Guideline for the Insertion of a New Aptamer

http://quality4lab.cnr.it

REVISIONS

1	10/12/2014	*Section "Authors" "Contact" and "Image" modified*	qPMO-WP1	qPMO
0	10/03/2014	*First edition*	qPMO-WP1 and WP2 Laura Cerchia and Vittorio De Franciscis (IEOS, CNR)	qPMO
Rev.	*Date*	*Description*	*Proposed by*	*Approved by*

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 "Cl4" Aptamer form (http://quality4lab.igb.cnr.it/en/molecular-tools/aptamers/cl4)

1. Log in using the username and password provided by the website.

2. Go to the "Molecular tools" section and choose the box corresponding to the "Aptamer". Please note that this section is only in English.

3. From the green tool bar, choose "Add new" and then "Aptamer".

4. Fill in the information using the following format (in the Default section):

   Name (This is a required field)
   Names should be short and distinctive for each Aptamer. You can choose to type the name of the gene, the authors' initials, or a number code. Before inserting the name, please **search whether the name** of your Aptamer **has already been used** in this website, and, if so, please change it.

   Short Description (This is a required field)
   Briefly describe the Aptamer, reporting the reference target and indications about its application. Use less than 500 characters, spaces included.

   Type (This is a required field)
   - D-RNA
   - L-RNA
   - DNA
   - modified RNA
   Choose the type of Aptamer from the list.

   Creation date
   Select from the calendar the date on which the Aptamer was produced.

Author(s)
Insert the first and last name of the authors who designed and tested the Aptamer, separated by a comma.

Contact
The Contact person is the one that submits the Aptamer 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.

Molecular Weight (This is a required field)
Specify the molecular weight in kd.

Molecular target (This is a required field)
Specify the target (small molecules, proteins, carbohydrates, etc) and its source.

Kd (This is a required field)
Specify the dissociation constant and also whether it has been calculated vs the target in its purified form.

Primary structure (This is a required field)
Provide the sequence from 5' to 3' extremity.

Nucleotide modification
Indicate all the nucleotide modifications in the sequence.

Predicted secondary structure
Indicate the type of secondary structure and the software used to predict it.

Description of selection strategy
Indicate and describe the selection strategy used or indicate the corresponding reference protocols inside the Protocols section.

Intended use (This is a required field)
Specify the intended field of application.

Special remarks
Indicate the special characteristics of the Aptamer that have not been reported before (for example, the type of purification required) or any other information you consider necessary for its use.

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 Aptamer 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 Aptamer. 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.

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 related to the Aptamer.

5. Select "Save" to save and read the Aptamer form.

6. To modify the saved Aptamer form, select "Edit" from the green tool bar. After having modified the Aptamer, select "Save".

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 Aptamer form 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.