

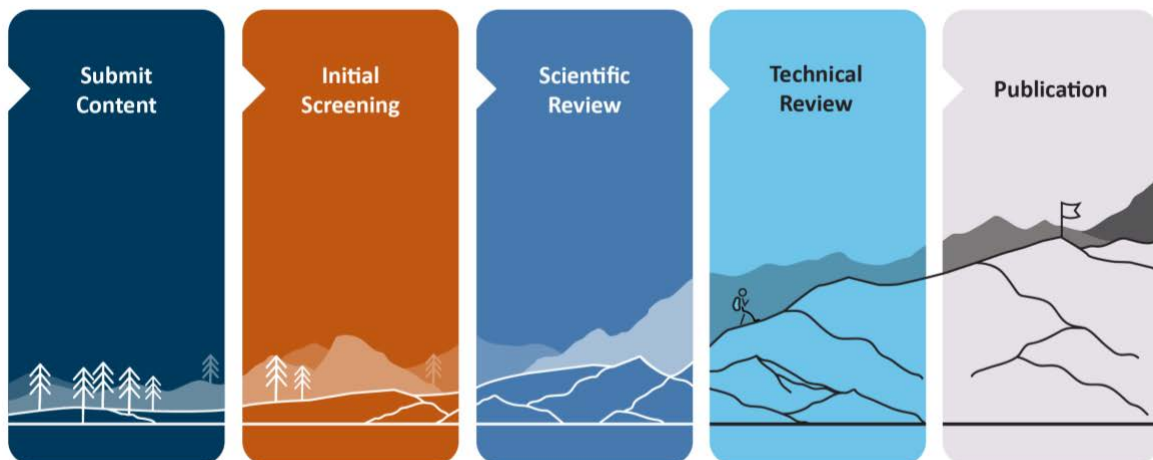
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Leveraging the NIH Bookshelf to Showcase Health Agency Research

If you're looking to strengthen ties with the academic community and increase the visibility of your public health agency's published population health reports, consider submitting them to [the National Institute of Health's Bookshelf platform](#). This free, searchable collection feeds into the PubMed database and accepts "gray literature," or research produced outside of traditional commercial or academic publications. It is a great opportunity for public health agencies to expand their reach.

Application and Review Process

Image 1: National Library of Medicine Bookshelf Submission Process



Before submitting your content, make sure it meets Bookshelf requirements:

- 1) Is your content:
 - a. Full text (a full report, not just an abstract or data) with an executive summary or abstract?
 - b. Aligned with at least one of the [subjects prioritized by Bookshelf](#)?
 - c. Written in English?
 - d. Accessible via a PDF/Word Document or online via a web link?

- 2) While drafting the document, did you undergo some sort of peer review process? (e.g., an advisory council reviewed, offered feedback, and approved the final draft)
 - a. The peer review process must be publicly documented within the content, in a separate document, or via a description on the website.

If you answered yes to the previous questions, follow these steps to apply:

- 1) Download and complete the [application](#) (single title) or [application spreadsheet](#) (multiple titles).
- 2) Complete [publisher information sheet](#) (if you are new to submitting to Bookshelf).
- 3) Email your application to bookshelf@ncbi.nlm.nih.gov.
- 4) [Other information](#) you will include in your application:
 - a. Title of content.
 - b. PDF/Word Document or URL where content can be accessed.
 - c. Publishing information (name, management, qualifications, policies).
 - d. Short author/editor biographies or CVs (1-2 pages).
 - i. [Resources for writing a professional CV](#) (PH resume and examples).
 - e. Copyright information.
 - f. Abstract or summary.

If you have questions about the application process or the suitability of your content, please contact bookshelf@ncbi.nlm.nih.gov. Note: If you have been publishing related content for at least two years, Bookshelf may review your content as a [collection](#). This means any future materials may be added to the collection without an additional application.

Once you have submitted your content:

- 1) **Initial Screening:** Bookshelf staff checks that your application is complete and meets the minimum submission requirements.
 - a. If Bookshelf staff have questions, they will contact you. Be ensure the project point of contact is responsive to inquiries, as timely responses are critical to moving your application forward without delays.
 - b. If all submission requirements have been met, your content will move into the Scientific Quality Review.
- 2) **Scientific Quality Review:** Bookshelf staff will assess whether your content meets the platform's scientific standards (e.g., whether its content is substantive and valuable).
 - a. Your content will either pass or fail this review; there is no opportunity to revise in response to feedback. If rejected, you may resubmit the content after two years.
 - b. If your content passes this review, it will move to the technical review.

- 3) **Technical Review:** Bookshelf staff will assess whether your content meets the platform's technical requirements (e.g., an XML document with proper formatting and accessibility).
 - a. This is typically the longest stage of the process, as there can be some back and forth between Bookshelf staff and applicants, as applicants strive to address any technical issues with the content.
 - b. An applicant can contract with a commercial vendor to produce the necessary XML document, if needed.

If your content is accepted:

- Bookshelf will give you an opportunity to preview the content. Make sure you're comfortable with how the content looks, as this preview represents how the content will look on the platform. Ensure there are no typos or formatting issues!
- Sign the participation agreement, discussing questions with NIH Bookshelf staff as relevant.
- Celebrate your success, and share the link with peers and partners!

Additional Resources from NIH

- How to Include [Content in Bookshelf](#): Summarizes the Bookshelf application process.
- [Bookshelf Copyright Notice](#): Summarizes relevant copyright restrictions that apply to Bookshelf.
- [NLM Retention Policy](#): Summarizes the National Library of Medicine's retention policies, which apply to Bookshelf.

Have questions about this resource? Please contact islandsupport@astho.org.

Background

This product was created by the Island Areas Workgroup (IAW) — Data Capacity Subgroup. Established in October 2021, IAW brings together representatives from island jurisdictions, federal agencies, and trusted partners to address key administrative challenges impacting health outcomes in island jurisdictions, including efforts to strengthen procedures and organizational policies affecting health financing, data capacity, and workforce development.

The Data Capacity Subgroup drafted this resource to support territorial and freely associated state public health leadership and researchers in their efforts to expand the reach of local population health data and research.

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