Guideline for the Insertion of a New Clone Chart

http://quality4lab.cnr.it

REVISIONS

1	10/12/2014	Section "Authors" "Contact" and "Image" modified	qPMO-WP1	qPMO
0	10/01/2014	First edition	qPMO-WP1	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 "pIRES2-EGFP-Cripto" Clone Chart form (http://quality4lab.igb.cnr.it/en/molecular-tools/clone-charts/in-situ-probes/pcr-cry-3)

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

2. Go to the "Molecular tools" section from the Home page. Please note that this section is only in English.

3. Choose the box corresponding to the "Clone charts" section and then the category from the four present. If your clone chart does not fall under any of these categories, before uploading, please select "contacts" and fill in the form with your request to add a new category.

4. From the green tool bar, choose "Add new" and then "Clone Chart".

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

   Name (This is a required field)
   Report the name of the Construct. Before inserting the name, **chec**k by using the search function **whether the name** of your Construct **has already been used** in this website; if so, please change the name. It is recommended that only alphanumeric characters be used.

   Short description (This is a required field)
   Briefly describe the Construct, reporting the reference gene or insert, the vector, and indicate its application. Use less than 200 characters, spaces included.

   Type (This is a required field)
   - Plasmid
   - Cosmid
   - Phage
   Choose the vector type from the list.

   Arrival or Creation date
   Select from the calendar the date on which the vector was created or arrived in the laboratory.

Author(s)
Insert the first and last name of the authors who created the Construct, separated by a comma.

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

Vector (name, size) (This is a required field)
Report name and size of the vector in bp.

Resistances (This is a required field)
Indicate to which antibiotics the vector is resistant.

Bacterial strain
Report the bacterial strain suggested to amplify the Construct.

Insert (derivation, history, size) (This is a required field)
Report the name of the gene or region, function (promoter, 3'UNT, gene, etc.), derivation and size of the insert in bp.

Description of cloning procedure
Indicate whether it was a directional cloning or not, the restriction sites used for the insertion, whether the restriction sites were deleted or reconstituted, how it has been verified (sequencing, digestion with restriction enzymes, etc.).

Intended use (This is a required field)
Report the intended use of the Construct vector (for example, expression, RNA interference, *in situ* hybridization, etc.).

Special remarks
In this section, indicate any special characteristics of the Construct that have not been reported before or any other information considered 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 Clone 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.

Map (image)
Choose the image file relative to the Construct. 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 Construct.

6. Select "Save" to save and read the Construct form.

7. To modify the saved Clone Chart, select "Edit" from the green tool bar. After having modified the Clone Chart, 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 Construct will be reviewed by the site administrators, who will check whether all the information necessary for 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.