



## Guideline for the Insertion of a New Oligo

<http://quality4lab.cnr.it>

### REVISIONS

Rev.	Date	Description	Proposed by	Approved by
1	10/12/2014	Section "Authors" and "Contact" 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 "alpha2 IVS-I -5nt" Oligo form (<http://quality4lab.igb.cnr.it/en/molecular-tools/oligos/alpha2-ivs-i-5-nt-hph-i>)

1. Log in using the username and password provided by the website.
2. Choose the "Molecular tools" section from the Home page and then the box corresponding to the "Oligo". Please note that this section is only in English.
3. From the green tool bar, choose "Add new" and then "Oligo".
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 Oligo. You can use the name of the gene, the author's initials, or a numeric code. Before inserting the name, **check** by using the search function **whether the name of your oligo 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 Oligo, reporting the reference gene and indicating its application. Use less than 200 characters, spaces included.

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

- DNA
- RNA

Choose the type of Oligo from the list.

#### **Creation date**

From the calendar, select the date on which you designed the Oligo.

#### **Author(s)**

Insert the first and last name of the authors who designed and tested the Oligo, separated by a comma.



## Contact

The Contact person is the one that submits the Oligo 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.

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

Insert the nucleotide sequence in the 5'-3' direction.

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

- forward
- reverse

Choose the orientation of the Oligo from the list.

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

Indicate the position of the Oligo on the chromosome or reference gene, or in respect to a gene bank sequence.

## **Length (nt) (This is a required field)**

Indicate the length of the Oligo in nt.

## **Melting Temperature (°C) (This is a required field)**

Indicate the melting temperature of the Oligo and the software or method used to calculate it.

## **% GC**

Indicate the GC% of the oligo.

## **Nucleotide modification(s)**

Indicate the specific nucleotide modification, if present.

## **Degeneration**

- Yes
- No

Indicate if the Oligo is degenerated.

## **Intended use (This is a required field)**

Indicate the purpose for which the Oligo has been designed (for example, PCR amplification, sequencing, or other).

## **Special remarks**

Indicate any special characteristics of the Oligo that have not been reported before (for example, the type of purification required) or any other information 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 Oligo 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

### **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 Oligo.

5. Select “Save” to save and read the Oligo form.
6. To modify the saved Oligo form, select “Edit” from the green tool bar. After having modified the Oligo, 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 Oligo form 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.