



## Guideline for the Insertion of a New Protocol

<http://quality4lab.cnr.it>

### REVISIONS

Rev.	Date	Description	Proposed by	Approved by
1	10/12/2014	Section "Authors" "Contact" and "Image" modified	qPMO-WP1	qPMO
0	10/01/2014	First edition	qPMO-WP1	qPMO

**Please keep in mind that you can only add your content if it meets our Quality validation criteria (see below under Quality validation).**

Before starting, please read the "Terms and Conditions" section carefully

For an example, see the filled "Whole mount in situ hybridization on mouse embryos with DIG-and FLUO-labeled riboprobes" Protocol form (<http://quality4lab.igb.cnr.it/en/protocols/in-situ-hybridization-and-immunochemistry/whole-mount-in-situ-hybridization-on-mouse-embryos-with-dig-labeled-riboprobes>)

1. Log in using the username and password provided by the website
2. Choose the "Protocols" section from the Home page. Please note that this section is only in English.
3. Choose the box corresponding to the "Protocol category" from those present. If your protocol does not fall under any of these categories, before uploading, please select "contacts" and fill in the form with your request.
4. From the green tool bar, choose "Add new" and then "Protocol".
5. Fill in the information using the following format (in the Default section):

**Title (This is a required field)**

Titles should be distinctive but not too long (less than 50 characters, spaces included) and should be written in Sentence case. It is recommended to use only alphanumeric characters.

**Short Description (This is a required field)**

The description should clearly address the aim of the Protocol and indicate some specific characteristics. Use less than 200 characters, spaces included.

**Protocol Category (This is a required field)**

Choose the appropriate Protocol category (only one) from the list. The category selected must correspond to the one chosen previously.

**Creation Date**

Select from the calendar the date on which the Protocol was set-up.



### Author(s)

Insert the first and last names of the different authors who designed the Protocol, separated by a comma.

### Contact

The Contact person is the one that submits the Protocol data and is responsible for the scientific information provided.

#### **Name (This is a required field)**

Insert first and last name of the Contact person.

#### **Address (This is a required field)**

Insert affiliation and address of the Contact person.

#### **Phone**

Insert the phone number of the Contact person.

#### **E-Mail (This is a required field)**

Insert an institutional email address of the Contact person.

### Steps

Description	Temperature	Time	Note
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Select “Add new row”

#### **Description**

Describe the steps of the protocol.

#### **Temperature**

Indicate a temperature (°C), if any.

#### **Time**

Indicate an incubation time (min or hour), if any.

#### **Note**

Specify any information necessary for the correct execution of the protocol step.

### Other information

In this section you can indicate:

- **troubleshooting**
- **time taken to perform the entire protocol**
- **acknowledgements**
- **any other important information**

Please divide the information into the above sections.

### Related Solutions

You can select and add the solutions belonging to other Protocols. You cannot modify the solutions added. If you need to add new solutions, complete the protocol form and then read the instructions in the “Solution” section below”.

### Quality validation: Yes or No

In order for your content to be added, it must meet Quality validation requirements. So please select “Yes” and fill in the “Validation Info” field (**This is a required field**). **If your content does not satisfy the Quality validation criteria, it will not be considered for publication on the website.**

**We consider publication in peer-reviewed journals or books and patents as validation criteria, (add corresponding citations in the section below).** Add any other information you consider necessary, relative to Quality validation assessment.



## Citations

Click on “Add new row”.

For each citation, please add the complete citation on the left and, if available, the corresponding Pubmed url (abstract page of the article) in the section on the right.

Indicate any articles in which the Protocol has been cited, according to the following examples:

Helms C, Cao L, Krueger JG, Wijsman EM, Chamian F, Gordon D, Heffernan M, Daw JA, Robarge J, Ott J, Kwok PY, Menter A, Bowcock AM. A putative RUNX1 binding site variant between SLC9A3R1 and RAT9 is associated with susceptibility to psoriasis. *Nat. Genet.* 2003;35:349–356.

For Epub publications, please use the following format:

Caporilli S, Yu Y, Jiang J, White-Cooper H. The RNA export factor, Ntx1, is required for tissue specific transcriptional regulation. *PLoS Genet.* 2013;9:e1003526.

For patents, please use the following format:

L. Cerchia, V. de Franciscis inventors. “EGFR APTAMER INHIBITOR FOR USE IN THERAPY AND DIAGNOSIS” Patent application ITRM20100536 Europe and USA extended; 20/10/2010.

A maximum of 5 citations are allowed.

## Funded by

Insert the source of any grants supporting the research.

## Image

Choose the image file relative to the Protocol. Make sure you have the rights to publish the image. Please use jpg, png or gif format. Do not use bmp or tiff format, as these are not widely supported by web browsers. Also, note that the maximum size allowed for image files is 2Mb.

## Figure legend

Briefly describe the image.

## Related Protocols Add

Add a link to a related Protocol present on the website.

## Related Model Systems Add

Add a link to a related Model System present on the website.

## Related Clone Chart Add

Add a link to a related Clone Chart present on the website.

## Related Oligo Add

Add a link to a related Oligo present on the website.

## Related Aptamer Add

Add a link to a related Aptamer present on the website.

## Attachments

Attach files.

6. Select “Save” to save and read the Protocol.



7. To modify the saved Protocol, you can select “Edit” from the green tool bar. After having modified the Protocol, select “Save”.

## Solutions

**N.B.** Only after having inserted a protocol is it possible to add the relative solutions.

1. From the green tool bar, choose “Add new” and then “Solution”.
2. Fill in the information using the following format (in the Default section):

### Name

Specify the name of the solution, with the final volume in (round) brackets, as in the example: PSS 1X (V=500ml).

### Details

Reagents	F-concentration	Quantity	I-concentration
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Select “Add new row”

### Reagents

Specify the name of the reagent (powder or solution).

### F-concentration

Indicate the final concentration of the reagent in the solution to prepare.

### Quantity

Indicate the amount to add to the final solution and specify the units.

### I-concentration

If the reagent is a solution, indicate its initial concentration. If the reagent is a powder, do not specify anything.

### Note

Add any useful information regarding the preparation, sterilization and storage of the solution.

3. Select “Save” to save and read the solution.
4. To modify the saved solution, select the protocol containing the solution and then select “Contents” from the green tool bar and the complete list of solutions associated to the protocol will appear. Click on the name of the solution and then select “Edit” from the green tool bar.
5. After having modified the solution, select “Save”.
6. To come back to the protocol, select it on the navigation section on the left.



## Publishing Workflow

<http://quality4lab.cnr.it>

1. When you are ready, select “State” from the green tool bar, and then “Submit for publication”. The state of the item will be “Pending Review”. You will receive a confirmation email.
2. If necessary, you can still edit the item while it is “Pending Review”, choosing “State” and then “Retract”. In this way, you can edit the item and then choose “Submit for publication” again.
3. The protocol will be reviewed by the site administrators, who will check whether all the information necessary for the publication on the website has been correctly inserted.
4. After review, you will be notified at your email address that the item you have inserted has been published on the website or needs to be modified.
5. In the latter case, you can edit the item, save the modifications and resubmit for publication.