



Guideline for the Insertion of a New Model System

<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 "Cripto (Tdgf1) null mutants" Model System form (<http://quality4lab.igb.cnr.it/en/model-systems/vertebrates/mouse/tdgf1-cripto-null-mutants>)

1. Log in using the username and password provided by the website.
2. Choose the "Model Systems" section from the Home page. Please note that this section is only in English.
3. Choose the box corresponding to the "Model systems category" and then the box corresponding to the "Model systems subcategory" among those present. If your model system 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 "Model system".
5. Fill in the information using the following format (in the Default section):

Name (This is a required field)

Names should be short and distinctive (less than 50 characters, spaces included). You can use a name or a numerical code preceded by a custom logo. For example, for *D. melanogaster*, a typical format would be: AD 1 (strain 1 from Anna Digilio's lab). Before inserting the name, **check** by using the search function **whether the name of your strain 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)

Enter a brief description of the strain and its applicability. Try to limit this text to about 200 characters, spaces included.

Model System Category (This is a required field)

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

Model System subcategory (This is a required field)

Choose the appropriate Model System subcategory (only one) from the list. The subcategory selected must correspond to the one chosen previously.



Genotype

Insert the genotype of the strain according to the specific nomenclature of each model system.

Origin

Indicate the stock collection and/or the laboratory from where the strain derives.

Arrival or Creation Date

From the calendar, select the date on which the strain was created or arrived in your laboratory.

Author(s)

Insert the first and last names of the different authors who obtained the Model System, separated by a comma.

Contact

The Contact person is the one that submits the Model System 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.

Description (This is a required field)

The description allows for a broader discussion of the strain and the specification of any information needed to use it. Moreover, this field also offers the possibility of putting the strain in context, discussing related or alternative model system and protocols, thanking someone, indicating troubleshooting, techniques and other important information.

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 Model System 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 Model System. Make sure you have the rights to publish the image. Please use jpg, png or gif format. Do not use bmp or tiff formats, 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 Model System.

7. To modify the saved Model System, select "Edit" from the green tool bar. After having modified the Model System, 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 Model System 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.