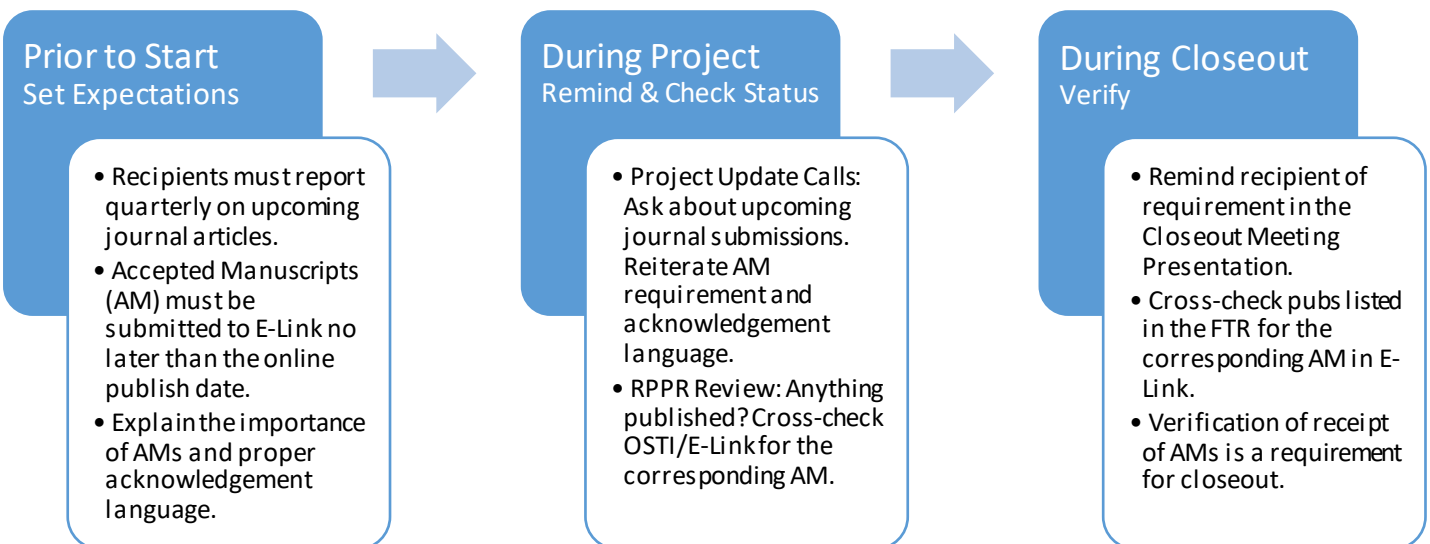


Making papers freely available through public access increases scholarly citations, sometimes **doubling citations**.



AMs made available through OSTI are downloaded by the scientific and engineering community **an average of 4-6 times a month**.

Communication with Recipients



How to Review Accepted Manuscripts and their Associated Metadata

How to access STI records in E-Link

- ❖ To access both the Accepted Manuscript and the associated metadata, log into [E-Link](#).
- ❖ Search by OSTI ID to access a single product record.
- ❖ If you would like to see all STI products under an award, enter the full award number under Contract No.
- ❖ If you would like to see a single STI product type for a given award, enter the award number and filter by STI Product Type.
- ❖ **Pro Tip:** An asterisk (*) can be used as a wildcard in the search fields, e.g. Contract Number: *05440.

Search Announcement Notices

OSTI ID

Report No.

Contract No.

Title

STI Product Type

Source Input Type

Status

[More Options](#)

Reviewing the Accepted Manuscript

STEP 1: You MUST work closely with your recipient to review draft journal article as part of project update calls and quarterly reporting. Once the final manuscript has been accepted by the publisher, the author will no longer be able to edit the document.

STEP 1A: As part of project update calls or quarterly reporting, Tech Offices may ask the recipient to email a copy of any draft journal articles. Conduct a technical review per the specifications of your Technology Office.

Step 1B: Check for or remind the recipient of proper [acknowledgement and legal disclaimer language](#). Acknowledgement language should contain at least these four elements:

1. DOE
2. EERE
3. Technology Office
4. Award number

STEP 1C: If necessary, coordinate revisions with the recipient through email prior to publication. Once the manuscript has been accepted by the publisher and uploaded to E-Link by the recipient proceed to Step 2.

****Please note that the AM must not be edited once it has been accepted by the publisher and uploaded to E-Link.****

STEP 2: The AM will not be available on OSTI.GOV for one year from published online date. If you would like to view the AM log into E-Link and click on View under Full Text.

Osti ID	Title	Product Type	Report Number	Contract Number	Awardee/ Contractor	Site Code	Status	Full Text
1167673	Innovative Ballasted Flat Roof Solar PV Racking System	Technical Report - Final	5440	EE0005440	Cascade Engineering	GFO	Completed	<input type="button" value="View"/>

STEP 3: If you are unable to locate the AM in E-Link, it is possible that the AM was submitted by a National Lab. EERE is not able to view lab submissions on E-Link, you will need to search for this product on [OSTI.GOV](#).

Reviewing the Metadata

STEP 1: Unlike most other STI in E-Link, you will not receive notification from E-Link that the AM has been submitted. OSTI will review and release on behalf of EERE. To view the metadata, either ask the recipient for the OSTI ID or search E-Link by award number and filter for STI Product Type = Accepted Manuscript.

Step 2: Click on the document title

Osti ID	Title	Product Type	Report Number	Contract Number	Awardee/ Contractor	Site Code	Status	Full Text
1167673	Innovative Ballasted Flat Roof Solar PV Racking System	Technical Report - Final	5440	EE0005440	Cascade Engineering	GFO	Completed	<input type="button" value="View"/>

STEP 3: Ensure that the fields have been filled out correctly. Please pay particular attention to the following fields:

1. **Access Limitation:** this determines who sees the document and when; for all AMs, the distribution limitation is Unlimited once the "Sunset date" has passed
2. **Product Type:** if this field is incorrect, it will impact search functionality on the public facing site
3. **Sponsor Organization:** this should be EERE *and* the Technology Office
4. **Subject Category and Keywords:** these function like a keyword search on [OSTI.GOV](#); make sure the terms here will enable the public to easily find this AM. If necessary, add relevant keywords.
5. **Sunset date:** this is the date the AM will be made available to the public (one year from the published online date)

****Please note that the recipient is unable to edit the AN 241.3 once it is submitted. If revisions to the metadata are necessary, Releasing Officials can edit on behalf of the recipient.****

Step 4: To edit the metadata, return to the main search page, click Edit, and revise accordingly.

Osti ID	Title	Product Type	Report Number	Contract Number	Awardee/ Contractor	Site Code	Publisher Information	Status	Full Text
1481903	One-Step Super Emitters for High Efficiency Solar Cells	Technical Report - Final	DOE-Picasolar --07191	EE000719	Picasolar Inc., Fayetteville, AR (United States)	GFO		Completed	<input type="button" value="View"/>

STEP 5: Scroll to the bottom of the 241.3 and click "Submit to Releasing Official." Alternatively, if the AM metadata is complete, you can select "Submit to OSTI." Do not select "Save" as this frequently triggers an error status.

Select Submit to Releasing Official if it is not ready to be released.

Select submit to release the AM.